Important Information for the months of November, December 2013 & January 2014

Important cut-off dates:

1. Last date of registration for Executive Program (if student wishes to appear in single module of Executive Program in June 2014 exam) : Monday, 2\textsuperscript{nd} December 2013 (For offline mode only)

2. Last date of registration for Professional Program (if student wishes to appear in any one module of Professional Program in June 2014 exam) : Monday, 2\textsuperscript{nd} December 2013 (For offline mode only)

MOST IMPORTANT

All correspondence related with student’s matter should be sent to:
The Director (Student Services)
The Institute of Company Secretaries of India,
C-37, Sector-62,
Noida-201309
Registration Letter – to be downloaded from institute’s website

On completion of registration as a student, the admission number is intimated to the student either through e-mail and / or SMS.

Students can themselves check their registration status at the URL https://www.icsi.in/regstatus/RegistrationQuery.aspx

Students can download the Registration Letter, Fee Receipt (online registered students only), Important Instructions, etc. through Institute’s website www.icsi.edu by entering the Admission / Registration Number received through E-Mail / SMS.

Important points to be noted:

1. Recently three more examination centers [i.e. Belgaum (Code no. 320), Gwalior (Code no. 421) & Bhilai (Code No. 422)] have been opened, which will be operative from December 2013 examination onwards on experimental basis. Students residing in & around these places may avail the opportunity.

2. If any student wishes to apply for claiming exemption from any subject of Executive/ Professional Program on the basis of qualification, he/she is advised to submit his/her application for exemption (along with a demand draft @ Rs 1000/- per subject and attested photocopies of mark sheets of all parts of relevant qualification) at the earliest to avoid last minutes complications.

3. If any student wishes to apply for extension of registration / or registration de-novo, he/she is advised to submit his/her application for extension of registration / or registration de-novo at the earliest.

4. Subject-wise Exemption fees / De-novo / extension fees should never be clubbed with examination fees. Students are advised to apply for the same separately. They should also mention about the same in examination form at appropriate place.

5. Cancellation of Registration

Registration of students registered up to and including November 2008 stands terminated on expiry of five-year period on 31st October 2013 & supply of “Student Company Secretary” bulletin will be discontinued from November 2013 onwards.

Important:

Students whose registration is valid up to August 2013 (i.e. students registered in September 2008) are eligible to appear in December 2013 examination without seeking extension of registration / registration de-novo subject to fulfilling other requirements as laid down in the regulations.
As a major step towards imbibing the potential of technology for providing the best services to the students, the Institute has decided to switchover completely to Online Registration System for registrations to Foundation, Executive and Professional Programme with effect from 1st January, 2014.

In connection with the above, students may note the followings:

1. The sale of Registration Application Form (which is forming part of the Prospectus) will stand discontinued effective from 1st January, 2014. The Prospectus will be redesigned and will be continued to be sold to the prospective students and general public. The revised rate of the prospectus will be Rs.200/- which will not contain the Registration Application Form.

2. The Regional Councils & Chapters will not accept the Registration Applications in physical form effective from 1st January, 2014. It is further clarified that the downloaded copies of Registration Forms are also not to be accepted.

3. In case of all Registrations, the Study Materials would be sent by Main Stores(Noida) directly to students immediately on approval of the registration application by the Directorate of Student Services.

4. A “Step by Step Procedure for Online Registration” has been designed and the same is given in this e-bulletin elsewhere. The same may be used by students as ready reference in future.

5. Students can make payment of applicable fees through Credit Card/Debit Card/Net banking or Bank Challan System(through Canara Bank Branches).

6. Students are advised not to submit hard copies of supporting documents. Instead, they are required to upload scanned copies of documents in support of their qualification through online mode failing which the registration applications will not be processed.

For any clarification regarding online registration, Ms. Geetanjali S. Rathore, Administrative Officer (Student Services) may be contacted at E-Mail Id grss@icsi.edu OR at Tel.No. 0120-4522065.
It has been decided to simplify the process for seeking Registration Denovo and Extension of Registration. Students whose registrations have expired after the validity period of five years may seek Registration Denovo or Extension of Registration (as per their eligibility) by remitting a lumpsum fee. Online facilities for seeking Registration Denovo and Extension are also being introduced shortly. The details are given hereunder:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Amount</th>
<th>Eligibility Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Registration De Novo</td>
<td>Rs.2,000/- (lump-sum)</td>
<td>Students may apply for Registration de-novo within two years of the expiry of former registration.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rs 3,000/- (lump-sum)</td>
<td>If students fail to apply for Registration de-novo within two years of expiry Registration, they may still seek Registration de-novo within a maximum period of five years from the expiry of former registration.</td>
</tr>
<tr>
<td>2.</td>
<td>Extension of Registration</td>
<td>Rs 1,000/- (lump-sum)</td>
<td>Students who have passed at least One Module of Professional Programme will be eligible to seek extension of registration for one year at a time. The extension has to be sought within six months of expiry of such registration. No student will be allowed more than two extensions that too on a consecutive basis.</td>
</tr>
</tbody>
</table>

Students are not required to remit any other fee to become eligible for grant of Registration Denovo/ Extension.

Students belonging to Physically Handicapped Category and SC/ST Category will be required to remit only 25% and 50% respectively of the lumpsum fee applicable for General Category Students as mentioned above for seeking Registration Denovo and Extension.

The revised guidelines are effective from 1st December, 2013.

There is no change in the cut-off dates for seeking Registration Denovo/ Extension for appearing in the June/ December Examinations.

Students may please note that the cut-off dates for seeking Registration Denovo and Extension to become eligible for appearing in the respective sessions examinations are as under:
For becoming eligible to appear in the Examination conducted in  | Cut-off Date for submission of application and fee for seeking Registration Denovo/ Extension (*)
--- | ---
June | 20th February
December | 20th August

(*)Students whose status can be ascertained only after declaration of the results in February/ August may apply for Denovo/ Extension alongwith examination application for the June/ December session of examination.

In case you need any further information/ clarification pertaining to Registration Denovo/ Extension, please contact Ms. Archana Goel, Desk Officer at E-Mail Id extension@icsi.edu or at Tel.No. 0120-4522072.

MODIFICATION IN THE CRITERIA FOR CLAIMING PAPER-WISE EXEMPTIONS EFFECTIVE FROM 1ST DECEMBER, 2013

The criteria for granting paper-wise exemptions to CS students on the basis of their higher qualifications has been modified as per details given below :-

1. Paper 7 of Executive Programme (i.e. Industrial, Labour and General Laws) shall be exempted for LL.B. Students (Both three Year Degree Course and Five Year integrated Law Course);

2. The exemption under reciprocal arrangement with Institute of Cost Accountants of India will continue. i.e. following papers shall be exempted to Final examination passed student of the Institute of Cost Accountant of India:
   
   **CS Executive Programme**:
   i) Cost and Management Accounting (Module 1, Paper 2)
   ii) Tax Laws and Practices (Module 1, Paper 4)
   iii) Company Accounts and Auditing Practices (Module 2, Paper 5)

   **CS Professional Programme**:
   i) Advanced Company Law and Practice (Module 1, Paper 1)
   ii) Financial, Treasury and Forex Management (Module 2, Paper 5)
   iii) Advanced Tax Laws and Practice (Module 3, Paper 7)

3. No exemption shall be given on the basis of any other higher education.

The above modified guidelines shall be applicable w.e.f. 1st December, 2013.

In case you need any further information/ clarification pertaining to paper-wise exemption, please contact Ms. S Hemamalini, Administrative Officer at E-Mail Id exemption@icsi.edu or at Tel.No. 0120-4522074.
A. ONLINE REGISTRATION PROCESS FOR FOUNDATION PROGRAMME

(Please note that before proceeding for online registration, you need to have the soft copy of the following documents for uploading the same on the website at your respective account to get the online registration process completed)

Photograph of the candidate
Signature of the candidate
DOB Certificate (10th Pass Certificate)
Roll Number (if appearing in 10+2)
12th Passing certificate/Mark sheet
Category Certificate (if belonging to SC/ST OR Physically Handicapped Category)

Please ensure that the documents are only in the following formats otherwise you will not be able to upload the documents
File format is jpg, jpeg, png, gif, bmp
File sizes of documents does not exceed 5 MB
Size of Student Photo is between 20KB – 50KB
Size of Student Signature is between 10KB – 20KB

(Now proceed for registration as follows)

1. Click the online services button on top of the ICSI website (http://www.icsi.edu/)

2. Go to the Students tab and click on Student Registration

3. Click onto the checklist of documents as applicable to you on the basis of your qualification,

Photograph of the candidate
Signature of the candidate
DOB Certificate (10th Pass Certificate)
Roll Number (if appearing)
12th Passing certificate/Mark sheet
Category Certificate (if belonging to SC/ST OR Physically Handicapped Category)
4. Now Click on ‘Proceed to Registration’

5. Select the Course type as Foundation stage

6. Fill other fields.

7. Click on the option ‘Make Payment’ for effecting necessary payments.

Payment is to be made either by credit/debit card/net banking or through bank challan system

You will subsequently get username and password at your E mail ID

(The user name and password will be provided within 24 hours of payment.)

After you get your username and password, please upload documents at the link sent at your mail and upload documents.

**Process of accessing your account after registering to ICSI for uploading documents**

While uploading the document please ensure the following

*File format is jpg, jpeg, png, gif, bmp*

*File sizes of documents do not exceed 5 MB*

*Size of Student Photo is between 20KB – 50KB*

*Size of Student Signature is between 10KB – 20KB*

Please follow the below step to access your registered account:

1. Click on online services button on top of the ICSI website ([http://www.icsi.edu/](http://www.icsi.edu/))
2. Thereafter Click on login button
3. Enter your Username and Password
4. After Login, Go to Students and then click “My Account”
5. Click on “Manage Account”
6. Upload documents at certificate details tab given under manage account option
7. Once all required documents have been uploaded, the applications are checked at Directorate of Student Services and if found OK, it is approved. If any discrepancies are found, then student concerned is informed by e-mail to complete the requirement.

**Supply of Study materials:**

Study materials shall be dispatched directly by post from institute’s main stores Noida after verification of documents by the institute.
Process of downloading registration letter / e-Identity card through online Services:

Students can download their e-Identity card and registration letter from Institute’s website www.icsi.edu after approval of their application by the Institute by following the given below simple procedure:

1. Click on online services log at www.icsi.edu
2. Log in to your account .Enter your “Username” & “Password”
3. Click on “student” option
4. Open “my account”
5. Go to “others” option at student’s account
6. Students can download registration letter / e-Identity card at others option at their account

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. Officers 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 centers, etc.
ONLINE REGISTRATION PROCESS FOR EXECUTIVE PROGRAMME

(Please note that before proceeding for online registration, you need to have the soft copy of the following documents for uploading the same on the website to get the online registration process completed)

Photograph of the candidate
Signature of the candidate
DOB Certificate (10th Pass Certificate)
Roll Number (if appearing in Final Year of graduation)
Qualification certificate or mark sheets
Category Certificate (if belonging to SC/ST OR Physically Handicapped Category)

Please ensure that the documents to be uploaded are only in the following formats otherwise you will not be able to upload the documents

File format is jpg, jpeg, png, gif, bmp
File sizes of documents does not exceed 5 MB
Size of Student Photo is between 20KB – 50KB
Size of Student Signature is between 10KB – 20KB

(Now proceed for registration as follows)

1. Click the online services button on top of the ICSI website (http://www.icsi.edu/)

2. Go to the Students tab and click on Student Registration

3. Click onto the checklist of documents as applicable to you on the basis of your qualification,

Photograph of the candidate
Signature of the candidate
DOB Certificate (10th Pass Certificate)
Roll Number (if appearing)
12th Passing certificate/Mark sheet
Qualification certificate/Mark sheets
Category Certificate (if belonging to SC/ST OR Physically Handicapped Category)

4. Now Click on ‘Proceed to Registration’

5. Select the Course type as Executive stage

6. Fill other fields.

7. Click on the option-‘Make Payment’ for effecting necessary payments.
Payment is to be made either by credit/debit card /net banking or through bank challan system

You will subsequently get username and password at your E mail ID
(The user name and password will be provided within 24 hours of payment.)
After you get your username and password, please upload documents at the link sent at your mail and upload documents.

Process of accessing your account after registering to ICSI for uploading documents

While uploading the document please ensure the following

File format is jpg, jpeg, png, gif, bmp
File sizes of documents does not exceed 5 MB
Size of Student Photo is between 20KB – 50KB
Size of Student Signature is between 10KB – 20KB

Please follow the below step to access your registered account:
1. Click on online services button on top of the ICSI website (http://www.icsi.edu/)
2. Thereafter Click on login button
3. Enter your Username and Password
4. After Login, Go to Students and then click “My Account”
5. Click on “Manage Account”
6. Upload documents at certificate details tab and qualification tab given under manage account option
7. Once all required documents have been uploaded, the applications are checked at Directorate of Student Services and if found OK, it is approved. If any discrepancies are found, then student concerned is informed by e-mail to complete the requirement.

Supply of Study materials:
Study materials shall be dispatched directly by post from institute’s main stores Noida after verification of documents by the institute.
Process of downloading registration letter / e-Identity card through online Services:

Students can download their e-Identity card and registration letter from Institute’s website [www.icsi.edu](http://www.icsi.edu) after approval of their application by the Institute by following the given below simple procedure:

1. Click on online services log at [www.icsi.edu](http://www.icsi.edu)
2. Log in to your account. Enter your “Username” & “Password”
3. Click on “student” option
4. Open “my account”
5. Go to “others” option at student’s account
6. Students can download registration letter / e-Identity card at others option at their account

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. Officers 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 centers, etc.

**B. ONLINE REGISTRATION PROCESS FOR PROFESSIONAL PROGRAMME**

1. Login to Online Services at [www.icsi.edu](http://www.icsi.edu)
2. Click Student and then select My Account
3. Click Professional Registration under “Payment Request” option
4. Upload pass mark sheet of both modules of Executive Programme by clicking on choose file.
5. Make Payment of Rs 12,000/- through Credit Card / Debit Card / Net Banking.
6. For all successful payments an acknowledgement receipt is generated. In case receipt could not be generated due to any reason, follow the procedure as given below:
   - Click Student -> select My Account
   - Click payment request -> Generate payment Receipt
Write Request id and Transaction id and click on check status. If payment is successful then the Receipt would be generated (otherwise the payment is not successful).

7. You are Successfully admitted in Professional Programme
8. In case of unsuccessful payment please resubmit your Professional Registration Form
9. After submission of fees download your Professional Registration Letter & E-Identity Card under “other” option

C. ONLINE EXAMINATION ENROLLMENT PROCESS

1. Login to Online Services at www.icsi.edu
2. Click Student and then select My Account
3. Click Examination Enrollment & then click on Submit Examination Form
4. Select the Centre, Medium & Module (Please select these very carefully as there is a fee for every subsequent change in Enrollment Status)
5. Proceed for Payment after verifying the details
6. For all successful payment an acknowledgement is generated
7. In case the amount is deducted from the bank account but acknowledgement is not generated, please check the status as per following process.
8. Click Student-> select My Account
9. Click payment request->Generate payment Receipt
10. Write Request id and Transaction id and click on check status.
11. If payment is successful then Receipt is generated (otherwise the payment is not successful)
12. In case of unsuccessful payment please resubmit your examination form after unlocking the form by clicking on the relevant check box.
13. If the fee is not received by the stipulated date, the examination form will be rejected without notice.
14. After successful submission of Examination form, students may check the preliminary enrolment status at www.icsi.edu (under Announcement for Students)
D. ONLINE PROCESS FOR CLAIMING EXEMPTIONS

1. Click the online services button on top of the ICSI website (http://www.icsi.edu) and thereafter click on login button.

2. Enter your Use Id : Registration number and Password

3. Then Click Login. After Login, Go to Students option and then click My Account

4. Go to Payment request option ---- and select : Exemption qualification basis

5. Then in Exemption request Select Apply

6. Thereafter select Module

7. Then click on the subject in which the exemption is sought

8. Select the Qualification from drop down list

9. Then go to Upload supporting Documents

10. Select Payment Mode – and click “submit request button”

Schedule for various Cut-Off Dates for Online and Offline Services pertaining to the Students

<table>
<thead>
<tr>
<th>Particulars of Cut-off Dates</th>
<th>Actual Cut-off Date</th>
<th>Online Cut-off Date</th>
<th>Offline Cut-off Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptance of Applications for Admission to Executive/ Professional Programmes</td>
<td>30.11.2013</td>
<td>No Change</td>
<td>02.12.2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>30th Nov &amp; 01st Dec 2013 being Saturday &amp; Sunday respectively</td>
</tr>
</tbody>
</table>

Note – Please note that in Online mode there is no change in Cut-off dates. It is open for 24 hours and upto 12:00 midnight of the respective Cut-off dates.
Attention Students!!!

Sub: Coaching Completion Certificate for appearing in CS Executive / Professional Programme Examinations

It is informed that the Council of Institute has decided to do away with the requirement of coaching completion certificate with immediate effect. This would make students eligible for enrolment to Executive and Professional Programme examinations after expiry of six months or nine months as the case may be, from the date of registration to the respective programme.

2. In view of the above, the following instruments shall be deleted / substituted as under:

   2.1 Prospectus
      i. Para 3.18 shall be deleted, and
      ii. Para 3.20 shall be substituted.

   2.2 Registration Letter
      i. in Para 7 of the Registration Letter issued to Executive Programme Students the words “Postal / Oral Coaching” shall be deleted. And
      ii. In Para 5 of the Registration Letter issued to Professional Programme Students the words “Postal / Oral Coaching” shall be deleted.

   2.3 Important instructions (Sent along with Registration Letter)
      Paras pertaining to Test Papers, Title Sheet and Wrappers, and Posting of Response Sheets shall be deleted.

   2.4 FAQs: Wherever there is reference to coaching completion certificate in publicity materials and FAQs, the same may be read in the above context.

The details of deletions/substitutions are at Annexure-I.

3. Henceforth, students of Executive Programme and Professional Programme are not required to:
   a. submit response sheets to test papers on various subjects to the Institute under Postal Tuition Scheme, or
   b. obtain coaching completion certificate from the Institute or from Class Room Teaching Centres of the Institute, or
   c. submit coaching completion certificate for enrollment to examinations of Executive and Professional Programmes.

(Sohan Lal)
Director (Student Services)
Annexure-I

Ref: “Coaching Completion Certificate” for appearing in CS Executive / Professional Programme examinations

Details of the relevant clauses deleted / amended:

i) **Prospectus**:

iii. Para 3.18 pertaining to compulsory postal tuition shall be deleted.

Text of para 3.18 is as under:

**Compulsory postal tuition**

Every registered student of Executive/Professional Programme is required to undergo a course of compulsory postal tuition imparted by the Institute from headquarters at New Delhi/Noida office.

Under the Compulsory Postal Tuition Scheme, the students are provided with study material and test papers for various subjects. For each subject there are five test papers out of which three are compulsory. Students are required to submit to the Institute only One Response Sheet [out of compulsory test papers] per subject of the respective module(s) he/she intends to write the CS Executive/Professional Programme examinations, under examination conditions after going through the study material and the recommended books. A student may submit response sheets to the optional test papers also, if he/she so desires.

The response sheets are evaluated by the Institute’s examiners and returned to the students with comments, if any, of the examiner for improvement of the answers.

The qualifying marks in respect of each response sheet are 40%. If a student does not secure the qualifying marks in a response sheet to a compulsory test paper, he/she should resubmit the same. The last date for submission of response sheets is 28th February for appearing in June examination and 31st August for December examination.

On successful completion of the postal tuition in a subject, the student is supplied with suggested answers for that subject and on his completing coaching successfully in all the subjects of a module; he/she is issued with Coaching Completion Certificate for that/those module(s).

The students are admitted to the Executive Programme or Professional Programme examinations of the Institute only on production of the Coaching Completion Certificate. However, if a student has already submitted all the response sheets for the subjects of a particular module and the response sheets are still under evaluation, he/she may apply for admission to the examination with the stipulated date pending issue of Coaching Completion Certificate.

Students who have passed both the modules of the Executive Programme examination are required to seek enrolment for undergoing postal tuition for the Professional Programme on payment of the postal tuition fee, which presently is ₹12,000.

iv. Para 3.20 shall be substituted as:

**Class Room Teaching Centres of the Institute (empanelled under Public Private Partnership Scheme)**

The Institute has also granted accreditation to certain Colleges/Senior Secondary Schools and Private Institutions (empanelled under Public Private Partnership Scheme) to impart class room teaching under the above said scheme. A list of such Accredited/Public Private Institutions are available at the website of the Institute viz. www.icsi.edu. Students have the option to attend such classes.

