

ITEM NO. (I)

PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

The Institute of Company Secretaries of India was initially incorporated as a company on 4th October, 1968 and thereafter converted into statutory body on 1st January, 1981 under The **Company Secretaries Act, 1980** (hereinafter called the "Act") for the regulation & development of the profession of Company Secretaries.

The headquarters of the Institute is located at New Delhi with 4 Regional Councils at Chennai, Delhi, Kolkata and Mumbai, a Centre for Corporate Governance Research and Training (ICSI-CCGRT) at Navi Mumbai, 66 Chapters located in the various parts of the country and 1 international centre in Dubai.

The Council is headed by the President who is the Chief Executive Authority of the Council.

For the efficient performance of its duties and functions, the Council appoints a Secretary & Chief Executive to perform such duties as may be prescribed. The Secretary is the executive head of the Institute. The Chief Executive reports to the Council and administratively to the Secretary, ICSI.

The Secretary & Chief Executive are supported by the following heads of Directorates:

INFORMATION TECHNOLOGY	ANKUR YADAV, JOINT SECRETARY (SG)
STUDENT SERVICES	
GRIEVANCE REDRESSAL	
HUMAN RESOURCE AND O & M	P K GROVER, JOINT SECRETARY (SG)
RTI Cell	T R MEHTA , JOINT DIRECTOR
PERSPECTIVE PLANNING (Including ICSI Foundation Cell and International Affairs Cell)	SUDHIR KUMAR DIXIT (DR.), JOINT SECRETARY
PROFESSIONAL DEVELOPMENT- I (Including CPE Cell and Expert Guidance Cell)	
CO-ORDINATION	
PROFESSIONAL DEVELOPMENT-II	ALKA KAPOOR (Ms.), JOINT SECRETARY
EXAMINATIONS	SANJAY PANDEY (DR.), JOINT SECRETARY
ACADEMICS (Including CCE Cell and PMQ Cell)	SONIA BAIJAL (Ms.), DIRECTOR
MEMBERSHIP	MEENAKSHI GUPTA (Ms.), DIRECTOR
TRAINING & PLACEMENT	
FINANCE & ACCOUNTS (Including Treasury Cell and Internal Audit Cell)	MAHENDRA KAPOOR GUPTA, DIRECTOR
DISCIPLINE (Including Council Affairs Cell)	ASHOK KUMAR DIXIT, DIRECTOR (COUNCIL AFFAIRS) & DIRECTOR (DISCIPLINE)
LAW	NEERAJ KUMAR , DIRECTOR (LAW)
INFRASTRUCTURE	BHUBANANANDA PRADHAN, DIRECTOR
ADMINISTRATION	

ICSI-CCGRT (NAVI MUMBAI)	GOPAL CHALAM, DEAN AMITA AHUJA (DR.), JOINT SECRETARY (SG)
SOUTHERN INDIA REGIONAL OFFICE (CHENNAI)	SARAH AROKIASWAMY(Ms.), DIRECTOR
NORTHERN INDIA REGIONAL OFFICE (DELHI)	SANJAY KUMAR NAGAR, DIRECTOR
EASTERN INDIA REGIONAL OFFICE (KOLKATA)	UTPAL MUKHERJEE, DEPUTY DIRECTOR
WESTERN INDIA REGIONAL OFFICE (MUMBAI)	GOPAL CHALAM, DEAN
CENTRE OF EXCELLENCE, HYDERABAD	SUDIPTO PAL, DIRECTOR

Composition of Council

The Council is composed of fifteen persons elected by the members of the Institute from amongst the fellow members from the four Regional Constituencies and five persons nominated by the Central Government.

Functions of the Council¹

- (1) The Institute shall function under the overall control, guidance and supervision of the Council and the duty of carrying out the provisions of this act shall be vested in the Council.
- (2) In particular, and without prejudice to the generality of the foregoing powers, the duties of the Council shall include :-
 - (a) To approve academic courses and their contents;
 - (b) The prescribing of fees for the examination of candidates for enrolment;
 - (c) The prescribing of qualifications for entry in the register;
 - (d) The recognition of foreign qualifications and training for purposes of enrolment;
 - (e) The prescribing of guidelines for granting or refusal of certificates of practice under this Act;
 - (f) The levy of fees from members, examinees and other persons;
 - (g) The regulation and maintenance of the status and standard of professional qualifications of members of the institute;
 - (h) The carrying out, by granting financial assistance to persons other than members of the council or in any other manner, of research in such matters of interest to company secretaries as may be prescribed;
 - (i) To enable functioning of the Director (Discipline), the Board of Discipline, the Disciplinary Committee and the Appellate Authority constituted under the provisions of this Act;
 - (j) To enable functioning of the Quality Review Board;
 - (k) Consideration of the recommendations of the Quality Review Board made under clause (a) of section 29B and details of action taken thereon in its annual report; and
 - (l) To ensure the functioning of the Institute in accordance with the provisions of this Act and in performance of other statutory duties as may be entrusted to the Institute from time to time.”.

Functions of Institute²

The functions of the Institute shall include -

- (a) The examination of candidates for enrolment;
- (b) The regulation of training of students;
- (c) The maintenance and publication of a Register of persons qualified to practice as Company Secretaries;

¹ See Sec.15 of the CS Act, 1980 (As Amended upto 2006)

² See Section 15A of the CS Act, 1980 (As Amended upto 2006)

- (d) Collection of fees from members, examinees and other persons;
- (e) Subject to the orders of the appropriate authorities under this Act, the removal of names from the Register and the restoration to the Register of names which have been removed;
- (f) The maintenance of a library and publication of books and periodicals relating to management of companies and allied subjects;
- (g) The conduct of elections to the Council of the Institute; and
- (h) The granting or refusal of certificates of practice as per guidelines issued by the Council.

Imparting education by Universities and other bodies³

- (1) Subject to the provisions of this Act, any University established by law or any body affiliated to the Institute, may impart education on the subjects covered by the academic courses of the Institute.
- (2) The Universities or bodies referred to in sub-section (1) shall, while awarding degree, diploma or certificate or bestowing any designation, ensure that the award or designation do not resemble or is not identical to one awarded by the Institute.
- (3) Nothing contained in this section shall enable a University or a body to adopt a name or nomenclature which is in any way similar to that of the Institute.”.

Officers and Employees, Salary, Allowances etc.⁴

- (1) For the efficient performance of its duties, the Council shall -
 - (a) Appoint a Secretary of the Council to perform such duties as may be prescribed;
 - (b) Appoint a Director (Discipline) to perform such functions as assigned to him under this Act and the rules and regulations framed thereunder;
 - (c) Designate an officer of the Council or the Institute to carry out the administrative functions of the Institute as its Chief Executive.
- (2) The Council may also-
 - (a) Appoint such other officers and employees to the Council and the Institute as it considers necessary;
 - (b) Require and take from the Secretary or from any other officer or employee of the Council and the Institute such security for the due performance of his duties, as the Council considers necessary;
 - (c) Prescribe the salaries, fees, allowances of the officers and employees of the Council and the Institute and their terms and conditions of service;
 - (d) With the previous sanction of the Central Government, fix the allowances of the President, Vice-President and other members of the Council and members of its Committees;
- (3) The Secretary of the Council shall be entitled to participate in the meetings of the Council but shall not be entitled to vote thereat.”

In exercise of the powers vested in the Council, the Council has framed The Company Secretaries Regulations, 1982 (hereinafter called the “Regulations”)

³ See Sec.15B of the CS Act, 1980 (As Amended upto 2006)

⁴ See Sec.16 of the CS Act, 1980 (As Amended upto 2006)

Committees of the Council

Pursuant to Section 17(1) of the Act, the Council has constituted from amongst its members, the following Committees, namely:-

1. Standing Committees
 - (1) Executive Committee;
 - (2) Finance Committee; and
 - (3) Examination Committee.
2. Non-Standing Committees
 1. Professional Development Committee
 2. Training & Educational Facilities Committee
 3. Practicing Company Secretaries Committee
 4. ICSI-CCGRT Management Committee
 5. Information Technology Committee
 6. Co-ordination Committee
 7. Corporate Laws Committee
 8. Capital Markets Committee
 9. Election Reforms Committee
 10. Regulations Committee
 11. Placement Committee
 12. Disciplinary Committee
 13. Stakeholders Grievances Redressal Committee
 14. International Affairs Committee
 15. Goals Implementation Committee
 16. Corporate Governance, Sustainability and CSR Committee
3. Boards
 1. Board of Studies
 2. Peer Review Board
 3. Board of Discipline
 4. Secretarial Standards Board
 5. Expert Advisory Board
 6. Quality Review Board
 7. Editorial Advisory Board

The Standing and other Committee performs the functions in accordance with the regulations or as may be decided by the Council/ Committees/Boards.

President and Vice-President

- (1) The Council at its first meeting shall elect two of its members to be respectively the President and the Vice-President thereof, and so often as the office of the President or the Vice-President falls vacant, the Council shall choose a person to be the President or the Vice-President, as the case may be.
- (2) The President shall be the Head of the Council.
- (3) The President or the Vice-President shall hold office for a period of one year from the date on which he is chosen but so as not to extend beyond his term of office as a member of the Council, and subject to his

being a member of the Council at the relevant time, he shall be eligible for re-election under Sub Section 1.

- (4) On the expiration of the duration of the Council, or of the term of office of the President and the Vice-President thereof , the President and the Vice-President shall continue to hold office until such time as a new President and the Vice-President is elected and takes over charge of their duties .

Powers and duties of the President and Vice-President⁵

- (1) The President shall exercise such powers and perform such duties as are conferred on or vested in him by the Act or the regulations or as may be delegated to him by the Council from time to time.
- (2) The President may direct any business to be brought before the Council or any Committee for consideration. If the office of the President is vacant or if the President, for any reason, is unable to exercise the powers or duties of his office, the Vice-President shall act in his place and shall exercise the powers and perform the duties of the President.

Secretary

Pursuant to Section 16(1) (a) of the Act, for the efficient performance of its duties and functions, the Council appoints a Secretary of the Council to perform such duties as may be prescribed.

Powers and duties of the Secretary⁶

Subject to the general supervision of the President or the relevant Standing Committee, the Secretary shall exercise and perform, in addition to the powers and duties specified by the Act or in the Regulations, the following powers and duties, namely: -

- (a) Being incharge of the office of the Institute as its Executive head, managing it and attending to all correspondences;
- (b) Maintaining registers, documents and forms as required by the Act and the regulations;
- (c) Being incharge of all the property of the Institute;
- (d) Making necessary arrangements for receiving money due to the Council and also issuing receipts therefor;
- (e) Incurring all revenue expenditure within the limits sanctioned by the Council or the committee and incurring capital expenditure including for the purpose of purchasing books for the library of the Institute within the limits sanctioned by the Council or the Committees;
- (f) Causing proper accounts to be maintained and delivering of account books, or furnishing information to the auditor appointed by the Council for the purpose of audit of the accounts of the Institute;
- (g) Making all other payments as sanctioned by the Council, Committees or the President;

⁵ See Regulation 156 of the CS Regulations, 1982

⁶ See Regulation 156 of the CS Regulations, 1982

- (h) Paying salary and allowances to the members of the staff, granting of leave to them, and sanctioning their increments within the prescribed scales;
- (i) Exercising disciplinary control over the staff except dismissal in respect of which the sanction of the President shall be necessary;
- (j) Admitting candidates to the examinations held under the Regulations and making all necessary arrangements for the conduct of the examinations;
- (k) Refunding or transferring of fees received in accordance with the Regulations for the examinations, enrolment, issue of certificates of practice and allied matters;
- (l) Registering and noting of suspension, cancellation or termination of registration of students;
- (m) Recognizing practical experience, sponsoring candidates for practical training, granting exemption from practical training requirements as may be delegated by the Council and the Committees concerned from time to time.
- (n) Enrolling Associates, admitting Fellows, removing the names of members from the Register owing to death or non-payment of prescribed fees and dues to the Institute, restoring membership, issuing and canceling certificates of practice and issuing notifications therefore as may be delegated by the Council and the Executive Committees from time to time;
- (o) Signing and issuing all notifications on behalf of the Council as required under the Act and the Regulations;
- (p) Subject to the approval for the President, signing vakalatnamas, on behalf for the Council, appointing solicitors or advocates on behalf of the Council and filing papers, affidavits and other documents in civil, criminal, revenue courts and other offices;
- (q) Receiving complaints and submitting the same to the Disciplinary Committee and to make such enquiry and collect such information as may be required or directed by the President, a Committee or the Council and submit to them such information as may come to his knowledge;
- (r) Issuing pass certificates, licentiateship certificates, membership certificates, certificates of practice and its renewal letters to the persons who are entitled thereto in accordance with the provisions of the Act and the regulations;
- (s) Keeping in his custody the common seal of the Institute and to affix the same to any document or instrument in accordance with Regulation 149;
- (t) Keeping in his custody forms of certificates of membership and of practice, blocks, engravings, facsimile and bills relating to printing of such certificates;
- (u) Calling any information or particulars as he may consider proper for processing applications for registration of students or admission or enrolment of members of the Institute; and
- (v) Performing such other duties and functions as are incidental and ancillary to as may be required for the performance of the above duties and exercising such other powers as may be delegated to him by the Council, Committees or the President from time to time.

Chief Executive

Pursuant to Section 16(1)(c) of the Act, the Council designates an officer of the Council or the Institute to carry out the administrative functions of the Institute as its Chief Executive.

ITEM NO. (II)

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
1	Academics (Including CCE Cell and PMQ Cell)	▪ Development and Review of Syllabus and Prospectus ▪ Development and Updating of Study Material ▪ Development of Text Books ▪ Development of Guides to Study and Examinations ▪ Development of Model Questions ▪ Development of Question Bank for OMR/Online Exams ▪ Development of Hints, Guideline / Suggested Answers ▪ Development and Updating of Knowledge Portal for Students ▪ Provision of E-Learning Facility for Students ▪ Library, including E-Library, for Students ▪ Academic Guidance to Students ▪ Academic Collaborations and Recognitions ▪ Chartered Secretary ▪ Student Company Secretary ▪ CS Foundation Course Bulletin ▪ Printing and Publications of the Institute ▪ Newsletter Guidelines ▪ Post Membership Qualification Cell I. Corporate Governance II. Valuation III. Corporate restructuring and Insolvency IV. Competition Law V. Any other ▪ Serving Committees: I. Board of Studies (Professional Research and Publications Committee) II. Editorial Advisory Board ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above
2	Perspective Planning (Including ICSI Foundation Cell and International Affairs Cell)	▪ New Initiatives ▪ Strategic Action Plan ▪ Business Process Re-engineering ▪ Corporate Governance Assessment ▪ Training and Certification of Directors ▪ Database of Independent Directors ▪ Corporate Governance Award ▪ CSR Initiatives ▪ BRR Initiatives ▪ Professional Advocacy / Seeking Recognition ▪ Formulation of Views / Opinions on Financial Laws ▪ Guidance Notes on all Areas (Other than on Company Law) ▪ Work Relating to NFCG ▪ Policy on Centres of Excellence

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		▪ Servicing CSIA ▪ International Affairs Cell ▪ ICSI Foundation / Centres of Excellence Cell ▪ Professional Development Programmes in Financial matters. ▪ Serving Committees: I. Standing Technical Committee on Corporate Governance Assessment II. Committee on Training and Certification of Directors III. Corporate Governance, Sustainability and CSR Committee IV. Capital Markets Committee V. Goals Implementation Committee VI. International Affairs Committee VII. Corporate Governance Awards Jury VIII. Expert group for ICSI CG Awards IX. ICSI Foundation Committee X. Committee to Guide Study of Organisational Structure of ICSI XI. Bank Due Diligence Committee ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above
3	Professional Development I & Co-Ordination	▪ Professional Development Programmes ▪ National Convention ▪ National Conference of PCS ▪ Advertisement and Sponsorship for Programmes ▪ Assistance to SSB ▪ CS Update ▪ Development and Updating of Knowledge Portal for Members ▪ E-Library for Members ▪ Policy on CPE and its Execution ▪ Database on CPE ▪ IEPF Activities ▪ Study Circle Guidelines ▪ Welfare of Members ▪ Related legal proceedings ▪ Any matter incidental to or connected with the above, and ▪ Any other matter as may be assigned by Competent Authority Co-ordination ▪ Coordination with Regional Councils and Chapter Management Committees, Regional Offices, Chapter Offices, Study Circles, and support offices in respect of: a. Compliance with Company Secretaries Act, 1980

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		and Regulations, Rules and Chapter Guidelines b. Compliance with applicable laws c. Generally assist in HR, Infrastructure, Finance and Accounts matters d. Generally assist in improving quality of services rendered by them ▪ Oversight on working of Regional Councils and Chapters Management Committees, Regional Offices, Chapter Offices, Study Circles and Support offices ▪ Appointment of Administrators in case serious lapses in e working of Regional Councils or Chapter Management Committee ▪ Advice on establishment and closure of Regional Offices, Chapter Offices, Support Offices, Study Circles; ▪ Focus on providing relevant and quality coaching to the students through RC's and Chapters ▪ Implementation of ERP in consultation to F&A and IT across offices ▪ Implementation of SAP ▪ Review of Rules, Regulations and Guidelines relating to Regional Councils and Chapter Management Committees, Regional Offices, Chapter Offices, Study Circles and Support offices ▪ Interaction of Council and Head Office with Regional Councils and Chapter Management Committees, Regional Offices, Chapter Offices, Study Circles and Support offices ▪ Preparing ICSI Directory ▪ Coordination for identification of Best Regional Office and Chapter Office –clarify if relating to Award ▪ MIS on RC/Chapters ▪ Budget of RC/Chapter ▪ Internal and statutory audit
4	Professional Development II	▪ Professional Development Programmes ▪ Formulation of Views / Opinions on Company Law ▪ Corporate Governance ▪ Preparation of Referencers, Text Books, and Guidance Notes on Company Law ▪ Expert Guidance Cell ▪ Speeches for President / VP ▪ Co-ordination with MCA ▪ Related legal proceedings ▪ Any matter incidental to or connected with the above, and ▪ Any other matter as may be assigned by Competent Authority
5	Human Resources and O&M	▪ Work Study of various Directorates at HQs, CCGRT, ROs &

