Dear student

ONLINE DE NOVO & EXTENSION REGISTRATION PROCESS

1. Login to Online Services at www.icsi.edu
2. Click Student and then select My Account
3. Click De novo Registration & Extension under “Payment Requests” option
4. Select Request Type and Payment mode and then click on “Submit Request”
5. Request ID and Transaction ID will generate on successful submission of the request.
7. For all successful payments an acknowledgement receipt is generated and intimation will be sent on the respective email ID. 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)

8. Please download the de novo registration Letter from Section “Letter for student” in “other” option
9. In case of unsuccessful payment please resubmit your request.

Last date for apply de novo/extension of registration for June 2016 examination is 09.04.2016.
1. Login to Online Services at www.icsi.edu
2. Click Student and then select My Account
3. Click Professional Registration under “Payment Request” option
4. Make Payment of Rs 12,000/- through Credit Card / Debit Card / NetBanking.
5. You are Successfully admitted in Professional Programme
6. For all successful payment an acknowledgement is generated (Very important)
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 Professional Registration Form
13. After submission of Fee download your Professional Registration Letter & E-Identity Card under “other” option
Mr. B. Sandeep Naik  
Deputy General Manager – HR/ER  
MANGALORE REFINERY AND PETROCHEMICALS LTD.  
Kuthethoor P.O. – Via Katipalla  
MANGALORE – 575 030  
KARNATAKA  

Dear Sir,  

SUB: VERIFICATION OF ACADEMIC/PROFESSIONAL QUALIFICATION OF MR. HARISH KUMAR JAGNANI  

Kindly refer to your letter bearing No. Unive/2014/12088/120 dated February 14, 2014 regarding the verification of academic/professional qualification of Mr. Harish Kumar Jagnani.  

We wish to inform that the certificate of Mr. Harish Kumar Jagnani attached with your letter is genuine and correct.  

Thanking you,  

Yours faithfully,  

D D GARG  
Admn. Officer (SS)
AD(SKM)/D(SL)

SUB: PERMISSION TO ALLOW TO APPEAR IN ALL MODULES OF PROFESSIONAL PROGRAMME TO THOSE STUDENT WHO REGISTERED FOR PROFESSIONAL PROGRAMME ON 02.09.2013 (31ST AUGUST & 1ST SEPTEMBER BEING HOLIDAY)

Placed below is a request of a student Mr. Kuldeep Singh (Registration No. 221463713/07/2012) for allowing in all modules of professional programme in June, 2014 examination. The student was registered for professional programme on 2nd September, 2013. But 31st August, 2013 was last date for register in professional programme for becoming eligible to appear in all modules of professional examination in June, 2014 examination.

Since 31st August & 1st September, 2013 was holiday, we may allow all students to appear in all modules of professional examination in June 2014 examination who were registered for Professional programme upto 2nd September, 2014 and may request Dte. of IT to modify the programme.

Submitted for approval please.

AO(DDG)
AD(SNM)/ D (SL)

Sub: Offline application of professional programme

We have received the following 16 professional programme registration applications through offline mode.

<table>
<thead>
<tr>
<th>Sr. no</th>
<th>Reg No</th>
<th>Name</th>
<th>Amount</th>
<th>DD date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>221531348/08/2012</td>
<td>DIVYA SETHI</td>
<td>12000</td>
<td>28/2/2014</td>
</tr>
<tr>
<td>2</td>
<td>221537232/08/2012</td>
<td>DEEPAK KUMAR</td>
<td>12000</td>
<td>26/2/2014</td>
</tr>
<tr>
<td>3</td>
<td>120607971/02/2012</td>
<td>BARSHA JAIN</td>
<td>12000</td>
<td>27/2/2014</td>
</tr>
<tr>
<td>4</td>
<td>150704294/02/2013</td>
<td>MEGHA PODDAR</td>
<td>12000</td>
<td>27/2/2014</td>
</tr>
<tr>
<td>5</td>
<td>221580536/08/2012</td>
<td>SAUJANYA DEVASI</td>
<td>12000</td>
<td>27/2/2014</td>
</tr>
<tr>
<td>6</td>
<td>120588599/02/2012</td>
<td>POOJA PATWARI</td>
<td>12000</td>
<td>26/2/2014</td>
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<tr>
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<td>120653781/08/2012</td>
<td>SUNITA SHARMA</td>
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<td>26/2/2014</td>
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<tr>
<td>8</td>
<td>221572154/08/2012</td>
<td>ABHILASHA JAIN</td>
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<td>27/2/2014</td>
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<tr>
<td>9</td>
<td>221600256/09/2012</td>
<td>AASHANA BINDAL</td>
<td>12000</td>
<td>28/2/2014</td>
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<td>10</td>
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<td>NISHANKA JAIN</td>
<td>12000</td>
<td>27/2/2014</td>
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<td>11</td>
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<td>KHUSHBOO MOHNNANI</td>
<td>12000</td>
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<td>12000</td>
<td>27/2/2014</td>
</tr>
<tr>
<td>13</td>
<td>140033051/02/2013</td>
<td>SAURAV BANSAL</td>
<td>12000</td>
<td>26/2/2014</td>
</tr>
<tr>
<td>14</td>
<td>140031611/02/2013</td>
<td>SALONI BANSAL</td>
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<td>15</td>
<td>420902724/02/2011</td>
<td>SONAL DILIP JOSHI</td>
<td>12000</td>
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<td>16</td>
<td>221643757/01/2013</td>
<td>SNEHA KANUGA</td>
<td>12000</td>
<td>28/2/2014</td>
</tr>
</tbody>
</table>