Class Room Teaching is thus optional and is designed to provide a personal contact between the teacher and the taught. Students intending to attend class room teaching are, therefore, required to pay additional fee to the Regional Councils/Chapters/Accredited Centres and/or Private Institutes (empanelled under Public Private Partnership Scheme) as determined by them from time to time. No concession in payment of fees to the Institute shall be available in the event of student opting to
undergo class room teaching. Besides oral tuition classes, personal contact programmes are also organized from time to time for the benefit of students.

ii) **Registration Letter:**

In para 7 of Registration letter of Executive Programme the word “Postal / Oral Coaching“ shall be deleted.

Text is given below:

“CS Examinations are usually held in the month of June and December every year. The earliest examination at which you would be eligible to appear is ............ and you are eligible for ......module/s subject to successful completion of Computer Training Programme Student Induction Programme (*) & Postal/Oral Coaching.(*) [ *.....* Deleted ] and any other training requirements. You are advised to visit our website [http://www.icsi.edu](http://www.icsi.edu) regularly for updated/latest information”

In para 5 of Registration letter of Professional Programme the word “Postal / Oral Coaching“ shall be deleted.

Text is given below:

“CS Examinations are usually held in the month of June and December every year. The earliest examination at which you would be eligible to appear is ...........and you are eligible for ......module/s subject to successful completion of Computer Training Programme Student Induction Programme (*) & Postal/Oral Coaching.(*) [ *.....* Deleted ] and any other training requirements. ............

iii) **Important instructions** (being sent along with registration letter):

Paras pertaining to test papers, title sheet/wrappers & posting of response sheets shall be deleted

Text of relevant paras are as under:

(*) **Test Papers:**

Each study material contains three test papers. Students are required to submit only one response sheet out of three compulsory test papers appended at the end of each study material. If subject for the respective module is not mentioned, the Institute may be noted above. If your performance is found satisfactory in all test papers, i.e., you have secured a minimum of 40% marks in each paper, you shall be issued the Coaching Completion Certificate on the basis of which you will be entitled to enrol yourself for the particular module(s) of the CSE Executive Programme examination, subject to fulfilling the other requirements laid down under the Company Secretaries Regulations, 1982.

You must attempt the required number of questions after thorough preparation and, as far as possible, under examination conditions with the reference to books or notes. If you do not answer the required number of questions and/or fail to secure a minimum of 40% marks, you will be required to rewrite the response sheet to the particular test paper(s).

You should submit all the responses sheets in which you have secured less than 40% marks. You are advised not to resort to copying or submit response sheets written by other persons, as no credits are given for such response sheets. Besides, you will be liable for any action that may be taken against
**Title Sheets and Wrappers:**
A set of the title sheets and the wrappers is being sent to you by separate post. The title sheets require ed to be clipped to the responses sheets as the first cover and wrappers should be used for wrapping the responses sheets. Adequate postage must be affixed before dispatch. You are requested to follow strictly the instructions for submission of responses sheets/test papers. Please write your full name, complete address with pin code number, student registration number, subject, complete test paper number, etc. while submitting the responses sheets for revaluation. In case the title sheets/wrappers fall short, photocopy hereof may be taken and made use of. Alternatively, you may write to the undersigned for additional wrappers/title sheets. Always make a point to mention the subject as well as Test Paper denomination and complete postal address correctly.

**Posting of Response Sheets:**
Students are advised to get acknowledgement from the Institute for responses sheets sent, by attaching a self-addressed stamped postcard with the registration number and full details of responses sheets, i.e., subject, test paper number mentioned therein. Credits given only for the responses sheets received in the Institute and not for the response sheets lost in transit.

The last date for receipt of responses sheets including resubmission in the Institute from the students who wish to be considered for enrolment in the examination is June/December is 28th February/31st August respectively. These dates have been fixed keeping in view the enrolment dates of the examination and thus no request for extension of time beyond the stipulated dates, whatever be the circumstances, will be entertained. A student who has submitted/re-submitted all the responses sheets within stipulated period may apply for appearing in the Examination to be held in June/December along with the requisite Examination fees so as to reach the Institute on or before 5th March/25th September preceding receipt of the Coaching Completion Certificate.

You may please note that the responses sheets are to be sent to the Institute pinned separately in regular flow without waiting for the last date. Last date mentioned above is just an indicator for students to suitably plan their studies under postgraduate tuition. It is advisable to complete coaching as quickly as possible and send the responses sheet including resubmission, if any, so as to reach the Institute on or before the last date mentioned in the preceding Para. This will give you an reasonable period to get your responses sheet evaluated in time.

You should also note that mere submission of responses sheets by stipulated date will not entitle you to claim as a matter of right, permission for appearing in the examination. Admission to the examination subject to all the conditions that are required to be satisfied under the Company Secretaries Regulations, 1982 is contingent upon clearance given by the Institute regarding completion of coaching. Coaching completion certificates are issued only to those students whose performance in all the responses sheets including resubmission, if any, is found satisfactory. Therefore, you must keep adequate time in hand in respect of submission of answersheets and their assessment, since the last date as mentioned above has been fixed both for fresh submissions as well as resubmission of answersheets.

---

iv) And wherever there is reference regarding coaching completion certificate in various public materials / FAQ etc. the same shall be read in the above context.

-----------------------

* Deleted *
Online Services for Students at institute’s website www.icsi.edu

Students of ICSI may avail following online services:
( students may avail the same by clicking on “login” button )

i) Students can view the status of his / her registration application form already submitted for registration as student.

ii) Students can take printout of Admit Card ( i.e. Roll No. of exam ), Registration letter, De-novo letter, Extension letter, Professional Program enrolment letter etc.

iii) New Students can submit their online registration form for registration in Foundation / Executive Programme.

iv) Students who have passed both modules of Executive Program, can submit their enrolment form for admission in Professional Programme.

v) Students can take printout of “e-Student Identity Card”.

vi) Students can submit the "On-line Examination Form” for appearing in institute’s examination to be held in June / December.

vii) Students who have already submitted their examination form and subsequently wish to apply for any change in Exam Centre / or Module / or Medium of examination, they can also submit such requests through on-line services.

Last date for applying for Denovo/ Extension of Registration / paper-wise exemption ( on the basis of qualification ) for June / December exam of the institute

All concerned students are hereby informed that henceforth the following cut-off dates shall be applicable for availing Paper-wise Exemption and Registration Denovo / Extension :-

<table>
<thead>
<tr>
<th>For claiming Paper-wise Exemption (on the basis of qualification)</th>
<th>31st January (For June Session of Examinations)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31st July (For December Session of Examinations)</td>
</tr>
<tr>
<td>For seeking Registration Denovo/ Extension of Registration</td>
<td>20th February (For June Session of Examinations)</td>
</tr>
<tr>
<td></td>
<td>20th August (For December Session of Examinations)</td>
</tr>
</tbody>
</table>

( Students whose status can be ascertained only after declaration of the results in February/ August may apply for Denovo/ Extension alongwith examination application for the June/ December session of examination. )

The above cut-off dates shall be effective for June 2014 examination Session and onwards.
Introduction of New Syllabus and Revision in Registration Fee and other Fees Payable by the Students w.e.f. 1\textsuperscript{st} February, 2013

New Syllabus of Executive Programme has been implemented with effect from 1\textsuperscript{st} February, 2013 and the New Syllabus of Professional Programme is being implemented with effect from 1\textsuperscript{st} September, 2013.

The subjects/ papers covered under the Executive Programme and Professional Programme under the new syllabus are as under:

<table>
<thead>
<tr>
<th>EXECUTIVE PROGRAMME</th>
<th>PROFESSIONAL PROGRAMME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE 1</strong></td>
<td><strong>MODULE 1</strong></td>
</tr>
<tr>
<td>1. Company Law</td>
<td>1. Advanced Company Law and Practice</td>
</tr>
<tr>
<td>2. Cost and Management Accounting</td>
<td>2. Secretarial Audit, Compliance Management and Due Diligence</td>
</tr>
<tr>
<td>3. Economic and Commercial Laws</td>
<td>3. Corporate Restructuring, Valuation and Insolvency</td>
</tr>
<tr>
<td>4. Tax Laws and Practice</td>
<td><strong>MODULE 2</strong></td>
</tr>
<tr>
<td><strong>MODULE 2</strong></td>
<td></td>
</tr>
<tr>
<td>5. Company Accounts and Auditing Practices</td>
<td>6. Ethics, Governance and Sustainability</td>
</tr>
<tr>
<td>6. Capital Markets and Securities Laws</td>
<td><strong>MODULE 3</strong></td>
</tr>
<tr>
<td>7. Industrial, Labour and General Laws</td>
<td></td>
</tr>
<tr>
<td>7. Advanced Tax Laws and Practice</td>
<td>8. Drafting, Appearances and Pleadings</td>
</tr>
<tr>
<td>8. Electives – Any One out of below Five Subjects</td>
<td></td>
</tr>
<tr>
<td>9.2. Capital, Commodity and Money Market</td>
<td>9.3. Insurance Law and Practice</td>
</tr>
<tr>
<td>9.4. Intellectual Property Rights - Law and Practice</td>
<td></td>
</tr>
<tr>
<td>9.5. International Business-Laws and Practices</td>
<td></td>
</tr>
</tbody>
</table>

For detailed contents of the syllabus, please visit the website of the Institute www.icsi.edu

Besides, it has also been decided to revise the various fee payable by the students. The revision of fee is applicable for all students (i.e. Old Syllabus/ New Syllabus) with effect from 1\textsuperscript{st} February, 2013. The details of revised fee are given hereunder:-
<table>
<thead>
<tr>
<th>FEES</th>
<th>REVISED FEE w.e.f 01.02.2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Rs.)</td>
</tr>
<tr>
<td>A. FOUNDATION PROGRAMME</td>
<td></td>
</tr>
<tr>
<td>(i) Admission Fee</td>
<td>1500</td>
</tr>
<tr>
<td>(ii) Education Fee</td>
<td>3000</td>
</tr>
<tr>
<td>Total</td>
<td>4500</td>
</tr>
<tr>
<td>B. EXECUTIVE PROGRAMME</td>
<td></td>
</tr>
<tr>
<td>(i) Foundation Examination Exemption Fee</td>
<td>500</td>
</tr>
<tr>
<td>(ii) Registration Fee</td>
<td>2000</td>
</tr>
<tr>
<td>(iii) Education Fee for Executive Programme</td>
<td>6500</td>
</tr>
<tr>
<td>(iv) Education fee for Foundation Programme payable by non-commerce graduates who are seeking exemption from passing the Foundation Programme examination under clause (iii) of Regulation 38</td>
<td>1000</td>
</tr>
<tr>
<td>Total</td>
<td>8500 / 9000* / 10000**</td>
</tr>
<tr>
<td>C. PROFESSIONAL PROGRAMME</td>
<td></td>
</tr>
<tr>
<td>Education Fee</td>
<td>12000</td>
</tr>
<tr>
<td>D. OTHER FEES</td>
<td></td>
</tr>
<tr>
<td>Registration De-novo Fee</td>
<td>2000</td>
</tr>
<tr>
<td>Exemption from Foundation Examination Fee (Lumpsum)</td>
<td>500</td>
</tr>
<tr>
<td>Exemption from Intermediate/Executive Examination Fee (Lumpsum)</td>
<td>750</td>
</tr>
<tr>
<td>Extension of Registration Fee</td>
<td>750</td>
</tr>
<tr>
<td>Service Charges for Extension of Registration (Per Module)</td>
<td>250</td>
</tr>
<tr>
<td>Paper-wise Exemption Fee Per Paper</td>
<td>1000</td>
</tr>
<tr>
<td>Issue of Duplicate Pass Certificate Fee</td>
<td>200</td>
</tr>
<tr>
<td>Verification of Marks Fee (Per Paper)</td>
<td>250</td>
</tr>
<tr>
<td>Issue of Transcripts</td>
<td>250</td>
</tr>
<tr>
<td>Duplicate Result-cum-Marks Statement</td>
<td>100</td>
</tr>
<tr>
<td>E. Examination Fees</td>
<td></td>
</tr>
<tr>
<td>Foundation Programme (Lumpsum)</td>
<td>1200</td>
</tr>
<tr>
<td>Executive Programme (Per Module)</td>
<td>1200</td>
</tr>
<tr>
<td>Professional Programme (Per Module)</td>
<td>1200</td>
</tr>
<tr>
<td>Surcharge for appearing in Examinations from Overseas Centre (Dubai) (over and above normal Examination Fee)</td>
<td>US$ 100 (or equivalent amount in Indian Rupees)</td>
</tr>
<tr>
<td>Late Receipt of Enrollment Application</td>
<td>250</td>
</tr>
<tr>
<td>Change of Examination Centre/ Medium/ Module</td>
<td>250</td>
</tr>
<tr>
<td>Prospectus of Foundation Programme</td>
<td>500</td>
</tr>
</tbody>
</table>
(*) Payable by Commerce graduates seeking direct admission into Executive Programme.
(**) Payable by Non-Commerce graduates seeking direct admission into Executive Programme.

In connection with the above, the Regional Councils & Chapters are requested to take note of the following important points for dissemination among the student community as well as the staff members: -

1. All Foundation Programme students (Old Syllabus 2007 & New Syllabus 2012) passed in December, 2012 Session are required to be registered under Executive Programme (New Syllabus 2013) only.

2. The last examination under Foundation Programme (Old Syllabus 2007) will be held in June, 2013. From December, 2013 Session, all Foundation Programme (Old Syllabus 2007) students will be automatically switched over the New Syllabus 2013 (OMR Pattern).

3. The First Examination under Executive Programme (New Syllabus 2013) will be held in December, 2013.

4. The Last Examination under Executive Programme (Old Syllabus 2007) will be held in December, 2014 Session. From June, 2015 Session, all students will be automatically switched over to the Executive Programme (New Syllabus 2013).

5. Students getting registered to Executive Programme (New Syllabus 2013) during the period from 1st March, 2013 to 31st May, 2013, will be eligible for appearing in One Module (out of Two Modules) during December, 2013 Session. Similar system will be continued in subsequent sessions of examinations.

6. Executive Programme (Old Syllabus 2007) students may also seek switchover to Executive Programme (New Syllabus 2013). On switchover to the New Syllabus, they will be eligible for corresponding paper-wise exemptions as per the following details:

<table>
<thead>
<tr>
<th>EXISTING / OLD SYLLABUS</th>
<th>REVISED/ NEW SYLLABUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAPER</td>
<td>CODE</td>
</tr>
<tr>
<td>General and Commercial Laws(*)</td>
<td>221</td>
</tr>
<tr>
<td>Company Accounts and Cost &amp; Management Accounting</td>
<td>222</td>
</tr>
<tr>
<td>Tax Laws</td>
<td>223</td>
</tr>
<tr>
<td>Company Law</td>
<td>224</td>
</tr>
<tr>
<td>Economic and Labour Laws(*)</td>
<td>225</td>
</tr>
<tr>
<td>Securities Laws and</td>
<td>226</td>
</tr>
</tbody>
</table>
(*)& Note: In case the student has obtained 60 or more marks in paper 221 and 225 under old syllabus and has obtained the exemption as per rules, then, he shall be exempted to appear in paper 323 (Economic and Commercial Laws) and 327 (Industrial, Labour and General Laws) under new syllabus.

The option of switchover to New Syllabus is required to be exercised at the time of seeking enrollment to examinations and the study materials of New Syllabus, if any, required to be purchased by the students by paying the requisite amount.

7. The Professional Programme (New Syllabus 2013) will be implemented with effect from 1st September, 2013. The First Examination under the Professional Programme (New Syllabus 2013) will be held in June, 2014 and the Last Examination under the Professional Programme (Old Syllabus 2007) will be held in June, 2015. From December, 2015 Session, all students will be automatically switched over to the Professional Programme (New Syllabus 2013).

8. Executive Programme (Old Syllabus 2007) students passing the examinations in June, 2013 session and submitting their registration application upto 31st August, 2013 will be registered under Professional Programme (Old Syllabus 2007). All students getting registered to Professional Programme from 1st September, 2013 onwards will be registered under Professional Programme (New Syllabus 2013).

9. Students getting registered to Professional Programme (New Syllabus 2013) during the period from 1st September, 2013 to 30th November, 2013, will be eligible for appearing in One Module (out of Three Modules) during June, 2014 Session. Similar system will be continued in subsequent sessions of examinations.

10. Professional Programme (Old Syllabus 2007) students may also seek switchover to Professional Programme (New Syllabus 2013). On switchover to the New Syllabus, they will be eligible for corresponding paper-wise exemptions as per the following details:

<table>
<thead>
<tr>
<th>EXISTING / OLD SYLLABUS</th>
<th>REVISED/ NEW SYLLABUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAPER</td>
<td>CODE</td>
</tr>
<tr>
<td>Company Secretarial Practice</td>
<td>231</td>
</tr>
<tr>
<td>Drafting, Appearances and Pleadings</td>
<td>232</td>
</tr>
<tr>
<td>Financial, Treasury and Forex Management</td>
<td>233</td>
</tr>
<tr>
<td>Corporate Restructuring &amp; Insolvency</td>
<td>234</td>
</tr>
<tr>
<td>Strategic Management, Alliances &amp; International Trade</td>
<td>235</td>
</tr>
</tbody>
</table>
The option of switchover to new syllabus is required to be exercised at the time of seeking enrollment to the examinations and the study materials of New Syllabus, if any, required to be purchased by the students by paying the requisite amount.

11. In line with the continuing emphasis on Online Services and discouraging the use of physical forms (hard copies), the price of the Prospectus-cum-Registration Application Form of Foundation & Executive Programmes and Examination Forms have been revised as per details given below:

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Programme Prospectus</td>
<td>500</td>
</tr>
<tr>
<td>Executive Programme Prospectus</td>
<td>500</td>
</tr>
<tr>
<td>Examination Application Form (common for all stages)</td>
<td>500</td>
</tr>
</tbody>
</table>

In case of any technical problems while submitting the Registration and Examination Forms online, students may please contact the Help Desk at pooja.juyal@icsi.edu (Tel.No. 0120-4522069).

It is further clarified that the Registration Forms will not be sold in loose form.

Students using the downloaded copies / photocopies of the registration forms are required to remit an additional amount of Rs.500/- over and above the registration fee. Students will be required to remit additional amount of Rs.500/- in all cases wherein the incorrect (but identical) Registration Applications and/or Old Registration Applications are used by the students with effect from 1st February, 2013.

In case you need any further clarification/ information on the matter, please feel free to contact Shri A K Srivastava, Deputy Director (Student Services) OR Ms. Geetanjali S. Rathore, Admn. Officer (Student Services) at E-Mail Id ashvini.srivastava@icsi.edu (Tel.No. 0120-4522083) OR at geetanjali.rathore@icsi.edu (Tel.No. 0120-4522065).

In case of academic / syllabus related queries, students may please contact Mr. Jai Prakash Agarwal, Assistant Director(Academics) at E-Mail id jai.agarwal@icsi.edu (Tel.No. 011-45341074).
Syllabus & New Pattern for Foundation Programme Examinations:

Salient features of the syllabus and the changed pattern of conducting the examinations for the same is summarized below:

1. Effective date for Syllabus

   (i) The syllabus of Foundation Programme is already effective from 1st February, 2012.

   (ii) There are four subjects under the new syllabus viz.
        - Business Environment and Entrepreneurship;
        - Business Management, Ethics and Communication;
        - Business Economics;
        - Fundamentals of Accounting and Auditing.

2. New Pattern of Examination

Examination would be conducted in OMR System comprising objective type multiple-choice questions. There would be two parts in a paper consisting of two subjects of 100 marks each as per the following structure:

Morning Session: 10.00 A.M. to 11.30 A.M. (90 minutes)
After-Noon Session: 1.30 P.M. to 3.00 P.M. (90 minutes)

<table>
<thead>
<tr>
<th>Part</th>
<th>Subjects Name</th>
<th>Maximum Marks</th>
<th>Total No. of Qns.</th>
<th>Allotment of Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Business Environment and Entrepreneurship</td>
<td>100</td>
<td>50</td>
<td>2 Marks for each Correct Answer</td>
</tr>
<tr>
<td>2</td>
<td>Business Management, Ethics and Communication</td>
<td>100</td>
<td>50</td>
<td>2 Marks for each Correct Answer</td>
</tr>
<tr>
<td>3</td>
<td>Business Economics</td>
<td>100</td>
<td>50</td>
<td>2 Marks for each Correct Answer</td>
</tr>
<tr>
<td>4</td>
<td>Fundamentals of Accounting and Auditing</td>
<td>100</td>
<td>50</td>
<td>2 Marks for each Correct Answer</td>
</tr>
</tbody>
</table>

3. Qualifying Marks

A candidate shall be declared to have passed in the Foundation Programme examination if he/she obtains at one sitting a minimum of forty per cent marks in each subject and fifty per cent marks in the aggregate of all subjects.
4. Eligibility for appearing in the Examinations

Students shall be eligible for appearing in Foundation Programme examinations under new syllabus on the basis of self study on completion of a minimum **period of 8 months** from the date of admission (excluding the month of admission and the month of examination). The requirement of coaching completion certificate has been discontinued and no suggested answers will be provided to students of Foundation Programme under new syllabus. The cut-off dates stipulated for submission of examination form will remain the same.

