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THE CHARTERED ACCOUNTANTS REGULATIONS, 1988

(Updated As on 1.8.2002)

The Institute of Chartered Accountants of India
New Delhi

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THE CHARTERED ACCOUNTANTS REGULATIONS, 1988

CHAPTER 1

PRELIMINARY

1. ***Short title and commencement***

(1) These Regulations may be called the Chartered Accountants Regulations, 1988.

(2) They shall come into force from June 1, 1988.

2. Interpretation

(1) In these Regulations, **unless die context** otherwise requires:—

(i) **"Act" means The Chartered Accountants Act, 1949 (XXXVUJ of 1949);**

(ii) "annual meeting" means die first meeting of die Council held after the 1st day of August of each year;

(iii) "appropriate form" means a Form contained in **Schedule** 'A';

(iv) "articled clerk" means an articled clerk as referred to in clause (j) of sub-section (2) of Section 30 of die Act engaged under articles by a member entitled to train articled clerks under these Regulations;

(v) "audit clerk" means a clerk engaged in audit service by a member entitled to train audit clerks under these Regulations;

(vi) "certificate of practice" means a certificate granted under Regulation 9;

(vii) "date of election" means the date and in case of more than one date, die earliest of the dates fixed for polling;

(viii) "fellow" means a fellow member of die Institute;

(ix) "graduate" means:—

(a) for the purposes of training under these Regulations which commenced before the first day of October 1973, a graduate of a university constituted by law in

India or a graduate of any other university recognisec by the Central Government; and

(b) for the purposes of training under these Regulations which commenced on or after the first day of October 1973, a graduate or a post-graduate in subjects other than music, dancing, painting, photography, sculpture and the like, of a university constituted by law in India or a graduate or post-graduate of any other university or institution recognised by the Central Government as equivalent thereto;

(x) "member" means a member of the Institute;

(xi) "President" means the President for the time being electee under Section 12 and in his absence the Vice-President for the: time being elected under Section 12;

(xii) "principal" means a member entitled to train articled clerks; and audit clerks under these Regulations;

(xiii) "Professional address" means:—

(a) an address of the place where a member is carrying on his profession (or where he is carrying on his profession at more than one place, the principal place), or

(b) if a member is employed, the place of employment or at his option the place of his residence;

(c) the place of residence, if the member neither carried on the profession nor is employed.

(xiv) "Schedule" means a Schedule annexed to these Regulations;

(xv) "Secretary" means the Secretary or any Deputy or Assistant Secretary appointed by the Council or any person acting as the Secretary under the direction of the Council;

(xvi) "Section" and "sub-section" means a Section and sub-section of the Act;

(xvii) "Service with armed forces" means:—

(a) service of any kind in a unit or formation liable for service overseas or in any operational area;

(b) service in India under defence munitions or stores authorities liable for service overseas or in any operational area;

(c) any other service involving subjection to naval, military or air force law;

(d) service in any civil defence organisation specified in this behalf by the Council;

(e) service connected with the prosecution of the war which a person is required to render by a competent authority under the provision of any law for the time being in force; or

(f) such other service as may hereafter be declared as service with armed forces by the Council.

Explanation—Service includes training for service and means full time service during the period of the Proclamation of Emergency under the Constitution.

(2) All words and expressions used herein and not defined in these regulations but defined in the Act shall have the meanings respectively tssigned to them in the Act.

(3) The General Clauses Act, 1897 (X of 1897) shall apply so far as may be to the interpretation of these Regulations as it applies to the interpretation of the Central Acts.

CHAPTER II

MEMBERS

3. ***Register***

The Register of members shall be in the appropriate Form*.

4. *Qualificatin nf members*

Subject to the provisions of Sections 4 and 8, a person shall be entitled to have his name entered in the Register if he:

(a) has completed the practical training as provided in these Regulations and passed the Final examination as specified in Schedule 'B'; or

'[(aa) has completed the practical training and attended the course as provided in these Regulations and passed the final examination as may be specified by the Council; or]

(b) possesses qualifications recognised by the Council** as equivalent to the practical training and examinations referred to in clause (a) above; or

(c) is eligible under clauses (i), (iii) or (iv) of sub-section (1) of Section 4:

PROVIDED that a person shall not be entitled if he, in the opinion of the Council:—

(i) has at any time solicited clients or professional work either directly or indirectly, by circular, advertisement, personal communication or interview; or

(ii) has at any time advertised his professional attainments or services; or

(iii) has done at any time anything which aims at publicity or amounts to canvassing with a view to setting up practice as a chartered accountant.

5. *Applicatin fnr membership*

(1) (a) A person who desires to have his name entered in the Register shall submit to the Secretary an application, in the appropriate Form***, together

1. Inserted by Notification No. l-CA(7)/51/2000 published in the Gazette of India, Extraordinary dated 14th August. 2001.