If approved, we may accept these applications and register these students for professional programme w.e.f. 28.02.2014.

Submitted please.

AO(DDG)
We are sending herewith E-Bulletin (for Foundation Programme students) for the months of March-April 2014.

Regards

AD(GR) AD(DDG)

JD(AKS)/JD(AKS)

Please change the helpline number in view of the Call centre.
Placed below is a letter received from a student Mr. Deepak Gupta, Regn. No. CR0313522/09/1999 requesting for extension of his registration, it is informed that the student has already been informed personally as well as through E-Mail/ postal communication that he is not eligible for seeking Registration Denovo or Extension. Other details relating to the case are as under:


- His registration has expired in October, 1996. However, after three years he sought Registration Denovo.

- He sought Registration Denovo during September, 1999 and his registration was accordingly renewed vide Registration No. CR0313522/09/1999.

- After expiry of his Denovo Registration in August, 2004, he sought Extension of Registration and the same was granted for one year i.e. upto August, 2005.

- His contention that Extension of registration was voluntarily granted is incorrect. No extensions are granted to the students without receipt of request alongwith the requisite fee. As per records available at our end, he has remitted an amount of Rs.450/- by way of cash vide Acknowledgement No. 51220110 dated 24.02.2005.

- Although, he was eligible for one more extension, he did not apply at all.

- It is clear from the above that the student is very well aware of the guidelines pertaining to renewal of registration as he has sought Registration Denovo as well as Extension.

- The guidelines are published regularly in the student bulletin (and nowadays on the website of the Institute). There has not been any negligence on the part of the Institute. While on the subject, it is mentioned that in the past the
Institute had made efforts to send individual letters to the students whose registrations were expiring. However, the results were not encouraging since most of the letters were received back undelivered and even if received by a few of the students, from the poor response, it was felt that most of them were not interested to pursue the course further.

- As per the existing guidelines, the Institute has the power to renew registration provided the student submit his application within five years from the date of expiry of former registration. In his case, he should have sought Registration Denovo latest by 31st August, 2010 (considering the fact that the extension was granted upto 31st August, 2005).

- However, he sought renewal of registration in December, 2011 i.e. after 7 years from expiry of his former registration i.e. CR0313522/09/1999.

- As per the current status, the student has passed Group-2 of Final Course under 2000 Syllabus but he is not eligible for any benefits accrued against his former registration and he is required to seek fresh registration, as per existing guidelines.

In order to grant relaxation to students like Mr. Deepak Gupta, a proposal was submitted in May, 2011 which has not been agreed to by the Regulations Committee.

The contents of the proposal are reproduced hereunder:

1. “Regulation 22 … Registration Denovo

As per the existing regulations, a student is required to submit the requisite application/ fee for Registration Denovo within a maximum period of five years after expiry of former registration. In the past, several students had been unable to continue with their CS Course in view of expiry of maximum period of 5 years from the expiry of former registration.

There has to be a fixed time period within which the student has to seek renewal of registration from to time. In that sense, the existing guidelines may not require any amendment. However, time and again, instances have come to the notice of this Directorate wherein the students miss all the benefits under their former registration by a few days or months. To provide relief to the students who discontinue the CS Course midway, the time period fixed for re-registration may considered to be further liberalized by enhancing the maximum time period by which the students are required to seek Registration Denovo after expiry of their former registrations.
However the following strategy has been approved by the TEFC which is pending for the approval of the council.