5. Option to students under existing syllabus

(i) Students who have registered prior to 1\textsuperscript{st} February, 2012 (subject to the validity of their registration) will have option to continue with the existing syllabus till June, 2013 Session.

(ii) From December, 2013 session, all students will be automatically switched over to the new syllabus.

(iii) In other words, from December, 2012 to June, 2013 session of examination both syllabus (existing syllabus as well as new syllabus) will run parallel.

6. Switchover to new syllabus

(i) Students under the old syllabus may switch over to the new syllabus. They may exercise their option to switch over to the new syllabus while filling up the examination form for June, 2013 session and no other formal request is required to be sent to the Institute for the purpose.

(ii) Students switching over to new syllabus will not have to pay any charges other than the cost of Study Materials under new syllabus, if any, to be purchased by them.

(iii) Students of old syllabus are NOT eligible for any paper-wise exemptions on switching over to the new syllabus and they will have to appear in all the papers under the new syllabus irrespective of their performance in previous sessions of examinations or any other qualifications.

6. Other features

(i) Study material will have two test papers containing multiple questions, the key answers and the specimen OMR Sheet appended at the end of the study material for self study.

(ii) There will be no negative marking under OMR for Foundation Programme under new syllabus.
ON-LINE EXEMPTION TEST
For compulsory computer training

The Institute of Company Secretaries of India (ICSI) has signed an agreement with M/s Sify Software Limited. As per the revised arrangement the online test for compulsory computer training of the students, which is being presently conducted by M/s Aptech Ltd. will be henceforth conducted by M/s Sify Software Ltd.

To facilitate the mandatory requirement for students having computer knowledge to pass the online test, M/s Sify Software has developed an online testing portal where students can appear for online test and will be able to download their certificates after 15 days of passing of online test. This will ensure that there is no delay in receiving the certificate after clearing the online test. Students can go to the online portal, register for the test and block a centre for appearing in the test. Payment for the online test can be done both in online or offline mode (through branches of SBI using Powerjyoti scheme). Students can register them for the said online test in http://icsi.sifyitest.com.

All concerned students may note that M/s Sify Software Ltd is the sole testing authority for ICSI. As part of the endeavor to provide better support to students, M/s Sify Software Ltd. has opened help line for students. Students can mail to icsi_hlpdesk@sifyitest.com asit.rath@icsi.edu.

All concerned students may also note that Sify Test Centers are meant for conducting online exemption test only. Students are advised not to visit the Sify Test Centres directly without registering themselves with the Sify Online Registration Portal viz. http://icsi.sifyitest.com for allotment of centre.

Waiver of Transaction Charges for Online Payments to the Institute
As students are aware, various Online Services are being introduced by the Institute from time to time for the benefit of students. While availing these services by the students, they are bearing the additional charges i.e. transaction charges of 2% in addition to the applicable fee.

ICSI is pleased to inform that the Institute has decided to bear all additional charges which are till date borne by the students while making the payments online. It means the 2% transaction charges which are borne by the students will now be borne by the Institute. It will be appreciated, if students may take advantage of this initiative and use the online services on all occasions which will help them to get prompt response and real time service.

The initiative has been taken to encourage the students to use more and more online services keeping in view the ‘Go Green’ initiatives of the Institute. It will also bring more accuracy in maintaining the student data.
## General Information students must know

### Important e-mail ID’s of Dealing Officials for Various Services of Students

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>TYPE OF QUERY</th>
<th>QUERY TO BE FORWARDED TO THE E-MAIL ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>• REGISTRATION LETTER</td>
<td><a href="mailto:ankur.aggarwal@icsi.edu">ankur.aggarwal@icsi.edu</a></td>
</tr>
<tr>
<td>2.</td>
<td>• NON-RECEIPT OF STUDY MATERIALS</td>
<td><a href="mailto:anju.gupta@icsi.edu">anju.gupta@icsi.edu</a></td>
</tr>
<tr>
<td>3.</td>
<td>• PAPER-WISE EXEMPTION</td>
<td><a href="mailto:exemption@icsi.edu">exemption@icsi.edu</a></td>
</tr>
<tr>
<td>4.</td>
<td>• NON-RECEIPT OF STUDENT COMPANY SECRETARY / FOUNDATION COURSE BULLETIN</td>
<td><a href="mailto:ankur.aggarwal@icsi.edu">ankur.aggarwal@icsi.edu</a></td>
</tr>
<tr>
<td>5.</td>
<td>• CHANGE OF ADDRESS, E-MAIL ID, PHONE NUMBER AND OTHER PARTICULARS</td>
<td><a href="mailto:ankur.aggarwal@icsi.edu">ankur.aggarwal@icsi.edu</a></td>
</tr>
<tr>
<td>6.</td>
<td>• RESPONSE SHEET STATUS</td>
<td><a href="mailto:vk.ratra@icsi.edu">vk.ratra@icsi.edu</a></td>
</tr>
<tr>
<td>7.</td>
<td>• COACHING COMPLETION CERTIFICATE/ SUGGESTED ANSWERS</td>
<td><a href="mailto:vk.ratra@icsi.edu">vk.ratra@icsi.edu</a></td>
</tr>
<tr>
<td>8.</td>
<td>• ORAL COACHING</td>
<td><a href="mailto:ashvini.srivastava@icsi.edu">ashvini.srivastava@icsi.edu</a></td>
</tr>
<tr>
<td>9.</td>
<td>• PUBLIC PRIVATE PARTNERSHIP SCHEME (FOR ORAL COACHING)</td>
<td><a href="mailto:ashvini.srivastava@icsi.edu">ashvini.srivastava@icsi.edu</a></td>
</tr>
<tr>
<td>10.</td>
<td>• COMPUTER TRAINING</td>
<td><a href="mailto:vinny.mehta@icsi.edu">vinny.mehta@icsi.edu</a></td>
</tr>
<tr>
<td>11.</td>
<td>• ADMIT CARD/ ROLL NUMBER FOR EXAMINATIONS</td>
<td><a href="mailto:enroll@icsi.edu">enroll@icsi.edu</a></td>
</tr>
<tr>
<td>12.</td>
<td>• ISSUE OF PASS CERTIFICATES</td>
<td><a href="mailto:siyaram@icsi.edu">siyaram@icsi.edu</a></td>
</tr>
<tr>
<td>13.</td>
<td>• ISSUE OF TRANSCRIPTS</td>
<td><a href="mailto:siyaram@icsi.edu">siyaram@icsi.edu</a></td>
</tr>
<tr>
<td>14.</td>
<td>• EXEMPTION FROM TRAINING</td>
<td><a href="mailto:anita.mehra@icsi.edu">anita.mehra@icsi.edu</a></td>
</tr>
<tr>
<td>15.</td>
<td>• ANY MANAGEMENT TRAINING / APPRENTICESHIP TRAINING RELATED QUERY</td>
<td><a href="mailto:anita.mehra@icsi.edu">anita.mehra@icsi.edu</a></td>
</tr>
<tr>
<td>16.</td>
<td>• 15 DAYS’ SPECIALISED TRAINING</td>
<td><a href="mailto:anita.mehra@icsi.edu">anita.mehra@icsi.edu</a></td>
</tr>
<tr>
<td>17.</td>
<td>• STATUS OF ACS MEMBERSHIP APPLICATION</td>
<td><a href="mailto:monika.arora@icsi.edu">monika.arora@icsi.edu</a></td>
</tr>
<tr>
<td>18.</td>
<td>• NON-RECEIPT OF MEMBERSHIP NUMBER</td>
<td><a href="mailto:monika.arora@icsi.edu">monika.arora@icsi.edu</a></td>
</tr>
<tr>
<td>19.</td>
<td>• SIP/ EDP/ PDP/ MSOP, ETC.</td>
<td><a href="mailto:training@icsi.edu">training@icsi.edu</a></td>
</tr>
<tr>
<td>20.</td>
<td>• OUT OF STOCK POSITION OF STUDY MATERIALS</td>
<td><a href="mailto:store@icsi.edu">store@icsi.edu</a></td>
</tr>
<tr>
<td>21.</td>
<td>• REFUND OF FOUNDATION/ EXECUTIVE/ PROFESSIONAL EXAMINATION FEE</td>
<td><a href="mailto:niranjan.sarkar@icsi.edu">niranjan.sarkar@icsi.edu</a></td>
</tr>
<tr>
<td>22.</td>
<td>• REFUND OF (OFFLINE) FOUNDATION / EXECUTIVE REGISTRATION FEE</td>
<td><a href="mailto:dp.dagar@icsi.edu">dp.dagar@icsi.edu</a></td>
</tr>
<tr>
<td>23.</td>
<td>• REFUND OF (ONLINE) FOUNDATION / EXECUTIVE REGISTRATION FEE</td>
<td><a href="mailto:geetanjali.rathore@icsi.edu">geetanjali.rathore@icsi.edu</a></td>
</tr>
<tr>
<td>24.</td>
<td>• REFUND OF PROFESSIONAL PROGRAMME REGISTRATION FEE</td>
<td><a href="mailto:archana.goel@icsi.edu">archana.goel@icsi.edu</a></td>
</tr>
<tr>
<td>25.</td>
<td>• MARK SHEETS</td>
<td><a href="mailto:exam@icsi.edu">exam@icsi.edu</a></td>
</tr>
<tr>
<td>26.</td>
<td>• VERIFICATION OF MARKS</td>
<td><a href="mailto:exam@icsi.edu">exam@icsi.edu</a></td>
</tr>
<tr>
<td>27.</td>
<td>• VERIFICATION OF QUALIFICATION</td>
<td><a href="mailto:siyaram@icsi.edu">siyaram@icsi.edu</a></td>
</tr>
<tr>
<td>28.</td>
<td>• MERIT-CUM-MEANS ASSISTANCE &amp; MERIT SCHOLARSHIPS</td>
<td><a href="mailto:exam@icsi.edu">exam@icsi.edu</a></td>
</tr>
<tr>
<td>29.</td>
<td>• ICSI STUDENT EDUCATION FUND TRUST</td>
<td><a href="mailto:ashvini.srivastava@icsi.edu">ashvini.srivastava@icsi.edu</a></td>
</tr>
<tr>
<td>30.</td>
<td>• ENROLLMENT TO PROFESSION PROGRAMME</td>
<td><a href="mailto:archana.goel@icsi.edu">archana.goel@icsi.edu</a></td>
</tr>
<tr>
<td>31.</td>
<td>• TECHNICAL PROBLEMS AT THE WEBSITE</td>
<td><a href="mailto:dit@icsi.edu">dit@icsi.edu</a></td>
</tr>
<tr>
<td>32.</td>
<td>• REGISTRATION DENOVO/ EXTENSION</td>
<td><a href="mailto:archana.goel@icsi.edu">archana.goel@icsi.edu</a></td>
</tr>
<tr>
<td>33.</td>
<td>• ANY OTHER QUERY (SPECIFY)</td>
<td><a href="mailto:ashvini.srivastava@icsi.edu">ashvini.srivastava@icsi.edu</a></td>
</tr>
</tbody>
</table>
1. Concession in Registration Fees / Examination Fees for Physically Handicapped Students:

As a social welfare measure, the Council of The Institute has decided to grant concession in Registration Fee/Examination Fee to physically handicapped students, as per details given below:

(a) Registration Fee for Physically Handicapped Students

<table>
<thead>
<tr>
<th>Stage</th>
<th>Registration Fee to be paid by Physically handicapped students:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Program</td>
<td>Only Registration Fee will be charged (At present, Registration Fee is Rs 1500/-)</td>
</tr>
<tr>
<td>Executive Programme</td>
<td>Only Registration Fee will be charged (At present, Registration Fee is Rs 2,000)</td>
</tr>
<tr>
<td>Professional Programme</td>
<td>Only Registration Fee will be charged (At present, Registration Fee is NIL)</td>
</tr>
</tbody>
</table>

(b) Examination Fee for Physically Handicapped Students

<table>
<thead>
<tr>
<th>Stage</th>
<th>Examination Fee to be paid by Physically handicapped students:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive and Professional Programme</td>
<td>25% of the fee applicable to general candidate</td>
</tr>
</tbody>
</table>

The above concession would be granted subject to the following guidelines:-

(i) The concerned students should submit a certificate issued by a Physician/ Surgeon/Oculist working in a State/Central Government to the effect of permanent physical disability (including blindness).

(ii) The following shall be regarded as permanent physical disability:-

(a) permanent physical disability of more than 50% in one limb; or
(b) permanent physical disability of more than 60% in two or more limbs; or
(c) permanent deafness with hearing impairment of 70 decibels and above; or
(d) permanent and total loss of voice.

(iii) Blindness shall be regarded as permanent physical disability, if it is incurable and falls in any of the categories specified, namely:-

- 1/60 to 1/60 or field vision 110/2
- 3/60 to 1/60 or field vision 100
- FC at 1 foot to Nil or field of vision 100
- Total absence of sight

It is clarified that all other services shall be available on full payment basis as
applicable to general category students.

2. Change of Address
Students are advised to update their addresses instantly through online services at students’ portal www.icsi.edu Their Registration Number shall be their user Id and they can create their password of their own.

3. E-Mail Address of the Students
Students are advised to update their e-mail ID/ Mobile Number instantly through online services at students’ portal www.icsi.edu Their Registration Number shall be their user Id and they can create their password of their own.

4. Students Identity Card
All the students appearing in the examination must hold Identity Card in the manner prescribed by the Institute, if not already obtained at the time of seeking registration.

Students may also download their “On-line Student Identity Card” from institute’s website www.icsi.edu institute’s on-line services, after creating login credentials (password, etc.). The admission number will be the User Id for all students.

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. Officers 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, Examinations centers, etc.

5. Compulsory Enrolment for Professional Programme.

Students who have passed/completed both modules of Executive examination are advised to seek compulsory enrolment for undergoing coaching for the Professional Programme on payment of Rs. 12000/- towards postal tuition fee.

Candidates will be admitted to the Professional Program examination, if:

i) He/She has registered himself/herself as a student for the Professional Programme at least nine calendar months prior to the month in which the examination commences. In other words, candidate registered as student up to and including the month of February in a year are eligible to appear in all the modules of the Professional Program examination to be held in December of that year, and those registered between March to August during a year are eligible to appear in all the four modules of the Professional Program examination to be held in the month of June next year subject to satisfactory completion of compulsory coaching.
However, a candidate registered as a student at least six calendar months prior to the month in which the examination commences may be allowed to appear in any one or two module(s) of the Professional Program examination, that is to say, a candidate registered as a student up to and including the month of May in a year will be eligible for appearing in any one or two module(s) in December examination and those who are registered from June onwards and up to and including the month of November in a year will be eligible to appear in any one or two module(s) of Professional Program examination to be held in the month of June next year subject to satisfactory completion of compulsory coaching.

6. Uniformity in Signatures

It has been observed that some of the enrollment applications / letters received from the students are either unsigned or bear different signatures from time to time.

All the students are, therefore, advised to maintain uniformity in their signatures on all the correspondence with the Institute including students identity card, enrollment application and attendance sheet provided in the examination hall at the time of writing examinations.

7. Clarification Regarding Paperwise Exemption

(a) The paperwise exemption is granted only on the basis of specific request received in writing from a registered student along with the attested photocopies of marks sheets for all parts of the Degree/examination (on the basis of which the paperwise exemption is sought) and the exemption fee @ Rs. 1000/- per paper. It is one time payment and not to be remitted for availing of paper wise exemption in every session of examination during the validity of registration period.

(b) The application for claiming paperwise exemption must reach the Institute on or before the last date for submission of enrolment application i.e. 25th March and 25th September for June and December examinations respectively and with a late fee of Rs 250/-, the application can be accepted upto 9th April and 10th October respectively.

(c) The paperwise exemption once granted holds good during the validity of registration period or passing/completing the examination, whichever is earlier.

(d) The paperwise exemption is cancelled only on receipt of a specific request in writing from the student concerned on or before the last date for submission of the enrolment application. If any candidate appears in the exempted paper(s) of examination without receiving the written confirmation from the Institute, but by making personal representation, appeal, request, etc., at the Examination Centre at the last moment, his/her appearance in such paper(s) shall automatically be treated as cancelled.

(e) It may be noted that candidates who apply for grant of paper wise exemption or seek cancellation of paper wise exemption already granted, before the last date of submission of enrolment applications for a particular examination, must see
and ensure that they receive written confirmation from the Institute at least 15-20 days prior to the commencement of the examination. 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.

(f) Exemption once cancelled on request in writing shall not be granted again under any circumstances.

(g) The candidates who have passed either group of the Intermediate/Final examination under the old syllabus, may claim the paperwise exemption in the corresponding subject(s) of new syllabus indicating the basis of exemption as “APO” in the appropriate column of the enrolment application.

(h) In case the paperwise exemption has already been granted on the basis of qualification or the candidates is eligible for grant of exemption on the basis of securing 60% or more marks, a photocopy of the letter/marks-sheet issued by the Institute should be enclosed with the enrolment application while claiming such exemption, failing which the same may not be granted for the ensuing examination.

(i) No exemption fee is payable for availing paperwise exemption on the basis of “APO” or on the basis of securing 60% or more marks in the Institute’s examination.

(j) Paperwise exemption fee is payable only when the exemption is to be availed on the basis of qualification(s) specified for the purpose.

**Exemption from individual paper(s) of the Executive Programme Examination**

A candidate shall be exempted from the following paper(s) of the Executive Programme examination if he/she possesses the qualification(s) specified against each paper, having secured 50% or more marks in the aggregate and applies for exemption on or before last date for enrolment for the examination paying requisite exemption fee which at present is Rs 1,000/- per paper:

a) **Industrial, Labour and General Laws:** Degree in Law (three years or five years integrated) from a recognised University/Institute either constituted under an Act of Parliament or approved by AICTE/AIU.

**Paperwise Exemption to Cost Accountants**

A candidate who has passed the Final examination of the Institute of Cost Accountants of India, shall be exempted from the following papers of the Executive Programme examination & Professional Programme examination on making an application together with attested copy of the Final Pass certificate and the requisite exemption fee @ Rs 1,000/- per paper on or before the last date of submission of enrolment application for the examination:
(a) **Subjects pertaining to Executive Programme:**

1. Cost and Management Accounting (Module I, Paper 2)
2. Tax Laws and Practice (Module I, Paper 4)

(b) **Subjects pertaining to Professional Programme:**

1. Advanced Company Law and Practice (Module 1, Paper 1).
2. Financial, Treasury and Forex Management (Module 2, Paper 5).

8. **Compulsory Computer Training**

In terms of Company Secretaries Regulations, 1982 (as amended), all students are required to successfully undergo a compulsory Computer Training Programme for becoming eligible to seek enrolment to appear in CS Executive Programme examination.

The Institute, in compliance of the above said requirements, has tied up with

- M/s APTECH Limited for imparting computer training to the students of the Institute at subsidized rates. However the students may also undergo computer training from any other Institute or training center all over India at his/her convenience. For details about computer training course being conducted by M/s APTECH LIMITED for the students of the Institute; the options under Students→Miscellaneous on the Institute’s website i.e. www.icsi.edu may be referred to. The students may also directly refer to the portal http://icsi.aptechtrainingsolutions.com for this purpose.

- M/s Sify Software Limited for conducting online exemption test for the students, who claim to have adequate knowledge on computer operation. The students who will pursue the computer training from M/s. APTECH LIMITED will also have to enroll for and appear this online exemption test to fulfil the computer training requirement of the Institute. For details about online exemption test being conducted by M/s Sify Software Limited for the students of the Institute; the options under Students→Miscellaneous on the Institute’s website i.e. www.icsi.edu may be referred to. The students may also directly refer to the portal http://icsi.sifyitest.com for this purpose.