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		COs ▪ Organisational Structure of the Institute ▪ Manpower Planning ▪ Administration of HR Rules ▪ Recruitment ▪ Induction Training / Mid-Career Training ▪ Promotion ▪ Retirement ▪ Service Awards ▪ Attendance and Leave Management ▪ Transfer and Postings ▪ Disciplinary and Conduct Matters ▪ Performance Appraisal System ▪ Compensation to Employees ▪ Human Resource Development ▪ Redressal of Grievances of Employees ▪ Welfare Activities for Employees ▪ Delegation of Powers ▪ Induction Manual ▪ Policy on Preservation of Records ▪ Policy on Contract Engagement and Execution ▪ Organisation & Methods ▪ Serving Committees: I. HR Committee II. Departmental Promotion Committee III. Selection Board / Committee for Direct Recruitment IV. ICSI Employees Benevolent Fund ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above
6	RTI Cell	I. Central Public Information Officer II. Arrange for Proactive Disclosure of Information III. Collection of Information from various Directorates/Offices IV. Supply of Information to Applicants V. Defence before Appellate Authority under RTI VI. Defence before Central Information Commission Briefing Advocates on RTI Matters before Courts
7	Corporate Communication	▪ Scanning Environment to Identify relevant Developments ▪ Apprising Developments to Council and Senior Management ▪ Public Relations ▪ Media Management ▪ Media Planning and Execution ▪ Press Guidelines ▪ Advertisement Policy and its Execution ▪ Advertisements and Sponsorships for Programmes ▪ Empanelment of Advertising and PR Agencies ▪ Brand / Image Building ▪ Production of ICSI Films / TV & Radio Advertisements ▪ Career Awareness / Guidance ▪ Engagement, Monitoring and Disengagement of

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		Counsellors ▪ Education Fairs & Exhibitions ▪ Press Releases / Press Meets ▪ Development of Promotional Material ▪ Development and maintenance of Website ▪ Monitoring Updation of Web site ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above ▪ Serving Committee: I. Prevention of Sexual Harassment Committee
8	Discipline , & Council Affairs	Discipline ▪ Investigation & Examination of Complaints against Members ▪ Disciplinary Actions Against Members ▪ Defence before Appellate Authority ▪ Briefing Advocates on disciplinary matters before Courts ▪ Serving Committees: I. Board of Discipline II. Disciplinary Committee ▪ Defence before Appellate Authority ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above Council Affairs Cell I. Coordination for Agenda for Meetings of Council and Executive Committee II. Draft Minutes of the Meetings of Council and Executive Committee III. Draft Action taken Report on Decisions of Council and Executive Committee IV. Co-ordination with Directorates for Implementation of Decisions of Council and Executive Committee ▪ Serving Committees: I. Central Council II. Election Reforms Committee III. Executive Committee IV. Regulations Committee V. Co-ordination Committee VI. Committee on Review of CS Act ▪ Filing / defending related legal matters on behalf of the Institute/Council ▪ Maintaining related records ▪ Any matter incidental to or connected with the above

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
9	Law	▪ All Legal matters, including Matters before Courts ▪ Empanelment of Advocates ▪ Engagement of Advocates ▪ Fixing of Fees for Advocates ▪ Recommending Payment of Bills of Advocates to F&A ▪ Conduct of Elections with assistance from Others ▪ Election Reforms ▪ Amendments to Act, Rules and Regulations ▪ Regional Council and Chapter Guidelines
10	Infrastructure	▪ Infrastructure Policy and Planning ▪ Premises (HQs, CCGRT, ROs, COs, and SOs) ▪ Acquisition / Disposal of Land and Premises ▪ New/additional Construction and Renovation of Premises ▪ Maintenance of Property ▪ Property Tax and Insurance ▪ Infrastructure Register ▪ Due Date Register for Taxes, Insurance, Maintenance, Renewals, etc. ▪ Filing / defending related legal matters through LD ▪ Maintaining related records (Including Title Deeds, Plan Approvals, Building Completion Certificates, Tax Assessment letters, Photographs of all Properties ▪ Any matter incidental to or connected with the above
11	Administration	▪ General Administration ▪ Establishment ▪ Estate Management ▪ Receipts and Issue of Dak ▪ Management of Stores at HQs, and Monitoring of Stores at ROs and COs ▪ Reception ▪ Security and Safety ▪ Travel and Stay Arrangements ▪ Transportation ▪ Pantry Services Administrative Arrangement for various Programmes of HQs ▪ Procurements of Goods and Services, including Maintenance Contracts ▪ Purchase related rate contracts ▪ Purchase Manual ▪ Inventory Register ▪ Servicing Purchase Committee ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above
12	Examination	▪ All matters relating to Conduct of CS and PMQ Examinations ▪ Setting Question Papers for Paper Based Examinations ▪ Printing of Questions Papers and Answer Books ▪ Setting up Examination Centres

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		▪ Selection, Appointment and Monitoring of Paper Setters, Moderators, Examiners, Translators, Reviewers, Superintendents, Invigilators, General Observers and other Examination Functionaries ▪ Conduct of Examination (Manual/Online) ▪ Evaluation of Answer Books ▪ Dealing with Malpractices in Examinations ▪ Preparation and Declaration of Results ▪ Payments to all Examination Functionaries ▪ Verification of Marks ▪ Issue of Mark Sheets ▪ Supply of Certified Copies of Answer Books ▪ Processing and Release of Payments related to Examinations ▪ Administration of Scholarships and Awards ▪ Framing of scheme for Award of Merit scholarship, Merit-cum-means assistance and Prize award ▪ Serving Examination Committee ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above
13	Finance and Accounts (Including Treasury Cell and Internal Audit Cell)	▪ Budget and Budgetary Control ▪ Books of Accounts ▪ Tax Compliances ▪ Statutory Audit ▪ Costing of Major Services ▪ Payroll ▪ Receipt of Contributions – Domestic / Foreign ▪ Grants and Reimbursements to ROs / Chapters ▪ Payments to employees and third parties ▪ Internal Audit Cell ▪ Treasury Cell (Fund Management) ▪ Serving Committees: I. Finance Committee II. Investment Committee III. ICSI Employees Pension Fund Trust IV. ICSI Employees Group Gratuity Trust V. ICSI Employees Medical Hospitalisation Trust VI. ICSI Employees Provident Fund Trust ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above
14	Student Services	▪ Database of Students ▪ Registration/ Extension/ Exemption of Students ▪ Postal Coaching ▪ Guidelines on Class Room Teaching ▪ Enrolment for Examinations (Including Change of Centre, Medium of Examination, Issue of Admit Cards, etc.) ▪ National Competition Among Students ▪ Incentives to ROs and COs

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		▪ Issue of Pass Certificates and Transcripts ▪ Student Education Trust Fund ▪ Reconciliation of Fees received with F&A ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above
15	Grievance Redressal	▪ Receipt and Database of Grievances ▪ Redressal of Grievances of Students and Members through Respective Offices ▪ Analysis of Grievances ▪ Feedback to Line Departments ▪ Quality Checks and Standards of Services of the Institute ▪ Helpline / Call Centre ▪ Serving Stakeholders Grievance Redressal Committee ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above
16	Information Technology	▪ Information & Communication Technology (ICT) Planning and Management ▪ Managing Software Development & Maintenance jobs pertaining to computerization of all internal applications ▪ Managing development and Maintenance of the Website ▪ Online Database Management & Administration ▪ Managing Online Payment Gateways ▪ Data Centre and Network Management ▪ Implementation of E-learning for the Students and Members ▪ Arrangement for Computer Training for Students ▪ Implementation of Enterprise Resource Planning, Document Management System and Office Automation systems ▪ Computerization of Regional Offices and Chapter Offices ▪ Ensuring IT related support to various Directorates, CCGRT, ROs and COs ▪ Policy framework and study of new technologies for automation of process ▪ Servicing IT Committee ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above ▪ Transparency Officer under the RTI Act
17	Membership, Training and Placement (Including Industry Interaction Cell)	Membership ▪ Database of Members / COP Holders ▪ Admission / Renewal / Expulsion / Cancellation / Restoration of Members and Licentiates ▪ Receipt and Reconciliation of Annual Membership Fee / Certificate of Practice fee with F&A ▪ Removal of name of Members for non-payment of fees as

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		per regulations ▪ Maintenance of Register of Members / Licentiatees ▪ Publication of Details of Members in the Chartered Secretary on monthly basis ▪ Publication of list of Members and list of Certificate of Practice Holders annually ▪ Publication of List of Members on web site ▪ Issue of Transcripts / Identity Cards / Certificates to Members ▪ Maintenance of Register of Firms and Offices / Certificate of Practice Holders ▪ Complaints of Members in respect of non-receipt of Chartered Secretary Journal ▪ Approval of Concern / Firm Name of Company Secretaries / LLPs ▪ Honorary Fellow Members ▪ Convocations for awarding certificates to newly admitted Associates ▪ Assistance in Elections in publication of List of Voters ▪ Welfare Activities for Members ▪ Database of Members of Company Secretaries Benevolent Fund ▪ All matters relating to CSBF (Enrolment, Financial Assistance, Insurance, Fund Raising, etc.) ▪ All matters relating to ICSI Alumni Association ▪ Corporate Compliance Executive Cell ▪ Servicing Committees: I. Convocation Committee and Sub-Committees II. Managing Committee of CSBF & Core Groups III. Alumni Association ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above Training and Placement (Including Industry Interaction Cell) ▪ Policy on Training of Students and its Execution ▪ Standardisation of Training Programmes ▪ Expanding Training Opportunities ▪ Maintenance & Updating of the Data bases of Training of Students ▪ Registration of PCSs/ Companies/ other entities for Imparting Training ▪ Sponsoring the Students for undergoing Training with PCSs/ Companies ▪ Exemption from Training Requirements ▪ Processing of Application for Membership ▪ Co-ordination with ROs and COs for Training Programmes ▪ Facilitate Placement of Members ▪ Industry Interaction Cell ▪ Servicing Committees:

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		I. Placement Committee II. Training and Educational Facilities Committee ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above

ITEM NO. (III)

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

1. Council

The Council takes the decisions at the meetings of the Council.

2. Meetings of the Council

The Council meets at least once in three months. A special meeting of the Council may at any time be called by the President or in his absence by the Vice-President or at the request in writing addressed to the Secretary by not less than one fourth of the members of the Council for the time being.

3. Passing of resolution by circulation

The Secretary may on the instructions of the President, in emergent circumstances, circulate a resolution together with all relevant papers to the members of the Council for decision of any question.

4. Committees

The Standing/ other Committees constituted under section 17(1) of the Act take decision in their respective areas in accordance with the regulation/ as may be decided by the Council/ concerned Committee.

Decision making process within the Institute:

Pursuant to Regulation 157 of The Company Secretaries Regulation, 1982, the Secretary exercises and performs his duties, subject to the general supervision of the President or the relevant Standing Committee. Secretary is assisted by a team of Heads of Directorates who provide academic and administrative support in their respective areas.

Generally decisions are taken by the Secretary on the recommendations of the Committees of the Heads of Directorates constituted for the purpose.

The Heads of Directorates in turn are assisted by the Officers and staff for providing academic and administrative support.

ITEM NO. (IV)

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The Institute endeavour to provide efficient and timely services to the members, students and public within the time frames for each activity.

ITEM NO. (V)

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

- a) The Company Secretaries Act, 1980 (As Amended upto 2006)
- b) The Company Secretaries Regulations, 1982 (As Amended upto 2010)
- c) Rules framed by the Central Government
- d) Guidelines as approved by its Council from time to time

ITEM NO. (VI)

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

- i) Register of Members
- ii) Register of Licentiates
- iii) Register of Certificate of Practice Holders
- iv) Register of offices & firms
- v) Register of Students
- vi) Service Rules

ITEM NO. (VII)

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

All Regulations made by the Council under the Company Secretaries Act, 1980 (As Amended upto 2006) ,are subject to the condition of previous publication and the approval of the Central Government. Accordingly, the draft of the Regulations proposed to be made by the Council is published in the Gazette of India for information of all persons likely to be affected thereby and inviting objections and suggestions from the public within 45 days from the date on which the copies of the Gazette of India containing the draft regulations are made available to the public. Besides, the draft Regulations are also published in the Chartered Secretary, official journal of the public authority inviting objections and suggestions within the period stated above.

All objections or suggestions, which may be received from any person with respect to the draft regulations within the aforesaid specified period are taken into consideration by the Council.

An Exposure Draft of the Secretarial Standard proposed to be formulated is published in the Chartered Secretary, official journal of the public authority and also put on the website of the public authority www.icsi.edu to elicit comments from the members of the Institute and the public at large. The Secretarial Standards Board thereafter finalizes the draft of the Secretarial

Standard after taking into consideration the comments received and submits the final draft to the Council of the public authority. The Council considers the final draft of the proposed Secretarial Standard and finalizes the same in consultation with the Secretarial Standard Board. The Secretarial Standards is then issued under the authority of the Council.

Every Rule and every Regulation made and every notification issued under this Act shall be laid, as soon as may be after it is made or issued, before each house of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both houses agree in making any modification in the rule, regulation or notification, or both houses agree that the rule, regulation or notification should not be made, or issued, the rule, regulation or notification shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule, regulation or notification.

ITEM NO. (VIII)

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

I. LIST OF COUNCIL

PRESIDENT

CS R Sridharan
President, The ICSI
R Sridharan & Associates
Company Secretaries
New No.5, (Old No.12)
Sivasailam Street
T. Nagar, Chennai - 600 017

Tel : (O) 044-43502997
Fax : 044-42137082
E-mail : president@icsi.edu
sribhav1959@yahoo.com
Sri251959@gmail.com

VICE PRESIDENT

CS Vikas Y Khare
Vice President, The ICSI
Partner- Kanj & Associates
Company Secretaries
3-4 Aishwarya Sankul
GA Kulkarni Road, S. No. 17, Kothrud
Pune - 411 038

Tel : (O) 020-25461561
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vikas.khare@kanjcs.com
cs.vikaskhare@gmail.com

CENTRAL GOVT. NOMINEE

Ardhendu Sen
Council Member, The ICSI
Distinguish Fellow, TERI & Former Chief Secretary
Govt. of West Bengal
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Gurgaon, Haryana

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Amardeep Singh Bhatia
Council Member, The ICSI
Joint Secretary to the Govt. of India
Ministry of Corporate Affairs
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P. K. Mishra
Council Member, The ICSI
Director General (Commercial)-I
Office of Comptroller & Auditor General of India
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Tel : (O) 011- 23222516
Email : mishraPK@cag.gov.in

U D Choubey (Dr.)
Council Member, The ICSI
Director General
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ELECTED MEMBERS

CS Anil Murarka
Council Member, The ICSI
A. Murarka & Co.
Company Secretaries
"Diamond Prestige"

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CS Ashok Pareek
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Executive Director
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Director, Tax & Regulatory
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B N & Associates,
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CS Harish K Vaid
Council Member, The ICSI
Senior President (Corporate Affairs)
& Company Secretary ,
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Telefax : 0120-4609464/4609496 /4609363
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CS Nesar Ahmad
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CS Pradeep K Mittal
Council Member, The ICSI
Chief Advisor, PKMG Law Chambers
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pkmittal171@yahoo.com

CS S.N. Ananthasubramanian
Immediate Past President, The ICSI
Proprietor, S.N. Ananthasubramanian Co.
Company Secretaries
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THANE (West) - 400 601

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E-mail : sna@snaco.net

CS Sanjay Grover
Council Member, The ICSI
Proprietor
Sanjay Grover & Associates
Company Secretaries
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CS Sudhir Babu C
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Proprietor
CSB Associates
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HYDERABAD 500 029

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csbassociates27@yahoo.com

CS Umesh H Ved
Council Member, The ICSI
Proprietor
Umesh Ved & Associates
Company Secretaries
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The Govt. Servants Co-op. Housing Society Ltd.
Opp. Municipal Market, C G Road
Navrangpura
Ahmedabad 380 009

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CHIEF EXECUTIVE & OFFICIATING SECRETARY

CS Sutanu Sinha
Chief Executive & Officiating Secretary, The ICSI
C-37, Sector-62
Institutional Area
Noida -201 309

Tel. : (O) 0120-4522001
Fax : 0120-4522006
E-mail : sutanu.sinha@icsi.edu

II COMPOSITION OF COMMITTEES

Sl. No.	Name	Designation
1	Executive Committee	
	1. R. Sridharan	Chairman
	2. Vikas Y. Khare	Member
	3. S N Ananthasubramanian	Member
	4. Anil Murarka	Member
	5. Sanjay Grover	Member
	6. Sudhir Babu C.	Member
	7. Renuka Kumar (Mrs.)	Member
2	Finance Committee	
	1. R. Sridharan	Chairman
	2. Vikas Y. Khare	Member
	3. Pradeep K. Mittal	Member
	4. Atul H. Mehta	Member
	5. Atul Mittal	Member
	6. Gopalakrishna Hegde	Member
	7. P. Sesh Kumar	Member
3	Examination Committee	
	1. R. Sridharan	Chairman
	2. Vikas Y. Khare	Member
	3. Arun Balakrishnan	Member
	4. Atul H. Mehta	Member
	5. Atul Mittal	Member
	6. B. Narasimhan	Member
	7. Sudhir Babu C.	Member
4	Disciplinary Committee	
	1. R. Sridharan	Presiding Officer
	2. Sanjay Grover	Member
	3. Sudhir Babu C.	Member
	4. S. Balasubramanian	Member
	5. S. K. Tuteja	Member
5	HR Committee	
	1. R. Sridharan	Chairman
	2. Vikas Y. Khare	Member
	3. Atul Mittal	Member
	4. Sudhir Babu C.	Member