The Committee considered the strategy to bring back students whose have completed a major part of the CS course but their registrations have expired. It noted that as per the regulations, the registration to CS Course is valid for a period of five years. To continue registration, a student may opt for denovo and denovo is given for five years at a time. He may also seek extension at best two times which is given for one year at a time. A student who fails to seek denovo / extension has to apply for fresh registration if he wishes to continue the course. In such cases, he starts the course ab initio.

The Committee noted that these students have devoted time, energy and resources to come this far and so also the Institute for them. These students are national resources and need to be encouraged to complete the course. With an appropriate scheme and without compromising the quality, some of these students may be brought back to the course. TEFC perused the Company Secretaries Regulations, 1982 and noted that the Council is empowered to decide on the exemption in individual subject or Modules.

The Committee deliberated the matter at length and noted that there are over 60,000 students who have completed inter or executive level of the course and could not complete the balance for various reasons. These students have devoted considerable time, efforts and resources to move this far in the course. So also the Institute. It is the bounden duty of the Institute to harness these students to complete the CS course. It was therefore recommended by the Committee that students who have passed Intermediate / Executive Programme, whose registrations have expired, and who are otherwise not eligible for registration denovo, be allowed to resume CS Course at level of Professional Programme. They may seek fresh registration alongwith the fee prescribed for registration/ enrollment to Professional Programme. In other words, students who have successfully completed the Intermediate Course/ Executive Programme under the earlier syllabi be exempted from passing the Executive Programme following the provisions of Regulation 42(3). Further, such students be granted corresponding paper-wise exemptions by following the provisions of Regulation 45(1) against the papers passed by them in the Final Course / Professional Programme under the earlier registration according to the corresponding Paper-wise exemptions.

Keeping in view the above, since the student has not submitted his application / fee for seeking registration denovo his request can not be acceded to as per existing guidelines.

Submitted for kind information.

Thanks & Regards,
ANNOUNCEMENT FOR WEBSITE OF THE INSTITUTE ON THE HOME PAGE

The Change of optional subject of Module III of Professional Programme

- Students indicates his/her choice of elective subject for module III while registering for professional programme and study material supplied them accordingly.

- Now The Council has decided the following:

  Students have option to enroll for any elective subject irrespective of choice indicated at the time of registration and he/she would have option to change his/her choice with every enrolment, if he/she wishes so.

  However no new study material will be issued to them. However they can download the study material of the elective subject of their choice from the website of the Institute or can purchase the same from the sale counters of the Institute at HQ/ROs/Cos.
05.06.2014

DD(AKS)

Through: DD(SNM)/JS(SL)

We are sending herewith matter for the ‘Student Company Secretary’ Bulletin for the month of May-June 2014.

AD (GR)        AD(DDG)
Students desirous of appearing in the June, 2014 Session of Examinations but have missed the existing cut-off dates of 31st January, 2014 (for Paper-wise Exemption) and 20th February, 2014 (for Registration Denovo/ Extension) may submit their requests for the same upto 9th April, 2014 (the last date of examination enrollment with late fee).
Further to our e-mail dated May 06, 2014 regarding change in elective subject of the students appearing in June, 2014 examination (copy of the e-mail enclosed), we wish to inform that we have also received the following two requests from students for change of their elective subject after 30th April, 2014.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Reg. No.</th>
<th>Name</th>
<th>Group Applied</th>
<th>Earlier Opted subject</th>
<th>Changed subject</th>
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<tbody>
<tr>
<td>01</td>
<td>421354571/08/2012</td>
<td>Ms. Bhavana Sharma</td>
<td>III only</td>
<td>capital commodity and Money market</td>
<td>Banking Law and Practice</td>
</tr>
<tr>
<td>02</td>
<td>221332523/02/2012</td>
<td>Ms. Kritika Pathania</td>
<td>III only</td>
<td>Banking Law and Practice</td>
<td>Intellectual Property Rights- Laws and Practice</td>
</tr>
</tbody>
</table>

If approved, we may accept their request and allow them to change their elective subjects. We may accept all such requests received in the Institute on or before 15.04.2014, if approved.

Submitted for approval please.