9. **Grant of Total Exemption in Undergoing Compulsory Computer Training Programme:**

(a) **To Physically Handicapped Students**

The Institute has decided to grant total exemption from undergoing the compulsory Computer Training Programme to the students belonging to the following based
handicapped categories on scrutinizing and conducting assessment/evaluation of the documents submitted in this regard.

- **Physically Handicapped Students:**
  - permanent physical disability of more than 50% in one limb; or
  - permanent physical disability of more than 60% in two or more limbs.

- **Visually Disabled Students:**
  - 6/60 to 1/60 or field vision 110/2
  - 3/60 to 1/60 or field vision 100
  - FC at 1 foot to Nil or field of vision 100
  - Total absence of sight

The above said category shall be regarded as permanent physical disability in order to be eligible for concessions/benefits in granting total exemption from undergoing the Compulsory Computer Training Programme.

For availing the aforesaid benefit, such applicant/students will be required to submit a certificate issued by the Medical Superintendent of State/Central Government Hospital to this effect.

(b) **Total Exemption on the basis of working experience**

In exceptional cases Director of IT could grant total exemption from Compulsory Computer Training to deserving students with the approval of the Chief Executive/Secretary. The criteria for considering such cases of total exemption is as under:

“A student may be considered for granting total exemption from Compulsory Computer Training if, he/she possesses not less than 3 years working experience on the computer in any organization and has acquired sufficient computer knowledge and operational skills to the satisfaction of Director of IT particularly on MS Office, Internet, E-mail or any other package which is deemed relevant for the course.”

(c) **Reciprocal Arrangement between ICSI and ICAI-CMA on exemption from Computer Training**

Under the reciprocal arrangement between the ICSI and ICAI-CMA on exemption from Computer Training, the students of ICAI-CMA who have already undergone the computer training to comply with the requirements of that course will be fully exempted from the compulsory computer training requirements of the ICSI. The interested students have to however submit to the ICSI the related computer training certificate issued by the ICAI-CMA in this regard.
10. **Student Induction Program (SIP)**

Every candidate registered for the Executive Programme w.e.f. 01.09.2009 are compulsorily required to undergo seven days Student Induction Programme (SIP) within 6 months of registration. Regarding any query about SIP, students are advised to contact office of their respective Regional Council / Chapter. Alternatively, they may also call to Directorate of Training of institute on telephone no. 011-45341045.

11. **Exemption from undergoing SIP**

The Council of the Institute has approved the eligibility criteria for grant of exemption from undergoing Student Induction Programme (SIP). The following candidates are exempted from under going SIP:

(i) Candidates having one year of working experience as assistant or any other post equivalent thereto by whatever name called or any other higher grade thereto in the field of Finance, Secretarial, Human Resource, Marketing, General Administration, Teaching, Research etc. in any body corporate, government body, statutory or autonomous body, public undertaking, financial institution, banks, consultancy firms, Law firms or any other organization/institution which in the opinion of the Council provides scope for adequate
exposure for exemption from Students Induction Programme (SIP), or

(ii) Candidates possessing professional qualification e.g CA, CWA, LL.B, BE/B.Tech/B.Arch, MBBS, Post Graduate Degree/Diploma in Businesses Administration/ Management, MCA or any other qualification as approved by the Council from time to time.

Students seeking exemption may apply within six months from the date of registration in the Executive Programme.

The students who were enrolled on or after 1\textsuperscript{st} September 2009 and yet not undergone the SIP may also apply for the exemption.

The format of application for exemption is available under ‘Training’ section on the website (www.icsi.edu)

12. ICSI Students Education Fund Trust:

With a view to encourage and motivate economically backward and academically bright students to pursue the Company Secretaryship Course, the Institute has created a Trust viz. ICSI Students Education Fund Trust.

<table>
<thead>
<tr>
<th>STAGE</th>
<th>CATEGORIES OF STUDENTS / ELIGIBILITY CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Economically backward students with good academic records with Family Income up to Rs.1,00,000 per annum</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation Programme</td>
<td>Minimum 65% Marks (or equivalent CGPA) in both Matriculation (Class X) &amp; Senior Secondary (Class XII) Stages</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Programme</td>
<td>Minimum 65% Marks (or equivalent CGPA) in both Matriculation (Class X) &amp; Senior Secondary (Class XII) Stages and 60% Marks in Bachelor’s Degree Stage / or 65% marks in aggregate in CPT of ICAI / or 65% marks in aggregate in Foundation exam of ICAI-CMA.</td>
</tr>
</tbody>
</table>

The above revised provisions shall be applicable to the students who had taken admission in CS Foundation Program / or Executive Program on or after 1\textsuperscript{st} September, 2012. (Students admitted in CS Foundation Program / or Executive Program before 01.09.12, shall be under the provisions of old criteria)
NATURE AND EXTENT OF FINANCIAL ASSISTANCE

Eligible Students shall be refunded the full amount of the Registration/ Admission Fee, Postal Tuition Fee, Exemption Fee and other fees normally paid by the students at the time of admission to Foundation/ Executive Programmes. Eligible Students shall also be refunded the Examination Fees paid by them subject to the condition that such student should seek enrollment to the respective examination at the first available opportunity vis-à-vis their admission date and pass it at the first attempt.

Please note that under all above mentioned provisions, student concerned is firstly required to make the full payment of the requisite fees and then submit his/her claim for refund in the prescribed application form. If found eligible, his/her fees will be refunded.

Students desirous of availing the financial assistance may submit their application in the prescribed format along with all supporting documents to Director (Student Services), The Institute of Company Secretaries of India, C-37, Sector – 62, Noida – 201 309.

13. List of institutes empanelled for imparting Oral Coaching Classes to CS students Under Public Private Partnership Scheme of ICSI:
( as on 01.07.13 )

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name &amp; Address of Empanelled Institutions.</th>
<th>Validity for CS Session of Exam</th>
<th>Tel nos</th>
<th>Email id.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>EASTERN INDIA REGIONAL COUNCIL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nil</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>NORTHERN INDIA REGIONAL COUNCIL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>M/s Springdale College of Management Studies Madhotanda Road Pilibhit-262 001 (U.P)</td>
<td>December 2013 &amp; June 2014 Session of CS Examinations.</td>
<td>05882259917/31 6790 09219401731</td>
<td><a href="mailto:info@scmspbt.org">info@scmspbt.org</a> <a href="mailto:hemantjagota@yahoo.com">hemantjagota@yahoo.com</a></td>
</tr>
<tr>
<td>2</td>
<td>AIMES 5/485, Vikas Nagar Lucknow – 226022</td>
<td>June 2013 &amp; December 2013 Session of CS Examinations</td>
<td>09415007422</td>
<td><a href="mailto:csatrivedi@gmail.com">csatrivedi@gmail.com</a></td>
</tr>
<tr>
<td>3</td>
<td>Rudram Institute Gangapur City Dist : Sawai Madhopur (Rajasthan)</td>
<td>December 2013 &amp; June 2014 session of CS Examinations</td>
<td>09602322241</td>
<td><a href="mailto:rudruminstitute@yahoo.in">rudruminstitute@yahoo.in</a></td>
</tr>
<tr>
<td>4</td>
<td>Professional Commercial Academy B-B/57-E, Janak Puri New Delhi- 110058</td>
<td>June 2013 and December 2013 sessions of CS Examinations</td>
<td>9818829677 9899541972</td>
<td><a href="mailto:eishtaneja@yahoo.com">eishtaneja@yahoo.com</a></td>
</tr>
<tr>
<td>5</td>
<td>ATM-Global Executive College 20/1, Old Sher Shah Suri Marg Sector-37 Faridabad – 121003</td>
<td>December 2013 &amp; June 2014 session of CS Examinations</td>
<td>9810084417</td>
<td><a href="mailto:director@atm.edu.in">director@atm.edu.in</a></td>
</tr>
<tr>
<td></td>
<td><strong>WESTERN INDIA REGIONAL COUNCIL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Name of the Institution</td>
<td>Address</td>
<td>Contact Numbers</td>
<td>Email Address</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------</td>
<td>---------</td>
<td>-----------------</td>
<td>--------------</td>
</tr>
<tr>
<td>1</td>
<td>The Director M/s Geetanjali Education Systems Private Limited Geetanjali College of Computer Science &amp; Commerce Indian Red Cross Building Suchak Road Opp. Shastri Medan RAJKOT-360 001</td>
<td>June’2013 and December’2013 session of CS Examinations.</td>
<td>0281 2587550 0281-2464377 09726184584</td>
<td><a href="mailto:Gespl09@gmail.com">Gespl09@gmail.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Global Classes C-31, Ravi Nagar Near- Bhatiya Nursing Home Raja Talab Raipur ( Chhattisgarh )</td>
<td>June 2013 and December 2013 session of CS Examinations</td>
<td>0771 4075158 09827108633</td>
<td><a href="mailto:Globalclasses101@gmail.com">Globalclasses101@gmail.com</a></td>
</tr>
<tr>
<td>3</td>
<td>Study Circle B 2 106, Greenland Society J B Nagar Andheri ( East ) Mumbai – 59</td>
<td>December 2013 and June 2014 session of CS Examinations</td>
<td>028272829 028262829</td>
<td><a href="mailto:jineshkiritshah@gmail.com">jineshkiritshah@gmail.com</a></td>
</tr>
<tr>
<td>4</td>
<td>Agarwal Professional Academy 204, MSB-II B Poddar Plaza New Siyaganj Indore-456010</td>
<td>June 2013 and December 2013 sessions of CS Examinations</td>
<td>9827545475 07312515475</td>
<td><a href="mailto:Atinharbhajanka.ca@gmail.com">Atinharbhajanka.ca@gmail.com</a></td>
</tr>
<tr>
<td>5</td>
<td>Lt. Meenaben Jayantilal Kundaliya English Medium Mahila Commerce &amp; B B A College, Chaudhary Highschool Campus, Kasturba Road, Opp: Jain Derasar Rajkot- 360001</td>
<td>June 2013 and December 2013 sessions of CS Examinations</td>
<td>0281-2448315</td>
<td><a href="mailto:sadgurumjk@yahoo.in">sadgurumjk@yahoo.in</a></td>
</tr>
<tr>
<td>6</td>
<td>Darak Tutorials Shetle Building, 2nd Floor Near Pharmacy College Indraprastha Nagar Nanded – 431605</td>
<td>June 2013 and December 2013 sessions of CS Examinations</td>
<td>9422189298 9767893929</td>
<td><a href="mailto:khdarak@gmail.com">khdarak@gmail.com</a></td>
</tr>
<tr>
<td>7</td>
<td>Arora Tutorial Devendra Nagar, Sector-4 Near Bank of Baroda Raipur ( Chattisgarh )</td>
<td>June 2013 and December 2013 sessions of CS Examinations</td>
<td>9907400020 07714280110</td>
<td><a href="mailto:aroratutorial@gmail.com">aroratutorial@gmail.com</a></td>
</tr>
<tr>
<td>8</td>
<td>Professional Study Group 867, Patel Nagar City Center Gwalior- 474011</td>
<td>June 2013 and December 2013 sessions of CS Examinations</td>
<td>9981202069 07512343435</td>
<td><a href="mailto:Ca.jatin.singh@gmail.com">Ca.jatin.singh@gmail.com</a></td>
</tr>
<tr>
<td>9</td>
<td>M R Study Center for Company Secretaries, Medhauli, Morwa, Shukla More, Singrauli – 486869 ( MP)</td>
<td>June 2013 and December 2013 sessions of CS Examinations</td>
<td>09839431179 09993304763</td>
<td><a href="mailto:College.mrdc@gmail.com">College.mrdc@gmail.com</a></td>
</tr>
<tr>
<td>10</td>
<td>Maple Classes Proietor Prudential Educom Pvt. Ltd. 310 A, B Block, Silver Mall 8, RNT Marg Indore-452001 ( MP )</td>
<td>December 2013 and June 2014 sessions of CS Examinations</td>
<td>9425060686 0731-4069983</td>
<td><a href="mailto:info@caclass.co.in">info@caclass.co.in</a></td>
</tr>
<tr>
<td>11</td>
<td>Shantaben Adani Institute of Professional Courses</td>
<td>December 2013 and June 2014</td>
<td>9825391536</td>
<td><a href="mailto:call_bba@yahoo.com">call_bba@yahoo.com</a></td>
</tr>
<tr>
<td>No.</td>
<td>Institute/Company/Place</td>
<td>Sessions Details</td>
<td>Contact Numbers</td>
<td>Email Addresses</td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>12</td>
<td>Catalyst Professional Academy</td>
<td>December 2013 and June 2014 sessions of CS Examinations</td>
<td>9595255656, 9021903030</td>
<td><a href="mailto:Catalyst.academy@hotmail.com">Catalyst.academy@hotmail.com</a></td>
</tr>
<tr>
<td>1</td>
<td>Mohans Institute of Corporate Studies [MICS]</td>
<td>December 2013 &amp; June 2014 Session of CS Examinations.</td>
<td>0484 2776089, 09447790689</td>
<td><a href="mailto:mics@mohans.in">mics@mohans.in</a>, <a href="mailto:mohansinstitute@gmail.com">mohansinstitute@gmail.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Dr D G Shetty Educational Society</td>
<td>June 2013 &amp; December 2013 session of CS Examination</td>
<td>0836-2465327</td>
<td><a href="mailto:drdgshetty@yahoo.in">drdgshetty@yahoo.in</a>, <a href="mailto:shetty_dg@yahoo.co.in">shetty_dg@yahoo.co.in</a></td>
</tr>
<tr>
<td>3</td>
<td>M/s Bright Academy of Excellence</td>
<td>December 2013 and June 2014 Session of CS Examination</td>
<td>044 24341116</td>
<td><a href="mailto:Brightacademy2008@yahoo.co.in">Brightacademy2008@yahoo.co.in</a></td>
</tr>
<tr>
<td>4</td>
<td>The Principal M/s P.S.G.R. Krishnamma College For Women</td>
<td>December 2013 &amp; June 2014 Session of CS Examinations.</td>
<td>0422 2572222, 0422 2591255(f)</td>
<td><a href="mailto:principal@psgrkc.com">principal@psgrkc.com</a></td>
</tr>
<tr>
<td>5</td>
<td>The Director M/S Blue Dot Academy</td>
<td>December 2013 &amp; June 2014 Sessions of CS examinations.</td>
<td>044 42123501/42123 502, 044 42123503(f), 044 28344816</td>
<td><a href="mailto:sreesri@mscindia.org">sreesri@mscindia.org</a></td>
</tr>
<tr>
<td>6</td>
<td>Divine Education and Charitable Trust</td>
<td>June 2013 and December 2013 Session of CS Examinations</td>
<td>09964475417, 08258233757</td>
<td><a href="mailto:alohakarkala@gmail.com">alohakarkala@gmail.com</a></td>
</tr>
<tr>
<td>7</td>
<td>Padmarajam College of Management</td>
<td>June 2013 &amp; December 2013 session of CS Examinations</td>
<td>9344108771, 8144408771</td>
<td><a href="mailto:padmarajam@gmail.com">padmarajam@gmail.com</a></td>
</tr>
<tr>
<td>8</td>
<td>Academy for Professional Studies</td>
<td>June 2013 &amp; December 2013 session of CS Examinations</td>
<td>9746103633, 0497-2763646</td>
<td><a href="mailto:apskannur@gmail.com">apskannur@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Institution Details</td>
<td>Examination Dates</td>
<td>Contact Details</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Alliance College of Commerce, Alliance University 2nd Cross, 36th main, Dollars Scheme, BTM I stage Bangalore- 560 068</td>
<td>June 2013 &amp; December 2013 session of CS Examinations</td>
<td><a href="mailto:rekha.us@alliance.edu.in">rekha.us@alliance.edu.in</a></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>S S Mahita Degree College, D No. 40-26/1-15, Beside Sweet Magic Street, Near D V Manor Vijayawada-520010 Dist: Krishna ( Andhra Pradesh )</td>
<td>December 2013 &amp; June 2014 session of CS Examinations</td>
<td><a href="mailto:Principal.mahita@gmail.com">Principal.mahita@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Sri Rachapudy Nagabhushanam Degree &amp; P G College Nellore Road Badvel Kadapa ( Dist ) A P – 516227</td>
<td>December 2013 &amp; June 2014 session of CS Examinations</td>
<td><a href="mailto:Sai.snb@gmail.com">Sai.snb@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Seshadripuram First Grade College CA Site No. 26, Yelahanka New Town Bangalore – 560064</td>
<td>December 2013 &amp; June 2014 session of CS Examinations</td>
<td><a href="mailto:info@sfdc.ac.in">info@sfdc.ac.in</a></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Dr N G P Arts &amp; Science College Dr N G P – Kalapatti Road Coimbatore – 641 048</td>
<td>December 2013 &amp; June 2014 session of CS Examinations</td>
<td><a href="mailto:dngparts@kmch.ac.in">dngparts@kmch.ac.in</a></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>SNVM College of Arts and Science Shri Gambhirnal Bafna Nagar Malumachampatti Coimbatore- 641050</td>
<td>December 2013 &amp; June 2014 session of CS Examinations</td>
<td>nil</td>
<td></td>
</tr>
</tbody>
</table>
RAJENDRA PRASAD AGARWALLA & ORS v. VIKRANT REFRIGERATION PVT LTD & ORS [CLB]


A Bandopadhyay, Member.[Decided on 30/08/2013]

Sections 397 and 398 of the Companies Act, 1956 read with Section 10 of the CPC - appellant filed petition in CLB - respondents had already filed suit against appellants in the High court - respondents sought to stay the proceedings on the ground of pending prior suit - whether tenable - Held, No.

Brief facts: The Respondents had moved the present application to stay the proceedings permanently on the ground of prior suit being pending before the Calcutta High Court a civil suit substantially covering the same subject matter. The petitioner had filed the present petition against the respondents alleging oppression and mismanagement.

Decision: Application dismissed.

Reason: I have considered the submissions made by the rival parties and the pleadings advanced during the course of hearing of this application. It is observed that Civil Suit No.95/2011 was filed in the High Court at Calcutta on 05.05.2011 by respondent nos.1 to 5 & 9 as plaintiffs against petitioner nos.1 to 5 and others as defendants in the said suit claiming various reliefs.

Company Petition No.397/2011 was filed under Sections 397, 398,399, 401,,402,407 of the Companies Act, 1956, on 12.05.2011 by the petitioner no.1 to 6 against respondent no.1 company and others. As per averments made in the petition, the petitioners are shareholders and members of respondent no.1 company holding 30% of the paid up share capital of the company.
Respondent nos.1 to 5 & 8 in their application have requested for stay of CP No397/201L permanently and vacation of all interim orders passed therein till the civil suit No.95/2011 filed before the Hon'ble High at Calcutta, prior in time, is disposed of by invoking provisions of Section 10 of CPC. However, in my considered opinion in order to attract section 10 of CPC, the subject matter in issue in a subsequent suit must be directly and substantially in issue in the previous suit. In that way, the subject matter of two suits must be identical. Merely because, one of the questions in issue is the same as in the other suit, would not make the subject matter identical and this test for attracting section 10 of CPC has been laid down in the case of Adhish Chandra Sinha v.Hindusthan Gas & Industries Ltd. & Anr, in AIR (1985) Cal 754. Further, unless the cause of action and the relief claimed in the second suit are the same as in the first suit, it cannot be said that the subject matter of the second suit is the same as that in the previous suit.

In the instant case of the main company petition, the reliefs claimed are against the mismanagement of the company by the respondents as well as the oppression against the petitioners, apart from transfer of 100% shares held by the respondents to the petitioners in pursuance of the MoU dated 25.02.2010. The petitioners have complained against the mismanagement of the company by highlighting these aspects as per averments made in the main company petition.

Since the main reliefs sought for in the company petition are substantially different from the relief claimed in the suit being CS No.95/2011, I am of the considered opinion that stay of the proceeding in CP No.397/2011 cannot be granted under Section 10 of CPC and consequently, the interim order passed in such petition also cannot be vacated because it will cause serious prejudice to the interest of the company and the petitioners. Accordingly, CA No. 348/2011 is hereby dismissed with no order as to cost.