Sl. No.	Name	Designation
	5. Pradeep K. Mittal	Member
6	Financial Services Committee	
	1. Atul H. Mehta	Chairman
	2. Anil Murarka	Member
	3. Ashok K. Pareek	Member
	4. Sanjay Grover	Member
	5. Sudhir Babu C.	Member
	6. Umesh H. Ved	Member
	7. Arun Balakrishnan	Member
7	Corporate Laws Committee	
	1. Sanjay Grover	Chairman
	2. Anil Murarka	Member
	3. Atul H. Mehta	Member
	4. Gopalakrishna Hegde	Member
	5. Pradeep K. Mittal	Member
	6. Umesh H. Ved	Member
	7. U D Choubey (Dr.)	Member
8	Professional Development Committee	
	1. R. Sridharan	Chairman
	2. Gopalakrishna Hegde	Member
	3. Anil Murarka	Member
	4. S N Ananthasubramanian	Member
	5. Pradeep K. Mittal	Member
	6. Ardhendu Sen	Member
	7. Renuka Kumar (Mrs.)	Member
	8. U D Choubey (Dr.)	Member
	9. Umesh H. Ved	Member
9	TEFC	
	1. Vikas Y. Khare	Chairman
	2. Arun Balakrishnan	Member
	3. Ashok K. Pareek	Member
	4. Atul H. Mehta	Member
	5. Atul Mittal	Member
	6. B. Narasimhan	Member
	7. Sanjay Grover	Member
	8. Sudhir Babu C.	Member
	9. P. Sesh Kumar	Member
10	PCS Committee	
	1. Anil Murarka	Chairman
	2. Atul H. Mehta	Member
	3. Atul Mittal	Member
	4. B. Narasimhan	Member
	5. Sanjay Grover	Member
	6. Sudhir Babu C.	Member
	7. Umesh H. Ved	Member
11	Information Technology Committee	
	1. Atul Mittal	Chairman
	2. Ashok K. Pareek	Member
	3. Atul H. Mehta	Member
	4. Gopalakrishna Hegde	Member
	5. B. Narasimhan	Member

Sl. No.	Name	Designation
12	Peer Review Board	
	1. Vikas Y. Khare	Chairman
	2. Atul H. Mehta	Member
	3. B. Narasimhan	Member
	4. Gopalakrishna Hegde	Member
	5. Mahesh Anant Athavale	Member
	6. Savithri Parekh (Ms.)	Member
	7. V. Sreedharan	Member
13	Placement Committee	
	1. Ashok K. Pareek	Chairman
	2. S N Ananthasubramanian	Member
	3. B. Narasimhan	Member
	4. Ardendu Sen	Member
	5. Atul H. Mittal	Member
	6. Sudhir Babu C.	Member
14	Board of Discipline	
	1. Pradeep K. Mittal	Presiding Officer
	2. Anil Murarka	Member
	3. Sutanu Sinha	Member
15	Secretarial Standards Board	
	1. Pavan Kumar Vijay	Chairman
	2. S. V. Subramanian	Adviser
	3. Anil Murarka	Member
	4. Sanjay Grover	Member
	5. S.C Vasudeva	Member
	6. S. H. Rajadhyaksha	Member
	7. K. Sethuraman	Member
	8. Suresh Krishnan	Member
	9. V. Ahalada Rao	Member
	10. Narayan Shankar	Member
	11. Subhashis Mitra	Member
	12. Sanjeev Agarwal	Member
	13. Devendra Bhandari	Member
	14. Lalit Jain	Member
	15. Milind B. Kasodekar	Member
	16. Jagannath Rao	Member
	17. V. Sreedharan	Member
	18. M. S. Sahoo	Member
	19. Representative of MCA	Member
	20. Representative of SEBI	Member
	21. Representative of RBI	Member
	22. Representative of NSE	Member
	23. Representative of CII	Member
	24. Representative of FICCI	Member
	25. Representative of ASSOCHAM	Member
16	Expert Advisory Board	
	1. R. Krishnan	Chairman
	2. Pradeep K Mittal	Member
	3. K. R. Chandratre (Dr.)	Member
	4. L.V.V. Iyer	Member
	5. Sanjeev Kumar (Dr.)	Member

Sl. No.	Name	Designation
	6. S. Mahadevan	Member
	7. K. S. Ravichandran (Dr.)	Member
	8. S.V. Ramakrishna	Member
	9. Siddhartha Ray	Member
	10. Girish Sharma	Member
	11. B. Ravi (Dr.)	Member
	12. M. S. Sahoo	Member
	13. Manoj Thakkar	Member
17	Editorial Advisory Board	
	1. S. Balasubramanian	Chairman
	2. C.K.G. Nair (Dr.)	Member
	3. Pradeep K Mittal	Member
	4. G. P. Agarwal	Member
	5. Preeti Malhotra (Ms.)	Member
	6. Anil Rastogi	Member
	7. Kapil Taneja	Member
	8. Ilam Kamboj	Member
	9. R. Ravi	Member
	10. Sudheendra Putty	Member
	11. Karan J S Jasuja	Member
	12. S. Srinivasan	Member
	13. S. K. Dixit (Dr.)	Member
	14. S. K. Agrawala	Member
	15. Mahesh Shah	Member
18	ICSI-CCGRT	
	1. Vikas Y. Khare	Chairman
	2. Atul H. Mehta	Co-Chairman
	3. Sudhir Babu C	Member
	4. Sanjay Grover	Member
	5. D. K. Jain (Dr.)	Member
	6. J. Sridhar	Member
	7. Sanjay Gupta	Member
	8. Yogesh Chande	Member
19	Quality Review Board	
	1. U C Nahta	Chairman
	2. Anil Kumar Bhardwaj	Member
	3. Harish K Vaid	Member
	4. Sanjay Grover	Member
	5. Atreyee Das (Ms.)	Member

The rest of Committees are being Constituted.

III COMPOSITION OF REGIONAL COUNCILS

**NORTHERN INDIA REGIONAL COUNCIL
ICSI-NIRC BUILDING, PLOT NO.4, PRASAD NAGAR INST. AREA
NEW DELHI-110005**

CHAIRMAN	VICE- CHAIRMAN
SHYAM AGRAWAL Agrawal Shyam & Associates Company Secretaries 61, Luv Kush Nagar st , J.P Underpass , Sahkar Marg Tonk Road Jaipur - 302 015	N.P.S CHAWLA Principal Associate Vaish Associates, Advocates 11th Floor, Mohan Dev Building 13, Tolstoy Marg New Delhi - 110 001
SECRETARY	TREASURER
MANISH GUPTA RMG & Associates Company Secretaries 207, Suchet Chambers 1224/5, Bank Street, Karol Bagh New Delhi - 110 005	DHANANJAY SHUKLA Dhananjay Shukla & Associates Company Secretaries House No. 23, Sector 30 Gurgaon - 122 002
MEMBERS	CO-OPTED MEMBERS
ASHU GUPTA (Ms.) Ashu Gupta & Co. Company Secretaries 204-A, 23, SBI Building Najafgarh Road, Industrial Area Shivaji Marg, New Delhi - 110 015 AVTAAR SINGH Avtaar Singh & Associates Company Secretaries A-219, Surya Nagar Ghaziabad - 201 011 DEEPAK KUKREJA	EX-OFFICIO MEMBERS

DMK & Associates Company Secretaries 31/36, Basement Old Rajinder Nagar New Delhi - 110 060 M.G. JINDAL M.G. Jindal & Associates Company Secretaries No. 11, IInd Floor Guru Har Rai Complex Near Manju Cinema Industrial Estate Road Ludhiana - 141 003 PUNIT K ABROL Senior Vice-President (Finance) & Secretary Punjab Chemicals and Crop Protection Limited SCO : 183, First Floor Sector – 26 (East), Madhya Marg Chandigarh -160019 RAJIV BAJAJ Associate Director & Company Secretary &CFO Panasonic AVC Network India Co. Ltd. C-52, Phase-II Noida - 201 301 RANJEET PANDEY Ranjeet Pandey & Associates Company Secretaries 574, Second Floor, Main Road Chirag Delhi New Delhi - 110 017 VINEET K. CHAUDHARY V. K. Chaudhary & Co. Company Secretaries C-140, Sector-51 Noida - 201 301	ATUL MITTAL Director, Tax and Regulatory Delloite Touche Tohamtsu India Pvt. Ltd. Building No. 10, Tower-C 18th Floor, DLF Cyber City Gurgaon-122002 HARISH K VAID Senior President (Corporate Affairs) & Company Secretary Jaiprakash Associates Limited Sector-128, Noida - 201 304 NESAR AHMAD Proprietor Nesar & Associates Company Secretaries "Sankalp", C-227, Ground Floor Paryavaran Complex, Westend Marg (Near Garden of Five Senses) New Delhi -110 030 PRADEEP K MITTAL Chief Advisor PKMG Law Chambers 171, Chitra Vihar Delhi - 110 092 SANJAY GROVER Proprietor Sanjay Grover & Associates B-88, First Floor, Ring Road Defence Colony New Delhi – 110024
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EASTERN INDIA REGIONAL COUNCIL
ICSI-EIRC BUILDING, 3-A, AHIRIPUKUR 1ST LANE,
(NEAR BECKBAGAN NURSING HOME) KOLKATA-700019

CHAIRMAN	VICE- CHAIRMAN
ARUN KUMAR KHANDELIA Practising Company Secretaries K Arun & Co. Shantiniketan Building 8, Camac Street 8th floor, Suite No. 807 Kolkata – 700 017	SUNITA MOHANTY (Ms.) Practising Company Secretary Sunita Mohanty & Associates M-5/16, Acharya Vihar Bhubaneswar - 751 013
SECRETARY & TREASURER	
MUKESH CHATURVEDI ACS-10213 Practising Company Secretary 169, Arabindo Sarani, Ground floor Kolkata-700006	
MEMBERS	CO-OPTED MEMBERS
DEEPAK KUMAR KHAITAN Practising Company Secretary Gem House Unit No. 7B, 7th Floor 5B, Russell Street Kolkata - 700 071 MUKESH CHATURVEDI Practising Company Secretary 169, Arabinda Sarani Kolkata - 700 006 RANJEET KUMAR KANODIA Practising Company Secretaries R. Kanodia & Associates 29-A, Weston Street 1st Floor, Room No. A-5/1 Kolkata - 700 012	ASHUTOSH AGARWAL Executive Director – Finance Electrosteel Steels Limited G.K. Tower, 3rd Floor 19, Camac Street Kolkata 700 017 NAVRANG SAINI (DR.) Regional Director [Eastern Region] Ministry of Corporate Affairs 2nd MSO Building, 3rd Floor 234/4, A. J. C. Bose Road Kolkata 700 020
	EX-OFFICIO MEMBERS
	ANIL MURARKA A Murarka & Co Company Secretaries “Diamond Prestige” 41-A, A.J.C. Bose Road 3rd Floor, Suite No. 301 Kolkata - 700 017 ASHOK PAREEK Executive Director SREI Capital Markets Ltd. “VISHWAKARMA” 86-C, Topsia Road (South) Kolkata - 700 046

WESTERN INDIA REGIONAL COUNCIL
13, JOLLY MAKER CHAMBERS, NO. 2 (FIRST FLOOR)
NARIMAN POINT, MUMBAI-400021

CHAIRPERSON	VICE- CHAIRMAN
RAGINI CHOKSHI (MS.) Ragini Chokshi & Co. Company Secretaries 34, Kamar Building, 5th Floor, Cawasji Patel Street Fort Mumbai – 400 001	ASHISH DOSHI Company Secretary in Practice Anison Bldg., 3rd Floor SBI Lane, Nr. Stadium Circle C.G Road, Navrangpura, Ahmedabad – 380 009
SECRETARY	TREASURER
ASHISH GARG Practising Company Secretary 107, Gold Arcade 3/1, New Palasia Opp. Curewell Hospital Indore - 452 001	AMIT KUMAR JAIN Partner DPA & Associate Company Secretaries S-7, 2nd Floor Gurukripa Plaza Zone-II ,M.P. Nagar, Bhopal - 462 011
MEMBERS	CO-OPTED MEMBERS
ASHISH C BHATT Ashish Bhatt & Associates Company Secretaries 227, Devashree Commercial Complex Devashree Gardens, R.W. Sawant Marg Near Rutu Park, Majiwada Thane (W) - 400 601	GIRISH JOSHI Head, Listing Debt & Index BSE Limited, P J Towers Dalal Street Mumbai - 400 001
CHANDRASHEKHAR S KELKAR Practising Company Secretary 102, Manikprabhu Apartments Off Karve Road Erandawane Pune - 411 004	M. A. KUVADIA Regional Director Western Region Ministry of Corporate Affairs 100, Everest Building 5th Floor, Marine Drive Mumbai - 400 002
HITESH D BUCH	EX-OFFICIO MEMBERS

Hitesh Buch & Associates Company Secretaries 310, Aditya Plaza Near Karnavati Apartments Jodhpur Satellite Ahmedabad - 380 015 HITESH KOTHARI Kothari H. & Associates Company Secretary 208, 2nd Floor BSE Building, Dalal Street Fort Mumbai - 400 001 MAHAVIR LUNAWAT Group Managing Director Pantomath Advisory Services Group 108, Madhava Premises Co-op. Soc. Ltd. Bandra East Mumbai – 400 051 MAKARAND M. LELE Partner MRM Associates Company Secretaries 1st Floor, Dnyansudha Apartments 77, Vijaynagar Colony 2147, Sadashiv Peth, Pune - 411 030 PRAKASH K. PANDYA P.K. Pandya & Co. Practising Company Secretary 16, 1st Floor, Star Trade Centre Sodawala Lane Borivali (West) Mumbai - 400 092 SANJAY GUPTA Vice President - Corporate Affairs & Company Secretary Firstsource Solutions Ltd. SEZ – Unit No. 801, 8th Floor Building No. 5, Mindspace – Airoli Thane – Belapur Road	ATUL H MEHTA Mehta & Mehta Company Secretaries 1209/3, Navjivan Society Lamington Road Grant Road Mumbai - 400 008 B. NARASIMHAN Proprietor, B.N. & Associates Company Secretaries C/o Karvy Computershare Private Limited 24-B, Raja Bahadur Mansion, Ground Floor Ambalal Doshi Marg, B/H BSE, Fort Mumbai - 400 023 S.N. ANANTHASUBRAMANIAN Proprietor S. N. Ananthasubramanian & Co. Company Secretaries Building No. 10, Flat No. 26, Brindaban Thane (West) - 400 601 UMESH HARJIVANDAS VED Proprietor Umesh Ved & Associates Company Secretaries 304, Shoppers Plaza V Govt. Servants Co-op. Housing Society Opp. Municipal Market, Navrangpura Ahmedabad - 380 009 VIKAS Y KHARE Partner, Kanj & Associates Company Secretaries 3-4, Aishwarya Sankul, Survey No. 17 GA Kulkarni Path, Kothrud Pune - 411 038
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Navi Mumbai – 400 708	
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**SOUTHERN INDIA REGIONAL COUNCIL
'ICSI-SIRC HOUSE', OLD NO. 4, NEW NO.9
WHEAT CROFTS ROAD, NUNGAMBAKKAM
CHENNAI-600034**

CHAIRMAN	VICE- CHAIRMAN
BAIJU RAMACHANDRAN (DR.) Baiju Ramachandran & Associates Company Secretaries A-80, Deepam Desabhimani Road Thiruvananthapuram - 695 001	NAGENDRA D RAO Practising Company Secretary 543/A, 7th Main, 3rd Cross Hanumanthanagar Bangalore - 560 019
SECRETARY	TREASURER
RAMASUBRAMANIAM C CR & Associates 'Srinidhi' G-4, RMC Flats, No. 1 Venkatesapuram Colony, Vadapalani Chennai - 600 026	VISWESWARA RAO.A Practising Company Secretary A.V. Rao & Associates 102, Swetha Apartments Venkataramana Colony, Khairatabad Hyderabad - 500 004
MEMBERS	CO-OPTED MEMBERS
DWARKANATH C Practising Company Secretary No. 31, 3rd Floor, Rear Block Opp. Karanji Anjaneya Temple West Anjaneya Temple Street Basavanagudi Bangalore - 560 004	ASHOK R THAKKAR Director STP Services Pvt. Ltd. 57, Anathoon Road Royapuram Chennai - 600 013
MARTHI S S Marthi & Co. Company Secretaries Flat No. 201 Moghal's Emami Mansion Chintal Basti Road, Khairatabad Hyderabad - 500 004	E. SELVARAJ Regional Director (Southern Region) Ministry of Corporate Affairs 5th Floor, Shastri Bhavan 26, Haddows Road Chennai - 600 006
RAMASAMY K Advocate	EX-OFFICIO MEMBERS

S-2, Second Floor, Singapore Plaza New No. 337 (Old No. 164) Linghi Chetty Street Chennai - 600 001 RAVI B Practising Company Secretary Guru Nilayam, Old No. 16 New No. 42, Rathinam Street Gopalapuram Chennai - 600 086	GOPALAKRISHNA HEGDE No. 282, 6th Main, 18th Cross I-Phase, Ideal Homes Township Rajarajeshwarinagara Bangalore - 560 098 R SRIDHARAN R. Sridharan & Associates Company Secretaries New No. 5 (Old No. 12) Sivasailam Street T. Nagar, Chennai - 600 017 SUDHIR BABU C Proprietor CSB Associates Company Secretaries 3-6-481, 2nd Floor Street No. 6, Himayathnagar Above Vijaya Bank, Hyderabad - 500 029
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IV NON DISCLOSURE OF THE AGENDA AND MINUTES OF THE COMMITTEES AND BOARDS OF THE COUNCIL / INSTITUTE

It has been decided that the agenda and minutes and those of the committees and boards of the Council / Institute shall not be provided under the RTI Act, 2005.