Regards

DD GARG
**Professional Programme Student**

**Date of final enrollment is 27 February 2013 (Eligible Date: 27 February, 2013)**

**Registration No.:** 220505491/08/2010

**Name:** PRIYANKA ARAORA

**Date Of Birth:** 14-08-1991

**Address 1:** B-72/291

**Address 2:** SAFDARJUNG ENCLAVE

**City:** NEW DELHI

**Pin Code:** 110029

**Father's Name:** KULDEEPSINGH ARAORA

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### Intermediate Result

<table>
<thead>
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<th>Exam_year</th>
<th>Pass_Group</th>
<th>Roll No.</th>
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<td>P</td>
<td>15415</td>
<td>2007</td>
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<td>6</td>
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<td>P</td>
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<td>12</td>
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<td>P</td>
<td>237222</td>
<td>2007</td>
</tr>
</tbody>
</table>

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**NBE/AEtech Registration Details**

**NBE/AEtech Registration No.:** 220505491/08/2010

**Certificate No.:** 13979

**Branch No.:**

**Centre:** ICA SOUTH EX
SUB:  APPLICATION FOR RE-REGISTRATION TO CS COURSE

We are enclosing herewith an Application received from Mr. Deepak Gupta bearing Registration number CR0313522/09/1999 for Re-Registration to CS Course for your necessary action please.

Regards

Jr. Asstt. (VM)               AD(DDG)
To,

The Bank Manager
Canara Bank, ICSI EXTN COUNTER
LODHI ROAD, NEW DELHI – 110003

Madam,

SUB: MISPLACE OF DEBIT CARD
SB A/C NO. 8546101000178

I wish to inform that I have misplaced my debit card. So kindly arrange to cancel this card immediately and arrange to issue me a fresh debit card.

I also request to kindly provide me the user id and password for netbanking.

Thanking you,

Yours faithfully,

D D GARG
SB A/C NO. 8546101000178

ADDRESS:

D D GARG
341/8, STREET NO. 9
SHALIMAR PARK
SHAHDARA
DELHI – 110 032
MOBILE NO. 8130454693
30.05.2014

CE

SUB: QUARTERLY MIS FOR OCTOBER-DECEMBER 2013 AND JANUARY –MARCH 2014

Through : JS(SL)

We are enclosing herewith Quarterly MIS for October-December and January-March 2014 for Council Agenda. Kindly approve the same.

Regards

D D GARG
AD(SS)
SG0178471/11/2000
Ms. Avanitha K.
9/1 – 120
Subramania Nagar
Pudusampalli, Mettur Dam
SALEM DIST. 636403 (T.N.)
MOBILE NO. 9884302360
Through: DD(SNM)/JS(SG)


We are enclosing herewith the matter for Student Company Secretary- E-Bulletin for the months of September-October 2014.

Regards

D D GARG
AD(SS)
SUB: Salary Advance of Rs. 20,000/- for the month of July, 2015

Through: DD(SNM) / JSSG(AY)

Dear Sir,

Due to sickness of my daughter, I am facing some financial problems. Kindly arrange to give me Salary Advance of Rs. 20,000/- (Twenty Thousand ) only from my salary of July, 2015.

The advance amount may be deducted from my salary of July, 2015 in single instalment.

I will be very greatful for your kindness.

Thanking you,

Yours faithfully,

(G.C JOSHI)
Sr. Asstt.
ATTENTION STUDENTS!

PROCESS FOR PURCHASE OF STUDY MATERIALS

Students have been enquiring about the process for purchase of study materials from the Institute after switchover to new syllabus, etc.

Students may obtain the study materials of Foundation / Executive / Professional Programme by sending demand draft favouring “The Institute of Company Secretaries of India” payable at New Delhi @Rs.240/- Per Study Material at the following address :

Assistant Director (Stores)
The institute of Company Secretaries of India
C-37, Sector-62
Noida – 201 309 (UP)

For obtaining multiple study materials, consolidated demand draft may be sent considering the number of study materials required.

While forwarding the demand draft, students should clearly mention their Registration Number, Name of Study Materials Required, Latest Address, etc.
The Chief Executive Officer & O.S
ICSI

SUB: SALARY ADVANCE OF RS, 20,000/- FOR THE MONTH OF AUGUST, 2015

Through : DD(SNM)

Dear Sir,

My wife Mrs. Bina Garg is suffering from sever Ashtma and Heart trouble. I am in great need of some money for her treatment.

I, therefore request to grant me a sum of Rs. 20,000/- (Rs. Twenty thousand) as salary advance for the month of August, 2015. The advance money may be deducted from my salary in one Instalment.

I will very thankful for your kindness.

Thanking you,

Yours faithfully,

D D GARG
AD(SS)