* **Form T of** Schedule **'A'.**

** **Please see Appendix No. (3).**

*** **Foim "2" of Schedule 'A'.**

with documentary evidence about his eligibility for membership and the fee prescribed in these Regulations.

(b) An associate who desires to be admitted as a fellow shall submit to the Secretary an application, in the appropriate Form*, together with documentary evidence, if any required, about his eligibility for admission as a fellow, and the prescribed entrance fee.

(2) The applicant shall furnish such further information as the Council may, from time to time, require.

(3) For the purposes of sub-section (3) of Section 5, an associate shall be deemed to have acquired the experience normally acquired as a result of continuous practice for a period of five years as a chartered accountant, ifhe:—

(i) being in government service or being employed in an educational institution approved by the Council or being employed in a private or government, industrial, commercial or trading undertaking, is ordinarily holding or has ordinarily held for a continuous period of not less than 5 years, any one or more posts carrying duties relating to accounts, cost accounts, audit, finance, taxation, company law and or secretarial work;

(ii) being employed under a statutory authority, is ordinarily holding or has ordinarily held for a continuous period of not less than five years, any one or more posts carrying duties mentioned in clause (i) above;

(iii) being employed under a local authority, is ordinarily holding or has ordinarily held for a continuous period of not less than five years, any one or more posts carrying duties mentioned in clause (i) above provided the local authority has within its jurisdiction a population of not less than five lakhs of persons during each of the five years of his service;

(iv) has served for a continuous period of not less than five years as a full-time paid assistant under a chartered accountant:

PROVIDED that the Council may, in its discretion, consider any other experience not specifically mentioned in clauses (i), (ii), (iii), or (iv) as equivalent to the experience normally acquired as a result of continuous practice for a period of five years as a chartered accountant.

*** Form "3" of Shedule 'A'.**

Explanation I—A member shall be deemed to have acquired the experience normally acquired as a result of continuous practice for a period of five years as a chartered accountant:

(a) if he has served continuously for a period of not less than five years in any one or more posts mentioned in clauses (i), (ii), (iii), or (iv) above; or

(b) if he has partly been in practice and partly served in any one or mpre posts mentioned in clauses (i), (ii), (iii), or (iv) above, so that the total period of practice and or service shall be continuous and be not less than five years:

PROVIDED that the Council may condone a break in continuity of service or practice of a period not exceeding one year, so however, that the actual period of service or practice shall not be less than the period of 5 years.

Explanation II—For the purpose of clause (i) above, the private or government, industrial, commercial or trading undertaking shall have at all material times (a) a minimum paid-up capital of twenty five lakhs of rupees or (b) a minimum turnover of fifty lakhs of rupees or (c) a minimum paid-up capital of ten lakhs of rupees and a minimum turnover of thirty lakhs of rupees or (d) a minimum total asset of fifty lakhs of rupees.

6. *Fees*

(1) A person applying for the membership of the Institute shall pay an entrance fee of three hundred rupees.

(2) An associate applying for admission as a fellow shall pay an entrance fee of two hundred rupees.

(3) An associate shall pay an annual membership fee of '[three hundred rupees] which shall be due and payable on the 1st day of April in each year.

(4) A fellow shall pay an annual membership fee of [2][nine hundred rupees] which shall be due and payable on the 1st day of April in each year:

PROVIDED that an associate, on being admitted as a fellow in the course of the year, shall pay [J][six hundred rupees] only for that year.

'-""Substituted for the words "two hundred twenty five rupees", "seven hundred rupees", "fpur hundred and seventy five rupees" and "six hundred rupees" respectively, effective from 1.4.2000 by Notification No. l-CA(7)/44/99 published in the Gazette of India dated 26th February, 2000.

(5) A member in practice shall pay an annual certificate fee of [4][eight hundred rupees] which shall be due and payable on the 1st day of April in each year.

7. *Refund of fee*

A person whose application for admission as a member or as associate or fellow member to the membership of the Institute referred to in Regulation 5 or whose application for a certificate of practice referred in Regulation 9 is not accepted by the Council, shall be entitled to a refund of the fee paid by him.

8. *Certificate of membership*

If the application made under Regulation 5 is accepted by the Council, the applicant's name shall be entered in the Register and a certificate of membership in the appropriate Form* shall be issued.

9. *Certificate of practice*

(1) A member may apply to the Council for a certificate entitling him to practise as a chartered accountant.

(2) An application for the grant of certificate of practice shall be made in the appropriate Form** and shall be accompanied by the annual certificate fee and the annual membership fee unless the same has already been paid in accordance with Regulation 6.