**COMPETITION LAW**

**Reliance Big Entertainment Pvt Ltd v. Tamil Nadu Film Exhibitors Association[CCI]**

Case No. 78 of 2011

Ashok Chawla, Geeta Gouri, Anurag Goel, M. L. Tayal, S.N. Dhingra & S. L. Bunker[Decided on

**Competition Act,2002 - abuse of dominance - Screening of film “Ostie” – Satellite distribution rights of this film were given to Sun TV - Sun TV owed certain moneys to TNFA - TNFA directing its members not to screen a film for which the satellite rights were granted to Sun TV - whether abuse of dominance - Held, yes.**

**Brief facts:** against Tamil Nadu Film Exhibitors Association (‘the opposite party’/ TNFEA) (now known as Tamil Nadu Theatre Owners Association) alleging inter alia contravention of the provisions of sections 3 and 4 of the Act.
Reliance Big Entertainment Private Limited (‘the informant’) obtained distribution rights for film titled Osthi in Tamil language, which was a remake of Hindi film Dabbang, from Balaji Real Media Private Limited. The informant granted the said exclusive distribution rights of the film for the Territory of Tamil Nadu, Kerala and Karnataka to M/s Kural TV Creations Pvt. Ltd. Further, the informant assigned the Satellite Rights of the said film to Sun TV Network Ltd.

The Opposite party association directed its member theatre owners not to screen this film since SUN TV was owing certain sum to the OP. Therefore us, the informant approached the CCI. The matter was considered by the Commission and the DG was directed to investigate into the matter. The DG, after receiving the directions from the Commission, investigated the matter and submitted an investigation report to the Commission on 30.03.2012.

The DG in the report concluded that TNFEA is the biggest and most powerful association of cinema theatre owners in Tamil Nadu, with about 80-90% exhibitors as its members, and has complete control over the film exhibition business through its members in the State of Tamil Nadu. The opposite party was found to enjoy a position in the market of film exhibition in Tamil Nadu that enabled it to take decisions to control the market and restrict the services in the market for the producers and distributors. The association was further found to impose restrictions on the members from dealing with or co-operating with the films or producers to settle the disputes of its members. The investigation also revealed that the opposite party has taken decision to impose ban on the films which have dealings with M/s Sun TV and directed its members to not screen the film unless the payment to its members are made by M/s Sun TV.

The DG, based on the evidences gathered during the course of investigation, concluded that the opposite party had issued direction to its members against exhibition of the film Osthe. The video clip of the press conference of General Secretary of the association held on 03.12.2011, the documentary evidences furnished by the distributors, newspaper reports as well as the minutes of meetings were found to confirm that the opposite party indulged in the impugned conduct not only against the informant but also against other producers. The investigation revealed that the decision to not screen the film Osthe of the informant affected adversely the distributors and producers as they were not able to book the theatres on account of the ban of TNFEA. The ban was lifted on 06.12.2011 and then only the distributor could negotiate and book the film which was slated for release on 08.12.2011.

Based on the above, it was concluded by the DG that the decisions and conduct of TNFEA in respect of the boycott against film Osthe and other films dealt by Sun TV were in contravention of the provisions of section 3(3)(b) of the Act.

Decision: Petition allowed. Penalty imposed.

Reason: The Commission has perused the information, report of the DG, objections of the opposite party to the report of the DG, affidavits and other material available on record. The Commission also heard the counsel for the appearing parties.

On a careful examination and analysis of the material on record, the Commission holds
that the impugned conduct of the opposite party association was anti-competitive in as much as it limited/controlled the supply/provision of services being in contravention of the provisions of sections 3(3) (b) read with section 3(1) of the Act.

The Commission notes that in terms of the provisions contained in section 3(1) of the Act, no enterprise or association of enterprises or person or association of persons can enter into any agreement in respect of production, supply, distribution, storage, acquisition or control of goods or provision of services, which causes or is likely to cause an appreciable adverse effect on competition within India. Section 3(2) of the Act declares that any agreement entered into in contravention of the provisions contained in sub-section (1) shall be void. Further, by virtue of the presumption contained in subsection (3), any agreement entered into between enterprises or associations of enterprises or persons or associations of persons or between any person and enterprise or practice carried on, or decision taken by, any association of enterprises or association of persons, including cartels, engaged in identical or similar trade of goods or provision of services, which-(a) directly or indirectly determines purchase or sale prices; (b) limits or controls production, supply, markets, technical development, investment or provision of services; (c) shares the market or source of production or provision of services by way of allocation of geographical area of market, or type of goods or services, or number of customers in the market or any other similar way; (d) directly or indirectly results in bid rigging or collusive bidding, shall be presumed to have an appreciable adverse effect on competition.

Thus, in case of agreements as listed in section 3(3) of the Act, once it is established that such an agreement exists, it will be presumed that the agreement has an appreciable adverse effect on competition; the onus to rebut this presumption would lie upon the opposite party.

In the present case, the opposite party association could not rebut the said presumption. It has not been shown by the opposite party association how the impugned conduct resulted into accrual of benefits to consumers or made improvements in production or distribution of goods in question. Further, the opposite party could not explain as to how the said conduct did not foreclose competition.

Resultantly, the Commission is of the view that the impugned conduct of the opposite party association was anti-competitive being in contravention of the provisions of sections 3(3) (b) read with section 3(1) of the Act. The Commission directs the opposite party to cease and desist from indulging in such anti-competitive conduct in future.

Taking into consideration the above factors, the Commission has bestowed its thoughtful consideration on the issue of quantum of penalty. Considering the totality of facts and circumstances of the present case including the nature of contravention, the Commission decides to impose a penalty on the opposite party at the rate of 10 % of its average turnover which has been calculated as per the Income/Receipts of the association as evidenced by Income and Expenditure Accounts for the relevant last 3 years which were submitted by the association:

IN RE: MICROSOFT CORPORATION & ANR v. NOKIA CORPORATION [CCI]
Combination Registration No. C-2013/10/134


Competition Act, 2002 - section 6 and 31- combination notice - Acquisition of D&S business of Nokia by Microsoft - whether combination to be Approved - Held, yes.

Brief facts: The proposed combination relates to the acquisition, by Microsoft Corporation and Microsoft International, a wholly owned subsidiary of Microsoft, of the Devices and Services (hereinafter also referred to as “D&S”) Business of Nokia Corporation (hereinafter referred to as “Nokia”) and related arrangements. The said notice was given pursuant to a Purchase Agreement, dated 2nd September, 2013, entered into between Microsoft International and Nokia and other documents/agreements executed in relation to the proposed combination.

In terms of the Purchase Agreement, Microsoft will acquire substantially the entire D&S business of Nokia, which includes the mobile phones and smart devices business units, as well as industry design team, operations including D&S production facilities, D&S related sales and marketing activities, support functions, and design patents of the devices produced by the D&S business. As a part of the proposed transaction, Nokia will grant Microsoft a ten year non-exclusive license to its patents, as at the time of closing, with an option to extend the same to perpetuity. Microsoft will grant Nokia reciprocal rights to use Microsoft patents in the services offered by HERE North America LLC (hereinafter referred to as “HERE”) a subsidiary of Nokia. Additionally, as stated in the notice, Microsoft will also become a strategic licensee of Nokia’s HERE platform, as Nokia will grant Microsoft a four-year non-exclusive license to the HERE geospatial data and services. As stated in the notice, Microsoft would have a ten year license arrangement with Nokia to use the Nokia brand on current and subsequently developed products based on the Series 30 and Series 40 Operating System and that Nokia will continue to own and maintain the Nokia brand.

Decision: Proposed combination approved.

Reason: Microsoft is a multinational software corporation headquartered in USA, and is primarily involved in the design, development and supply of computer software, hardware devices and related services. This includes operating softwares from console to mobile devices, personal computers and back end systems; applications and services; core technologies of communication, search and other information categories; back-end technologies like data-centres and specific technologies for the enterprises; development tools, and enterprise resource planning and customer relationship management applications. Microsoft International is an investment holding company headquartered in Netherlands.

Nokia is a multinational communications and information technology corporation, headquartered in Finland. Nokia is active in the development and supply of mobile devices (smartphones as well as basic/feature phones), maps, mobile and fixed telecom networks & associated services, location based services through its business
division like D&S, which comprise smart devices like smartphones, mobile feature phones etc; HERE, which develops location based products and services including content and platform services for device manufactures, application developers, internet service providers, merchants and advertisers etc; Nokia Solutions Networks, which provides mobile and fixed networks infrastructure, communications and network service platforms, for the operators and the service providers.

In India, the proposed combination, therefore, relates to the mobile handsets (including the smartphones and tablets) business and the business related to the operating systems, used in these devices. It has been stated in the notice that the proposed combination aims to enhance Microsoft’s device business and strengthen opportunities for Microsoft and its developers across the Windows phone eco-system. Further, in addition to the innovation and strength of the devices at all price points, the proposed acquisition of the D&S business of Nokia, would give Microsoft a proven capability and talent in the critical mass including the hardware design & engineering, supply chain, sales, and marketing. It has been stated in the notice that the proposed transaction would assist Microsoft and its partners in developing a competitive eco-system other than that of Google and Apple which would therefore, provide an option to the consumers for more choice, innovation and high end quality products.

It is observed that the mobile handsets can be broadly characterized as basic phones, feature phones and smartphones. It is primarily the difference in the spectrum of functionalities attached with the phone that distinguishes between the different categories of mobile handsets. The mobile hand sets may also be broadly categorized on the basis of their operating system, hardware configuration and internet functionality like 2G/3G/4G etc. The mobile operating system (OS) for the smartphones, unlike that for the basic phones, is designed to support the provision of computer like features, including easier internet connectivity, enabling the use of browsers that are similar to those used in computers; ability to download and install variety of applications; multiple communication options like emails; internet protocol based notifications through the use of various applications etc. The price of the mobile handsets also seemingly increases with the inclusion of additional features and functionalities. As regards the tablets, it is generally seen that while smartphones are used for SIM card based voice/SMS communications, the tablets usually cannot be used for the same services, although this line of distinction is now getting somewhat blurred. The difference between smartphones and tablets is also observed in the way both the devices are used, like the nature of activity, time spent or usage location, in respect of each one of them.

The operating software that controls the basic functions of a mobile phone, enables and defines the use and running of application programmes on it. It is the installation and use of applications on a smart phone device, that distinguishes it from a low-end mobile phone. Therefore, it is the performance capacity of the operating software and the applications which run on the same, which makes the smartphones/tablets different from the basic/feature phones. It is also generally seen that the applications are dependent on the OS for which they are specifically designed and that the applications made to run on mobile phones using a particular type of OS do not usually integrate with the mobile phones using a different OS. It is noticed that Microsoft licenses Windows Phone and Windows RT OS for its smartphones and tablets. Google makes
Android OS available for its smartphones and tablets, whereas Apple maintains its separate OS for its smartphones and the tablets. Similarly, Research in Motion (RIM) maintains its own OS for its range of smartphones, along with some other players using their own line of mobile phones and tablets.

As regards the proposed combination, it is noticed that in India, while Nokia is active in the D&S business of mobile handsets, Microsoft is not active in that business. As on the date of filing of the notice, both Microsoft and Nokia were also not active in the business of manufacturing and sale of tablets in India. As regard the operating software used in the mobile/smartphones and tablets, it is noted that, in India, Nokia is not active in the said business. There exists a vertical relationship between Microsoft and Nokia, as Microsoft’s Windows Phone OS is used in the Nokia Lumia range of smartphones. However, this relation is relatively insignificant, taking into consideration the minimal share of Microsoft as well as the presence of major players like Google and Apple, as well as other players like RIM, Linux, Mozilla etc. in the business of the operating software used in the mobile/smartphones and tablets in India, and also given the minimal share of Nokia in the business of mobile/smartphones and the presence of numerous other global and local players like Samsung, Apple, Blackberry, Sony, HTC, LG, Lenovo, Micromax, Lava, Spice, Karbonn etc. in the business of mobile/smartphones in India.

It is also generally observed that the D&S business of mobile/smartphones and tablets, along with the business of operating system and other applications that are used in the devices, is extremely dynamic and is constantly evolving, which makes the product life cycles of such devices very short. Further, the technology in these businesses is also primarily driven by the eco-systems and its ability to swiftly integrate the different smart products within a given ecosystem, which incentivises the application developers to constantly innovate for new and better quality products. Therefore, it is the ecosystem in this business which drives the demand between the users, application developers, and designers/manufacturers.

Considering the facts on record and the details provided in the notice and the assessment of the combination after considering the relevant factors mentioned the Commission is of the opinion that the proposed combination is not likely to have appreciable adverse effect on competition in India and therefore, the Commission hereby approves the proposed combination under sub-section (1) of Section 31 of the Act.

TAX LAWS

SANJEEV WOOLLEN MILLS & ORS v. COMMISSIONER OF CUSTOMS [CESTAT]

Appeal No. C/250-253/2008-CU

D.N.Panda & Manmohan Singh [Decided on 01/11/2013]

Brief facts: This appeal is in second round of litigation before Tribunal arising out of *denovo* adjudication consequent to final order No.967-470/2005-Cus dt. 17.10.2005.

The appellant filed Bill of Entry for clearance of 96,085 kgs. of goods packed in 315 bales said to contain synthetic waste/soft quality with predominance of Acrylic staple fibre with wide variation in denier and length containing both drawn and un-drawn fibres and clearance was sought without payment of duty seeking benefit under Notification no.117/88 dt. 29.09.89. Directorate of Revenue Intelligence investigated into the above import based on a specific information that the consignment contained prime acrylic staple fibre but not the goods allowed for import. On initial examination the goods were found to be mis-declared, the consignments were seized and samples were drawn following due process of law and provisional release of goods was allowed on exclusion of bond and bank guarantee.

Detailed examination conducted by the expert agency concluded that the characteristics of samples under testing are more like virgin acrylic fibre rather than waste products. Considering submissions of appellants, result of chemical laboratory report, result of cross examination materials available on record ld. Adjudicating authority was satisfied that there was deliberate mis-declaration of goods imported and passed the impugned order.

Decision: Appeal dismissed.

Reason: From the uncontroverted evidence of shipment of virgin acrylic staple fibre by exporter and subsequent manipulation made to the documents in transit at the behest of the importer, it is established that the appellant importer mis-declared the imported goods in the bill of entry as waste to get the duty free benefit by the notification aforesaid. That is corroborated from the test reports of CRCL New Delhi & IPCL Baroda. Examination of the goods stuffed in container no. SXSU 232477/0 revealed that all the 24 bales packed in the container were with manufacturers labels indicating that the goods were acrylic staple fibre commercial quality of denier of 2.5 and 3 and fibre length of 110 mm.

The contention that acrylic staple fibre were of commercial quality which was in consonance with the description of their pass-book did not merit consideration since the goods imported were predominantly virgin staple fibre with wide variation in denier and length. Plea of commercial quality meaning no prime quality or first quality/grade is of no relevance for the reason that virgin acrylic staple fibre are by their nature different goods. Further, variation in denier does not indicate that the goods imported were waste when test results proved otherwise. The argument that it was the trade practice to give different names to the quality is arbitrary and baseless.

Fraudulent act of manipulation of the description of the goods in transit by the appellant importer and persons connected thereto resulted in deliberate mis-declaration of the description and value of the goods imported. Duty exemption was availed under
Notification No. 117/88 unlawfully when that was not due to the appellant. The fraud so committed against Revenue proved oblique motive of the appellant. Enquiry conducted with M/s World Wide Cargo and M/s CMA UK Agents established that Bill of lading No. BCM/001758 was issued by CMAs agent in Barcelona on the basis of instructions received from the booking and freight forwarding company and the description of the cargo was declared as Acrylic Staple Fibre, Commercial Quality BRIGHT and the cargo was shipped from Barcelona and was routed through Dubai. Containers were stored in shippers premises at Barcelona and freight was indicated as Collect. But the UK based Shipping Agent paid the freight to CMAs agent in Bradford. Investigation result revealed that M/s Linear Shipping Containers had amended the description on the Bill of Lading to read as Synthetic Waste/ Soft Quality with predominance of staple fibre with wide variation in denier and length and containing drawn and undrawn fibre. The real description of the goods Acrylic Staple Fibre Commercial Quality Bright was deliberately changed on the basis of the UK Shippers instructions.

The initial descriptions on the bill of lading tallied with the markings on the labels which were found on the bales at the time of examination of the goods and that remained unrefuted by appellants. No evidence was led to discard such finding. Laboratory test result and investigation result brought out misdeclaration and connivance of the UK Shippers was established from the letter dt. 26.02.90 of M/s World Wide Cargo Pvt. Ltd and telex dt. 01.03.90 of M/s CMA to M/s World Wide Cargo and Telex dt. 27.02.90 sent by M/s World Wide Cargo to M/s CMA. Had there been no malafide, entire manipulation of transit documents would not have occurred. All that was done was at the behest of the appellant. Test report of M/s IPCL, Baroda communicated vide letter dt. 22.06.90 and report of CRCL, New Delhi dated 26.02.98 proved the characteristics of samples tested was more like virgin acrylic fibre than waste products and 44 samples under reference were not waste.

LW: 118.12.2013
RSWM Ltd v. CCE, Jaipur II [CESTAT]

Excise Appeal No. 2872 of 2010 (SM)

Rakesh Kumar, Member (Technical) [Decided on 01/11/2013]

Cenvat Credit Rules, 2004 - Cenvat paid capital goods - Unit A transfers used capital goods to unit B as scrap - Unit B avails cenvat credit on this used capital goods - whether allowable - Held, Yes.

Brief facts: The appellant are manufacturers of manmade yarn chargeable to Central Excise duty. They have two units located at different locations. One of their unit had cleared certain Cenvat credit availed used capital goods to the other unit [Appellant unit] as scrap during 2006-2007 on payment of duty of Rs. 3,31,362/- in terms of the provisions of Rule 3 (5A) of Cenvat Credit Rules. The appellant unit took Cenvat credit of this duty. The department was of the view that since what the Appellant unit had received was scrap and not capital goods, they are not eligible for this Cenvat credit. On this basis, the Assistant Commissioner confirmed the above-mentioned Cenvat credit demand along with interest and imposed penalty of equal amount. On appeal
being filed, the Commissioner (Appeals) upheld the Cenvat credit demand and also upheld the imposition of penalty under Section 11AC and only set aside the penalty of Rs. 5,000/- on the appellant. Against this order of the Commissioner (Appeals), this appeal has been filed.

Decision: Appeal allowed.

Reason: The appellant unit had received certain scrap capital goods from their other plant. There is no dispute that the duty on the capital goods received by the appellant unit as scrap had been paid in terms of Rule 3 (5A) of the Central Excise Rules, according to which when the Cenvat credit availed capital goods are cleared as scrap, an amount equal to the duty on the transaction value is required to be paid. The Departments objection is that since what had been received by the appellant unit was scrap and not capital goods, they cannot avail the Cenvat credit even if they may have used the scrap as capital goods. It is also the contention of the department, that scrap can be used only as input and not as capital goods. This view of the department is not correct, as even if the appellant unit had received scrap capital goods, it is not disputed that they had used the same as capital goods. The question as to whether any goods are capital goods or otherwise has to be determined on the basis of how the same are used. Moreover, this issue stands decided in favour of the appellant by this Tribunal in the case of Maharshi Alloys (P) Ltd. vs. CCE, Tirupathi (supra) and just because in this judgment is in respect of the provisions of Central Excise Rules, 1994 pertaining to the Modvat credit, it cannot be said that the ratio of this judgment would not be applicable. In my view, the ratio of the Tribunals judgment in the case of Maharshi Alloys (P) Ltd. vs. CCE, Tirupathi (supra) is squarely applicable to the facts of this case, even if this case, there is no certificate of Chartered Engineer regarding the usability of the goods as capital goods, as the use of the goods received by the Appellant from their other units as capital goods is not disputed. Therefore, the impugned order is not sustainable. The same is set aside.
The Council of the Institute has approved the following decisions pertaining to training of the students of the Company Secretaryship Course:

A) 15 months training with Law Firms, Consultancy Firms, Financial Institutions

The Council of the Institute has allowed imparting 15 months training by Law Firms, Consultancy Firms and Financial Institutions. Earlier they were allowed to impart training for 6 months only. Further the Council has removed the criteria of standing, minimum number of partners and fixed assets for registration of Law Firms and Consultancy Firms and approved the revised guidelines for registration of Law Firms, Consultancy Firms, Financial Institutions for imparting 15 months training which is available at training link on the website of the Institute www.icsi.edu.

B) Removal of requirement of remitting fee of ₹ 50/- with Apprenticeship Agreement by the Practising Company Secretaries

The Council has removed the requirement of remitting a fee of ₹ 50/- by the PCS towards registration of apprenticeship training of the students.