ITEM NO. (IX)
DIRECTORY OF ITS OFFICERS AND EMPLOYEES

The Directory of its Officers & Employees (Section Officer level and above) is as under :-

EPABX NUMBER : (011) 45341000

Name S/Shri	Designation	DIRECT NO.
Chief Executive & Officiating Secretary's Office		
Sutanu Sinha	Chief Executive & Officiating Secretary	(0120) 4522001
Achla Kulshreshtha (Ms.)	Deputy Director	(0120) 4522002
Anil Arora	Deputy Director	(011) 45341004
Directorate of Corporate Communication		
Arti J Shailendar (Ms.)	Deputy Director	(011) 45341077
Ranjana Gupta (Ms.)	Section Officer	(011) 45341076
Sanjeet Kumar	Section Officer	(011) 45341078
Directorate of Academics		
Sonia Baijal (Ms.)	Director	(011) 45341014
A K Sil	Joint Director	(011) 45341024
Rahul Chandra	Joint Director	(011) 45341032
Lakshmi Arun (Ms.)	Deputy Director	(011) 45341071
Anita Gupta (Ms.)	Assistant Director	(011) 45341041
Jagvinder Kaur Bedi (Ms.)	Assistant Director	(011) 45341027
R P Bajaj	Assistant Director	(011) 45341042
Chittaranjan Pal	Asst. Education Officer	(011) 45341036
Khusbu Mohanty (Ms.)	Asst. Education Officer	(011) 45341037
Nishita Singhal (Ms.)	Asst. Education Officer	(011) 45341039
Akansha Rawat (Ms.)	Asst. Education Officer	(011) 45341034
Arpita Agrawal (Ms.)	Asst. Education Officer	(011) 45341072
Directorate of Perspective Planning, Professional Development-I & Co-ordination		
Sudhir Kumar Dixit (Dr.)	Joint Secretary	(011) 45341016
Perspective Planning		
Rakesh Kumar	Asst. Education Officer	(011) 45341055
Sonu Lakhani	Asst. Education Officer	(011) 45341031
Professional Development-I		
Pankaj Jain (Dr.)	Assistant Professor	(011) 45341035
Saurabh Jain	Deputy Director	(011) 45341035

Name S/Shri	Designation	DIRECT NO.
Devender Kapoor	Assistant Director	(011) 45341029
Sudhir Kumar Saklani	Asst. Education Officer	(011) 45341039
Mahesh Kumar Airan	Asst. Education Officer	(011) 45341032
Co-ordination		
Chitra Anantharaman (Ms.)	Deputy Director	(011) 45341051
N Balagopalan	Assistant Director	-do-
Professional Development-II		
Alka Kapoor (Ms.)	Joint Secretary	(011) 45341018
Banu Dandona (Ms.)	Deputy Director	(011) 45341030
Deepa Khatri (Ms.)	Assistant Director	(011) 45341038
Leela Gambhir (Ms.)	Assistant Director	(011) 45341028
Disha Kant(Ms.)	Asst. Education Officer	(011) 45341055
Dheeraj Gupta	Asst. Education Officer	(011) 45341028
Directorate of Human Resource and O&M		
Praveen Kumar Grover	Joint Secretary (SG)	(011) 45341015
Rita Aswani (Ms.)	Assistant Director	(011) 45341069
Gaurav Mehta	Assistant Director	(011) 45341067
Ritu Chawla (Ms.)	Assistant Director	(011) 45341066
Anuj Kumar Gupta	Section officer	(011) 45341066
RTI Cell		
T R Mehta	Joint Director	(011) 45341045
Rajeev Mishra	Section Officer	(011) 45341068
Directorate of Discipline & Council Affairs		
Ashok Kumar Dixit	Director (Council Affairs) & Director (Discipline)	(011) 45341022
Discipline		
V S Sarma	Assistant Director	(011) 45341085
Gaurav Tandon	Section officer (Law)	(011) 45341075
Priyanka Singh (Ms.)	Section officer	(011) 45341086
Council Affairs		
Meena Khurana	Section officer	(011) 45341073
Directorate of Law		
Neeraj Kumar	Director (Law)	(011) 45341084
Satish Kumar	Section officer (Law)	(011) 45341084

Name S/Shri	Designation	DIRECT NO.
Directorate of Administration		
Bhubanananda Pradhan	Director	(011) 45341025
Kailash Chander Kaushik	Deputy Director	(011) 45341023
Sanjeev Kumar Dogra	Assistant Director	(0120) 4522092
A K Thareja	Assistant Director	(011) 45341053
Manhar Malhotra	Assistant Director	(0120) 4522016
Ajay Sharma	Assistant Director	(011) 45341054
G K Jose	Section officer	(011) 45341091
A K Pahwa	Section officer	(0120) 4522098
Firay Ram	Section officer	(011) 45341052
Neelam Wadhwa (Ms)	Section officer	(011)45341020
Directorate of Infrastructure		
Bhubanananda Pradhan	Director	(011) 45341025
Laxman Dev	Section officer	(011) 45341072
Directorate of Membership, Training & Placement		
Meenakshi Gupta (Ms.)	Director	(011) 45341047
Membership		
Subhashis Bagchi	Deputy Director	(011) 45341081
Vikash Kumar Srivastava (Membership & Placement)	Assistant Director	(011) 45341087
Anita Mehra (Ms.)	Assistant Director	(011) 45341049
Chandra Prakash	Section officer	(011) 45341065
Vidhya Ganesh	Section officer	(011) 45341064
Saurabh Bansal	Asst. Education Officer	(011) 45341088
Training & Placement		
Ashvini K Srivastava	Joint Director	(0120) 4082155
S Hemamalini (Ms.)	Deputy Director	(0120) 4082156
Shruti B Gupta (Ms.)	Asst. Education Officer	(0120) 4082157
Nidhi Maikhuri (Ms.)	Section officer	(0120) 4082157
Directorate of Information Technology		
Ankur Yadav	Joint Secretary (SG)	(0120) 4522012
Asit Kumar Rath	Director	(0120) 4522037
Prabir Sarkar	Joint Director	(0120) 4522096
Rakesh Goyal	Joint Director	(0120) 4522038
Praveen Kumar Veyikandla	Assistant Director	(0120) 4522059
Ravish Samota	Assistant Director	(0120) 4522095
Vandana Mohindroo (Ms.)	Section Officer	(0120) 4522036
Venkata Sudhakar Chinta	Senior Programmer	(0120) 4522039
Mohammad Aslam	Section officer	(0120) 4522040

Name S/Shri	Designation	DIRECT NO.
Archana Sethi (Ms.)	Section officer	(0120) 4522066
Directorate of Finance & Accounts		
Mahendra Kapoor Gupta	Director	(0120) 4522013
Shree Prakash	Joint Director	(0120) 4522048
Tapash Bhattacharjee	Deputy Director	(0120) 4522048
Nikhata (Ms.)	Assistant Director	(0120) 4522051
Sunita Mehan (Ms.)	Section officer	(0120) 4522046
Lalit Kumar Chaudhary	Section officer	(0120) 4522054
Shandilya Saroj	Section officer	(0120) 4522049
Amit Kumar	Section officer	(0120) 4522049
Manish Agarwal	Section officer	(0120) 4522054
B C Papney	Section officer	(0120) 4522053
Archana Goel (Ms.)	Section officer	(0120) 4522051
Directorate of Student Services & Grievance Redressal Cell		
Ankur Yadav	Joint Secretary (SG)	(0120) 4522014
Surya Narayan Mishra	Deputy Director	(0120) 4522083
A C Thakkar	Assistant Director	(0120) 4522074
D D Garg	Assistant Director	(0120) 4522072
Geetanjali Singh Rathore (Ms.)	Assistant Director	(0120) 4522065
K P Sasi	Section officer	(0120) 4522056
Rajesh Kumar Sharma	Assistant Director	(0120) 4522065
Grievance Redressal Cell		
Ramesh Kumar	Assistant Director	(0120) 4522080
Directorate of Examination		
Sanjay Pandey (Dr.)	Joint Secretary	(0120) 4522011
M A Joseph	Director	(0120) 4522029
Archana Kaul (Ms.)	Joint Director	(0120) 4522022
Santosh Kumar Sharma	Joint Director	(0120) 4522024
Ghulam Haider	Assistant Director	(0120) 4522023
Neeta Sehgal (Ms.)	Assistant Director	(0120) 4522021
Manoj Kumar	Assistant Director	(0120) 4522033
V Balaji (Dr.)	Assistant Director	(0120) 4522033
Pooja Rahi (Ms.)	Asst. Education Officer	(0120) 4522033
Animesh Srivastava	Section officer	(0120) 4522023
Jalad Agrawal	Section officer	(0120) 4522030
Harvinder Kaur	Section officer	(0120) 4522028
(ICSI-CCGRT) - Navi Mumbai		
Gopal Chalam	DEAN	(022) 27577814-16/ 41021515
Amita Ahuja (Dr.)	Joint Secretary (SG)	-do-

Name S/Shri	Designation	DIRECT NO.
Rajesh Kumar Agrawal	Director	-do-
DVNS Sarma	Deputy Director	-do-
Chenna Kesava Chebrolu	Assistant Director	-do-
Pratima Vaibhav Sanghavi (Ms.)	Assistant Director	-do-
Akinchan Buddhodev Sinha	Assistant Director	-do-
Ketan Kalyanbhai Bhalgamiya	Asst. Education Officer	-do-
Priya Parameswaran Iyer (Ms.)	Asst. Education Officer	-do-
NIRO - Prasad Nagar (Delhi)		
Sanjay Kumar Nagar	Director	(011) 49343002
G R Wadhwa	Deputy Director	(011) 49343004
Alka Arora (Ms.)	Deputy Director	(011) 49343005
Jagdish Chander Sikka	Section Officer	(011) 49343006
Suman Iyer (Ms.)	Section Officer	(011) 49343008
Beena (Ms.)	Section Officer	(011)49343009
EIRO – Kolkata		
Utpal Mukherjee	Deputy Director	(033) 22816541-42 / 22832973
Tapas Kumar Roy (Dr.)	Assistant Director	-do-
Tamal Kar	Section Officer	-do-
Gautam Mullick	Section Officer	-do-
WIRO – Mumbai		
Gopal Chalam	DEAN	022-22047604 / 22021826/22844073 / 22047569
Ranjith Krishnan	Assistant Director	-do-
Priyanka Das (Ms.)	Asst. Education Officer	-do-
Lachmi Bhatt (Ms.)	Section Officer	-do-
Sakshi Santosh Kadam (Ms.)	Section Officer	-do-
SIRO – Chennai		
Sarah Arokiaswamy (Ms.)	Director	044-28279898/ 28222212
N Kamalasini (Ms.)	Section Officer	-do-
Gurgaon Chapter		
Shashi Dhar Sharma	Section Officer	(0124) 2380021
Jaipur Chapter		
Rajesh Kumar Gupta	Assistant Director	(0141) 2707236, 2707736
Pravin Gupta	Asst. Education Officer	-do-

Name S/Shri	Designation	DIRECT NO.
Noida Chapter		
Rajiv Ranjan	Section Officer	9811231064
Ahmedabad Chapter		
Smita Subin (Ms.)	Section Officer	079- 30025334/ 35
Pune Chapter		
Anil RTale	Section Officer	(020) 24263228/ 24260341
Garima Mehrotra (Ms.)	Asst. Education Officer	-do-
Thane & Dombivli Chapter		
Kavita Pramod Chavan (Ms.)	Section Officer	(022) 25444478/ 79
Bangalore Chapter		
Noor Sumayya (Ms.)	Asst. Education Officer	080-22286574, 22287158
Juluri V L N R Maitreya	Section Officer	-do-
Hyderabad Chapter		
J S N Murthy	Assistant Director	(040) 23399541, 23396494
Coimbatore Chapter		
Sreejith P	Section Officer	(0422) 2452006
Ranchi Chapter		
S Sreejesh	Section Officer	(0651) 3254128
Indore Chapter		
Kushal Kumar	Asst. Education Officer	(0731) 4248181, 2494552

**NORTHERN INDIA REGIONAL COUNCIL (NIRC)
'ICSI-NIRC' BUILDING, PLOT NO. 4, PRASAD NAGAR INSTITUTIONAL AREA
NEW DELHI – 110 005**

Name S/Shri	Designation	EPABX No.
Sanjay Kumar Nagar	Director	(011) 49343002

EASTERN INDIA REGIONAL COUNCIL (EIRC)
ICSI-EIRC BUILDING, 3-A, AHIRIPUKUR 1ST LANE, KOLKATA – 700 019

Name S/Shri	Designation	EPABX No.
Utpal Mukherjee	Deputy Director	(033) 22816541-42 / 22832973

WESTERN INDIA REGIONAL COUNCIL (WIRC)
13, JOLLY MAKER CHAMBERS NO. 2 (1ST FLOOR) & Nos. 56 & 57 (5TH FLOOR),
NARIMAN POINT, MUMBAI- 400 021

Name S/Shri	Designation	EPABX No.
Gopal Chalam	DEAN	(022) 22047604 / 22047569

SOUTHERN INDIA REGIONAL COUNCIL (SIRC)
'ICSI-SIRC HOUSE', NEW NO. 9,
WHEAT CROFTS ROAD, NUNGAMBAKKAM
CHENNAI-600 034

Name S/Shri	Designation	EPABX No.
Sarah Arokiaswamy (Ms.)	Director	(044) 28279898/ 28222212

ITEM NO. (X)

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

The statement containing monthly remuneration received by each of its officers and staff members is as under : -

Abbreviations used for various Directorates

CE&OS	Chief Executive & Officiating Secretary's office	IT	Information Technology
PP	Perspective Planning	F&A	Finance & Accounts
PD-I	Professional Development -I	T&P	Training & Placement
PD-II	Professional Development- II	ICSI-CCGRT	ICSI-Centre for Corporate Governance Research & Training
Admin.	Administration	NIRO	Northern India Regional Office
HROM	Human Resources and O & M	EIRO	Eastern India Regional Office
Exams	Examination	WIRO	Western India Regional Office
CC	Corporate Communication	SIRO	Southern India Regional Office
SS	Student Services	COE	Centre of Excellence
GR	Grievance Redressal		

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
CHIEF EXECUTIVE & OFFICIATING SECRETARY						
1.	SUTANU SINHA	CE&OS	Delhi	60000	-	60000
DEAN (Rs 37400-67000 + Grade Pay – 10000)						
2.	GOPAL CHALAM	ICSI-CCGRT	Navi Mumbai	43000	10000	53000
JOINT SECRETARY(SG) (Rs 37400-67000 + Grade Pay – 10000)						
3.	AMITA AHUJA (Dr.)	ICSI-CCGRT	Navi Mumbai	61410	10000	71410
4.	ANKUR YADAV	IT	Noida	59180	10000	69180
5.	PRAVEEN KUMAR GROVER	HR&OM	Delhi	60250	10000	70250
JOINT SECRETARY (Rs 37400 - 67000 + Grade Pay - 10000)						

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
6.	SUDHIR KUMAR DIXIT (Dr.)	PP, PD-I & Co-ordination	Delhi	53520	10000	63520
7.	ALKA KAPOOR	PD-II	Delhi	48620	10000	58620
8.	SANJAY PANDEY	Exams	Noida	44820	10000	54820
DIRECTOR (Rs 37400-67000 + Grade Pay – 8700)						
9.	SUDIPTO PAL	COE	Hyderabad	46380	8700	55080
10.	MEENAKSHI GUPTA	Membership & T&P	Delhi	44770	8700	53470
11.	SARAH AROKIASWAMY	SIRO	Chennai	45290	8700	53990
12.	MAHENDRA KAPOOR GUPTA	F&A	Noida	45290	8700	53990
13.	ASHOK KUMAR DIXIT	Discipline& Council Affairs	Delhi	44770	8700	53470
14.	SANJAY KUMAR NAGAR	NIRO	Delhi	45290	8700	53990
15.	BHUBANANANDA PRADHAN	Infrastructure & Admin.	Delhi	40220	8700	48920
16.	ASIT KUMAR RATH	IT	Noida	38790	8700	47490
17.	M A JOSEPH	Exams	Noida	38790	8700	47490
18.	SONIA BAIJAL	Academics	Delhi	38790	8700	47490
19.	RAJESH KUMAR AGRAWAL	ICSI-CCGRT	Navi Mumbai	37400	8700	46100
20.	NEERAJ KUMAR	Law	Delhi	37400	8700	46100
JOINT DIRECTOR (Rs 15600 - 39100 + Grade Pay – 7600)						
21.	A K SIL	Academics	Delhi	30800	7600	38400
22.	ASHVINI KUMAR SRIVASTAVA	T&P	Noida	28300	7600	35900
23.	T R MEHTA	RTI Cell	Delhi	27490	7600	35090
24.	ARCHANA KAUL	Exams	Noida	26660	7600	34260
25.	SANTOSH KUMAR SHARMA	Exams	Noida	24780	7600	32380
26.	RAHUL CHANDRA	Academics	Delhi	21900	7600	29500
27.	PRABIR SARKAR	IT	Noida	21900	7600	29500
28.	RAKESH GOYAL	IT	Noida	25560	7600	33160
29.	SHREE PRAKASH	F&A	Noida	24290	7600	31890
DEPUTY DIRECTOR (Rs 15600 - 39100 + Grade Pay – 6600)						
30.	BANU DANDONA	PD-II	Delhi	24620	6600	31220
31.	SURYA NARAYAN MISHRA	SS	Noida	25210	6600	31810
32.	ARTI J SHAILENDAR	CC	Delhi	22520	6600	29120
33.	KAILASH CHANDER KAUSHIK	Admin.	Delhi	23390	6600	29990
34.	UTPAL MUKHERJEE	EIRO	Kolkata	24840	6600	31440
35.	G R WADHWA	NIRO	Delhi	23570	6600	30170
36.	DVNS SARMA	ICSI-CCGRT	Navi Mumbai	22970	6600	29570
37.	SAURABH JAIN	PD-I	Delhi	22680	6600	29280
38.	LAKSHMI ARUN	Academics	Delhi	22680	6600	29280
39.	ALKA ARORA	NIRO	Delhi	22100	6600	28700
40.	TAPASH BHATTACHARJEE	F&A	Noida	18750	6600	25350
41.	SUBHASHIS BAGCHI	Membership	Delhi	18750	6600	25350
42.	ANIL ARORA	CE&OS	Delhi	22910	6600	29510