(3) The certificate issued in the appropriate Form*** shall be valid until it is cancelled under the provisions of these Regulations.

(4) Notwithstanding anything contained in this regulation, a certificate of practice held by a member on 31st March, 1975 shall be deemed to have been issued under this regulation and shall continue to be valid until it is cancelled.

(5) On his ceasing to be in practice, a member shall inform the Council

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Earlier substituted for the words "one hundred fifty rupees", "four hundred rupees", "two hundred aj\d fifty rupees" and "four hundred rupees" respectively, effective from 1.4.1996 by Notification No. 1 -C A(7)/30/95 published in the Gazette of India, Extra-Ordinary dated 13th March, 1996; and for the words "one hundred rupees", "two hundred and seventy five rupees", "one hundred and seventy five rupees" and "two hundred and seventy five rupees" respectively, effective from 1.4.1991 by Notification No. l-CA(7)/ll/90 published in the Gazette of India dated 19th January, 1991.

* Forms "4" & "5" of Schedule "A'.

** Form "6" of Schedule 'A'.

*** Form "7" of Schedule 'A'.

as soon as may be but in any case not later than one month from the day he ceases to practise.

10. *Cancellation of a certificate of practice*

(1) A certificate of practice shall be cancelled:—

(i) when the name of the holder of the certificate is removed from the Register; or

(ii) when the Council is satisfied, after giving an opportunity of being heard to the person concerned, that such certificate was issued on the basis of incorrect, misleading or false information, or by mistake or inadvertence; or

(iii) when a member has ceased to practise; or

(iv) when a member has not paid annual fee for certificate of practice till the 31st day of July of the relevant year.

(2) The cancellation of a certificate shall be effective:—

(a) in a case falling under clause (i) of sub-regulation (1), from the date on which and during the period for which the name of the holder of the certificate was removed from the Register;

(b) in a case falling under clause (iv) of sub-regulation (1), from the 15th day following the date of issue of notice by the Secretary on or after the 1st day of August; and

(c) in any other case from such date and for such period as the Council may determine.

(3) Where a certificate is cancelled, the date from which the certificate shall stand cancelled shall be communicated to the member and shall also be notified in the Gazette of India.

(4) Where a certificate of practice is cancelled, the holder of such certificate shall surrender the certificate to the Secretary within 15 days from the date of receipt of notice of such cancellation or from the date of the notification thereof in the Gazette of India, whichever is later, under sub-regulation (3).

11. ***Restoration of certificate of practice***

The Council may, on an application made in the ^approved Form and on payment of the fee as prescribed in sub-regulation (5) of Regulation 6, restore the certificate of practice, with effect from the date on which it was cancelled, to a member whose certificate has been cancelled due to the non-payment of the annual fee for the certificate of practice:

PROVIDED that the application, complete in all respects, together with the payment, is received by the Secretary before the expiry of the relevant year.

12. ***Complaints and enquiries relating to misconduct of members***

(1) Subject to the provisions of this regulation, a complaint against a member under Section 21 shall be investigated and all other enquiries relating to misconduct of such member shall be held by the Disciplinary Committee:

PROVIDED that if the subject matter of a complaint is, in the opinion of the President, substantially the same as or has been covered by any previous complaint or information received, the Secretary shall file the said complaint without any further action and inform the Complainant accordingly.

(2) A complaint under Section 21 shall be in the appropriate Form duly verified and shall be in triplicate.**

(3) Such complaint shall contain the following particulars namely:—

(a) the acts and omission which, if proved, would render the person complained against guilty of professional or other misconduct;

(b) the oral and or documentary evidence relied upon in support of the allegations made in the complaint.

(4) Every complaint, other than a complaint made by or on behalf of the Central or any State Government, shall be accompanied by a deposit of one hundred rupees which will be forfeited if the Council, after considering the complaint, comes to the conclusion that no prima facie case is made out and moreover that the complaint is either a frivolous one or is made with malafide intention.

* Form '101' of AppendixNo. (1)

*» Form "8" of Schedule *A'.

(5) The Secretary shall return a complaint, which is not in the appropriate Form or which does not contain the aforesaid particulars, to the Complainant for representation after removing the objections thereto and within such time as the Secretary may specify.

(6) Ordinarily within sixty days of the receipt of a complaint under Section 21, the Secretary shall:—

(a) if the complaint is against a member, send a copy thereof to such member at his professional address as entered in the Register;

(b) if the complaint is against a firm, send a copy thereof to the firm at the address of its head office, as entered in the register of offices and firms, with a notice calling upon the firm to disclose the name of the member who is answerable to the charge of misconduct and requiring it to send a copy of the complaint to him.

Explanation—A notice to the firm shall be deemed to be a notice to all the members who are partners or employees of that firm.

