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*“Excellence is never an accident;
it is the result of high intention, sincere effort, intelligent direction,
skilful execution and the vision to see obstacles as opportunities.”*

Dear Students,

The stepping stone of becoming a professional, irrespective of the stream or arena is to become a student of the educational qualification required to be attained for the same. But what really makes a person a true professional comes down to the fact, as to how they nurture the student inside them, all their life.

If one truly aims to attain excellence in professional career, then endeavours on continuous basis are to be invested for striving excellence.

If you were to ask me as to what in my opinion would be the broad course of action required to be undertaken for attaining excellence in professional endeavours; the answer would lie in some of the basic habits that we adopt in our daily lives. Reading, assimilating, and even further applying the accumulated wisdom in the right way is what comes across as a simple yet effective way to ensure attainment of the desired results.

Abiding by the quote above, success is nothing but the resultant of continuous and consistent efforts in the right direction. For it is this continuity and consistency, that lends substance to success and builds both character and integrity and it is these traits that are truly and highly valued in the professional world.

CSEET or the CS Executive Entrance Test may come across as a test of four subjects only, but in true sense it is the test of a student's aptitude, attitude, perseverance, grit and above all the zeal to embark on the journey of becoming a Company Secretary. It is this very stage itself which requires portrayal of true professionalism, even before undertaking the roles attached to the profession.

That said, I truly hope and believe that each one of you has the makings of a Governance Professional in its true sense and essence. Yet I expect nothing less than dedicated efforts and performance of the highest standard from all of you.

My best wishes to you in your future endeavours!!!

With warm regards,

(CS Nagendra D. Rao)

President

ICSI

Importance of a Business Letter*

Introduction

Letter is an indispensable tool of communication in business. Business letters are used to sell the products, make inquiries about customers or prices of goods, seek information and advice, maintain good public relation, increase goodwill and perform a variety of other business functions. With the continuous growth of commerce and industry, usefulness and importance of business letter are also increasing gradually.

Broad Coverage of Business Letters and their Forms- Internal and External Stakeholders

A business organisation has both internal as well as external stakeholders. The contents and types of business letters varies for internal and external stakeholders. In the ensuing paragraphs, the broad coverage of business letters and their forms for internal stakeholders, i.e., employees and external stakeholders, i.e. current and prospective clients, vendors and the public have been discussed.

1. Employees

A company's internal communication is its correspondence between the business and its employees. Employee letters can be formal in tone or casual depending on the preferences and style of company's management and are integral in keeping all those within a company on the same page and on track to meeting their goals. Memoranda, project proposals, retirement and resignation letters, and recommendation letters are examples of correspondence between employees and their employers.

2. Current and Prospective Clients

Businesses often aim to let their current and potential clients know about new offers, services, specials and discounts in order to keep or pique their interest. Sales letters are one option to accomplish this goal. An effective sales letter should be concise, keep a friendly tone, and entice people to buy or learn more about a company's offerings. It should also include photos of the product. In the case of electronic sales letters, such as email newsletters or website postings, it may help to include video and audio. Other types of business letters to clients are the credit letter, adjustment letter and the inquiry response, which is meant to resolve questions, concerns and complaints and is a vital part of customer service.

* Dr. Akinchan Buddhodev Sinha, Deputy Director, The ICSI.

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3. Vendors

Vendors and suppliers are an important link between a company and its customers. It is important that a business communicate regularly with these intermediaries. However, businesses should keep the communication as brief as possible to make sure the message is clear and to avoid wasting both the company's and the supplier's time. One of the most important types of letters between businesses and suppliers is the purchase order, also known as an order letter. These letters detail what a company intends to buy, the terms of payment, expected date of arrival or shipment, and return information. Either the company or its vendor can initiate this type of correspondence.

4. The Public

Members of the company occasionally send businesses correspondence inquiring about a company's background, asking for clarification about media coverage, or to express their feelings about the company's ethics, policies and procedures. To respond to these inquiries, companies will send an acknowledgement letter. Acknowledgments are akin to receipts in that they inform the inquirer that the company has received his inquiry. Acknowledgments are short and formal and provide a time frame for when the inquirer can expect a response. An acknowledgement may be phrased as succinctly as: "Thank you for your inquiry. We will respond via email within the next two business days."