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
43.	S HEMAMALINI	T&P	Noida	22380	6600	28980
44.	ACHLA KULSHRESTHA	CE&OS	Noida	21880	6600	28480
45.	CHITRA ANANTHARAMAN	Co-ordination	Delhi	22120	6600	28720
ASSISTANT PROFESSOR (Rs 15600 - 39100 + Grade Pay - 6000)						
46.	PANKAJ JAIN (Dr.)	HQ	Delhi	15600	6000	21600
ASSISTANT DIRECTOR (Rs 15600 - 39100 + Grade Pay - 5400)						
47.	N BALAGOPALAN	Co-ordination	Delhi	25780	5400	31180
48.	CHENNA KESAVA CHEBROLU	ICSI-CCGRT	Navi Mumbai	20700	5400	26100
49.	A K THAREJA	Admin.	Delhi	21570	5400	26970
50.	A C THAKKAR	SS	Noida	21570	5400	26970
51.	DEVENDER KAPOOR	PD-I	Delhi	21080	5400	26480
52.	RITA ASWANI	HROM	Delhi	19570	5400	24970
53.	J S N MURTHY	Hyderabad Chapter	Hyderabad	21050	5400	26450
54.	AJAY SHARMA	Admin.	Delhi	17550	5400	22950
55.	DEEPA KHATRI	PD-II	Delhi	20210	5400	25610
56.	RAMESH KUMAR	Grievance Redressal Cell	Noida	19740	5400	25140
57.	LEELA GAMBHIR	PD-II	Delhi	20590	5400	25990
58.	NEETA SEHGAL	Exams	Noida	20590	5400	25990
59.	ANITA GUPTA	Academics	Delhi	19970	5400	25370
60.	JAGVINDER KAUR BEDI	Academics	Delhi	20590	5400	25990
61.	PRAVEEN KUMAR VEYIKANDLA	IT	Noida	18240	5400	23640
62.	GAURAV MEHTA	HROM	Delhi	19210	5400	24610
63.	SANJEEV KR DOGRA	Admin.	Noida	18080	5400	23480
64.	VIKASH KUMAR SRIVASTAVA	Membership & Placement	Delhi	19210	5400	24610
65.	D D GARG	SS	Noida	19900	5400	25300
66.	MANHAR MALHOTRA	Admin.	Noida	18740	5400	24140
67.	GHULAM HAIDER	Exams	Noida	19670	5400	25070
68.	PRATIMA VAIBHAV SANGHAVI	ICSI-CCGRT	Navi Mumbai	16880	5400	22280
69.	GEETANJALI SINGH RATHORE	SS	Noida	18260	5400	23660
70.	R P BAJAJ	Academics	Delhi	18920	5400	24320
71.	TAPAS KUMAR ROY	EIRO	Kolkata	18470	5400	23870
72.	RANJITH KRISHNAN	WIRO	Mumbai	18260	5400	23660
73.	RITU CHAWLA	HROM	Delhi	18040	5400	23440
74.	V S SARMA	Discipline	Delhi	18040	5400	23440
75.	ANIL R TALE	Pune Chapter	Pune	17580	5400	22980
76.	MANOJ KUMAR	Exams	Noida	17790	5400	23190
77.	AKINCHAN BUDDHODEV SINHA	ICSI-CCGRT	Navi Mumbai	16230	5400	21630
78.	RAVISH SAMOTA	IT	Noida	15600	5400	21000
79.	ANITA MEHRA	Membership	Delhi	18250	5400	23650
80.	NIKHAT	F&A	Noida	18010	5400	23410
81.	RAJESH KUMAR GUPTA	Jaipur Chapter	Jaipur	17110	5400	22510
82.	V BALAJI (DR.)	Exams	Noida	18010	5400	23410

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
ASSISTANT EDUCATION OFFICER (Rs 9300-34800 + Grade Pay – 4800)						
83.	SHRUTI B GUPTA	T&P	Noida	17570	4800	22370
84.	CHITTARANJAN PAL	Academics	Delhi	16910	4800	21710
85.	KHUSBU MOHANTY	Academics	Delhi	15650	4800	20450
86.	DISHA KANT	PD-II	Delhi	15050	4800	19850
87.	GARIMA MEHROTRA	Pune Chapter	Pune	15050	4800	19850
88.	NISHITA SINGHAL	Academics	Delhi	15050	4800	19850
89.	KETAN KALYANBHAI BHALGAMIYA	ICSI-CCGRT	Navi Mumbai	15050	4800	19850
90.	PRIYA PARAMESWARAN IYER	ICSI-Governance and Knowledge Foundatiion	Navi Mumbai	15050	4800	19850
91.	RAKESH KUMAR	PP	Delhi	15050	4800	19850
92.	SUDHIR KUMAR SAKLANI	PD-I	Delhi	15050	4800	19850
93.	NOOR SUMAYYA	Bangalore Chapter	Bangalore	15050	4800	19850
94.	MAHESH KUMAR AIRAN	PD-I	Delhi	15050	4800	19850
95.	SONU LAKHANI	PP	Delhi	15050	4800	19850
96.	PRIYANKA DAS	WIRO	Navi Mumbai	14470	4800	19270
97.	PRAVIN GUPTA	Jaipur Chapter	Jaipur	14470	4800	19270
98.	SAURABH BANSAL	Membership	Delhi	13900	4800	18700
99.	AKANSHA RAWAT	Academics	Delhi	13900	4800	18700
100.	KUSHAL KUMAR	Indore Chapter	Indore	13900	4800	18700
101.	POOJA RAHI	Exams	Noida	13900	4800	18700
102.	DHEERAJ GUPTA	PD-II	Delhi	13350	4800	18150
103.	ARPITA AGRAWAL	Academics	Delhi	13350	4800	18150
SECTION OFFICER (Rs 9300-34800 + Grade Pay – 4800)						
104.	G K JOSE	Admin.	Delhi	18470	4800	23270
105.	TAMAL KAR	EIRO	Kolkata	18690	4800	23490
106.	JAGDISH CHANDER SIKKA	NIRO	Delhi	18000	4800	22800
107.	SUNITA MEHAN	F&A	Noida	18230	4800	23030
108.	LAXMAN DEV	Infrastructure	Delhi	17800	4800	22600
109.	CHANDRA PRAKASH	Membership	Delhi	17140	4800	21940
110.	VANDANA MOHINDROO	IT	Noida	17140	4800	21940
111.	K P SASI	SS	Noida	17580	4800	22380
112.	LACHHMI BHATT	WIRO	Mumbai	17340	4800	22140
113.	SANJEET KUMAR	CC	Delhi	17320	4800	22120
114.	NIDHI MAIKHURI	T&P	Noida	16910	4800	21710
115.	ARCHANA GOEL	F&A	Noida	18260	4800	23060
116.	FIRAY RAM	Admin.	Delhi	17120	4800	21920
117.	RAJIV RANJAN	Noida Chapter	Noida	16060	4800	20860
118.	S SREEJESH	Ranchi Chapter	Ranchi	15860	4800	20660
119.	GAUTAM MULLICK	EIRO	Noida	16470	4800	21270

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
120.	RANJANA GUPTA	CC	Delhi	17980	4800	22780
121.	SREEJITH P	Coimbatore Chapter	Coimbatore	16060	4800	20860
122.	ANIMESH SRIVASTAVA	Exams	Noida	15650	4800	20450
123.	GAURAV TANDON	Discipline	Delhi	16270	4800	21070
124.	JALAD AGRAWAL	Exams	Noida	15050	4800	19850
125.	JULURI V L N R MAITREYA	Bangalore Chapter	Bangalore	15050	4800	19850
126.	ANUJ KUMAR GUPTA	HROM	Delhi	15050	4800	19850
127.	LALIT KUMAR CHAUDHARY	F&A	Noida	15050	4800	19850
128.	SHANDILYA SAROJ	F&A	Noida	15050	4800	19850
129.	KAVITA PRAMOD CHAVAN	Thane & Dombvli Chapter	Thane	15050	4800	19850
130.	A K PAHWA	Admin.	Noida	15650	4800	20450
131.	AMIT KUMAR	F&A	Noida	15100	4800	19900
132.	SHASHI DHAR SHARMA	Gurgaon Chapter	Gurgaon	14730	4800	19530
133.	PRIYANKA SINGH	Discipline	Delhi	14470	4800	19270
134.	N KAMALASINI	SIRO	Chennai	15710	4800	20510
135.	SAKSHI SANTOSH KADAM	WIRO	Mumbai	14190	4800	18990
136.	SATISH KUMAR	Law	Delhi	14470	4800	19270
137.	MEENA KHURANA	Council Affairs	Delhi	12950	4800	17750
138.	MOHAMMAD ASLAM	IT	Noida	12790	4800	17590
139.	VIDHYA GANESH	Membership	Delhi	13290	4800	18090
140.	RAJESH KUMAR SHARMA	SS	Noida	12450	4800	17250
141.	HARVINDER KAUR	Exams	Noida	12730	4800	17530
142.	SUMAN IYER	NIRO	Delhi	12730	4800	17530
143.	RAJEEV MISHRA	RTI Cell	Delhi	13350	4800	18150
144.	SMITA SUBIN	Ahmedabad Chapter	Ahmedabad	13350	4800	18150
145.	BEENA	NIRO	Delhi	12430	4800	17230
146.	NEELAM WADHWA	Admin	Delhi	13220	4800	18020
147.	MANISH AGARWAL	F&A	Noida	12400	4800	17200
148.	B C PAPNEY	F&A	Noida	12160	4800	16960
149.	ARCHANA SETHI	IT	Noida	12970	4800	17770

SENIOR PROGRAMMER (Rs 9300-34800 + Grade Pay - 4800)

150.	VENKATA SUDHAKAR CHINTA	IT	Noida	16910	4800	21710
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SENIOR ASSISTANT (Rs 9300-34800 + Grade Pay - 4200)

151.	P C JOSHI	Admin.	Noida	12720	4200	16920
152.	V K RATRA	SS	Noida	13940	4200	18140
153.	CHANDER PRAKASH	SS	Noida	12710	4200	16910
154.	M S BHAGAWAN	COE	Hyderabad	12490	4200	16690
155.	G RAMESHA	SIRO	Chennai	12220	4200	16420
156.	KABIR CHATTOPADYAY	Academics	Delhi	11820	4200	16020
157.	V P C SHARMA	Hyderabad Chapter	Hyderabad	11010	4200	15210

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
158.	V SRINIVAS	Hyderabad Chapter	Hyderabad	12580	4200	16780
159.	MAKKHAN LAL RAIGER	Faridabad Chapter	Chennai	10560	4200	14760
160.	P S EMMANUEL	Navi Mumbai Chapter	Navi Mumbai	10560	4200	14760
161.	ALOK KUMAR	EIRO	Kolkata	10560	4200	14760
162.	HIMANSHU SHARMA	NIRO	Delhi	10560	4200	14760
163.	AMIT KUMAR NAGAR	Vadodara Chapter	Vadodara	10560	4200	14760
164.	P.R.V.SIVARAMAKRISHNA	Visakhapatnam Chapter	Visakhapatnam	10560	4200	14760
165.	ADITYA RANJAN MISHRA	Hooghly Chapter	Hooghly	10560	4200	14760
166.	KAMAL GURURANI	Exams	Noida	10560	4200	14760
167.	G C JOSHI	SS	Noida	10860	4200	15060
168.	VANITHA DHANESH	Membership	Delhi	10960	4200	15160
169.	RAJBIR SINGH BHANDARI	SS	Noida	10770	4200	14970
170.	RAJESHWAR SINGH	Membership	Delhi	10660	4200	14860
171.	ANJU GUPTA	Admin	Noida	10660	4200	14860
172.	RITU DUA	Admin.	Noida	10310	4200	14510
173.	VADALI SESHAM RAJU	Bangalore Chapter	Bangalore	10120	4200	14320
174.	CHELLIAH MURUGAN	SIRO	Chennai	10110	4200	14310
175.	N VENUGOPAL	SIRO	Chennai	9850	4200	14050
176.	U C MISHRA	Bhubaneswar Chapter	Bhubaneswar	9750	4200	13950
177.	ABHAY KUMAR DAS	EIRO	Kolkata	12080	4200	16280
178.	V AMBIKA	Law	Delhi	9830	4200	14030
PROGRAMMER (Rs 9300-34800 + Grade Pay - 4200)						
179.	BIRENDER KUMAR	Admin.	Noida	11470	4200	15670
180.	GAURAV BANSAL	IT	Noida	10560	4200	14760
181.	PRAVEEN KUMAR	IT	Noida	10560	4200	14760
182.	SANTOSH KUMAR JHA	IT	Delhi	10560	4200	14760
183.	ASHISH JAIN	IT	Noida	9710	4200	13910
184.	MANI SHANKAR TIWARI	Exams	Noida	9980	4200	14180
ASSISTANT (Rs 5200-20200 + Grade Pay - 2400)						
185.	RAJNI SHARMA	SS	Noida	11500	2400	13900
186.	OMKAR DUTT	Admin.	Delhi	10940	2400	13340
187.	KUNWAR LAL KUSHWAHA	Kanpur Chapter	Kanpur	9100	2400	11500
188.	PARINITA	HROM	Delhi	9390	2400	11790
189.	MONIKA JOSHI	T&P	Noida	8770	2400	11170
190.	MADHU MITTAL	F&A	Noida	9730	2400	12130
191.	TRUPTI NAYAK	Training	Noida	8770	2400	11170
192.	SIYA RAM	SS	Noida	8380	2400	10780
193.	KARUNA SHARMA	Admin.	Noida	7490	2400	9890
194.	MINAKETAN SARANGI	Bhubaneswar Chapter	Bhubaneswar	8530	2400	10930

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
195.	SANDEEP KUMAR	HQ	HQ	7810	2400	10210
196.	PADMARAJAN E	Calicut Chapter	Calicut	7810	2400	10210
197.	RAM LAL DHANKA	Exams	Noida	7810	2400	10210
198.	NIRMALA DEVI	Sonepat Chapter	Sonepat	7810	2400	10210
199.	PRAMOD KEOT	WIRO	Mumbai	7810	2400	10210
200.	VISHAL BHASIN	RTI Cell	Delhi	7810	2400	10210
201.	MANISH KUMAR	Amritsar Chapter	Amritsar	7810	2400	10210
202.	PRAFULLA KUMAR DASH	Raipur Chapter	Raipur	7810	2400	10210
203.	SUNDAR SWAMY S	Salem Chapter	Salem	7810	2400	10210
204.	N DHANABAL	Mysore Chapter	Mysore	7810	2400	10210
205.	JITENDRA KUMAR	Admin	Noida	7810	2400	10210
206.	NARSINGARAJU GANDLA	SIRO	Chennai	7810	2400	10210
207.	RAMKIRAN MUKHERJEE	Nagpur Chapter	Nagpur	7810	2400	10210
208.	SANKARA RAO BADI	Mangalore Chapter	Mangalore	7810	2400	10210
209.	RAJU KUMAR	Lucknow Chapter	Lucknow	7810	2400	10210
210.	GOVIND KUMAR TIWARI	Dhanbad Chapter	Dhanbad	7810	2400	10210
211.	NISHIKANT	Agra Chapter	Agra Chapter	7510	2400	9910
212.	AJIT	Co-ordination	Delhi	7810	2400	10210
213.	RISHI PRAKASH SINGH	Udaipur Chapter	Udaipur	7810	2400	10210
214.	DHARAVATHU RAMPRASAD	Goa Chapter	Goa	7510	2400	9910
215.	RAHUL	Chandigarh Chapter	Chandigarh	7810	2400	10210
216.	ANITA BHANDARI	Dehradun Chapter	Dehradun	7810	2400	10210
217.	AMIT LIKHYANI	Gurgaon Chapter	Gurgaon	7810	2400	10210
218.	RATNESH KUMAR	Patna Chapter	Patna Chapter	7810	2400	10210
219.	ROBY JOSEPH	Kochi Chapter	Kochi	7810	2400	10210
220.	MRINAL MADHUR	Jodhpur Chapter	Jodhpur	7810	2400	10210
221.	SREEKANTH GADDAM	Hyderabad Chapter	Hyderabad	7810	2400	10210
222.	ARITRA KARMAKAR	Rajkot Chapter	Rajkot	7810	2400	10210
223.	YALLA MAHA VISHNUVU	SIRO	Chennai	7810	2400	10210
224.	AJAY N SAMBYAL	Jammu Chapter	Jammu	7810	2400	10210
225.	GANESH DATT SHARMA	Exams	Delhi	7810	2400	10210
226.	GEETA	Gurgaon Chapter	Gurgaon	7810	2400	10210
227.	DAISY JHUMAN	Grievance Redressal Cell	Noida	7510	2400	9910
228.	SANDIP BANSI BHINGARDIVE	Pune Chapter	Pune	7510	2400	9910
229.	SOUJIT DAS	Thane Chapter	Thane	7510	2400	9910
230.	CHANDRA NATH KUNDU	Bhayander Chapter	Bhayander	7810	2400	10210
231.	POOJA SHARMA	CC	Delhi	7810	2400	10210
232.	AMIT GUPTA	Pool	Delhi	7810	2400	10210
233.	SALIM AHMED	Modinagar chapter	Modinagar	7810	2400	10210
234.	VINEET KISHORE SHARMA	Pool	Delhi	7810	2400	10210
235.	MEENA BISHT	Membership	Delhi	7810	2400	10210
236.	VINOD KUMAR S V	Thiruvananthapuram chapter	Thiruvananthapuram	7510	2400	9910
237.	RUKMANI NAG	EIRO	Kolkata	7810	2400	10210