(7) A member against whom the complaint is made (hereinafter refeired to as the Respondent) may, within fourteen days of the service of a copy of me complaint under sub-regulation (6), or within such time as may be extended by the Secretary, forward to tlie Secretary in triplicate, a written statement in his defence verified in the same manner as the complaint,

(8) On receipt of the written statement, if any, the Secretary shall send a copy thereof to the Complainant and the Complainant may, within 14 days of the service of a copy of the written statement, or within such time as may be extended by the Secretary, forward to the Secretary, in triplicate, his rejoinder on the written statement, duly verified in the same manner as the complaint.

(9) On receipt of the Complainant's rejoinder, if any, the Secretary shall send a copy thereof to the Respondent and the Respondent may within 14 days of the service of a copy of the rejoinder, or within such time as rtiay be extended by the Secretary, forward to the Secretary, in triplicate, his comments on die rejoinder, duly verified in the same manner as the complaint.

(10) On a perusal of the complaint, the written statement, if any, the Complainant's rejoinder on the written statement, if any, and the Respondent's comments on tlie Complainant's rejoinder, if any, die President may call for

such additional particulars or documents connected therewith either from the complainant or the Respondent as he may consider expedient.

(11) (i) If on a perusal of the complaint, the written statement, if any, the Complainant's rejoinder to the written statement, if any, and the Respondent's comments on the Complainant's rejoinder, if any, and other relevant documents, the Council is prima facie of opinion that the Respondent is guilty of professional and or other misconduct, the Council shall cause an enquiry to be made in the matter by the Disciplinary Committee.

(ii) If, on the other hand, the Council is prima facie of opinion that the Respondent is not guilty of any professional or other misconduct, the complaint shall be filed and the Complainant and the Respondent shall be informed accordingly.

(12) (i) Any notice issued by the Secretary under this regulation shall be sent to the member or the firm, as the case may be, by registered post with acknowledgement due.

(ii) If any such notice is returned unserved with an endorsement to the effect that the addressee had refused to accept the notice, the notice shall be deemed to have been served.

(iii) If the notice is returned with an endorsement to the effect that the addressee cannot be found at the address given, the Secretary shall ask the Complainant to supply to him the correct address of the member or the firm, as the case may be.

(iv) A fresh notice shall be issued to the member or the firm at the correct address.

(13) The provision relating to a notice shall apply 'mutatis mutandis' to a letter.

13. *Information relating to misconduct of members*

The procedure laid down in sub-regulation (1) and sub-regulations (6) to (13) of Regulation 12 shall, so far as may be, apply to an information received under Section 21.

14. *Time limit on entertaining complaint or information*

Where the Council is satisfied that there would be difficulty in securing proper evidence of the alleged misconduct, or that the member against whom the complaint has been filed, would find it difficult to lead evidence to defend himself on account of the time lag, or that changes have taken place rendering the inquiry procedurally inconvenient or difficult, the Council may refuse to entertain a complaint or information in respect of misconduct made more than 10 years after the same was alleged to have been committed.

15. *Procedure in enquiry before the Disciplinary Committee*

(1) It shall be the duty of the Secretary to place before the Disciplinary Committee all die facts brought to the knowledge which are relevant for the purpose of the enquiry by the Disciplinary Committee.

(2) If the Respondent pleads guilty, the Disciplinary Committee shall record the plea and submit its report to the Council.

(3) The Respondent shall have a right to defend himself before the Disciplinary Committee either in person or through a legal practitioner or any other member.

(4) Except as otherwise provided in these Regulations, the Disciplinary Committee shall have the power to regulate its procedure in such manner as it considers just and expedient.

(5) Where during the course of an enquiry there occurs a change in the membership of the Disciplinary Committee for any reason whatsoever, any party to the enquiry may demand mat the enquiry be held 'de-novo' and when such a demand is made die Disciplinary Committee may for sufficient cause and for reasons to be recorded in writing, order mat me enquiry shall be held 'de-novo'.

16. *Report of the Disciplinary Committee*

(1) The Disciplinary Committee shall submit its report to the Council

(2) Where me finding of the Disciplinary Committee is mat the Respondent is guilty of professional and or other misconduct, a copy of the report of the Disciplinary Committee shall be furnished to the Respondent and he shall be given the opportunity of making a representation in writing to the Council.

(3) The Council shall consider me report of me Disciplinary Committee along with the representation in writing of the Respondent, if any, and if, in its opinion, a further enquiry is necessary, shall cause such further enquiry to be made whereupon a further report shall be submitted by the Disciplinary

Committee.

(4) The Council shall, on the consideration of the report and the further report, if any, and the representation in writing of the Respondent, if any, record its findings :

PROVIDED that if the report of the Disciplinary Committee is that the Respondent is not guilty of any professional or other misconduct, the Council shall not record its findings contrary to the report of **the** Disciplinary Committee.