Essentials of a Good Business Letter

- (1) **Correctness:** A letter must be correct in every respect, especially in appearance and form of layout, in grammar, spelling and use of language and in the information it conveys. Poor and untidy appearance, with mistakes in typing, too many corrections, uneven spacing or carelessness in the layout, creates a poor impression of the company's efficiency in handling its work. Incorrect language spoils the message, distracts the reader's attention and harms the image of the sender.
- (2) **Completeness:** Completeness is dependent upon correctness. A letter is complete when it presents all the necessary ideas which are as under:
 - (a) Correctness of details, i.e., it is necessary that the facts presented in a business letter are correct. One should not transmit any message unless one is absolutely sure of its correctness. If your message involves any legal matter, you should know the correct legal position before you commit anything.
 - (b) Correctness of time, i.e., all messages must be transmitted and responded at the most appropriate time. Outdated information involves wastage of time, money and human resources.
 - (c) Correctness of language, i.e., the letter should be correct from the language point of view. It means that the writer should be careful in spelling, grammar and other aspects of language use.
 - (d) Correctness of format, i.e., the writer of a business letter should be careful about format. It means all the parts of structure of a business letter should be placed properly. Incorrect format creates wrong impression in the mind of the reader.

(3) **Clearness:** The message of the letter must be clear at the first reading. Clearly written messages avoid misunderstandings and also save time. Clearness depends upon four factors:

- a) The words should be simple, common, everyday words which everyone can understand. There should not be excessive use of technical words. Such words should be avoided when writing to persons who do not have technical knowledge.
- b) The sentence should be simple and short. Long sentences confuse the readers and often confuse the writer also. Phrases and clauses should not be added to a sentence.
- c) Punctuation marks helps to provide pauses and stops, to break up groups of words into readable units.
- d) Giving definite and concrete details with figures and names is an important factor in clarity. Clarity can be achieved only if the writer of the letter is clear in his mind, about the purpose of writing the letter. In order to have clarity in business letter, the writer of the letter should try to ascertain the answers of the following three crucial questions- i) What is the objective of communication ? ii) What is to be communicated and iii) Which medium will prove to be the most suitable for this purpose?

(4) **Conciseness/ comprehensiveness:**

Conciseness means expressing much in a few words; using as few words as possible. In business writing it means keeping to the point, without sacrificing clarity or courtesy. Conciseness can be achieved by,

- Leaving out unnecessary words
- Leaving out unnecessary details
- Reducing unimportant ideas and phrases to single words, if possible.

(5) **Courtesy:**

In business, we must create friendliness with all those to whom we write. A well-mannered and courteous person shows consideration and thought for others. Courtesy demands friendly behaviour towards others. In a letter, the style, the manner and the choice of words reflect the courtesy of the write. The following principles enable us to achieve courtesy.

- i) Answer the letters on time.
- ii) Avoid using irritating expressions.
- iii) Apologise sincerely for an omission and thank generously for a favour.

(6) **Coherence:**

Coherence means logical connection between different parts of a business letter. In other words all the paragraphs of a business letter should be contributory to one another. Usually a business letter is divided in three paragraphs. Coherence means the first paragraph should lead the reader to the second paragraph and accordingly the second paragraph should lead the reader to the third paragraph.

Thus, there is a chain like connection between three paragraphs of business letters. Coherence can be achieved only if the writer is clear in his mind, as to what he wants to communicate. Secondly he must have good command over language. All three paragraphs should look like parts of a single whole rather than individual unit. Moreover, the ideas expressed in a letter should be logically connected.

(7) **Character:**

Here character means individuality. A business letter should reflect the personality of the writer. A business letter written by one person is different from a letter written by another person. This difference is due to difference in personality. Each and every person selects words and phrases according to his own personality. Business letter should not be written in stereotypical manner.

