

“Practising Company Secretaries (PCS)” (who are registered with the institute for imparting training to CS Students) are also allowed to impart 15 days specialised training to the students under Regulation 50(b) of the Company Secretaries Regulations, 1982.

The Council of institute has allowed “Practising Company Secretaries (PCS)” also (who are registered with the institute for imparting training to CS Students) to impart 15 days specialised training to the students of the Institute under Regulation 50(b) of the Company Secretaries Regulations, 1982., as per details given below :

- i) Practising Company Secretaries may also be allowed to impart the 15 days specialized training to students under Regulation 50 (b) of the Regulations, w.e.f. 1st July 2015.
- ii) The Company Secretaries in Practice who are registered with the Institute for imparting 15 months/1 year/2 years/3 years training to students shall automatically be eligible to impart 15 days specialized training also.
- iii) The students willing to undergo 15 days specialized training under a Practising Company Secretary will be required to follow the same procedure which is applicable for undergoing 15 days specialized training at any of the approved agencies.
- iv) It is clarified that for 15 days specialized training, no stipend is payable to the student concerned.
- v) 15 days specialised training can also be undergone under the same PCS, under whom student has already undergone his/her 15 months training.

All concerned students may take a note of it.

Training / 20.07.15

Procedure for applying 15 days specialized training under Practicing Company Secretaries(PCS)

1. A Final/Professional Programme passed student after completing 15 months training (or exempted therefrom) can undergo 15 days specialized training with any of the agencies registered with institute for imparting 15 days specialized training, including Practicing Company Secretaries (PCS).
2. Students willing to undergo above training under a PCS, are advised to firstly ensure that the PCS under whom he/she is willing to undergo 15 days specialized training, is registered with the institute for imparting training to CS students. If not, firstly request the PCS to register himself/herself for the said purpose through online process available at institute’s website www.icsi.edu.
3. Student is required to approach the PCS under whom he/she is willing to undergo 15 days specialized training and request him to issue a confirmation letter in this regard. The confirmation letter must be on his/her letter head and duly signed by the PCS with date & stamp, mentioning the COP/ACS number of PCS clearly. There is no need to sign any contract on stamp paper between trainee & trainer.
4. Now student is to send scanned copy of that confirmation letter and completion certificate of his/her 15 months training (or exemption letter issued for the same by the institute) by e-mail at training@icsi.edu Student must mention his/her Student Registration Number in the said e-mail.
5. Against which the institute will issue the sponsorship letter by e-mail to student concerned. After receiving the same, student may commence his/her training.
6. After his/her 15 days specialized training is complete, student is required to send scanned copy of the “Training Completion Certificate” issued to him/her by the PCS to institute at training@icsi.edu for updating the records at the institute.