(5) The finding of the Council shall be communicated to the Complainant and the Respondent

17. *Procedure in a hearing before **the** Council*

(1) If the Council, in view of its findings, is of opinion that there is a case for passing an order under sub-section (4) of Section 21, it shall:—

(a) furnish to the Respondent a copy of its findings; and

(b) give him a notice calling upon him to appear before it on a specified date or if he does not wish to be heard in person, to send within a specified time, such representation in writing as he may wish to make in connection with the order to be passed against him under sub-section (4) of Section 21.

(2) The scope of the hearing or of the representation in writing, as the case may be, shall be restricted to the order to be passed under sub-section (4) of Section 21.

(3) The Council shall, after hearing the Respondent if he appears in person, or after considering the represenation, if any, made by him, pass such orders as it may think fit.

(4) The order passed by the Council shall be communicated to the Complainant and the Respondent.

18. *Notification of removal*

The removal of a member's name from the Register shall be notified in the Gazette of India and shall also be communicated in writing to him.

19. *Restoration to membership*

The Council may, on an application in the* appropriate Form, received in this behalf from a member whose name has been removed from the Register restore his name, if he is otherwise eligible to such membership, on his paying before.such restoration, the balance of the entrance fee, if any, the annual membership fee for the year during which his name is restored, a restoration fee of' [one hundred rupees] together with the annual membership fee for the year in which his name was removed from the Register:

PROVIDED that where such removal has taken place under clause (c) of sub-section (1) of Section 20 and an application for restoration, complete in all respects, is received by the Secretary within the same year in which the name was removed, the Council may restore the name with effect from the date on which it was removed from the Register :

PROVIDED FURTHER that the restoration of a member's name which was removed under the orders of the High Court shall be effected only in accordance with such orders.

20. *Notification of restoration*

The restoration of a member's name to the Register shall be notified in the Gazette of India and shall also be communicated in writing to him.

* Fonn "9" of Schedule 'A'.

'Substituted for the words "fifty rupees" effective from 1.4.2000, by Notification No. l-CA(7)/44/99 published in the Gazette of India dated 26th February, 2000.

CHAPTER III

EXAMINATIONS

[1] [21. *Conditions to become a member*

Except as otherwise provided in the Act or these Regulations, a person in order to qualify himself for membership of the Institute should have—

(a) completed the practical training as provided in these Regulations and have passed the Final examination as per the syllabus specified in Schedule 'B'; or

(b) completed the practical training, passed the Final examination as per the syllabus as may be specified by the Council and attended the course as provided in these Regulations.]

22. *Conduct of examinations*

(1) The examinations shall be conducted in such manner and at such time and places as the Council may direct:

PROVIDED that there shall be at least one examination in each year.

(2) The dates and places of the examinations and other particulars shall be notified in the Gazette of India.

[2][23] Deleted.

•Substituted for tlie following by Notification No. l-CA(7)/51/2000 published in the Gazette of India, Extraordinary dated 14th August, 2001:-

"21. Conditions to become a member

"Except as otherwise provided in tlie Act or these Regulations, a person in order to qualify himself for membership of tlie Institute shall have completed the practical training as provided in these Regulations and have passed tlie Final examination as per the syllabus specified in Schedule 'B'."

Tlie following was deleted by Notification No. l-CA(7)/51/2000 published in the Gazette of India, Extraordinary dated 14th August, 2001 :-

[23. Admission to the Entrance Examination, Fees and Syllabus

(1) No candidate shall be admitted to the Entrance Examination unless he is a graduate within the meaning of clause (ix) of sub-regulation (1) of regulation 2 or is undergoing the graduation course:

PROVIDED that a candidate who having appeared at the Entrance Examination held after 1 st January, 1985 has failed in the said examination on three occasions, shall not be admitted to the Entrance Examination.

(2) A candidate for admission to tlie Entrance Examination shall pay such fee as may be fixed by the Council from time to lime.

(3) A candidate for admission to tlie Entrance Examination shall be examined in the subjects prescribed in paragraph 1 of Schedule 'B'.

(4) Notwithstanding anylliing contained in these regulations, the Council may, at any time after tlie commencement of registration for tlie Foundation Course, discontinue die Entrance Examination]

[1][24. *Registration for the Foundation Course*

(1) No candidate shall be registered for the Foundation Course unless he has passed the Senior Secondary Examination conducted by an examining body constituted by law in India or an examination recognised by the Central Government as equivalent thereto.