A stereotype letter fails to attract the reader to go through the entire letter. It also fails to create desirable effect upon the mind of the reader. The reader should come to know about the personality of the writer as soon as he completes the letter.

(8) **Cheerfulness:**

A business letter projects the personality of the writer. In other words, it carries moods, nature, likes and dislikes of the writer. A business letter written in a sad mood fails to create effect on the reader's mind. The writer should select the appropriate time and condition to write a letter. A letter should be written in a cheerful mood.

Conclusion

A business letter may make or mar a business organisation's goodwill. It is essential that utmost care is taken while drafting a business letter. It is to be remembered that a business letter is a vital link between a business organisation and its stakeholders. In this world of severe competition when business organisations are striving hard to secure a substantial market share for their products, robust business letters along with other factors influencing the production and sale of products can play a pivotal role in enhancing profitability and sustainability of the business organisations.

References

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Current Affairs*

1. Government amends Insurance Ombudsman Rules for better resolution of policyholders' complaints regarding insurance service deficiencies

The Government on 2nd March 2021 notified comprehensive amendments to the Insurance Ombudsman Rules, 2017, with a view to improve the working of the Insurance Ombudsman mechanism to facilitate resolution of complaints regarding deficiencies in insurance services in a timely, cost-effective and impartial manner.

The amended rules have enlarged the scope of complaints to Ombudsmen from only disputes earlier to deficiencies in service on the part of insurers, agents, brokers and other intermediaries. Further, insurance brokers have been brought within the ambit of the Ombudsman mechanism, by empowering the Ombudsmen to pass awards against insurance brokers as well.

Under the amended rules, the timeliness and cost-effectiveness of the mechanism has been substantially strengthened. Policyholders will now be enabled for making complaints electronically to the Ombudsman and a complaints management system will be created to enable policyholders to track the status of their complaints online. Further, the Ombudsman may use video-conferencing for hearings. To enable access to relief through the Ombudsman mechanism even when there is vacancy in the office of a particular Ombudsman, provision has been made for giving additional charge to another Ombudsman, pending the filling of the vacancy.

A number of amendments have been made for securing the independence and integrity of the Ombudsman selection process, while also building in safeguards to secure the independence and impartiality of the appointed persons while serving as Ombudsmen. Further, the selection committee will now include an individual with a track record of promoting consumer rights or advancing the cause of consumer protection in the insurance sector.

The Ombudsman mechanism was administered by the Executive Council of Insurers, which has been renamed as the Council for Insurance Ombudsmen.

For details:

<https://static.pib.gov.in/WriteReadData/specificdocs/documents/2021/mar/doc20213301.pdf>

* Mahesh Airan, Assistant Director, The ICSI.

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2. PM inaugurates 'Maitri Setu' between India and Bangladesh

The Prime Minister, Shri Narendra Modi inaugurated 'Maitri Setu' between India and Bangladesh on March 09, 2021 through a video conference. He also inaugurated and laid the foundation stone of multiple infrastructure projects in Tripura. The Prime Minister informed that in the past 6 years, the central government has taken care of every requirement for the development of Tripura. He said there has been a significant hike in the central allocation for the state.

The Prime Minister dwelled on the benefits of 'double engine' governments. He pointed out that the states where there is no 'double engine' government, are witnessing non implementation of very slow progress of schemes for strengthening the poor, farmers and women. He asserted that the 'double engine' government is working to strengthen Tripura. He said that the 'double engine' government has transformed Tripura from a power deficit state to a power surplus one.

The Prime Minister said that the connectivity is not only strengthening the friendship between India and Bangladesh but also proving to be a strong link of business too. He informed that the entire region is being developed as a trade corridor between Northeast India and Bangladesh.

For details: <https://www.pib.gov.in/PressReleasePage.aspx?PRID=1703457>

3. India hosts First Meeting of BRICS Finance and Central Bank Deputies

India hosted a meeting of BRICS Finance and Central Bank Deputies virtually on February 24, 2021 and was co-Chaired by Shri. Tarun Bajaj, Secretary Economic Affairs, Ministry of Finance, and Dr. Michael Patra, Deputy Governor, Reserve Bank of India. Other participants included BRICS Finance and Central Bank Deputies of Brazil, Russia, China and South Africa.