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
238.	ASHISH CHOUDHURY	North Eastern (Guwahati) Chapter	Guwahati	7810	2400	10210
239.	RAJ KUMAR RAI	Jaipur Chapter	Jaipur	7810	2400	10210
240.	SANJEEV KUMAR	Ahmedabad Chapter	Ahmedabad	7510	2400	9910
241.	ANKITA BALDWA	Indore Chapter	Indore	7510	2400	9910
242.	UMA BANIK JOARDER	EIRO	Kolkata	7510	2400	9910
243.	UPENDRA KUMAR BISWAL	Yamuna Nagar Chapter	Yamuna Nagar	7510	2400	9910
244.	KAMAL KUMAR SONI	Dombivli Chapter	Dombivli	7510	2400	9910
245.	VIMALA VALJI JOGADIA	WIRO	Mumbai	7510	2400	9910
246.	JYOTI BAHL	Meerut Chapter	Meerut	7510	2400	9910
247.	SANJAY JAKHMOLA	Ludhiana Chapter	Ludhiana	7510	2400	9910
248.	RAJEEV RANJAN JHA	Bhilwara Chapter	Bhilwara	7510	2400	9910
249.	PURNENDU KUMAR	Exams	Exams	7510	2400	9910
250.	ANAND KUMAR ARYA	Alwar Chapter	Alwar	7510	2400	9910
251.	RADHIKA S KUMAR	NIRO	Prasad Nagar	7510	2400	9910
252.	VINAY KUMAR	JalandharChapter	Jalandhar	7510	2400	9910
253.	RAVI KRISHNA SRIVASTAVA	Ajmer Chapter	Ajmer	7510	2400	9910
254.	SHALINI	HQ	HQ	7510	2400	9910
255.	SANDEEP KUMAR RAPRA	Kota Chapter	Kota	7510	2400	9910
256.	SUBHASH BAPPI SINHA	Aurangabad Chapter	Aurangabad	7510	2400	9910
257.	GOUTAM KARMAKAR	Surat Chapter	Surat	7510	2400	9910
258.	AMIT KUMAR	Nashik Chapter	Nashik	7510	2400	9910
259.	CHANDAN KUMAR CHANDRA	Shimla Chapter	Shimla	7510	2400	9910
260.	ARCHANA KAMALAKAR SAWANT	Kolhapur Chapter	Kolhapur	7450	2400	9850
261.	NAVEEN KUMAR	PD-II	Delhi	7450	2400	9850
262.	B MAHENDRAN	Admin.	Noida	10570	2400	12970
263.	KARTAR CHAND	Admin.	Noida	9420	2400	11820

JUNIOR PROGRAMMER (Rs 5200-20200 + Grade Pay - 2400)

264.	POOJA JUYAL	IT	Noida	8120	2400	10520
265.	NIKHIL CHAURASIA	HROM	Delhi	8120	2400	10520

JUNIOR ASSISTANT (Rs 5200-20200 + Grade Pay - 1900)

266.	S M SHEDGE	WIRO	Mumbai	10060	1900	11960
267.	HARPREET SINGH WALIA	Exams	Noida	6820	1900	8720
268.	BHAVNA NARESH RAKTE	WIRO	Mumbai	6820	1900	8720
269.	CHITIJ	HROM	Delhi	6900	1900	8800
270.	BHUWAN CHANDRA JOSHI	Exams	Noida	6820	1900	8720
271.	NIRANJAN SARKAR	SS	Noida	6820	1900	8720
272.	USHA DAYANAND SONAVANE	ICSI-CCGRT	Navi Mumbai	6820	1900	8720
273.	MANORAMA MAHESH RAUTELA	ICSI-CCGRT	Navi Mumbai	6560	1900	8460

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
274.	NEERU PANDEY	Membership	Delhi	6560	1900	8460
275.	T RAJA	Madurai Chapter	Madurai	6560	1900	8460
276.	BIBHABASU GOSWAMI	Noida	Noida	6560	1900	8460
277.	SURENDER SINGH RANA	Discipline	Delhi	6310	1900	8210
278.	ASHISH KUMAR TIWARI	Varanasi Chapter	Varanasi	6310	1900	8210
279.	MOHD. AABID	Admin.	Delhi	6310	1900	8210
280.	SHIKHA MITTAL	SS	Noida	6310	1900	8210
281.	DINESH KUMAR DANGI	F&A	Noida	6310	1900	8210
282.	VIKAS BAIJAL	F&A	Noida	6070	1900	7970
283.	KIRTI KAPUR	Ghaziabad Chapter	Ghaziabad	6070	1900	7970
284.	RAVIKANT	SS	Noida	6070	1900	7970
285.	AFZAL AMANULLAH	Patna Chapter	Patna	6070	1900	7970
286.	ANKUR AGGARWAL	SS	Noida	6070	1900	7970
287.	SREEKUMAR T.S	SIRO	Chennai	6070	1900	7970
288.	GIRISH GANPAT KAMBLE	Pune	Pune	6070	1900	7970
289.	JOGINDER SINGH	NIRO	Delhi	6070	1900	7970
290.	SUBRATA BASAK	Jamshedpur Chapter	Jamshedpur	6070	1900	7970
291.	DINESH KUMAR	SS	Noida	6070	1900	7970
292.	AMIT DALAL	Exams	Noida	6070	1900	7970
293.	VINNY MEHTA	SS	Noida	6070	1900	7970
294.	MUNESH BINDAL	Admin.	Noida	5830	1900	7730
295.	AMITA MALVIYA	Bhopal Chapter	Bhopal	5830	1900	7730
296.	SUMANTA DUTTA	Ranchi Chapter	Ranchi	5830	1900	7730
297.	AMIT KUMAR	Bareilly Chapter	Bareilly	5830	1900	7730
298.	SUDIPTA DUTTA	EIRO	EIRO	5830	1900	7730
299.	M B PRAVEEN KUMAR	Hyderabad Chapter	Hyderabad	5830	1900	7730
300.	BHARAT KUMAR B RATHOD	WIRO	Mumbai	9340	1900	11240
301.	K T PUTTARAJU	Bangalore Chapter	Bangalore	8850	1900	10750
302.	O P SAINI	Jaipur Chapter	Jaipur	8600	1900	10500
303.	SOUMYA S	Thrissur Chapter	Thrissur	5830	1900	7730
304.	AMITABH SHUKLA	Allahabad Chapter	Allahabad	5830	1900	7730
DRIVER (Rs 5200-20200 + Grade Pay - 1900)						
305.	JAWAHAR SINGH	Admin.	Delhi	7170	1900	9070
SENIOR ATTENDER (Rs 5200-20200 + Grade Pay - 1900)						
306.	MANOHAR LAL	Admin.	Noida	11440	1900	13340
307.	DAL CHAND	CE&OS	Delhi	11160	1900	13060
308.	I S BISHT	Membership	Delhi	11310	1900	13210
309.	BHAGIRATH TIWARI	CE&OS	Delhi	11710	1900	13610
310.	T MURUGESAN	PD	Delhi	10210	1900	12110
311.	MAHINDER SINGH	CC	Delhi	10390	1900	12290
312.	BISWA MOHAN MALI	EIRO	Kolkata	9130	1900	11030
313.	RAVI M PAGAR	WIRO	Mumbai	8770	1900	10670

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
314.	M N RAVIKUMAR	SIRO	Chennai	9080	1900	10980
315.	CHANDRIKA PRASAD	Exams	Noida	8740	1900	10640
316.	MOHAMMED ISMAIL	COE	Hyderabad	8530	1900	10430
317.	S SANJEEVA RAYUDU	Hyderabad Chapter	Hyderabad	8240	1900	10140
318.	J SANTHANA KRISHNAN	Exams	Noida	8010	1900	9910
319.	USHA KAPOOR	Admin.	Noida	7630	1900	9530
320.	MUKESH OJHA	EIRO	Kolkata	7420	1900	9320
321.	NEELAM PANWAR	SS	Noida	8030	1900	9930
ELECTRICIAN (Rs 5200-20200 + Grade Pay - 1900)						
322.	A S KHAN	Admin.	Noida	7360	1900	9260
SWEEPER (Rs 4440-7440 + Grade Pay – 1400)						
323.	DEVENDER KUMAR	NIRO	Delhi	8180	1400	9580
SPECIFIED STAFF B (Rs 2000 - 6000+ Grade Pay – 600)						
324.	MAHESH KUMAR SWARNKAR	Bhilwara Chapter	Bhilwara	2000	600	2600
325.	P.C. SWAIN	Bhubaneswar Chapter	Bhubaneswar	2000	600	2600
326.	ASHOK KUMAR AGARWAL	Admin. (Stores)	Noida	2000	600	2600
327.	NAVEEN CHANDRA SINGH	Admin. (Noida)	Noida	2000	600	2600
328.	ARVIND KUMAR JHA	Admin. (Noida)	Noida	2000	600	2600
329.	SANJEEV KUMAR SHARMA	Bareilly Chapter	Bareilly	2080	600	2680
330.	MANISH JAIN	Bhilwara Chapter	Bhilwara	2080	600	2680
331.	VASANT H. KERKAR	Goa Chapter	Goa	2080	600	2680
332.	CHANDRA MOHAN MEENA	Jaipur Chapter	Jaipur	2160	600	2760
333.	MUNNALAL SOLANKI	Indore Chapter	Indore	2250	600	2850
334.	OM PRAKASH SHAW	Hooghly Chapter	Hooghly	2430	600	3030
335.	RANI RAIZADA	Amritsar Chapter	Amritsar	2620	600	3220
336.	RAJASHREE PRASHANT LAMBE	Kolhapur Chapter	Kolhapur	2720	600	3320
337.	ANISHA RANI SIKDAR	Raipur Chapter	Raipur	2720	600	3320
338.	ANAND MISHRA	Ajmer Chapter	Ajmer	2930	600	3530
339.	ROHIT KHUNT	Ahmedabad Chapter	Ahmedabad	3040	600	3640
340.	TAPAS KUMAR MAZUMDAR	Jamshedpur Chapter	Jamshedpur	3150	600	3750
341.	ANIL KUMAR UPADHYAY	Ghaziabad Chapter	Ghaziabad	3150	600	3750
342.	KIRAN A LUDBE	ICSI-CCGRT	Navi Mumbai	3390	600	3990
343.	SUDHAKAR AISALWARU	Nagpur Chapter	Nagpur	3390	600	3990
344.	NIKITA YADAV	Indore Chapter	Indore	3640	600	4240
345.	NITI SRIVASTAVA	Academics	New Delhi	3640	600	4240
346.	MEERA SHARMA	T&P	Noida	3640	600	4240
347.	ABHISHEK KUMAR	Admin	New Delhi	3640	600	4240
348.	GANESH SINGH	Admin.	New Delhi	3640	600	4240
349.	KEDAR SINGH	Membership	New Delhi	3640	600	4240
350.	YOGESH KUMAR	T&P	New Delhi	3640	600	4240

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
351.	RAHUL VERMA	Ghaziabad Chapter	Ghaziabad	3770	600	4370
352.	SANJAY KUMAR	Admin.	New Delhi	4190	600	4790
353.	SANDHYA AUSTINE	Kochi Chapter	Kochi	4190	600	4790
354.	ARVIND KUMAR	Faridabad Chapter	Faridabad	4190	600	4790
355.	SHASHI BHUSHAN PRASAD	Ranchi Chapter	Ranchi	4190	600	4790
356.	SANDHYA K. BHAPKAR	Thane Chapter	Thane	4190	600	4790
357.	SHIV MOORTI TIWARI	Lucknow Chapter	Lucknow	4490	600	5090
358.	B.GUNASEKARAN	SIRO	Chennai	5150	600	5750
359.	ANUPREET VERMA	Admin.	New Delhi	5330	600	5930
360.	RICHA JAIN	Admin.	New Delhi	5330	600	5930
361.	DEEPAK KUMAR GUPTA	Varanasi Chapter	Varanasi	5330	600	5930
362.	MANOJ KUMAR	Patna Chapter	Patna	17790	5400	23190
363.	BIPIN KUMAR CHOUDHARY	Patna Chapter	Patna	5330	600	5930
364.	CHIRANJEEB SARMA ROY	Guwahati Chapter	Guwahati	5330	600	5930
365.	K VIJAY KUMAR	ICSI-CCGRT	Navi Mumbai	5330	600	5930
366.	KRUTIKA KRISHNA KARGUTKAR	WIRO	Mumbai	5700	600	6300
367.	BANNASHANKAR HANUMANTA DASARI	WIRO	Mumbai	5700	600	6300
368.	S.ASHOK	Coimbatore Chapter	Coimbatore	5700	600	6300
369.	UMA DEVI GUPTA	Kanpur Chapter	Kanpur	2620	600	3220
370.	SANTOSH SRIVASTAVA	Kanpur Chapter	Kanpur	2620	600	3220
371.	BHARTI BANTI PATEL	Surat Chapter	Surat	2620	600	3220
372.	RANJANA A RAO	ICSI-CCGRT	Navi Mumbai	2720	600	3320
373.	DIMPLE KISHORE PATEL	Surat Chapter	Surat	2000	600	2600
SPECIFIED STAFF A (Rs 1800 - 4000+ Grade Pay - 400)						
374.	VINOD RAWAT	Admin. (Stores)	Noida	1870	400	2270
375.	RAJIV KUMAR	F&A	Noida	1870	400	2270
376.	PARWATI	Admin. (Stores)	Noida	1870	400	2270
377.	HEMANTA DAS	Guwahati Chapter	Guwahati	2600	400	3000
378.	SHIVAJI K SHINDE	ICSI-CCGRT	Navi Mumbai	2690	400	3090
379.	DINESH RAJARAM KADAM	WIRO	Mumbai	2690	400	3090
380.	HARISH KUMAR KHURANA	Gurgaon Chapter	Gurgaon	3100	400	3500
381.	DINESH BHIVAJI SHELAR	WIRO	Mumbai	3100	400	3500
382.	NATHU LAL MEENA	Jaipur Chapter	Jaipur	3210	400	3610
383.	RAJNISH KUMAR SURYA	HROM	New Delhi	3440	400	3840
384.	GANESH SINGH CHAUHAN	Academics	New Delhi	3440	400	3840
385.	MAHIPAL SINGH KORANGA	Admin.	New Delhi	3440	400	3840
386.	SHANKAR DUTT	NIRO	Prasad Nagar	3440	400	3840
387.	DEVENDER SHAH	T&P	Noida	3440	400	3840
388.	RAM BAHADUR THAPA	Admin.	New Delhi	3440	400	3840
389.	K. NAGARAJ	Bangalore Chapter	Bangalore	3680	400	4080
390.	DEEPAK V BHOSALE	Bhayandar Chapter	Bhayandar	3810	400	4210
391.	YADU NATH PANDEY	Lucknow Chapter	Lucknow	1940	400	2340
392.	RAM LAKHAN	Kanpur Chapter	Kanpur	2010	400	2410

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
393.	MANOJ KUMAR JUYAL	NIRO	Delhi	3320	400	3720
394.	GOPI CHAND	Admin. (Stores)	Noida	1870	400	2270

System of Compensation

- (a) Basic Pay
- (b) Grade Pay
- (c) Dearness Allowance
- (d) House Rent Allowance
- (e) Transport Allowance (Fixed)

and other benefits as per entitlement under ICSI Service Rules as amended from time to time .

ITEM NO. (XI)

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

BUDGET ALLOCATION FOR THE YEAR 2014-15

PARTICULARS		AMOUNT (Rs. In Lakh)
1	ESTABLISHMENT	2235.62
2	POSTAL TUITION	1244.70
3	EXAMINATIONS	2984.50
4	PUBLICATIONS AND JOURNAL / BULLETINS	283.83
5	PROFESSIONAL DEVELOPMENT PROGRAMMES	694.90
6	SCIENTIFIC RESEARCH ACTIVITIES	900.42
7	REGIONAL COUNCIL & CHAPTERS	1098.02
8	OTHER ADMINISTRATIVE & MAINTENANCE EXPENSES	2939.77
9	DEPRECIATION	563.17
10	CONTRIBUTIONS TO TRUSTS & FUNDS	4610.00
	TOTAL	17554.93

ITEM NO. (XII)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

Does not have any subsidy programme.