(2) Notwithstanding anything contained in sub-regulation (1), a person who has appeared in the final Senior Secondary Examination or an examination recognised by the Government or the Council as equivalent thereto may also be provisionally registered for the Foundation Course by the coaching organisation set-up under the control and supervision of the Council:

PROVIDED that the provisional registration of a person shall be confirmed only after satisfactory proof has been furnished by him to the coaching organisation within a period of six months from the date of provisional registration of having passed the aforesaid examination:

PROVIDED FURTHER that if such a person fails to produce such proof within the aforesaid period his provisional registration shall be cancelled and no part of the registration fee or the tuition fee paid by him shall be refunded and for the purpose of these Regulations no credit shall be given for the theoretical instructions undergone.

(3) Before admission to the Foundation Course, a candidate shall pay such fee, as may be fixed by the Council from time to time.]

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The above was earlier substituted for the following by Notification No. l-CA(7y 19/92 published in the Gazette of India, dated 7th March, 1992:-

[23. ***Admission to the Entrance Examination***

(1) No candidate shall be admitted lo the Entrance examination unless he is a graduate within the meai ling of clause (ix) of sub-regulation (1) of regulation 2 or is undergoing the graduation course:

PROVIDED that a candidate who having appeared at the Entrance Examination held after 1st January, 1985 has failed in the said examination on mice occasions, shall not be admitted to the Entrance Examinatioa

24. ***Admission fee for the Entrance Examination***

A candidate for admission to the Entrance Examination shall pay such fee as may be fixed by the Council from time to time.

25. ***Syllabus for the Entrance Examination***

A candidate for the Entrance Examination shall be examined in the subjects prescribed in paragraph 1 of Schedule 'B'.]

'Inserted by Ntfn. No. l-CA(7)/19/92 published in the Gazette of India dt 7th March, 1992.

'[(4) Notwithstanding anything contained in these Regulations, the Council may, at any time after the commencement of registration for the Professional Education (Course - I), discontinue registration for the Foundation Course.]

[2][25. *Admission to the Foundation Examination, Fees and Syllabus*

(1) No candidate shall be admitted to the Foundation Examination unless he produces a certificate from the head of the coaching organisation, to the effect that he is registered with the coaching organisation and has complied with the requirements of the postal tuition scheme:

PROVIDED that commerce graduates who have passed the graduation examination with accountancy and auditing and mercantile law or commercial law, securing in aggregate a minimum of 50% of the total marks in the examination or graduates other than commerce graduates who have passed the graduation examination with mathematics as one of the subjects securing in the aggregate a minimum of 60% of the total marks in the examination or graduates other than commerce graduates who have passed the graduation examination with any other subjects other than mathematics securing in the aggregate a minimum of 55% of the total marks in the examination shall be exempted from passing the Foundation Examination:

PROVIDED FURTHER that they shall be permitted to register themselves as articled/audit clerks to receive practical training prescribed under these Regulations, if found otherwise eligible.

Explanation—For the purpose of this regulation, commerce graduate shall mean a graduate having passed the graduation examination with accountancy and auditing and mercantile law or commercial law as full papers, irrespective of any other subjects offered in the curriculum.

(2) A candidate for the Foundation Examination shall pay such fees as may be fixed by the Council from time to time.

(3) A candidate for the Foundation Examination shall be examined in the subjects prescribed in paragraph 1A of Schedule 'B'.]

•Inserted by Notification No. l-CA(7)/51/2000 published in the Gazette of India, Extraordinary dated 14th August, 2001.
'Incited by Notification No. l-CA(7)/19/92 published in the Gazette oflndia, dated 7th March, 1992.

'[(4) Notwithstanding anything contained in these Regulations, the Council may, at any time after the commencement of registration for the Professional Education (Course - I), discontinue holding the Foundation Course Examination under these Regulations and require the candidates to pass the Professional Education (Examination -1) as per the syllabus as may be specified by the Council.]

[2][25A. *Registration for Professional Education (Course - I)*

(1) No candidate shall be registered for the Professional Education (Course -1) unless he has passed the Senior Secondary Examination (10 + 2 examination) conducted by an examining body constituted by law in India or an examination recognised by the Central Government or the Council as equivalent thereto.

(2) Notwithstanding anything contained in sub-regulation (1), a candidate who has appeared in the final Senior Secondary Examination or an examination recognised by the Central Government or the Council as equivalent thereto may be provisionally registered for the Professional Education (Course -1) by the head of the coaching organisation, by whatever name designated, set up under the aegis of the Council:

PROVIDED that the provisional registration of such candidate shall be confirmed only after satisfactory proof of having passed the examination referred to in this sub-regulation, has been furnished by him to the coaching organisation within a period of six months from the date of provisional registration:

PROVIDED FURTHER that if such candidate fails to produce such proof within the aforesaid period of six months his provisional registration shall be cancelled and the registration fee or the tuition fee paid by him shall not be refunded and for the purpose of these Regulations no credit shall be given for the theoretical education undergone and eligibility tests passed.