C) 15 days with any one specialised agency:

The Council has also allowed undergoing training of 15 days with any one specialised agency as prescribed under Regulation 50 (b) of the Company Secretaries Regulations, 1982, with the broking firms/ companies, Law firms, Universities (recognized by UGC), Merchant Bankers, Mutual Funds, Insurance Companies, SMEs, Industry Associations/ Chambers of Commerce, all Ministries, SEBI, IRDA, TRAI, CCI, Courts, Tribunals and other quasi-judicial bodies.
Attention: Students

CORPORATE COMPLIANCE EXECUTIVE CERTIFICATE FOR STUDENTS


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 ₹ 2000 (two thousand only), either in cash (at counters of the Institute across the county) 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 011-45341096.
### Eastern

<table>
<thead>
<tr>
<th>Region</th>
<th>Training Period</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANIK RUBBER INDUSTRIES (INDIA) PRIVATE LIMITED</td>
<td>15 Months</td>
<td>Suitable</td>
</tr>
<tr>
<td>AJANTA HOUSE’, 79/2, A.J.C BOSE ROAD, KOLKATA, WEST BENGAL 700014 INDIA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. A K GANGOPADHYAY</td>
<td>15 Months</td>
<td>Suitable</td>
</tr>
<tr>
<td>COMPANY SECRETARY &amp; COMPLIANCE OFFICER KANCO TEA &amp; INDUSTRIES LIMITED “JASMINE TOWER”, 3RD FLOOR, 31 SHAKESPEARE SARANI, KOLKATA, INDIA 700 017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Arbind Kumar Jain</td>
<td>15/3 Months</td>
<td>Suitable</td>
</tr>
<tr>
<td>Company Secretary Skipper Limited. 3A, Loudon Street 1st Floor Kolkata 700017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Amrita Kanjilal</td>
<td>15/3 Months</td>
<td>Suitable</td>
</tr>
<tr>
<td>Company Secretary Arohan Financial Services Pvt. Ltd., “Prafulla”, 195/1 Rajdanga Chakrabortypapra Kasba Kolkata 700 107</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Director</td>
<td>15/3 Months</td>
<td>Suitable</td>
</tr>
<tr>
<td>Sunplant Construction Limited 172 RGM Tegharia VIP Road Kolkata 700059</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. M. Ravi</td>
<td>15/3 Months</td>
<td>Suitable</td>
</tr>
<tr>
<td>Managing Director Network Clothing Company Pvt. Ltd. NCC House, 2/642 Mangalam Road, Andipalayam Tirupur- 641687</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shri Timir Mukherjee</td>
<td>15 Months</td>
<td>Suitable</td>
</tr>
<tr>
<td>Director Nalanda Learning Systems Pvt. Ltd., DA 143, Sector 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Experience</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>MR. LALIT ANAND</td>
<td>DIRECTOR</td>
<td>15 Months</td>
</tr>
<tr>
<td></td>
<td>CARGO PARTNER LOGISTICS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>INDIA PRIVATE LIMITED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PLOT NO. 35-P, TOWER-B,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2ND FLOOR, SECTOR 44, GURGAON,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HARYANA, 122002</td>
<td></td>
</tr>
<tr>
<td></td>
<td>INDIA</td>
<td></td>
</tr>
<tr>
<td>MR. AMAN GUPTA</td>
<td>MANAGER HR &amp; ADMINISTRATION</td>
<td>15 Months</td>
</tr>
<tr>
<td></td>
<td>DHIR &amp; DHIR ASSOCIATES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADVOCATED AND SOLICITORS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D-55, DEFENCE COLONY,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NEW DELHI 110 024</td>
<td></td>
</tr>
<tr>
<td></td>
<td>INDIA</td>
<td></td>
</tr>
<tr>
<td>MR. SANKALP SHAKUNT</td>
<td>DIRECTOR HUMAN RESOURCE</td>
<td>15 Months</td>
</tr>
<tr>
<td></td>
<td>CAPSUGEL HEALTHCARE LIMITED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>21, JONIAWAS, DHARUHERA,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DISTRICT REWARI, HARYANA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>INDIA</td>
<td></td>
</tr>
<tr>
<td>MR. RAKESH CHANDRA SHARMA</td>
<td>COMPANY SECRETARY</td>
<td>15/3 Months</td>
</tr>
<tr>
<td></td>
<td>FRICK INDIA LIMITED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>21.5 KM., MAIN MATHURA ROAD,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FARIDABAD 121003(HARYANA),</td>
<td></td>
</tr>
<tr>
<td></td>
<td>INDIA</td>
<td></td>
</tr>
<tr>
<td>MR. RAKESH CHANDRA SHARMA</td>
<td>COMPANY SECRETARY</td>
<td>15/3 Months</td>
</tr>
<tr>
<td></td>
<td>FRICK INDIA LIMITED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>21.5 KM., MAIN MATHURA ROAD,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FARIDABAD 121003(HARYANA),</td>
<td></td>
</tr>
<tr>
<td></td>
<td>INDIA</td>
<td></td>
</tr>
<tr>
<td>MR. RAMAN DEEP BHATTI</td>
<td>COMPANY SECRETARY</td>
<td>15/3 Months</td>
</tr>
<tr>
<td></td>
<td>CAPL HOTELS AND SPA PRIVATE LIMITED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NH-8, SECTOR 15, PART II,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GURGAON 22001 (HARYANA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>INDIA</td>
<td></td>
</tr>
<tr>
<td>M/S HPC BIOSCIENCE LIMITED</td>
<td>FLAT NO. 6A, 40 HANUMAN ROAD,</td>
<td>15/3 Months</td>
</tr>
<tr>
<td></td>
<td>CONNAUGHT PLACE, NEW DELHI 110001</td>
<td></td>
</tr>
<tr>
<td></td>
<td>INDIA</td>
<td></td>
</tr>
<tr>
<td>MR. AJAY GARG</td>
<td>AGB &amp; PARTNER</td>
<td>15 Months</td>
</tr>
</tbody>
</table>
MS. REKHA SADANA  
COMPANY SECRETARY  
HALDIRAM SNACKS PRIVATE LIMITED  
B-1/H-3, MOHAN CO-OPERATIVE INDL. ESTATE, MAIN MATHURA ROAD, NEW DELHI, INDIA 110 044

Mr. Ankur Garg  
Company Secretary  
FIITJEE Limited  
29A, Kalu Sarai Sarvapriya Vihar  
New Delhi 110 016

Mr. Dharmender Singhal  
Director  
Galaxy Gems Jewels & Handicrafts (P) Ltd. C-1/67 Safdarjung Development Area  
New Delhi 110 016

Mr. Ram J. Bhatia  
Managing Director  
Bhatia Corporation Pvt. Ltd.  
23-24, Industrial Estate, Kota-324007 (Rajasthan)

Mr. R C Garg  
Director  
Good Luck Steel Tubes Ltd.  
5/102 Sikka Complex (1st Floor) Community Centre  
Preet Vihar Vikas Marg  
Delhi 110 092

Mr. R K Singal  
Director  
R Kumar Singal & Company Consultants Pvt. Ltd.  
7C Sagar Apartments  
6 Tilak Marg  
Delhi 110 002

Ms. Akanki Jain  
Company Secretary  
Positive Television Pvt. Ltd. M3M House, 7-C, Doctor’s Lane, Gole Market  
New Delhi-1
M/s. Infinite Telesolutions Pvt. Ltd.  
250 First Floor,  
Udyog Vihar  
Phase I  
Gurgaon 122016

Ms. Amninder Kaur  
Company Secretary  
G S Auto International Ltd.,  
G S Estaste  
G T Road  
Ludhiana 141 010

Mr. Danny Samuel  
Company Secretary  
Road Infrastructure Development Company of Rajasthan Ltd.,  
LIC Jeevan Nidhi Building  
Ambedkar Circle  
Bhawani Singh Marg  
Jaipur 302 005

Mr. Rishabh Jain  
Company Secretary,  
Namo Alloys Pvt. Ltd.  
14/1, Mile Stone,  
Main Mathura Road  
Faridabad (Haryana)

The Company Secretary  
Delhi Aviation Fuel Facility Pvt. Ltd.,  
Aviation Fuelling Station  
Shahbad Mohammad Pur  
IGI Airport  
New Delhi 110 061

Shri Atul Krishna Pandey  
Monark Furniture Limited  
45-46-47, Ground Floor  
Centrum Plaza, Sector- 53  
Golf Course Road  
Gurgaon, Phase V  
Haryana-122002

Shri Yamini Chawla  
Mercurio Pallia Logistics Pvt. Ltd.
Plot No. 60, IInd Floor, Sector - 18 HUDA Industrial Area Gurgaon 122015

Shri Rajeev Nain
Financial Controller
Chandan Healthcare Limited
Chandan Building, Biotech Park Kursi Road, Sector G Jankipuram Lucknow

M/s. Relay Strategy Pvt. Ltd., DLF Building, IT Park Tower D, Level I Kishangarh Chandigarh

Shri Anil Kohli
Director
Teradata India Pvt. Ltd.,
304, 3rd Floor, Tower 4A S-Block DLF Corporate Park
DLF City Phase II MG Road Gurgaon Haryana 400 076

Shri Gagan Singhal
LSC Infratech Limited Village Hathikhal Goraparao P O Arjunpur Haldwani Nainital

MR. RAJAN KHANNA
PARTNER
RAJAN KHANNA & ASSOCIATES ADVOCATES & SOLICITORS
LG-20, ANSAL PLAZA, SECTOR 1, VAISHALI, DELHI/NCR, GHAZIABAD INDIA 201010

MR. SRINIVAS KOTNI
MANAGING PARTNER
LEXPORT,ADVOCATES & LEGAL CONSULTANTS R-1, SF, PARK VIEW APARTMENTS, HAUZ KHAS ENCLAVE, NEW DELHI 110016
MR. DIVYANSHU AGGARWAL
DIRECTOR
GROWFAST SECURITIES & CREDIT LIMITED
103/37, SURYADEEP BUILDING,
WAZIRPUR COMMERCIAL COMPLEX,
DELHI 110 052
INDIA

M/s. RADIKAL OVERSEAS PRIVATE LIMITED
RADIKAL HOUSE, 28, COMMUNITY CENTRE,
SAKET, NEW DELHI 110017
INDIA

SOUTH

MR. T G BHARAT
CHAIRMAN & MANAGING DIRECTOR
SREE RAYALASEEMA HI-STRENGTH HYPO LIMITED
216, K.J.S. COMPLEX, BHAGYA NAGAR,
KURNOOL ANDHRA PRADESH,
INDIA 518 004

MR. M. NAresh Kumar
COMPANY SECRETARY
SUJANA UNIVERSAL INDUSTRIES LIMITED
41, NAGARJUNA HILLS, PANJAGUTTA,
HYDERABAD 500 082, ANDHRA PRADESH,
INDIA

MR. KAMlesh P
DIRECTOR
M.S. INVESTMENTS LIMITED
749, ANNA SALAI,
CHENNAI 600 002
INDIA

Mr. Johnkutty James
General Manager & Compliance Officer
Doha Brokerage & Financial Services Ltd.,
III/947 Smart Centre
M K K Nair Road
Vazhakkala
Kochi 682 021

Mr. Vinitha Venugpalan
Assistant Company Secretary
Snowman Logistics Ltd.
No. 54, Old Madras Road, Virgo Nagar  
Bangalore-560049  
(Karnataka)

Mr. Lakshmisha Babu S  
Company Secretary  
Murudeshwar Ceramics Ltd.,  
Naveen Complex, 7th Floor  
14 M G Road  
Bangalore 560 001

15/3 Months  
Suitable

The Company Secretary & Vice President  
Madura Coats Pvt. Ltd.  
44 M G Road  
Bangalore 560001

15/3 Months  
Suitable

Shri P K Tripathy  
Chief General Manager  
Human Resources & Org. Dev. Section  
Human Resource Wing  
Canara Bank  
112 J C Road  
Bangalore 560002

15 months  
Suitable

WEST

MR. GURNISH CHHABDA  
COMPANY SECRETARY  
GTPL HATHWAY PRIVATE LIMITED  
C-202, 2ND FLOOR, SAHAJANAND SHOPPING CENTRE, OPPOSITE, SWAMINARAYAN TEMPLE, SHAHIBAUG, AHMEDABAD 380 004. INDIA

15 Months  
Suitable

MS. RAJESHWARI SHARMA  
COMPANY SECRETARY  
GUJARAT GAS COMPANY LIMITED  
NEAR PARIMAL GARDEN, ELLISBRIDGE, AHMEDABAD  
INDIA 380 006

15 Months  
Suitable

MR. ASHOK DEVARAJAN  
AVP & COMPLIANCE OFFICER  
CENTRUM BROKING LIMITED  
CENTRUM HOUSE, CST ROAD, VIDYANAGARI MARG, KALINA,
SANTACRUZ (EAST), MUMBAI, INDIA 400 098

MR. ONKAR KOTHARI 15 Months Suitable
COMPANY SECRETARY & COMPLIANCE OFFICER
BAJAJ ALLIANZ GENERAL INSURANCE COMPANY LIMITED
GE PLAZA, AIRPORT YERWADA, PUNE 411 006

Mr. BHERU CHOUDHARY 15 Months Suitable
PARTNER
IC LEGAL ADVOCATES & SOLICITORS,
21, COMMERCE HOUSE,
ROPEWALK STREET, FORT,
MUMBAI 400 023 INDIA

MR.PANDURANG CHOUGALE 15/3 Months Suitable
SR MANAGER-HUMAN RESOURCES
CLASSIC STRIPES PRIVATE LIMITED
164, S.B. MARG, MATUNGA(W),
MUMBAI 400 016 INDIA

MR. RAJENDRA C. PATEL 15 Months Suitable
DIRECTOR
MAKSON INDUSTRIES PRIVATE LIMITED
401/A, SURESH SMRUTIPRATHMESH COMPLEX,
VEERA DESAI ROAD, ANDHERI
MUMBAI,
MAHARASHTRA
INDIA

MR. VIJAY H PATEL 15/3 Months Suitable
PARTNER
H. L. PATEL ADVOCATES,
A/14, SHAKTI ENCLAVE,
JUDGES BUNGALOW ROAD,
BODAKDEV,
AHMEDABAD-380054
INDIA
<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Experience</th>
<th>Suitable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Ajay Meshram</td>
<td>Company Secretary</td>
<td>15/3 Months</td>
<td>Suitable</td>
</tr>
<tr>
<td>Ms. Dhirajbhai Koradiya</td>
<td>Managing Director</td>
<td>15/3 Months</td>
<td>Suitable</td>
</tr>
<tr>
<td>Mr. R. S. Shenoy</td>
<td>V. P. (Finance &amp; Accounts)</td>
<td>15/3 Months</td>
<td>Suitable</td>
</tr>
<tr>
<td>Shri Vallari Gupte</td>
<td>Company Secretary</td>
<td>15/3 Months</td>
<td>Suitable</td>
</tr>
<tr>
<td>Ms. Amisha Shah</td>
<td>Company Secretary</td>
<td>15 Months</td>
<td>Suitable</td>
</tr>
<tr>
<td>Shri Akhilesh Jain</td>
<td>Mumbai International Airport Pvt Ltd.</td>
<td>15 Months</td>
<td>Suitable</td>
</tr>
<tr>
<td>Ms. Amisha Shah</td>
<td>Company Secretary</td>
<td>15/3 Months</td>
<td>Suitable</td>
</tr>
</tbody>
</table>
Sundaram Multi Pap Ltd.,
903 Dev Plaza
Opp Andheri Fire Station
S V Road
Andheri (W)
Mumbai 400 058

Shri Jitin Parekh
Head-Legal & Co. Secretary
AEGON Religare Life Insurance
Nomura B-Wing, First Floor
Unit No. 102
Near D-Mart
Hiranandani Business Park
Powai
Mumbai 400 076

Mutreja & Associates
Corporate Consultants & Legal Advisors
146/8 Premium Center
M P Nagar, Zone I
Bhopal 462011

Shri Sanjay Asher
Senior Partner
Crawford Bayley & co.,
Advocates & Solicitors
State Bank Building
NGN Vaidya Marg
Mumbai 400 023

---

**LIST OF COMPANIES REGISTERED FOR IMPARTING TRAINING DURING THE MONTH OF AUGUST, 2013**

<table>
<thead>
<tr>
<th>Region</th>
<th>Training Period</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mr. M Pal</th>
<th>15/3 Months</th>
<th>Suitable</th>
</tr>
</thead>
</table>
Vitarich Agro Food (I) Ltd.,
1 Ganesh Chandra Avenue
5th Floor
Kolkata 700013

Mr Basant Kumar Sasmal
Suitable
Director
Sun-Plant Business Limited
R G M
172 Teghoria, V I P Road
Kolkata 700 059

M/s. Jainco Projects (I) Ltd.,
2 Clive Ghat Street
4th Floor
R N 4A
Kolkata 700 001

M/s. KIC Metaliks Limited
Sir RNM House*
3B Lal Bazar Street
4th Floor, Room No.2
Kolkata 700 001

Ms. Nidhi Singhania
Company Secretary
Avian Overseas Pvt. Ltd.
“IRC House”
1 Sunyat Sen Street
Kolkata 700 012

The Director
Narsingh Ispat Limited
26 Ramlal Mukherjee Lane
(Near Golabari P S)
Salkia
Howrah

Northern

Shri Manjeet Singh
Viom Networks Limited
Plot No. 14A, Sector 18
Maruti Industrial Complex
Gurgaon 122015

The Director
Kamnath Mudranalaya Pvt. Ltd.
“Kamnath Krupa”
14 Vijay Plot Corner
Gondal Road
Rajkot

Shri S A Danish
Senior Manager 15/3 Months Suitable
Intertek India Pvt. Ltd.
E 20, Block B1, Mathura Road
Mohan Cooperative Industrial Areas
New Delhi

Shri Alok Kumar
Company Secretary 15/3 Months Suitable
Jindal ITF
Jindal ITF Centre
28 Shivaji Marg
New Delhi 110 015

Shri Mohammed Abdullah 15/3 Months Suitable
Managing Director
Ninety Nine General Retail Pvt. Ltd.
D 169 Okhla Industrial Area
Phase I
New Delhi

Shri Lokesh Sehrawat 15/3 Months Suitable
Partner
Rudraksh Law Associates
Chasmer No. 623
Dwarka Court
Sector 10
New Delhi 110075

Shri Ashwine Kumar Bansal 15/3 Months Suitable
Advocate
Lex Consultus
187 Advocates Society
Sector 49 A
Chandigah

Shri Anil Kumar 15/3 Months Suitable
Company Secretary
Sata Vikas (India) Pvt. Ltd.,
Plot No. 73/8 Mathura Road
Mitnol (Village)
Aurangabad, Hodal (Tehsil)
Palwal (District)
Haryana 121 105
Ms. Bhawna
Senior Executive - Secretarial
Max Bupa Health Insurance Co. Ltd.,
2nd Floor, Salcon Rasvillas
D - 1, District Centre
Saket
New Delhi 110017

Ms. Shuchi Sharma
Managing Director
Jaipur City Transport Services Ltd.,
II Floor, Old Working Women Hostel
Behind Nehru Palace
Lal Kothi, Tonk Road
Jaipur 302015

CS Amit Vinayak
Advocate
Vinayak Associates
340 Adarsh Nagar
Jalandhar City 144 008

Shri Bhupinder P Singh
Vice President - Finance
Sunbeam Auto Pvt. Ltd.
38/6 K M Stone
Delhi-Jaipur Highway
Narsingpur
Post Box No. 7
Dist. Gurgaon
Haryana

Ms. Amita Kalkal Chaudhary
Senior Associate
Surge Laws
Advocates & Solicitors
703 Nilgiri Apts.
9 Barakhamba Road
New Delhi 110 001

Mr. Kamal Radhu
Director
Ishvakoo (India) Pvt. Ltd.
H 106 Connaught Circus
New Delhi 110 001

Mr. V K Parwanda
Dy. General Manager
National Safai Karamcharis Finance & Dev. Corpn.
Ms. Nitika Goel  
Company Secretary  
Orris Infrastructure Pvt. Ltd.  
J 10/5 DLF Phase II  
M G Road  
Gurgaon 122002

The Company Secretary  
Sahara India Life Insurance Co. Ltd.  
Sahara India Centre  
2 Kapoorthala Complex  
Lucknow 226 024

Mr. V K Chhabra  
CFO  
Shrinet & Shandilya Construction Pvt Ltd.  
143 First Floor  
Tribhuvan Complex  
Ishwar Nagar  
Mathura Road  
New Delhi 110 065

Shri Darshana Kothari  
Stovekraft Private Limited  
81 Harohalli Industrial Area  
Kanakapura Taluka  
Ramanagar District  
Bangalore Rural 562 112

Mr. U Muhammed Musthafa  
Advisor  
Chanakya Law Chambers  
M C Building  
Palat Hospital Jn.  
Palakkad  
Kerala 678 001

Ms. Vibha Shinde  
Company Secretary  
Shriram Life Insurance Co. Ltd.  
Plot No. 31 & 32, 5th Floor  
Ramky Selenium  
Beside Andhra Bank Training Centre
Financial District 
Gachibowli 
Hyderabad 500 032

Shri M P Madhava Priyan 
National Manager HR & OD 
Flyjac Logistics Pvt. Ltd.  
No. 25-32 Readymade Garment Complex  
SIDCO Industrial Estate  
Gunidy  
Chennai 600 032

The Director 
Welding Alloys Tubular Wire Products Pvt. Ltd.  
Plot No. 11/6/B Road No. 9  
IDA Nacharam  
Hyderabad

Shri K Hariharan 
Company Secretary  
Ashok Leyland Nissan Vehicles Limited  
Kochar Tower,  
# 19 Venkatanarayana road  
T’Nagar  
Chennai 600 017

Shri Biswa Ranjan Subudhi 
Company Secretary  
Bhagyanagar India Ltd.,  
5th Floor, Surya Towers  
Sardar Patel Road  
Secunderabad  
Andhra Pradesh

Shri Hrishikesh 
Partner  
Vakil Search  
F 97, 4th Floor  
Anna Nagar East  
Chennai 600102

Mr. Chetan 
Company Secretary  
Wipro Enterprises Limited  
No. 134 doddakannelli  
Sarjapur Road  
Next to WIPRO Corporate Office  
Bangalore
Mr. P L Venkatachalam
Company Secretary
ABT Industries Limited
A/508, 5th Floor
Sakthi Finance Building,
No. 62 Dr. Nanjappa road
Post Box No. 3878
Coimbatore 641 018

15/3 Months          Suitable

Mr K Ravindranath Tagore
Company Secretary
Virinchi Technologies Ltd.
# 10 SRK Colony
West Marredpally
Secunderabad - 26
A.P.