ITEM NO. (XIII)

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT

Does not arise.

ITEM NO. (XIV)

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Information pertaining to students and members is maintained both in physical and electronic form

ITEM NO. (XV)

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

The information in regard to the Public Authority can be obtained at the **Reception Counter** of the public authority.

ITEM NO. (XVI)

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS AND TRANSPARENCY OFFICER

The following Officers of the Public Authority have been designated as Appellate Authority, Central Public Information Officer (CPIO) / Assistant Public Information Officers (APIOs) and Transparency Officer respectively :-

I Appellate Authority

1 **CS Sutanu Sinha**

Chief Executive & Officiating Secretary
C-37, Sector-62, Noida
Contact No. : (0120) 4522001 (D)
E-mail : sutanu.sinha@icsi.edu

II CPIO/ APIOs

1 **Shri T R Mehta**

Joint Director, Directorate of HR and O&M
'ICSI House', 22 Institutional Area,
Lodi Road, New Delhi – 110 003
Contact No. (011) 45341045 (D)
E-mail : tr.mehta@icsi.edu

**CPIO
(For the ICSI)**

2 **Shri G R Wadhwa**

Deputy Director, NIRC of the ICSI
ICSI-NIRC Building, Plot No. 4,
Prasad Nagar Institutional Area
New Delhi – 110 005
Contact No. : (011) 49343002-06
E-mail : gr.wadhwa@icsi.edu

**APIO
(For NIRC of the ICSI)**

3 **Shri Utpal Mukherjee**

Deputy Director, EIRC of the ICSI
ICSI-EIRC Building, 3-A,
Ahiripukur 1st Lane, Kolkata – 700 019
Contact No. : (033) 22832973, 22816541-42
E-mail : utpal.mukherjee@icsi.edu

**APIO
(For EIRC of the ICSI)**

4 **Sakshi Santosh Kadam (Ms.)**

Section Officer, WIRC of the ICSI
13, Jolly Maker Chambers,
No. 2 (1st Floor), Nariman Point
Mumbai – 400 021
Contact No. : (022) 22047604, 22047580
E-mail : sakshi.kadam@icsi.edu

**APIO
(For WIRC of the ICSI)**

5 N Kamalasini (Ms.)

Section Officer, SIRC of the ICSI
ICSI-SIRC House, No. 9
Wheat Crofts Road, Nungambakkam
Chennai - 600 034
Contact No. : (044) 28279898, 28222212
E-mail : n.kamalasini@icsi.edu

**APIO
(For SIRC of the ICSI)**

6 Shri DVNS Sarma

Deputy Director, ICSI-CCGRT,
Plot No. 101, Sector-15, Institutional Area
CBD Belapur, Navi Mumbai – 400 614
Contact No. : (022) 27577814-16
E-mail : Dvns.Sarma@icsi.edu

**APIO
(For ICSI-CCGRT)**

III Transparency Officer

1 Shri Ankur Yadav

Joint Secretary (SG) (IT & Student Services)
C-37, Sector - 62, Noida
Contact No. : (0120) 4522012 (D)
E-mail : ankur.yadav@icsi.edu

Guidelines on Retention and Weeding out of Records, 2014

Preamble

These guidelines lay down the policy on retention and weeding out records to ensure that records are neither prematurely destroyed, nor kept for periods longer than necessary.

Retention Schedule

The records of the Institute are classified in to eight categories and these shall be preserved for the periods specified in the table below:

Category	Brief Description of Records	Retention Period*
A	Records having historical/archival information /value	Forever, along with Microfilms thereof
B	Agenda and Minutes of Council and Statutory Committees	Ten years along with Microfilms
C	Records containing Government Sanctions/ Guidelines/Decisions/ Directions	Ten Years
D	Records of Financial Approval, Receipts and Payments, Accounts, and Taxation	Eight Years
E	Records containing policy decisions of the Council/Individual Committees/Agreements/ MOUs	Five Years
F	Records containing routine and general correspondence	Three Years
G	Records created and relevant to functions/ activities of a department/ section	Six months
H	Specific records of Dte. of Examination	
	H1	Forty Five days
	H2	Three months
	H3	One year
I	Any other	As may be specified by Secretary

* The records have to be retained for the specified periods after the transaction is completed and any issue arising therefrom (legal, audit, etc.) is settled.

Head of Directorate/Office before weeding out must ensure that if any particular record is required to be retained for a longer period under any applicable/relevant law must be so retained irrespective of the retention schedule prescribed herein.

Periodic Review

Every Office (HQs / Directorate / Regional Office / Chapter Office / CCGRT / Centre of Excellence) shall review records in its custody twice a year for the purposes of continued retention. Based on such review, the records above the retention period shall be weeded out by following the procedure prescribed hereunder. However, a specific record (s) in any category must be retained longer than the period specified if there is a specific reason to do so.

Weeding of Records

It is the responsibility of the Head of Directorate or Office (HoD/O), as the case may be, to ensure that the Directorate or Office reviews the records and based on such review weeds out the same to the extent due for weeding out. The step by step for weeding out is as under:

- List of records identified for weeding out shall be submitted to HoD/O for his perusal and approval.
- HOD/O shall forward the list of records so identified, along with his recommendations, to the committee for consideration and approval.
- Based on the approval, the records shall be destroyed following the procedure prescribed hereunder.
- HoD/O shall prepare a certificate (copy attached) to the effect that records have been destroyed in the prescribed manner and submit the same to the committee.

Committee for Approval

A committee of 3 HoD/Os, including HoD/O of the concerned department or office, shall consider and approve the records to be weeded out.

Methods of Destruction

After approval of the Committee, the HoD/O shall ensure that in his presence,

- (i) Classified and sensitive records are first shredded and then pulped;
- (ii) Answer books are pulped;
- (iii) All other records are disposed off as scrap.

The specific description of records of various directorates of Headquarters, Regional and Chapter Offices along with retention period is specified in the schedule.

[Performa for Certificate]

This is to certify that the following records of the (write the name of Directorate or Office) have been shredded and disposed off as per Institutes' Guidelines for retention and weeding out of records.

It is further certified that all classified/sensitive records have been transported and pulped under the supervision of Mr./Ms. _____, _____ (designation), (Employee Code No. _____).

File No.	File Name/ Description of Record(s)	Date of Opening	Date of Closing	Mode of Destruction	Form of Preservation of Records, if any,	Remarks
Dealing Official _____ HoD/O _____						

DTE. OF ACADEMICS

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Short / Hint Suggested Answers	F	From the day of forwarding to Directorate of Examination
2	Manuscript of Draft Study Material / Guidelines Answers	G	Release of Camera Ready Copy
3	Documents relating to honorarium payment to subject experts	G	From the day of dispatch of cheques
4	Reviewers report on short/ hint suggested answers for paper setters	F	NA
5	Post Membership Qualification Program enrollment register	A	NA
6	Post Membership Qualification Program application files	F	From the date the candidate qualifies the PMQ Course
7	Accession register for library books	A	NA
8	Library Books issue/reissue register	F	The day last entry in the register is recorded.
9	Payment detail of books purchased for reference library at head office	E	The day of release of purchase order
10	Register containing the details of Journals issue/reissue from library	G	NA
11	Documents relating to weeding out of books from the library	D	NA
12	Documents relating to representations sent to different Universities /Ministries/departments	A	NA
13	Certificate/Recognition received from different universities/departments	A	NA
14	Papers relating to registration and licensing of the journal	A	NA
15	Papers relating to licence for concessional posting of the journal	A	NA
16	Chartered Secretary Advertisements bills	D	The day of its creation
17	Chartered Secretary Printers bill	F	The day of its creation
18	Minutes of EAB of Chartered Secretary	B	The day of its approval

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
19	Article screening Assessment Report	G	The day of its assessment
20	Printing Requisitions/PO/Challan/Bills pertaining to printing of study material/other publications	D	The day of its creation
21	Papers relating to general management of the section	G	The day of its creation
22	Any other	I	

DTE. OF ADMINISTRATION

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Government Sanction / Approval letters	C	NA
2	Policy Decisions related to different purchases and administrative matters (This includes its related papers viz., Agenda & Minutes Credit letter files of Stores/ Fixed asset register / Purchase Manual,)	E	NA
3	File / documents related to Contract Agreements Purchase Order / Work Order / AMCs and Bill processing documents, docket files, batch files & registers, requisition , print order requirement , challan files, counsellor & PPPs	E	NA
4	Arbitration and Litigation Cases	F	After its settlement
5	General correspondence with RCs / Chapters & other agencies	E	NA

DTE. OF CORPORTATE COMMUNICATION

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	All Files pertaining to Utilisation of Budget Heads for each Financial year	D	From the date of Approval by the Competent Authority
2	Records for Empanelment of Advertising & PR Agencies	E	From Date of Empanelment
3	Appointment/Renewal of ICSI Counsellors	E	From the date of Appointment/Renewal
4	ICSI Events Advertisements - Published	E	From the date of Publication
5	Press Releases	F	From the date of Release to Media
6	Records for ICSI Events Sponsorship	D	From the date of Closing of Event
7	Press Clippings ,CDs and DVDs of ICSI Events, Electronic Media Coverages etc.	A	From the date of Publishing in Newspapers & Telecast / Broadcast in Media
8	Photo - Album of the ICSI Events	A	From the date of the event

DTE. OF EXAMINATION

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Answer Books of Company Secretaries Examinations on which applications for verification of marks under Reg.46 (2) of the Company Secretaries Regulations, 1982, have not been received by the Institute within one month after the declaration of results of respective examination	H1	after the declaration of results of each examination concerned
2	Answer Books of examinations verified on candidates' requests under the Regulation 46(2) of the CSR, 1982	H2	from the date of completion of the process of verification of marks
3	Answer Books of examinations provided for inspection or certified copy(ies) supplied to the candidates' on their request as per Institutes' Guidelines, Rules and Procedures	H2	from the date of completion of the process of providing inspection and / or supply of certified copy (ies) to the candidates concerned
4	Answer books of examinees on which some action/dispute is pending or such answer books which are required for any enquiry by any authority or court	H2	from the date of completion of the action or enquiry or dispute, as the case may be
5	Examination Session wise Results Registers	A	To be maintained in bound Registers in physical form for 5 years; and in digitized form for 20 years from the date of declaration of results
6	Statements of Payments made to Moderators, Paper Setter-cum- Examiners, Additional Examiners, Translators, <i>etc.</i> approved by the competent authority	D	from the date of payment
7	Attendance Sheets of candidates registered for/appeared in the examinations	H3	from the date of examination
8	Subject wise individual Examiners Marks-Sheets	H3	from the date of examination
9	Examination session-wise address list of Moderators, Paper Setters, Additional Examiners, Hindi Translators, <i>etc.</i>	H3	from the date of examination
10	Correspondence with Moderators, Paper Setter-cum-Examiners, Additional Examiners, Hindi Translators, <i>etc.</i>	H3	from the date of concerned examination

DTE. OF FINANCE & ACCOUNTS

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Audited Annual Accounts of HQ & the Institute (signed copy)	A	--
2	Books of Accounts , related vouchers, ledgers, Bank Reconciliation Statements etc.	D	From the end of the relevant Financial Year
3	Agenda & Minutes of Executive Committee / Council / Finance Committee meetings	B	From the date of meeting/confirmation of minutes
4	Income Tax Records (i) Annual Return (ii) TDS Return (iii) Assessment Related documents (iv) Payment challans (v) Other related documents	D	From the end of the relevant Financial / Assessment Year.
5	Assessment Orders, Approvals and Certificates related to Income Tax, VAT, Service Tax etc.	A	--
6	Service Tax Records (i) Returns (ii) Challans (iii) CENVAT (iv) Tax Invoices (v) Other related documents	D	From the end of relevant financial year
7	Budget Related documents	D	From the end of relevant financial year
8	Internal Audit Reports	D	From the end of relevant financial year

NOTE: The aforesaid guidelines would be applicable mutatis-mutandis for the records of the Funds / Trusts.

DTE. OF HUMAN RESOURCE AND O&M

S. No.	Description of Records		Category of Records	Retention Period begins after specific activity / stage, if any
	Main Head	Sub-head		
1	Minutes of meeting	Council, EC, HR Committee, DPC recommendation, Selection Board ICSI Employee's Benevolent Fund, Employees Pension Fund	B	Date of finalization of minutes
2	Agenda, ATR & other committees	Council, EC, HR Committee	B	Date of meeting
3	Office Orders, Circulars, Policy Decisions	Original orders, circulars related to policy decision and other service related matters	C	Date of issue of orders/circulars
4	Creation and classification of posts	Creation/Continuance/abolition/revival of posts	A	Date of decision
		Revision of pay scales	E	Date of revision
		Upgrading of posts / Re-designation of Posts	C	Date of up-gradation
5	Recruitment	Framing of recruitment rules	C	Date of finalization of rules
		Maintenance of reservation roster	C	Date of finalization of roster
		Advertisement, approval of post(s), criteria, if any, obtained for specific post	E	Date of issue of advertisement
		Engagement of Casual / Contractual manpower (except legal/court cases) All correspondence file, Attendance record, Salary note etc.	F	Completion of engagement period / completion of audit, whichever is later.
		Documents related to candidates who were not selected/were selected but did not accept/join the post offered i.e. online & hard copy of application Form, Biodata of the candidate, Question papers for written test, Filled-in Answer sheets/OMR sheets of candidates who appeared for the written test, Call	G	Completion of recruitment process.

S. No.	Description of Records		Category of Records	Retention Period begins after specific activity / stage, if any
	Main Head	Sub-head		
		letter/Admit Card/E-Admit card issued to candidates for written test/interview, Employment Form filled-in by the candidates, all certificates submitted by the candidates during interview, Documents related to reimbursement of travel expenses to eligible candidates for attending written test/interview etc.		
		Papers related to candidates kept in panel	F	drawing the panel
6	Personal files (except education certificates, appointment order, relieving order)	Officers and Staff	E	Date of resignation/VRS /superannuation
7	Service Books of employees	History of services, Change in name government servant, Alteration in the date of birth, Change in qualification of government servant, service awards, resignation, extension of service, Leave record other than Causal Leave etc.	A	Date of appointment of the employee
8	Training/ workshop	Approvals, letter of sponsorship, bills, other correspondence, etc.	F	Date of completion of training/ workshop
9	Performance Assessment Reports (PARS) Confidential/ Assessment report and KRA & KPI	All regular employees	C	Due date of submission of PARS
10	Departmental Promotion Committee (DPC)	Working sheets/ Agenda papers	B	Date of DPC meeting
11	Pension/ Retirement	Relevant order/decision	B	Date of issue of order
12	Review of cadres/ services	Relevant order/decision	E	Date of issue of order
13	Inquiry /Court cases	Complete inquiry and court file alongwith Personal files, Service Book	E	Date of closing of the case

S. No.	Description of Records		Category of Records	Retention Period begins after specific activity / stage, if any
	Main Head	Sub-head		
14	Attendance Register/ Records	Officers & Staff	E	End of calendar year
15	Audit file	HR Dte.	C	Date of receipt of Audit report
16	RTI files	HR Dte.	E	Date of disposal of application
17	Annual Increment	Offices & Staff	E	Date of issue of order
18	Misc. Activities	General Correspondence	F	End of calendar year
		Records pertaining to List of Holidays	F	Date of issue of order

DTE. OF INFORMATION TECHNOLOGY

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Vendors file	G	After the service is curtailed
2	Personnel File	G	After the action, if required, is taken
3	Projects File	G	After the curtailment / closure of the project
4	Manuals	G	After the software is declared obsolete and its use is stopped in the Institute
5	Agenda and Minutes of IT Committee	B	From the date of signing of MOM by the Chairman of the IT Committee
6	Procurement documents	F	From the date of procurement
7	Services	G	From the date of service is curtailed
8	Licenses	G	From the date of the software is declared obsolete or its use is stopped in the Institute
9	Agendas / Extract of the minutes of other committee	G	From the date of the respective meeting is held

DTE. OF INFRASTRUCTURE

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Title Deeds of Immovable Properties / Government Sanction / Approval letters	A	Forever
2	Policy Decisions related to Infrastructure (This includes its related papers viz., Agenda & Minutes and guidelines)	E	After implementation
3	File / documents related to Contract Agreements and payment made to the agencies	D	After closure of agreement/work/contract
4	Arbitration and Litigation Cases (To be retained till the award / judgment become final in all respect and the issues are settled.)	F	After its settlement
5	General correspondence with RCs / Chapters	F	After execution/ compliance

DTE. of COUNCIL AFFAIRS, LAW AND DISCIPLINE

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Minutes of the Council / Committee/Board Meetings	A	Forever, along with Microfilms thereof
2	Notes on Agenda of Council / Committee/Board Meetings	B	after completion of the each calendar year
3	Personal files relating to Council Members.	F	from conclusion of term of the Council
4	Files of the Council/Executive Committee Meetings	F	after completion of the each calendar year
5	Bank Guarantees	F	from the Discharge of term of the BG.
6	MOUs	F	from the completion of term of the MOU
7	Prima-facie opinion	E	after issue of the order of DC/BOD
8	Orders of DC / BOD	A	Forever, along with Microfilms thereof
9	Main complaint file	C	after issue of the orders of DC/BOD
10	Court case file	E	from the date of completion of action on the order/decision/judgment
11	Vetted Tender / Agreement / Contract etc. documents	G	from the date of sending to concerned Directorate
12	Legal opinion	B	from the date of placing before Council/Committee or sending to concerned Directorate whichever is earlier
13	Legal Notice / Reply	F	from the date of completion of required action
14	Correspondence with Govt.	F	from the date of completion of required action
15	Correspondence with other than Govt.	F	from the date of completion of required action
16	Internal Communication	G	from the date of completion of required action
17	Retainership Agreement etc.	G	from the date of expiry of Agreement
18	Advocate's Approval / Bill	G	from the date of Audit or closing of case whichever is later
19	Correspondence with MCA pertaining to amendments to Company Secretaries Act, 1980 and Rules made there under and Company Secretaries Regulations, 1982.	G	from the date of publication of amendments in Gazette Notification