India assumed the BRICS Chairship in 2021, at a time when BRICS is celebrating its 15th anniversary. Under the theme BRICS @ 15 : Intra-BRICS Cooperation, India's approach is focused on strengthening collaboration through Continuity, Consolidation and Consensus.

This was the first meeting on the BRICS Financial Cooperation under India Chairship in 2021. During the meeting, India shared priorities under financial cooperation agenda and issues for discussion during 2021 such as Global Economic Outlook and Response to COVID-19, Social Infrastructure Financing and Use of Digital Technologies, New Development Bank (NDB) Activities, Fintech for SME and Financial Inclusion, BRICS Contingent Reserve Arrangement (CRA), among others.

For details: <https://www.pib.gov.in/PressReleasePage.aspx?PRID=1700502>

*Key Terminologies**

BRICS	BRICS is an informal group of states comprising the Federative Republic of Brazil, the Russian Federation, the Republic of India, the People's Republic of China and the Republic of South Africa. On 20 September 2006, the first BRICS Ministerial Meeting was held at the proposal of Russian President Vladimir Putin on the margins of a UN General Assembly Session in New York. Foreign ministers of Russia, Brazil and China and the Indian Defence Minister took part in the meeting. They expressed their interest in expanding multilateral cooperation.
Contingent Reserve Arrangement (CRA)	A contingency reserve is retained earnings that have been set aside to guard against possible future losses. A contingency reserve is needed in situations where a business occasionally suffers significant losses, and needs reserves to offset those losses. By setting up a contingency reserve, a board of directors is sending a signal to shareholders that the reserved funds are not available for distribution to them as dividends.
Financial Inclusion	Financial inclusion is a method of offering banking and financial services to individuals. It aims to include everybody in society by giving them basic financial services regardless of their income or savings. It focuses on providing financial solutions to the economically underprivileged.
Ombudsman	An ombudsman is an official, usually appointed by the government, who investigates complaints (usually lodged by private citizens) against businesses, financial institutions, universities, government departments, or other public entities, and attempts to resolve the conflicts or concerns raised, either by mediation or by making recommendations.

Sample Questions

Business Communication

1. 'Whom', 'Which' and 'That' are which form of Pronouns?
 - a. Personal Pronouns
 - b. Relative Pronouns
 - c. Possessive Pronouns
 - d. Absolute Pronouns
2. 'Megaphone', 'Megastar', 'Megalith' and 'Megawatt' are which form of Prefixes?
 - a. Size Prefixes
 - b. Time Prefixes
 - c. Number Prefixes
 - d. Place Prefixes

Based on the given passage answer questions 3 to 7

Maharana Pratap ruled over Mewar only for 25 years. However, he accomplished so much grandeur during his reign that his glory surpassed the boundaries of countries and time turning him into an immortal personality. He along with his kingdom became a synonym for valour, sacrifice and patriotism. Mewar had been a leading Rajput kingdom even before Maharana Pratap occupied the throne.

Kings of Mewar, with the cooperation of their nobles and subjects, had established such traditions in the kingdom, as augmented their magnificence despite the hurdles of having a smaller area under their command and less population. There did come a few thorny occasions when the flag of the kingdom seemed sliding down. Their flag once again heaved high in the sky thanks to the gallantry and brilliance of the people of Mewar.

The destiny of Mewar was good in the sense that barring a few kings, most of the rulers were competent and patriotic. This glorious tradition of the kingdom almost continued for 1500 years since its establishment, right from the reign of Bappa Rawal. In fact only 60 years before Maharana Pratap, Rana Sanga drove the kingdom to the pinnacle of fame. His reputation went beyond Rajasthan and reached Delhi.