3 Months            Suitable

--------------------------------------------

Western

M/s. P & S Jewellery Ltd.
Sakina Manzil, R R Marg
4th Floor,
Opp. Charni Road St.,
Mumbai

15/3 Months          Suitable

Shri Prakash B Sheth
Prop.
PSP Projects Pvt. Ltd.
92 Titanium Corporate Road
Opp Prahladnagar Garden
Ahmedabad 380 015

15/3 Months          Suitable

Ms. Seerja Nair
Company Secretary
Vista Processed Food Pvt. Ltd.
IInd Floor, Sector 1E
Above McDonald’s Restaurant
Kalamboli
Nav Mumbai 410218

15/3 Months          Suitable

Shri Rajesh Garg
Director
Kalya Toll Infrastructure Limited
‘Vidya Deep’
15/3 Manoramaganj
Indore
Shri Aadhar Sharma
Partner
Lex Populus
Advocates & Solicitors
1A Dhenu Market
Indore 452001

Shri Sudhir R Singh
Vice President & Group Co. Secy.,
Loha Ispaat Ltd.
9th Floor, C 31 Naman Centre
Bandra Kurla Complex,
Bandra (E)
Mumbai 400 051

Shri Aviraj V Deshmukh
Partner
Sudharman - The Law Firm,
305 Om Chambers,
Above Hotel Panchali
Opp. Jangli Maharaj Mandir
J M Road
Shivajinagar
Pune 411 005

Ms. Rashmi Sharma
AVP (Legal) & Company Secretary
International Asset Reconstruction Co. Pvt.
A/508, 5th Floor
215 Atrium, Kanakia Spaces
Andheri Kurla Road
Andheri (E)
Mumbai 400 093

Mr. Rahul Agrawal
Associate Manager - Audit
Convenient Hospitals Ltd.
A B Road,
Near L I G Square
Indore 452 008

Mr. Randolph C Alves
Director
Goldwin Medicare Limited
101/102 Vaillankanni Towers, ‘A’ Wing
Mari Nagar,
Off Senapati Bapat Marg
Mahim (W)
Mumbai 400 016

Ms. Pooja Khedkar
Company Secretary & Compliance Officer 15/3 Months Suitable
Nivyah Infrastructure & Telecom Services Ltd.,
E 60-1/602 Remi Bizcourt
Shah Ind. Estate
Off. Veera Desai Road
Andheri (West)
Mumbai

Mr. Mahavir Lunawat 15/3 Months Suitable
Managing Director
Pantomath Capital Advisors Pvt. Ltd.
108 Madhava Premises Co-op Soc Ltd.,
Bandra Kurla Complex
Bandra East
Mumbai 400051

Shri Prashant Gupta 15/3 Months Suitable
HR and Compliance Officer
Zenith Healthcare Limited
504 ISCON Elegance
Prahlad Nagar Cross Road
Nr.Anand Dham Jain Derasar
S G Road
Ahmedabad

LIST OF PRACTISING MEMBERS REGISTERED FOR THE PURPOSE OF IMPARTING TRAINING DURING THE MONTH OF OCTOBER, 2013

CS BIMAL PRASAD PATTANAIK
COMPANY SECRETARY IN PRACTICE
DOLAMANDAP SAHI
INFRONT OF JAGANNATH GAS DISTRIBUTOR
PURI – 752 001

CS ANOOP KUMAR JAIN
COMPANY SECRETARY IN PRACTICE
R- Z, P I6I, RAJ NAGAR
GALI NO- 3, SECTOR- 8
DWARKA
NEW DELHI – 110 077

CS ANKIT AGARWAL

PCS- 3701

PCS- 3702

PCS- 3703
S-1, K-4
LAXMI NAGAR
DELHI – 110 092

CS KUMARI SHRITY
COMPANY SECRETARY IN PRACTICE
B-5, "PREM KUNJ"
NEAR B.D. PUBLIC SCHOOL
BUDDHA COLONY
PATNA – 800 001

CS PUJA KUMARI
COMPANY SECRETARY IN PRACTICE
OPP DIGAMBER JAIN BHAWAN
HAR MU ROAD
RANCHI – 834 001

CS MANJU LAUR
COMPANY SECRETARY IN PRACTICE
ROOM NO.20
OFFICERS MESS, 225 TRANSIT CAMP
DELHI CANTT
NEW DELHI – 110 010

CS DEEPAK YADAV
COMPANY SECRETARY IN PRACTICE
620, JAINA TOWER I
DISTRICT CENTRE
JANAKPURI
NEW DELHI – 110 059

CS NIDHI MAHESHWARI
COMPANY SECRETARY IN PRACTICE
BUILDING #127,
NEXT TO SBI BANK, ZONE-II
M P NAGAR
BHOPAL – 462 016

CS NIDHI POKHARNA
COMPANY SECRETARY IN PRACTICE
DEVI CHS, FLAT NO. 6
PLOT NO. 14, SECTOR NO. 3
KOPAR KHAIRNE
NAVI MUMBAI – 400 709

CS RACHNA SUDEEP DAWARA
COMPANY SECRETARY IN PRACTICE
S.O-33. GS-5/10
AMAR JYOTI PALACE

PCSA- 3711
PCSA- 3712
PCSA- 3713
PCSA- 3714
PCSA- 3715
PCSA- 3716
PCSA- 3717
WARDHA ROAD, DHANTOLI
NAGPUR – 440 012

CS AMIT RAVISHANKAR DADHEECH
COMPANY SECRETARY IN PRACTICE
401, 4TH FLOOR, 60 SHRIJI CHAMBERS
GHOGA STREET, JANMABHOOMI MARG
FORT MUMBAI – 400 001

CS VINEET MAHESHWARI
COMPANY SECRETARY IN PRACTICE
A-6, KHOSLA COMPLEX
GAGAN VIHAR
DELHI - 110 051

CS LATIKA BANSAL
COMPANY SECRETARY IN PRACTICE
A-3/35
GROUND FLOOR
JANAKPURI
NEW DELHI – 110 058

CS AMIT KHOWALA
COMPANY SECRETARY IN PRACTICE
493,B/2 ,G T ROAD
GAGANDEEP APARTMENT
SHIBPUR
HOWRAH – 711 102

CS PRASHANT DATTATRAYA BHAT
COMPANY SECRETARY IN PRACTICE
NO. 3, SAYI SADANA, 2ND FLOOR, 5TH
NRUPATUNGA NAGAR, 1ST CROSS
KOTTANUR DINNE MAIN ROAD
J P NAGAR, 7th PHASE
BANGALORE – 560 076

CS TARANG GUPTA
COMPANY SECRETARY IN PRACTICE
OFFICE NO: 103, A-212
MALHOTRA COMPLEX
SHAKARPUR
DELHI – 110 092

CS DEEPTI SINGLA
COMPANY SECRETARY IN PRACTICE
A-258, CHHATTARPUR ENCLAVE
PHASE -II, LGF
NEW DELHI -110 074
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS DHARA SURESHCHANDRA SHAH</td>
<td>1385/1, SAVLI'S STREET, GAJJARS CHOWK DHANAUSUTHARS POLE KALUPUR AHMEDABAD – 380 001</td>
<td>PCSA- 3725</td>
</tr>
<tr>
<td>CS PRIYANKA SARAF</td>
<td>38, ADA BAZAAR INDORE</td>
<td>PCSA- 3726</td>
</tr>
<tr>
<td>CS MEGHA BRIJRATAN BHAIYA</td>
<td>SHORA KOTHI KAMPTEE ROAD NAGPUR – 440 026</td>
<td>PCSA- 3727</td>
</tr>
<tr>
<td>CS EKTA SINGH</td>
<td>D-116, HARIHAR NAGAR LUCKNOW – 226 016</td>
<td>PCSA- 3728</td>
</tr>
<tr>
<td>CS ADNAN ABDULLAH GINWALA</td>
<td>KUMAR PINNACLE BLDG, A 3, FLAT NO. 804 TADIWALA ROAD PUNE – 411 001</td>
<td>PCSA- 372</td>
</tr>
<tr>
<td>CS MAYANK BHARTIYA</td>
<td>34 (IIND FLOOR) NAVYOG MARKET GHAZIABAD – 201 001</td>
<td>PCSA- 3730</td>
</tr>
<tr>
<td>CS PRINCE KUMAR</td>
<td>108, WZ-19A, IST FLOOR, OPP. DUSHERA PARK, JWALA HERI MARKET NEW DELHI – 110 063</td>
<td>PCSA- 3731</td>
</tr>
<tr>
<td>CS B. AMARNADH</td>
<td>1ST FLOOR, NO.20/1, 2ND MAIN ROAD</td>
<td>PCSA- 3732</td>
</tr>
<tr>
<td>Name</td>
<td>Contact Details</td>
<td>PCSA</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>CS ARCHNA MAHESHWARI</td>
<td>CIT NAGAR, NANDANAM, CHENNAI – 600 035</td>
<td>3733</td>
</tr>
<tr>
<td>COMPANY SECRETARY IN PRACTICE</td>
<td>570, VIJYAN NAGAR, INDORE – 452 012</td>
<td></td>
</tr>
<tr>
<td>CS S. VISWANATHAN</td>
<td>NO: 9, SAI BHAVAN, 2 A MAIN 7TH CROSS, BTM, 2ND STAGE</td>
<td>3734</td>
</tr>
<tr>
<td>COMPANY SECRETARY IN PRACTICE</td>
<td>BANGALORE - 560076</td>
<td></td>
</tr>
<tr>
<td>CS NANCY VERMA</td>
<td>SECTOR-J, E-III, H.NO-369, ALIGANJ, LUCKNOW – 226 024</td>
<td>3735</td>
</tr>
<tr>
<td>COMPANY SECRETARY IN PRACTICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS RAJESH SHANTARAM SHINDE</td>
<td>C/O AD. JAYDEEP NHIVEKAR, 179, ‘B’ Y. P. POWAR NAGAR</td>
<td>3736</td>
</tr>
<tr>
<td>COMPANY SECRETARY IN PRACTICE</td>
<td>KOLHAPUR – 416 012</td>
<td></td>
</tr>
<tr>
<td>CS NEELAM GUPTA</td>
<td>D-2/16, DARYA GANJ, NEW DELHI – 110 002</td>
<td>3737</td>
</tr>
<tr>
<td>COMPANY SECRETARY IN PRACTICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS NEHA PRAKASH JAGAD</td>
<td>B/29, MANSI CHS, PLOT NO. 536, SECTOR -5, CHARKOP</td>
<td>3738</td>
</tr>
<tr>
<td>COMPANY SECRETARY IN PRACTICE</td>
<td>KANDIVALI (W), MUMBAI -400 067</td>
<td></td>
</tr>
<tr>
<td>CS SANDEEP AGRAWAL</td>
<td>SF-2, INDIA HOUSE, PLOT -157, KH NO. 322</td>
<td>3739</td>
</tr>
<tr>
<td>COMPANY SECRETARY IN PRACTICE</td>
<td>NEB SARAI, NEW DELHI – 110 068</td>
<td></td>
</tr>
</tbody>
</table>
CS PRATEEK BHANSALI
COMPANY SECRETARY IN PRACTICE
A-24, SARASWATI COLONY
SANGANER
JAIPUR – 302029

CS TARUN SAINI
COMPANY SECRETARY IN PRACTICE
RZF-919 A, SADH NAGAR PART -2
PALAM COLONY
NEW DELHI -110 045

CS ANJALI SHARMA
COMPANY SECRETARY IN PRACTICE
G-1, TYPE III FLATS
NDMC COMPLEX
NAUROJI NAGAR
NEW DELHI – 110 029

CS MANOJ KUMAR SHARMA
COMPANY SECRETARY IN PRACTICE
D-51, SUBHASH MARG
NEAR AHINSA CIRCLE, C- SCHEME
JAIPUR – 302 001

CS NIDHI HITESH VASWANI
COMPANY SECRETARY IN PRACTICE
D 5, GANAGA CLASSIC APTS.
KADWI CHOWK
NAGPUR – 440004

CS SUKESH
COMPANY SECRETARY IN PRACTICE
84, KIRTI NAGAR, JHARSA ROAD
NEAR SECTOR-15 PART-1
GURGAON – 122 001

CS ADITI AGRAWAL
COMPANY SECRETARY IN PRACTICE
SANSKAR BHARTI CAMPUS
SAKTI NAGAR
KATNI

CS RESHMI SWAMI
COMPANY SECRETARY IN PRACTICE
I-7, SHIVAJI NAGAR,
OPPOSITE POLICE LINE
### List of Practising Members Registered for the Purpose of Imparting Training During the Month of September, 2013

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>PCA -</th>
<th>Pin Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS SUMIT NAIB</td>
<td>COMPANY SECRETARY IN PRACTICE G-17/A, EAST CHANDER NAGAR STREET NO. 1 DELHI -110 051</td>
<td>3646</td>
<td>110051</td>
</tr>
<tr>
<td>CS VISHAL CHHAPARIA</td>
<td>COMPANY SECRETARY IN PRACTICE 70, DIAMOND HARBOUR ROAD DHANSHEE TOWER FLAT 8-B KOLKATA - 700 023</td>
<td>3647</td>
<td>700023</td>
</tr>
<tr>
<td>CS ABDUL KARIM KAZI</td>
<td>COMPANY SECRETARY IN PRACTICE ROOM NO.2, 1ST FLOOR, HOUSE NO.2 NEAR LITTLE FLOWER HIGH SCHOOL KAMGAR ROAD, ANDHERI(E) MUMBAI - 400 069</td>
<td>3648</td>
<td>400069</td>
</tr>
<tr>
<td>CS REKHA GADWAL</td>
<td>COMPANY SECRETARY IN PRACTICE 403, NAINA RESIDENCY SRINIVAS NAGAR (EAST) AMEERPET HYDERABAD - 500 038</td>
<td>3649</td>
<td>500038</td>
</tr>
<tr>
<td>CS CHETAN GANDHI</td>
<td>COMPANY SECRETARY IN PRACTICE 502, AEKVEERA REGENCY SHANKAR LANE KANDIVLI WEST MUMBAI - 400 067</td>
<td>3650</td>
<td>400067</td>
</tr>
<tr>
<td>CS HEMANT NARANBHAI PAWAR</td>
<td>COMPANY SECRETARY IN PRACTICE A-29; SARDAR KUNJ SOCIETY SHAHPUR BAHAI CENTER AHMEDABAD - 380 001</td>
<td>3651</td>
<td>380001</td>
</tr>
</tbody>
</table>
CS GAJENDRA SINGH SOLANKI
COMPANY SECRETARY IN PRACTICE
C-8, GROUND FLOOR,
SHREEVARDHAN COMPLEX, RNT MARG
INDORE – 452 001

CS CHANDRA PRAKASH JHA
COMPANY SECRETARY IN PRACTICE
201, 2ND FLOOR, M.G. HOUSE,
R.T. ROAD, CIVIL LINES
NAGPUR – 440 001

CS MEGHNA M. PATEL
COMPANY SECRETARY IN PRACTICE
F-57, SILICON SHOPPERS,
UDHNA MAIN ROAD
NEAR SOUTH ZONE OFFICE
SURAT – 394 210

CS DEEPA SINGAL
COMPANY SECRETARY IN PRACTICE
D-208/A, STREET NO.-9,
LAXMI NAGAR
DELHI – 110 092

CS VISHANT KUMAR JAIN
COMPANY SECRETARY IN PRACTICE
306,H-1,GARG TOWER
NETAJI SUBHASH PLACE
PITAMPURA
NEW DELHI -110 034

CS VENKATESH N
COMPANY SECRETARY IN PRACTICE
2ND FLOOR, NO. 15, 6TH E MAIN
15TH CROSS
MAHALAKSHMIPURAM
BANGALORE – 560 086

CS RACHANA DAWDA
COMPANY SECRETARY IN PRACTICE
412, NAVJIVAN BLDG. NO -3
NAVJIVAN COMMERCIAL
PREMISES CO-OPERATIVE SOCIETY LTD.
LAMINGTON ROAD
MUMBAI -400 008

CS AMIT PRAKASH JASTE
COMPANY SECRETARY IN PRACTICE
B 404, CHAMUNDA APARTMENT,
RAVALPADA
WESTERN EXPRESS HIGHWAY, DAHISAR (E)
mumbai – 400 068

CS SHALU SINGHAL  
COMPANY SECRETARY IN PRACTICE  
B-587, WEAVERS COLONY
ASHOK VIHAR PHASE-4
DELHI - 110 052

CS PRIYANK GATTANI  
COMPANY SECRETARY IN PRACTICE
5/17,MAHESH NAGAR
INDORE – 452 002

CS V. VISWANATHAN  
COMPANY SECRETARY IN PRACTICE
NO. 78, M.P. APPAN ROAD
VAZHUTHA CAUD
TRIVANDRUM -695 014

CS ASHISH GUPTA  
COMPANY SECRETARY IN PRACTICE
G-1 (101) SHRI GANESH APPT.
15-A,VANDANA NAGAR
EXT. NEAR TILAKNAGAR
INDORE

CS PARAMJEET SINGH BATRA  
COMPANY SECRETARY IN PRACTICE
WZ-135, GALI NO. 35
SANT GARH
TILAK NAGAR
NEW DELHI – 110 018

CS GAGANDEEP SINGH SABHARWAL  
COMPANY SECRETARY IN PRACTICE
C-19, ROSE APARTMENTS
SECTOR -14 EXTN.
ROHINI
NEW DELHI -110 085

CS SUJANA NANDULA  
COMPANY SECRETARY IN PRACTICE
FLAT 508
VENKATESWARA ARCADE
MOTHYNAGAR
HYDERABAD – 500 018

CS NEERAJ BAJAJ
COMPANY SECRETARY IN PRACTICE
B-2, FEROZESHAH KOTLA
VIKRAM NAGAR
NEAR ITO
NEW DELHI – 110 002

CS SUMAN
COMPANY SECRETARY IN PRACTICE
A-348, SIDDHARTH GALI
BUDDHA MARG
MANDAWALI
DELHI - 110 092

CS RAMBHAGAT SINGH YADAV
COMPANY SECRETARY IN PRACTICE
H. NO. 937, SECTOR 43, GOLF COURSE
NEAR GALAXY APARTMENTS (HBH)
GURGAON – 122 001