(3) A candidate shall pay such fee, as may be fixed by the Council from time to time, along with his application in the Form approved by the Council, for registration to the Professional Education (Course - I).

'"Inserted by Notification No. 1 -CA(7)/51/2000 published in the Gazetteof India, Extraordinaiy dated I4th August, 2001.

25B. ***Admission to the Professional Education (Examination -1),*** *Fees and Syllabus.*

(1) No candidate shall be admitted to the Professional Education (Examination-I) unless he produces a certificate from the head of the coaching organisation, by whatever name designated, set up under the aegis of the Council to the effect that he is registered with the coaching organisation and has complied with the requirements of the theoretical education scheme, as may be specified by the Council from time to time:

PROVIDED that a graduate within the meaning of clause (ix)(b) of regulation 2 shall be exempted from passing the Professional Education (Examination - I), if such person is a -

(i) commerce graduate having passed the graduation examination with accountancy, auditing and mercantile law or commercial law as full examination papers, securing in the aggregate a minimum of 50% of the total marks in the examination; or

(ii) non-commerce graduate having passed the graduation examination with mathematics as one of the subjects securing in the aggregate a minimum of 60% of the total marks in the examination; **or**

(iii) commerce graduate having passed the graduation examination without accountancy, auditing and mercantile law or commercial law as full examination papers and non-commerce graduate having passed the graduation examination with subjects other than mathematics as one of the subjects securing in the aggregate a minimum of 55% of the total marks in the examination:

PROVIDED FURTHER that a candidate who has passed the final examination conducted by the Institute of Cost and Works Accountants of India or by the Institute of Company Secretaries of India, set up under the Cost and Works Accountants Act, 1959 (23 of 1959) or the Company Secretaries Act, 1980 (56 of 1980) respectively shall also be exempted from passing the Professional Education (Examination - I).

Explanation—For the purpose of this regulation -

(i) "full examination paper" means a paper carrying not less than 50 marks;

(ii) for the purpose of calculating the percentage of marks, the marks secured in subjects in which a person is required by the regulations of the university or the examining body concerned to obtain only pass marks and for which no special credit is given for higher marks, shall be ignored;

(iii) in the case of non-commerce graduates with mathematics as one of the subjects, if the marks allotted to the subject of mathematics, involving one or more papers in the syllabus for the concerned course are less than 10 per cent of the total marks in the examination shall be deemed to be graduate with subject other than mathematics as one of the subjects, and shall be covered under regulat on 25B(l)(iii); and

(iv) any fraction of half or more shall be rounded up to the next whole number.

(2) Notwithstanding anything contained in sub-regulation (1) above, a candidate, who fails to pass the Professional Education (Examination -1) in five consecutive attempts from the examination in which he is eligible to appear, shall not be admitted to the said examination.

Explanation—For the purpose of this regulation, any attempt not availed of after becoming eligible to appear in the examination shall be reckoned as an attempt for calculating the five consecutive attempts.

(3) A candidate for the Professional Education (Examination -1) shall pay such fees as may be fixed by the Council from time to time.

(4) A candidate for the Professional Education (Examination -1) shall be examined in the subjects as may be specified by the Council from time to time.]

'[26. Admission to the Intermediate Examination

No candidate shall be admitted to the Intermediate Examination unless:—

'Substituted for the following by Ntfn. No. l-CA(7)/19/92 published in the Gazette of India dt. 7th March, 1992:—

26. ***Admission to the Intermediate Examination***

(1) No candidate shall be admitted to the Intermediate Examination unless-

(i) he has on the I st day of February or the 1st day of August of each year for eligibility to the examination that may be held in May or November, respectively, completed not less than nine months of service as an articled clerk or as an audit clerk or partly as an articled clerk and partly as an audit clerk; and

(i) (a) he has passed the Entrance Examination and is a graduate within the meaning of clause (ix) of sub-regulation (1) of Regulation 2; or

(b) he has passed the Foundation Examination or is exempted from passing the said examination under these Regulations; and

(ii) he has completed not less than nine months of service as an articled clerk or as an audit clerk or partly as an articled clerk and partly as an audit clerk, three months prior to the first day of the month in which the examination is held; and

(iii) he produces a certificate from the head of the coaching organisation to the effect that he has complied with the requirements of the postal tuition scheme:

PROVIDED that the aforesaid certificate shall be valid for such period computed from the date of its issue as may be specified by the coaching organisation, whereafter the candidate shall have to obtain a fresh certificate after fulfilling such conditions as may be imposed by the coaching organisation in that behalf.]

27. *Admission fee* ***for the Intermediate Examination***

A candidate for admission to both the groups or only one group of the Intermediate examination shall pay such fee as may be fixed by the Council from time to time.