Two generations before him, Rana Kumbha had given a new stature to the kingdom through victories and developmental work. During his reign, literature and art also progressed extraordinarily. Rana himself was inclined towards writing and his works are read with reverence even today. The ambience of his kingdom was conducive to the creation of high quality work of art and literature. These accomplishments were the outcome of a longstanding tradition sustained by several generations.

The life of the people of Mewar must have been peaceful and prosperous during the long span of time; otherwise such extraordinary accomplishment in these fields would not have been possible. This is reflected in their art and literature as well as their loving nature. They compensate for lack of admirable physique by their firm but pleasant nature. The ambience of Mewar remains lovely thanks to the cheerful and liberal character of its people.

One may observe astonishing pieces of workmanship not only in the forts and palaces of Mewar but also in public utility buildings. Ruins of many structures which are still standing tall in their grandeur are testimony to the fact that Mewar was not only the land of the brave but also a seat of art and culture.

Amidst aggression and bloodshed, literature and art flourished and creative pursuits of literature and artists did not suffer. Imagine, how glorious the period must have been when the Vijaya Stambha which is the sample of our great ancient architecture even today, was constructed. In the same fort, Kirti Stambha is standing high, reflecting how liberal the then administration was which allowed people from other communities and kingdoms to come and carry out construction work.

It is useless to indulge in the debate whether the Vijaya Stambha was constructed first or the Kirti Stambha. The fact is that both the capitals are standing side by side and reveal the proximity between the king and the subjects of Mewar.

The cycle of time does not remain the same. Whereas the reign of Rana Sanga was crucial in raising the kingdom to the acme of glory, it also proved to be his nemesis. History took a turn. The fortune of Mewar — the land of the brave — started waning. Rana tried to save the day with his acumen which was running against the stream and the glorious traditions for sometime.

3. Maharana Pratap became immortal because _____
 - a. he ruled Mewar for 25 years
 - b. he added a lot of grandeur to Mewar
 - c. of his valour, sacrifice and patriotism
 - d. both (b) and (c)
4. Difficulties in the way of Mewar were _____
 - a. lack of cooperation of the nobility
 - b. lack of education
 - c. its small area and small population
 - d. lack of water.
5. During thorny occasions _____
 - a. the flag of Mewar seemed to be lowered
 - b. the people of Mewar showed gallantry
 - c. the people of Mewar had celebration
 - d. the people of Mewar left Mewar.

6. Mewar was lucky because_____
 - a. all of its rulers were competent
 - b. most of its people were competent
 - c. most of its rulers were competent
 - d. only a few of its people were incompetent
7. Rana Sanga's reputation went_____
 - a. beyond Rajasthan to Delhi
 - b. beyond Rajasthan to the Southern states
 - c. down with each passing day
 - d. beyond Rajasthan to Gujarat
8. It is useful to provide _____ in longer letters. This helps the reader find out in the first instance what the contents of the letter are.
 - a. Enclosures
 - b. Complementary close
 - c. Main body
 - d. Subject heading
9. Which of the following contains the deleted emails?
 - a. Sent
 - b. Trash
 - c. Inbox
 - d. Spam
10. An open account balance or loan that is proved to be impossible to be collected is called_____.
 - a. Doubtful Debt
 - b. Bad Debt
 - c. Expected Debt
 - d. Suspicious Debt

Answers

1-b	2-a	3-d	4-c	5-a
6-c	7-a	8-d	9-b	10-b

Sample Questions

Legal Aptitude and Logical Reasoning

1. Article 17 says that _____ is abolished and its practice in any form is forbidden.
 - a. Fundamental Rights
 - b. Untouchability
 - c. Right to Property
 - d. Child Labour
2. The executive power of the State is vested in the _____.
 - a. Governor
 - b. President
 - c. Chief Minister
 - d. Home Minister of State
3. A stranger to a contract cannot sue both under the English and Indian law for want of _____ of contract.
 - a. Jurisdiction
 - b. Privity
 - c. Agreement
 - d. Terms and Conditions
4. Which of the following is called as person of unsound mind:
 - a. Mad
 - b. Lunatic
 - c. Idiot
 - d. Who cannot understand in normal course
5. The literal meaning of the word “wager” is a “_____”.
 - a. Wages
 - b. Bet
 - c. Salary
 - d. Condition