CS RACHIT MITTAL
COMPANY SECRETARY IN PRACTICE
A1/201, PRINTER APARTMENTS
SECTOR -13, ROHINI
NEW DELHI - 110 085

CS BISWANATH MUKHERJEE
COMPANY SECRETARY IN PRACTICE
GOBINDAPORE
P O DEARAH, P S SINGUR
DISTT HOOGHLY - 712223

CS HIMANI GUPTA
COMPANY SECRETARY IN PRACTICE
E-219,
SECTOR-36
NOIDA - 201 301

CS JATIN CHADHA
COMPANY SECRETARY IN PRACTICE
N.D. 14
BIKRAM PURA
JALANDHAR – 144 001

CS JIVIKA SHRAVAN UTHADA
207, GUPTA PALACE
NEAR RAJOURI GARDEN METRO STATION
NEW DELHI -110 027

CS RAVI KUMAR BAJAJ
COMPANY SECRETARY IN PRACTICE
B-302, MADHAV BAUG CO-OPERATIVE SOC.
NEAR TOPE NAGAR, MALWADI
HADAPSAR
PUNE – 411 028

CS BINOD KUMAR MORE
COMPANY SECRETARY IN PRACTICE
ROOM NO:207, 2ND FLOOR
A R COMPLEX, S J ROAD
ATHGAON
GUWAHATI – 781 001

CS MANJULA PODDAR
COMPANY SECRETARY IN PRACTICE
MERCANTILE BUILDING
9, LAL BAZAR STREET, BLOCK –B
ROOM NO. 3084, 3RD FLOOR
KOLKATA – 700 001

CS RAGHAV AGARWAL
COMPANY SECRETARY IN PRACTICE
KG-115, KAVI NAGAR
GHAZIABAD - 201001

CS SARITA BAID
COMPANY SECRETARY IN PRACTICE
11/1 WATKINS LANE,, SOHANDEEP
HOWRAH – 711 101

CS RASNA GOYAL
COMPANY SECRETARY IN PRACTICE
FLAT B-12, 883(NEW 1008/6),
JESSORE ROAD, RADHA RANI ABASAN –I
2ND FLOOR,CHINA MANDIR,LAKE TOWN,
KOLKATA – 700 055

CS VIJAY KUMAR VERMA
COMPANY SECRETARY IN PRACTICE
95, SAHRIDAYA APARTMENTS
A-4, PASCHIM VIHAR
NEW DELHI – 110 063

CS ABHIJIT SANJAY MHETRE
COMPANY SECRETARY IN PRACTICE
303, MAHADKAR CHAMBERS
KARISHMA SQUARE, KARVE ROAD
KOTHRUD
PUNE -411 038

CS GAUTAM KUMAR CHHAPARIA
COMPANY SECRETARY IN PRACTICE
908, ARUNACHAL
19, BARAKHAMBA ROAD
NEW DELHI – 110 001

CS ALKA
COMPANY SECRETARY IN PRACTICE
WZ -504 A
BASAI DARA PUR
RAMESH NAGAR POST OFFICE
NEW DELHI – 110015

CS C. SREEDEVI
COMPANY SECRETARY IN PRACTICE
151, 2ND FLOOR,
KALIDAS ROAD, RAMNAGAR,
COIMBATORE – 641 009

CS VISHAL NANDKUMAR SALUNKE
COMPANY SECRETARY IN PRACTICE
F-21, SHIVSUNDAR APARTMENT
BHELKE NAGAR
KOTHRUD
PUNE – 411 038

CS B. MURUGESAN
COMPANY SECRETARY IN PRACTICE
D-34, BALAN NAGAR
PEELAMEDU
COIMBATORE – 641 004

CS VIKAS RAI BERRY
COMPANY SECRETARY IN PRACTICE
206, 2ND FLOOR
BRM TOWERS , LOHA MANDI
MILLER GANJ
LUDHIANA – 141 003
CS NARAYAN DAS DAGA  
COMPANY SECRETARY IN PRACTICE  
NEAR NARSINGH TEMPLE  
DAGA CHOWK  
BIKANER  

CS SAARTHI BHATIA  
COMPANY SECRETARY IN PRACTICE  
5/19,  
KIRTI NAGAR INDUSTIRAL AREA  
NEEW DELHI – 110 015  

CS KISHORI NARAYAN KHANOLKAR  
COMPANY SECRETARY IN PRACTICE  
PLOT NO.35/1  
NEAR GANESH TEMPLE  
SUDARSHAN CHS, TEMPLE WADI  
KOLHAPUR – 416 005  

CS KAILASH NARAIN MEHTA  
COMPANY SECRETARY IN PRACTICE  
OFFICE NO-311-B 3RD FLOOR PADAM  
BUSINESS PARK PLOT NO-INS-1  
SEC-12A AVAS VIKAS SIKANDRA JOJNA  
AGRA – 282 007  

CS EESHA BHARDWAJ  
COMPANY SECRETARY IN PRACTICE  
P-57, SENIOR CITIZEN SOCIETY  
P-4  
GREATER NOIDA – 201308
EXAMINATION

1. DECEMBER, 2013 EXAMINATION


NOTES:

1. Belgaum, Bhilai and Gwalior Centres on experimental basis.

2. The Institute reserves the right to withdraw any centre at any stage without assigning any reason.

3. Please note that no request for change of examination venue will be entertained in respect of a particular city, where multiple examination venues exist.

4. The Addresses of the examination centres for December, 2013 examination will be hosted on the website of the Institute for information of all concerned by the 1st week of December, 2013.

5. Candidates should note that non-receipt/delayed receipt of result-cum-marks statement, response to result queries, requests for verification of marks, etc., will not be accepted as valid and sufficient reason for seeking any relaxation or not complying with the requirements of regulations and/or last dates for submission of enrolment applications for the next examinations. Therefore, the candidates in their own
interest are timely advised to keep track of important announcements, last dates and observe the time schedule.

2. USE OF CALCULATORS IN EXAMINATIONS

Candidates are allowed to bring and use their own battery operated, noiseless and cordless pocket calculators with not more than 6 functions, 12 digits and 2 memories. Exchange or lending/borrowing of calculators among students is forbidden in the examination hall/room.

3. BAN ON USE OF MOBILE PHONE IN AND AROUND EXAMINATION CENTRE PREMISES

Candidates are banned from carrying with them mobile phones, pagers, any other communication device(s), books, printed or hand written materials, costly items, etc., inside the Examination Centre premises. Candidates are, therefore, warned and advised, in their own interest, not to carry any such banned items to the Examination Centre premises.

Candidates carrying with them banned item(s) may not be allowed to enter in the examination hall/room premises. Any candidate, found in possession of such banned items in the examination hall/room shall be liable for willful violation of instructions to examinees and shall be tantamount to misconduct under Regulation 27 of the Company Secretaries Regulations, 1982, as in force.

However, the Institute or Examination Centre authorities shall not in any way be responsible for arranging safe keeping and/or loss/damage of such items nor entertain any complaint/correspondence in this regard.

4 HINDI AS AN OPTIONAL MEDIUM OF WRITING EXAMINATION

Candidates are allowed to use Hindi as an optional medium for writing all papers of Executive Programme (Old Syllabus), Executive Programme (New Syllabus) and Professional Programme examinations on the following conditions:

(i) option of Hindi Medium for writing the examination is to be exercised for all papers of an examination OR a particular module of examination, [and not for any individual paper(s)] in the examination enrolment application form each time for appearing in the examination;

(ii) option of medium for writing examination once exercised is irrevocable for that particular session of examination;

(iii) answer books of candidates who write part of papers/answers in one medium and the remaining part in other medium are liable to be cancelled without any notice;

(iv) candidates who have exercised option of writing in Hindi Medium in their examination enrolment form will be provided Question Papers printed both in English and Hindi version for Module-I of Executive Programme
Examinations (Old Syllabus) and Module-II of Executive Programme (New Syllabus).

(v) The Question Papers for Module-II of Executive Programme (Old Syllabus), Module-I of Executive Programme (New Syllabus), and all papers of Professional Programme examinations will be printed in English language only;

(vi) if a candidate writes his/her answers in Hindi medium without exercising such an option in the examination enrolment application form, he/she may not be given credit for his/her answers;

(vii) candidates opting Hindi Medium for the examination must darken the relevant circle against HINDI on the cover page of Answer Book; and

(viii) candidates opting Hindi Medium for examination may write answers to practical questions, headings, quotations, technical and legal terms, sections, rules, etc., in English, if they so desire.

5. IMPORTANT INSTRUCTIONS TO EXAMINEES

Candidates enrolled for appearing in December, 2013 examinations are advised to carefully read and observe the “Instructions to Examinees” appended to the Admit Card, on the Question Papers, and also on Answer Books. However, attention of candidates is especially invited to the following important instructions:

(i) Immediately, after taking print-out of the Admit Card from the website of the Institute, every candidate is advised to verify all the facts mentioned in his/her Admit Card, i.e., Name, Registration Number, Address, Stage and Module of Examination enrolled for, Particulars of Examination Venue, Details of Paperwise exemption granted, date and timings of examination, etc. In case of any discrepancy, the same may please be brought to the Notice of the Institute immediately through e-mail at: enroll@icsi.edu; Telephone Number(s) 0120-4522081-86 and/or by speed post communication addressed to The Director (Students Services), The Institute of Company Secretaries of India, C-37, Sector 62, NOIDA – 201 309 for necessary rectification well in time before the commencement of the examination.

(ii) Candidates are required to bring daily to the Examination Hall their Admit Card and Student Identity Card failing which they would not be allowed admission to the Examination hall and/or to appear in the examination.

(iii) Candidates will be allowed to enter into the Examination Hall 15 minutes before the time specified for the commencement of each examination and occupy their allotted seats in the examination hall. No candidate shall be allowed to enter into the examination
hall after the expiry of half-an-hour of the commencement of examination.

(iv) Candidates should correctly fill and darken all the required particulars/OMR circles on the cover page of Answer Books No.1.

(v) Candidates must attempt questions in accordance with the directions given on each Question Paper. If the questions are attempted in excess of the prescribed number, only the questions attempted first up to the required numbers will be valued and awarded marks and the subsequent questions answered shall be ignored.

(vi) Candidates should not write their name, roll number, etc., on the Additional Answer Book No.2;

(vii) Candidates shall start answer to each question on a fresh page and all sub-questions are required to be attempted consecutively;

(viii) While attempting a fresh question, candidates should distinctly mention respective question number [(e.g. Ans. to Q. No. 3(a) OR 5(a), as the case may be] on the top left-hand side on the concerned page of the answer book. Simultaneously, candidates must put a cross mark (X) at the space provided on the cover page of the main answer book against the respective question number attempted by them.

(ix) Candidates must not, for any reason whatsoever, tear out any page(s) from the answer book or leave any blank page or unused space in between the pages of answer book(s). If a candidate uses additional answer book, he/she should indicate on the cover page of main answer book, the total number of additional answer books used by him/her. Candidates are forbidden to write invocation to God, appeal to examiner, or any other irrelevant matter in the answer books;

(x) Candidates are expected to write to the point answers to questions set in for the examinations in neat and legible handwriting citing relevant provisions of the Act/Rules quoting case laws, etc., in support of the answers wherever applicable. Illegible and bad hand-writing will be penalised; Do not write irrelevant matter for filling the pages of the answer book(s).

(xi) No candidate shall leave/be allowed to leave the Examination Hall; (i) within first one hour of commencement of examination (ii) during last 15 minutes of examination timing; (iii) without signing the attendance sheet; and (iv) without properly handing over his/her answer books to the Invigilator on duty;

(xii) A few minutes prior to the time of conclusion of examination or before handing over the answer books to the supervisory staff candidates must re-check and ensure that they have filled up relevant particulars on the cover page of their Answer Books and properly tied up all the additional Answer Book(s) No.2 along with the main answer book;

(xiii) Candidates are strictly forbidden to carry with them into the Examination Hall/Room/Premises any book or printed/handwritten material, notes, pager,
mobile phone, any other electronic/communication device/gadgets, OR to talk or converse *inter se* with other candidates in the Examination Hall/Room;

(xiv) Any candidate found in possession of any banned item(s) inside the Examination Hall/Room/Premises will be deemed to have willfully infringed the “Instructions to Examinees” amounting to misconduct;

(xv) Candidates are strictly warned against any attempt to copy from the answer book of any other candidate. They shall neither allow their answers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description. It will be the responsibility of each and every candidate to maintain proper decorum in the Examination Hall/Room and to ensure that his/her answers are not copied by any other candidate. Failure to do so will invite stern disciplinary action and penalty for adoption of unfair means;

(xvi) No candidate shall, leave his/her seat in the examination hall/room during the course of examination for any reason whatsoever without the specific permission of the Invigilator on duty;

(xvii) On completion of examination or expiry of the prescribed examination timings, the answer book(s) must be immediately handed over to the Invigilator on duty and Invigilator’s signature be obtained in the relevant column of acknowledgement printed on the Admit Card in token of handing over the answer books.

(xviii) It shall be the personal responsibility of the candidate concerned to properly hand over his/her answer book(s) to the Invigilator on duty in the Examination Hall/Room and obtain acknowledgement therefor. Any representation regarding omission to handover the written answer book(s) or not obtaining the acknowledgement from the Invigilator at the time of handing over his/her answer book(s) for any reason whatsoever shall not be entertained after the conclusion of that particular session of examination;

(xix) Candidates are warned that any attempt to misbehave in any manner or create disorderly scene in and around the examination hall or to harass or bodily harm the staff deployed for the conduct of examination shall be viewed seriously and severely punished; and

(xx) Any attempt or act of violation of “Instructions to Examinees” shall be viewed seriously and entail disciplinary action under the “Company Secretaries Regulations, 1982” apart from other action under the law.

(xxi) Candidate’s eligibility to appear in any paper(s) and/or examinations and/or exemption therefrom shall be subject to the provisions of the Company Secretaries Regulations, 1982, as in force.
ADOPTION OF UNFAIR MEANS

While considering matters concerning conduct of Institute’s June, 2013 Examinations, the Examination Committee found following 14 examinees guilty of adopting of unfair means :

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Roll Number</th>
<th>Student Registration Number</th>
<th>Stage of Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>514265</td>
<td>5203388806/10/11</td>
<td>Professional Programme</td>
</tr>
<tr>
<td>2</td>
<td>476693</td>
<td>220667607/02/2009</td>
<td>Professional Programme</td>
</tr>
<tr>
<td>3</td>
<td>454976</td>
<td>420948768/05/2011</td>
<td>Executive Programme</td>
</tr>
<tr>
<td>4</td>
<td>453471</td>
<td>130000982/08/2012</td>
<td>Executive Programme</td>
</tr>
<tr>
<td>5</td>
<td>411539</td>
<td>221455070/05/2012</td>
<td>Executive Programme</td>
</tr>
<tr>
<td>6</td>
<td>494486</td>
<td>320573231/10/2010</td>
<td>Professional Programme</td>
</tr>
<tr>
<td>7</td>
<td>373351</td>
<td>120398366/03/2010</td>
<td>Executive Programme</td>
</tr>
<tr>
<td>8</td>
<td>403759</td>
<td>221434870/05/2012</td>
<td>Executive Programme</td>
</tr>
<tr>
<td>9</td>
<td>383682</td>
<td>221429311/05/2013</td>
<td>Executive Programme</td>
</tr>
<tr>
<td>10</td>
<td>378798</td>
<td>221521780/08/2012</td>
<td>Executive Programme</td>
</tr>
<tr>
<td>11</td>
<td>413257</td>
<td>221568678/08/2012</td>
<td>Executive Programme</td>
</tr>
<tr>
<td>12</td>
<td>501682*</td>
<td>420947129/05/2011</td>
<td>Professional Programme</td>
</tr>
<tr>
<td>13</td>
<td>431645</td>
<td>421377624/08/2012</td>
<td>Executive Programme</td>
</tr>
<tr>
<td>14</td>
<td>431646</td>
<td>421348936/08/2012</td>
<td>Executive Programme</td>
</tr>
</tbody>
</table>

Accordingly, the Committee – (a) cancelled the results of all the candidates in respect of their appearances in June, 2013 examinations; and (b) debarred them from appearing in the next one session of examination, i.e., December, 2013 except the two examinees mentioned at Sl No.2 and 10 viz., Roll No.(s) 476693 and 378798 of whom only result in respect of their appearance in June, 2013 examination was cancelled.

*In respect of examinee bearing Roll No.501682, only the result of Answer Book of ‘Due Diligence and Corporate Compliance Management subject of Professional Programme examination was cancelled.

The Committee further observed that such an unbecoming behavior was not befitting the aspirants intending to join the profession of ‘Company Secretaryship’ and, therefore, any such attempt to indulge in unfair practice by the examinee(s) shall be viewed seriously.

Sd/-
(Sutanu Sinha)
Chief Executive
CANDIDATES APPEARING IN THE DECEMBER, 2013 EXAMINATIONS MAY PLEASE NOTE THAT THEY CAN USE HINDI AS AN OPTIONAL MEDIUM FOR WRITING ALL PAPER OF EXECUTIVE PROGRAMME (OLD SYLLABUS), EXECUTIVE PROGRAMME (NEW SYLLABUS) AND PROFESSIONAL PROGRAMME EXAMINATIONS PROVIDED THEY HAVE OPTED THE MEDIUM FOR WRITING THE EXAMINATIONS AS ‘HINDI’ IN THEIR ENROLMENT APPLICATION FORMS.

QUESTIONS PAPERS FOR THE FOLLOWING SUBJECTS OF EXAMINATION WILL BE PROVIDED BOTH IN ENGLISH AND HINDI VERSION:

EXECUTIVE PROGRAMME (OLD SYLLABUS)

MODULE – I

(i) General and Commercial Laws;
(ii) Company Accounts, Cost and Management Accounting; and
(iii) Tax Laws.

EXECUTIVE PROGRAMME (NEW SYLLABUS)

MODULE – II

(i) Company Accounts and Auditing Practices;
(ii) Capital Markets and Securities Laws; and
(iii) Industrial, Labour and General Laws.

Question Papers for the remaining subjects of Executive Programme (Old Syllabus), Executive Programme (New Syllabus) and Professional Programme Examinations will be provided in English only.
Candidates opting Hindi Medium for examination may write answers to practical questions, headings quotations, technical and legal terms, sections, rules, etc., in English, if they so desire.

*****

ANNEXURE – ‘A’

<table>
<thead>
<tr>
<th>Date and Day</th>
<th>Professional Programme</th>
<th>Executive Programme (New Syllabus)</th>
<th>Executive Programme (Old Syllabus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.12.2013 Saturday</td>
<td>Drafting, Appearances and Pleadings <em>(Module-I)</em></td>
<td>Cost and Management Accounting <em>(Module-I)</em></td>
<td>Company Accounts, Cost and Management Accounting <em>(Module-I)</em></td>
</tr>
<tr>
<td>22.12.2013 Sunday</td>
<td>NO EXAMINATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24.12.2013 Tuesday</td>
<td>Corporate Restructuring and Insolvency <em>(Module-II)</em></td>
<td>Tax Laws and Practice <em>(Module-I)</em></td>
<td>Company Law <em>(Module-II)</em></td>
</tr>
<tr>
<td>25.12.2013 Wednesday</td>
<td>HOLIDAY — CHRISTMAS DAY (NO EXAMINATION)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------</td>
<td>------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>27.12.2013</td>
<td><strong>Advanced Tax Laws and</strong></td>
<td><strong>Capital Markets and Securities</strong></td>
<td><strong>Securities Laws and Compliances</strong></td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td><strong>Practice (Module-III)</strong></td>
<td><strong>Laws and Securities Laws (Module-II)</strong></td>
<td><strong>(Module-II)</strong></td>
</tr>
<tr>
<td>28.12.2013</td>
<td><strong>Due Diligence and</strong></td>
<td><strong>Industrial, Labour</strong></td>
<td><strong>No Examination</strong></td>
</tr>
<tr>
<td><strong>Saturday</strong></td>
<td><strong>Corporate Compliance</strong></td>
<td><strong>and General Laws (Module-II)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Module-IV)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29.12.2013</td>
<td><strong>Governance, Business</strong></td>
<td><strong>No Examination</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Sunday</strong></td>
<td><strong>Ethics and Sustainability (Module-IV)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
General Instruction:

In case of any specific problem / complaint regarding:

1. Registration, post registration, students services and postal / oral coaching, students may contact personally or write to
   Mr Sohan Lal
   Director (Student Services)
   The Institute of Company Secretaries of India
   C-37, Sector-62,
   Noida-201309,
   Tel : 0120-4522014 (D)
   e-mail : sohan.lal@icsi.edu.

2. Academic guidance and suggestions, if any, students may write to
   Dr S K Dixit
   Director (Academics)
   The Institute of Company Secretaries of India
   22, Institutional Area
   Lodi Road
   New Delhi-110003
   Tel : 011-45341016 (D)
   e-mail : sudhir.dixit@icsi.edu.