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
20	Notification of amendments to Company Secretaries Act, 1980 and Rules made there under and Company Secretaries Regulations, 1982.	A	Forever along with Microfilms thereof
21	Council Election / Regional Council Election Records	G	from the date of declaration of results of next elections
22	Other misc.	G	from the date of completion of required action

DTE. OF MEMBERSHIP

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Applications along with documents for admission as an Associate/ Fellow/ issue of COP/ approval of Firm Name. (Maintenance of scanned/ soft copy of the documents in COSMIC.)	F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
2	Renewal/ Restoration/ Cancellation of Certificate of Practice. Restoration/ Removal of Membership. (Maintenance of scanned/ soft copies in COSMIC)	F F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
3	Applications for Enrolment as Licentiate/ Transcriptions (Maintenance of scanned/ soft copies in COSMIC)	F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
4	(a) CSBF (Maintenance of scanned/ soft copies in COSMIC) (b) Correspondence with LIC/ Policies (Maintenance of scanned/ soft copies in COSMIC)	F D	From the date of receipt of Application and after scanning and uploading of the same on COSMIC From the date of issue of correspondence and after scanning and uploading of the same on COSMIC
5	Change of Address and Non-receipt Chartered Secretary (Maintenance of hard/ soft copies)	G	From the date of receipt of application
6	Acknowledgements of Annual Membership/ COP fee / Licentiate subscription/ CSBF subscription	F	From the date of receipt of payment
7	Request for issue of Identity Card. (Maintenance of hard/ soft copies)	G	From the date of receipt of application
8	Notes on Agenda of Managing Committee of CSBF/ AGM/ Executive Committee/ PCSC, Minutes and Council pertaining to Membership and important papers connected therewith	E	From the date of Meeting / confirmation of minutes and after scanning and uploading of the same on COSMIC

DTE. OF TRAINING

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Emails in nature of general queries/requests.	G	
2	➤ Registration of companies/ PCS/Others	F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
3	➤ Contracts (AT/PT/), Appointment letter (MT/PT) ➤ Documents related to CCEC	F E	From the date of receipt of document and after scanning and uploading of the same on COSMIC
4	➤ Project Report ➤ Quarterly Report	G	From the date of receipt of project report / quarterly report and after scanning and uploading of the same on COSMIC
5	Completion certificate of (15 Months Training/ 3 months training/ optional area)/ Discontinuation of training	F	From the date of issue of certificate and after scanning and uploading of the same on COSMIC
6	Exemption applications/ approvals: a. 15 days training exemption b. Full Exemption c. Partial Exemption	F	From the date of issue of exemption letter and after scanning and uploading of the same on COSMIC
7	a. Programmes report from Regional Council/ Chapters, b. Records of important communication with CCGRT/RO /Chapter	F	From the date of receipt of report/record and after scanning and uploading of the same on COSMIC
8	Certificates of various training programmes (SIP/eSIP, EDP/eEDP, PDP, MSOP/eMSOP)	F	From the date of receipt of certificates and after scanning and uploading of the same on COSMIC
9	Notes on Agenda of TEFC, Minutes and important papers connected therewith.	E	From the date of confirmation of minutes and after scanning and uploading of the same on COSMIC
10	Communications/presentations related to Industry Interaction pertaining to Training.	F	From the date of communication and after scanning and uploading of the same on COSMIC
11	Any other document of importance.	F	From the date of issue of document and after scanning and uploading of the same on COSMIC

DTE. OF PLACEMENT

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Request from Companies for recruitment of Company Secretary	G	From the date of communication
2	Database of Corporates	F	From the date of procurement of database
3	Communication/presentations related to Industry Interaction pertaining to Members	F	From the date of communication
4	Notes on Agenda of Placement Committee, Minutes	E	From Date of meeting and after uploading on Cosmic
5	Correspondence with ROs/Chapters and members	F	From the date of Communication
6	Communications /Announcements, Reports related to Campus Placement/HR Conclave	F	From the date of Event
7	CVs of members received during Campus Placement	G	From the date of Date of Event
8	Inter departmental communications /Other Important Communications/documents	I	From the date of Communication

DTE. OF PROFESSIONAL DEVELOPMENT

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Files related to various Learning Programmes		After the end of three months from that programme
	i. Files with data having financial/ faculty approvals and other financial bearing	E	
	ii. General Correspondence	G	
2	Files related National Convention of Company Secretaries	E	Close of the Programme
3	Files related to National Conference of PCS	E	Close of the Programme
4	ICSI Guidelines	A	From the date of release
5	Communications to Government / Regulatory Authorities / Other stakeholders	C	From the date of communication
6	Manuscript of Publications	G	After the release of final publication
7	Reports of the Expert Groups / Sub-Groups	C	From the date of the report
8	Audio / Video Recording / Photographs of Programmes	F	After the end of three months from that programme
9	Articles received for publication in Souvenir of National Convention / National Conference of PCS / Other Programmes	G	From the date of programme, If not published, shall be returned
10	Letter of Recognitions received from regulators	A	From the date of receipt
11	Representation files	C	From the date of Communication
12	Files related to CG Awards		After the end of the CG Award Function for that year.
	i. Files relating to response to questionnaire received from participants	F	
	ii. General Correspondence	G	
	iii. Expert Group/ Jury details files	C	
	iv. Files with data having financial bearing	D	
13	Working papers for formulation of Secretarial Standards and/or Guidance Note	F	After the release of final SS/ GN

DTE. OF PERSPECTIVE PLANNING

Sl. No.	Description of Records	Category of Record	Retention Period begins after any specific stage
1	Communication with various stakeholders	F	Date of communication
2	Concept Papers / Discussion Papers	E	Date of approval by respective committee/ Council
3	MoUs	E	Date of entering into MOU
4	Files relating to various initiatives	D	Date of approval by respective committee/ Council/Board

OFFICE OF CPIO

S. No.	Description of Records	Category of Record	Retention Period begins after any specific stage
1	RTI Cases disposed without attracting any 1 ^s Appeal	G	Date of disposal of RTI Case
2	RTI Cases attracting 1 st Appeal	F	Date of disposal of 1 st appeal
3	RTI Cases attracting 2 nd Appeal (without any remarkable decision)	F	Or till the compliance of CIC orders, whichever is later
4	RTI Cases attracting 2 nd Appeal (involving a remarkable decision)	E	Date of implementation of decision
5	1 st Appeal cases files	F	Date of disposal of appeal
6	2 nd Appeal cases files	F	Or till the compliance of CIC orders
7	Files relating to the administrative aspects of RTI Act, 2005 i.e. implementation, suggestions, guidelines, etc.	F	Date of opening of file
8	File Register of RTI Applications i.e. records other than file.	A	

DTE. OF STUDENT SERVICES

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Students Registration forms for admission in Foundation / Executive Program (along with all its enclosures) (Images of all these registration forms, along with all its enclosures, are stored in records for future reference, in case need be)	G	from the date of processing of respective batch of registration forms.
2	Students forms for enrolment in Professional Program	G	from the date of processing for enrolment in Professional Program
3	Students forms for De Novo / or extension of registration	G	from the date of processing of application.
4	Examination forms submitted by students (Images of all these enrollment forms are stored in records for future reference, in case need be)	G	from the date of closing of examination of the concerned session.
5	Response sheets submitted by students (fresh response sheets whose candidature cannot be ascertained due to various reasons / or evaluated response sheets which cannot be returned to the concerned students due to various reasons)	G	From the date of receipt evaluated response sheets
6	Application submitted by students under ICSI Students Education Fund Trust	G	after the release of payment to the students of the respective batch.
7	Award sheets (containing marks of students) submitted by examiners under postal tuition scheme	G	from the date of updation of records.
8	Copies of various mark sheet (viz. submitting Class XII mark sheet / Graduation Mark sheet) submitted by students having provisional registration numbers. (Scanned copy of the documents is retained)	G	from the date of updation of records.
9	Various other papers / applications submitted by students (viz. for change of address, updation of students particulars, qualification etc.)	G	from the date of updation of records
10	Evaluated Response sheets of students (which has come back undelivered from postal deptt.)	G	From the date of return of response sheets
11	Copies of Student Company Secretary / FC Bulletin (which has been returned by postal deptt. as undelivered items)	G	From the date of return of SCS/FC bulletin
12	Closed Files of PPP Centres/Accredited OT Centres/Collaborative Centres	F	From the date of close of file

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
13	Decentralised Postal Tuition Scheme reimbursement documents (discontinued)	G	after processing of reimbursement of bills or completion of auditing of the same
14	Agenda and Minutes	B	from the date of meeting
15	Correspondence relating to transcripts	G	after issue of transcripts
16	Correspondence relating to Educational verification	G	after releasing of original documents
17	Unused Pass Certificates due to change of signing authority, Cancelled/ damaged/ misprinted pass certificates	G	from the date of change of signing authority
18	All India Competition/Conference related documents	E	from the date of competition
19	Files/ records containing various statistical reports/ guidelines/ policies and other important correspondence of the directorate.	F	From the date of creation of file/record

REGIONAL AND CHAPTER OFFICES

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
1	Regional Council /Management Committee Affairs	a) Minutes of Regional Council/Managing Committee meeting, AGM, committees, Sub-committees, etc.	B	from the approval of the minutes by Chairman, ICSI-SIRC/Chairman, Sub-Committees
		b) Regional Council/Management Committee meeting files, ATR files including sub-committee files upto 10 years	B	from the approval of the minutes by Chairman, ICSI-SIRC/Chairman, Sub-Committees
		c) In any of the Regional Council/Management Committee meeting a particular subject was sub-judice at that relevant point of time	B	from the date the matter was sub-judice and approved by the Chairman, ICSI-SIRC
		d) Attendance Register of the Regional Council/ Management Committee	A	Forever
		e) Documents along with scanned copies of the ICSI Building/premises and related papers	A	Forever
		f) General Administration files	F	from the date, the files were opened with the relevant papers.
2	Library	a) Library Accession Register	A	Forever
		b) Library Membership File	E	from the date files were opened
		c) Library General Correspondence File	F	from the date files were opened
3	Oral Coaching	a) Oral Coaching Guidelines	A	Forever
		b) Faculty Bio-data File	C	Forever
		c) Oral Coaching Correspondence File	F	from the date of the last correspondence in the file

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
		d) Student Enquiry File	F	from the date of the last correspondence in the file
		e) Special Programme File	F	from the last programme held
4	Students Training	a) All training programmes & students campus placements	F	from the last training programme
		b) In case, a student fee being carried over to the next programme or otherwise, the relevant document to be preserved	F	from the date of the students fees is transferred
		c) All Career Awareness Programme files	E	from the date of the last Career Awareness Programme was held
		d) Data with respect to Career Awareness Programme like name of the principal, Contact number and name and address of the college	E	from the date of the last filing of the contact details
5	Members	a) All the Programme Delegate File	F	from the date of the last programme held
		b) Programme Credit Hours file	F	from the last PCH file
		c) Copies of the brochures of all the programmes including intimation/ communication	E	from the date of printing of brochures
		d) PCH Register	E	from the date of the last programme
		e) Campus Placement	F	from the date of holding of campus placement

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
6	Accounts and Finance	I]Following Register/File/ Documents to be maintained: a) Assets Register-RO/CO b) Assets Register- ICSI c) Fixed Deposit Register d) Guidelines /important Communication Register e) Folder containing Electricity Card/ Property Tax Card/ Water and Sewerage Card f) Urban Land Tax File g) Profession Tax File h) Service Tax File i) TDS File j) Original copies of audited accounts k) Copies of printed annual reports l) AGM Attendance Register m) AGM Files	A	
		II] Following Register/File/ Documents to be maintained:		
		a) Bank Statement Files	C	from the last bank statement file
		b) Daily Abstract File		from the last abstract file
		c) Leger Printout File		from the last Leger Printout File
		d) Bank Book		from the last Closure of the Bank Book
		e) Manual Receipts Control Register		from the last Closure of the Manual Receipts Control Register
		f) Manual used receipts		from the last Closure of the Manual used receipts
		g) Internal Audit File- Regional Office/Chapter		from the last Internal Audit File
		h) Internal Audit File – Chapters (by Regional Office)		from the date of the audited report received from the Chapter
		i) Purchase Order File/ Quotations		from the date of the Purchase / Quotations received
		j) AMC File		from the date of awarding the

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
				AMC
		k) HQ Claims File		from the date of Settlement of the Bill
		l) Consolidation of Accounts File		from the date of the Consolidation of Accounts
		m) Statutory Audit File		from the date of the Statutory Audit
		n) External Hard Disk		from the last data saved
		o) Stock Register		from the date of the last stock entered
		p) Sales-cum-Stock Statement File		from the date of the last Sales-cum-Stock statement send to HQ
		q) HQ Invoice File		from the date of the last HQ invoice filed
		III] The membership Fee and other receipts to be maintained	F	from the date of last Membership fee Receipt file
7	Investor Awareness Programs	To keep records of organising various Investor Awareness Programs	E	from the date of holding of programs
8	Corporate Membership Scheme	To keep records of Corporate Membership Scheme of Regional Council	E	from the date of corporate membership
9	Chapters' Records	To keep chapters correspondence / files	E	from the date of opening of file

CCGRT / CENTRES OF EXCELLENCE

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
1	CCGRT Management Committee Affairs	a) Agenda Notes & Minutes of Management Committee meetings & Sub-committees, etc.	B	from the date of meeting
		b) Management Committee meeting files, ATR files including sub-committee files	B	from the date of opening of file
		c) Attendance Register of the Management Committee	B	from the date of opening of register
		d) Documents along with scanned copies of the CCGRT Building/premises and related papers	A	
2	Library	a) Library Accession Register	A	
		b) Library Membership File	F	from the date of opening of file
		c) Library General Correspondence File	F	from the date of opening of file
3	Integrated CS Course	a) Guidelines	F	after students pass out
		b) Faculty Bio-data File	F	after students pass out
		c) Students File	F	after students pass out
		d) Other correspondence File	F	after students pass out
4	Training	a) Programme Delegate File	E	after the year of the program conducted
		b) Programme Credit Hours File		
		c) Copies of the brochures of all the programmes including intimation / communication	F	from the date of printing of brochures
		d) Annual Membership Register	F	from the date of opening of register
		e) All training programmes (SIP/EDP/RMSOP) Files & Project Reports	E	from the date of opening of files

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
		f) All Investor Awareness Programme Files	D	from the date of files
5	Research	Secretarial Standards Board Meeting Minutes	A	
		Secretarial Standards Agenda Papers, Files etc	D	from the date of meeting
6	Staff Records	Attendance Registers, Personnel Files of casual/contractual staff, Joining Papers of Regular Staff etc	B	from the date of register/file
7	Administration	General Administration File, Vendor Files, Procurement Documents, Tender Files, Manuals, AMC Files, Purchase Orders/Work Orders etc Files	B	from the date of files
8	Court Cases / Legal Matters	All related documents, files, correspondence etc	E	from the conclusion of the matter
9	Accounts and Finance	I]Following Register/File /Documents to be maintained: a) Assets Register- CCGRT b) Fixed Deposit Register c) Important Communication Register / File d) Service Tax File e) TDS File f) Original copies of audited accounts	B	from the date of opening of file/register
		II] Following Register/File/Documents to be maintained: a) Bank Statement Files b) Daily Abstract File c) Leger Printout File d) Bank Book e) Manual Receipts Control Register f) Manual used receipts g) Internal Audit File-Regional Office/Chapter h) Internal Audit File i) Purchase Order File/Quotations j) AMC File k) HQ Claims File	B	from the date of opening of file/register

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
		l) Statutory Audit File m) External Hard Disk n) Stock Register o) Sales-cum-Stock Statement File p) HQ Invoice File		

MODERATION POLICY FOR CS EXAMINATION RESULTS

The CS examination results are declared after due deliberations and approval at the meeting of the Examination Committee. While considering the results, the Examination Committee generally reviews and takes into account result details of each subject/module of examination with reference to the following-

1. Current examination's subject-wise marks awarded statistics and pass percentage position vis-à-vis similar statistics of the immediate previous 3-4 sessions of examinations.
2. Difficulties, if any, experienced by candidates in solving any question/s due to seeming ambiguity in language or mis-interpretation of question/s, printing error/s, possibility of alternative answers, or such like matters, which could have caused time constraints to candidates in attempting remaining questions.
3. Comparative disparity in marking standard of any examiner/s vis-à-vis valuation standard of all other examiners in the same subject of examination.
4. To bring about acceptable parity on account of element of subjectivity involved in the evaluation standard, to compensate for the difficulties experienced by candidates, to bring uniformity in the evaluation process and to maintain uniform acceptable standard of parity in marking and pass percentage of the candidates vis-à-vis the immediate preceding examinations, the examination committee fixes suitable mark(s) as general moderation or special moderation, as the case be.
5. The moderation policy and criterion, as decided by the examination committee, is thus applied uniformly across the board in finalization and declaration of examination results.