6. Arrange the words given below in a meaningful sequence
1. Admit Card 2. Answer Sheet 3. Question Paper 4. Result
- a. 1,3,2,1
b. 2,1,3,4
c. 2,3,4,1
d. 1,2,3,4
7. Choose the odd one
- a. Cat
b. Dog
c. Horse
d. Hyena

Study the following arrangement carefully and answer the questions given below -

6 R S 1 T 4 A 8 % B F 1 E # W @ 9 H I \$ M N * 3 2 V \$ 5 G P 7 Q

8. How many such consonants are there in the above arrangement, each of which is immediately preceded by a consonant and immediately followed by a number?
- a. None
b. One
c. Two
d. Three
9. Which of the given series is the Eighth to left of the twelfth from the left end?
- a. 1
b. \$
c. S
d. T
10. How many such vowels are there in the above arrangement, each of which is immediately preceded by a symbol but immediately not followed by a letter?
- a. None
b. One
c. Two
d. Three

Answers

1-b	2-a	3-b	4-b	5-b
6-a	7-d	8-d	9-a	10-a

Sample Questions

Economic and Business Environment

1. Giffins Goods, Articles of Snob Appeal, Speculation and Consumer's Psychological Bias or Illusion are covered under which of the following?
 - a. Exceptions to the Law of Demand
 - b. Exceptions to the Law of Supply
 - c. Exceptions to the Law of Variable Proportions
 - d. Exceptions to the Law of Returns to Scale.
2. From the following information calculate price elasticity of demand.
 Quantity demanded = 100 units
 Price = INR 10 / unit
 When price increased to INR 20 / unit, the quantity demanded fell to 80 units.
 - a. 1.2
 - b. 0.2
 - c. 1.5
 - d. 2.5
3. From the following information calculate national income.
 Consumption expenditure = INR 1000 Crore.
 Investment Expenditure = INR 800 Crore.
 Government Expenditure = INR 1200 Crore
 Net Exports = INR 400 Crore.
 - a. INR 2200 Crore.
 - b. INR 1800 Crore
 - c. INR 3000 Crore
 - d. INR 3400 Crore
4. _____ takes into account the flows for those transactions where the government is merely acting as a banker.
 - a. Profit and Loss Account
 - b. Consolidated Fund
 - c. Public Account
 - d. Revenue Account

5. Bank of Bengal, Bank of Bombay and Bank of Madras where were later merged and called Imperial Bank was taken over by the _____.
 - a. Bank of Baroda
 - b. Canara Bank
 - c. Punjab National Bank
 - d. State Bank of India
6. A / An _____ is a company which is a financial institution carrying on as its principal business the financing of physical assets supporting productive / economic activity, like automobiles, tractors, lathe machines etc.
 - a. Asset Finance Company
 - b. Investment Company
 - c. Loan Company
 - d. Infrastructure Finance Company
7. Support for International Patent Protection in Electronics & Information Technology is managed by _____.
 - a. Ministry of Finance
 - b. Ministry of Agriculture
 - c. Ministry of Electronics & Information Technology
 - d. Ministry of Skill Development and Entrepreneurship
8. Which of the following may not be considered as need for promoting entrepreneurship in India?
 - a. Entrepreneurship promote capital formation by mobilising the idle saving of the people.
 - b. Entrepreneurship helps in reducing the concentration of economic power.
 - c. Entrepreneurship promote the equitable redistribution of wealth and income in the interest of the country
 - d. Entrepreneurship encourages mal practices in business.
9. If a business organisation is sued for data breach of confidential information, then this matter will be covered under which of the following as per PESTLE ?
 - a. Social Factors
 - b. Political Factors
 - c. Legal Factors
 - d. Economic Factors

10. Indian Financial Technology and Allied Services (IFTAS) is a fully owned subsidiary of:
- a. Reserve Bank of India
 - b. State Bank of India
 - c. Punjab National Bank
 - d. HDFC Bank

Answers

1-a	2-b	3-d	4-c	5-d
6-a	7-c	8-d	9-c	10-a

Sample Questions

Current Affairs

1. Which airport began its operations from March 8, 2021 with the maiden flight from Delhi?
 - a. Agra
 - b. Bareilly
 - c. Kanpur
 - d. Alighrah
2. What is the new name of Rajya Sabha and Lok Sabha TV?
 - a. Sankalp
 - b. Sansad
 - c. Bharat
 - d. Lok Manya
3. The Financial Action Task Force (FATF) on February 25, 2021 retained Pakistan on its 'grey list' till when?
 - a. June 2021
 - b. August 2021
 - c. September 2021
 - d. October 2021
4. Which city topped the list of cities in ease of living in 2020?
 - a. Delhi
 - b. Bengaluru
 - c. Pune
 - d. Hyderabad
5. Which country has assumed the Chairmanship of BRICS for 2021?
 - a. Brazil
 - b. Russia
 - c. India
 - d. China

6. Union Environment Minister Prakash Javadekar inaugurated Atal Paryavaran Bhavan in which union territory?
 - a. Jammu & Kashmir
 - b. Lakshadweep
 - c. Ladakh
 - d. Puducherry
7. Which state will host Khelo India University Games 2021?
 - a. Madhya Pradesh
 - b. Karnataka
 - c. Kerala
 - d. Haryana
8. Who won Dadasaheb Phalke Award 2021 in the 'Critic's Best Actor' category?
 - a. Sushant Singh Rajput
 - b. Akshay Kumar
 - c. Ajay Devgan
 - d. Kay Kay Menon
9. Which state has become the first one to table a paperless budget?
 - a. Madhya Pradesh
 - b. Karnataka
 - c. Kerala
 - d. Uttar Pradesh
10. Which state/ UT's government fell on February 22nd after losing a trust vote?
 - a. Karnataka
 - b. Tamil Nadu
 - c. Puducherry
 - d. Kerala

Answers

1-b	2-b	3-a	4-b	5-c
6-b	7-b	8-a	9-d	10-c

CSEET Online Classes



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



**7th Batch of Online Classes
for
CSEET**
(Company Secretary Executive Entrance Test
for May 2021 Examination)

ICSI-SIRC is conducting Online Classes for CSEET May, 2021 Examination. Students who have registered for CSEET may join the Online Classes. Details are given below.

So far 5 Batches completed successfully with 371 Students and 6th Batch is ongoing successfully with 111 Students.

Fees: Rs. 3,000/-
(Fees once paid,
will not be refunded)

**Experienced
Faculties**

Date of Commencement
Friday, 2nd April, 2021
(Classes may end by 4th May, 2021)

Timing of Classes
(All Days)
7.00 A.M. to 9.00 A.M.
&
05.00 P.M. to 07.00 P.M.

**Interactive
Session on
1st April, 2021
at 11.30 A.M.**

**2 Online Mock Tests
& Viva Voce
will be conducted**

Mode of Payment (Online Transfer)
HDFC Bank : Poonamallee High Road Branch; Account Name: SIRC of the ICSI
SB Account No: 04921110000013; IFSC Code : HDFC0000492

Students are required to enter the details in the link after making the payment.

Google Form Link: <https://rb.gy/rlsdmn>

Above registered students will be provided the
log in ID & Password for online classes separately by email.

For further details contact :

Mr. C Murugan, Executive (Admin)
Southern India Regional Office, The Institute of Company Secretaries of India
ICSI-SIRC House, No.9, Wheat Crofts Road, Nungambakkam, Chennai – 600034.
Phone: 044-28268685/28222212 / Email ID : siro@icsi.edu; chelliah.murugan@icsi.edu (M) 9443796311

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

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

Mission
"To develop high calibre
professionals facilitating
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सत्यं वद | धर्मं चर।

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Vision

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

Mission

"To develop high calibre professionals facilitating good corporate governance"



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

Headquarters

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