Contd. from previous page

(ii) he produces a certificate from the head of the coaching organisation, by whatever name designated, set up under the aegis of the Council, to the effect that he has complied with the requirements in this behalf of postal tuition scheme:

PROVIDED that the aforesaid certificate shall be valid for such period computed from the date of its issue as may be specified by the coaching organisation, whereafter the candidate shall obtain a fresh certificate after fulfilling such conditions as may be imposed by the coaching organisation in that behalf.

(2) Notwithstanding anything contained in sub-regulation (I), above, a candidate who has entered into articled or audit service for the first time on or after the 18th July, 1964 shall not be admitted to the Intermediate examination if he fails to pass in any of the examinations held within ten years from the date of registration:

PROVIDED, however, that a' candidate who is debarred, as aforesaid, from appearing in the Intermediate examination may be permitted to appear in the said examination or in the Croup in which he has failed to qualify, for a further term, as aforesaid, if he has satisfied the requirement of sub-regulation (3) of regulation 57 and has complied with the requirements of the postal tuition scheme.

[1](*28. Syllabus for the Intermediate Examination*

(1) A candidate for the Intermediate Examination held after 1 st January, 1985 shall be examined in the groups and subjects prescribed in Paragraph 2 of Schedule 'B'.

[2](2) Notwithstanding anything contained in these Regulations, the Council may, at any time after introduction of Professional Education (Course - II), discontinue holding the Intermediate Examination under Schedule 'B' and require the candidates to pass the Professional Education (Examination - II) as per the syllabus as may be specified by the Council.]

[3][28A. *Registration for Professional Education (Course - //)*

(1) No candidate shall be registered for the Professional Education (Course - II) unless he has passed the Professional Education (Examination - I) or is exempted from the said examination under these Regulations:

PROVIDED that a candidate who has passed the Entrance or Foundation Examination under the Chartered Accountants Regulations, 1988, shall be eligible to register himself for the Professional Education (Course - II).

(2) Notwithstanding anything contained in sub-regulation (1), a candidate falling in any of the following categories shall also be provisionally registered for the Professional Education (Course - II) by the head of tlie coaching organisation, by whatever name designated, set tip under the aegis of the Council:

(i) A candidate who has appeared in the Professional Education (Examination -1) under these regulations; or the Final Examinations of the Institute of Cost and Works Accountants of India or the Institute of Company Secretaries of India;

•Substituted for the following by Ntfn. No. l-CA(7)/19/92 published in the Gazette of India dt. 7th March, 1992:—

28. ***Syllabus for the Inlennediate examination***

A candidate for tlie Intermediate examination held after 1st January, 1985 shall be examined in tlie groups and subjects prescribed in paragraph 2 of Schedule 'H'.

^Substituted for the following by Notification No. l-CA(7)/51/2000 published in the Gazette of India. Extraordinary dated 14th August. 2001:—

(2) Notwithstanding anything contained in these Regulations, the Council may, at any time after introduction of tlie Foundation Course, discontinue holding the Intermediate Examination and require tlie candidates to pass tlie Intermediate Examination as per the syllabus given in Paragraph 2A of Schedule "B

'Inserted by Notification No. l-CA(7)/51/2000 published in the Gazette of India Extraordinary dated 14th August, 2001

(ii) A candidate who has passed the second year graduation examination giving a declaration to the effect that being eligible to appear in the final year graduation examination within six months from the date of provisional registration intends to appear in the said final year graduation exanunation within the aforesaid period of six months.

(3) The provisional registration of such candidate shall be confirmed only on submission of proof of having passed the Professional Education (Examination - I); or the Final Exanunation conducted by the Institute of Cost and Works Accountants of India or by the Institute of Company Secretaries of India or graduation examination with the minimum marks as specified in the first proviso to Regulation 25B(1) to the coaching organisation within a period of three months in the case of a candidate falling under clause (i) and within six months in the case of a candidate falling under clause (ii) of sub-regulation (2) from the date of appearing in final graduation examination:

PROVIDED that if such a candidate fails to produce such proof within the aforesaid period of three months or six months, as the case may be, his provisional registration shall be cancelled and the registration fee or the tuition fee paid by him shall not be refunded and for the purpose of these Regulations no credit shall be given for the theoretical education undergone and eligibility tests passed.

(4) A candidate shall pay such fee, as may be fixed by the Council from time to time, along with his application in the Form approved by the Council, for admission to the Professional Education (Course - II).

28B. *Admission to the Professional Education (Examination • 11), Fees and Syllabus.*

(1) No candidate shall be admitted to the Professional Education (Examination - II) unless he produces a certificate from the head of the coaching organisation, by whatever name designated, set up under the aegis of the Council, to the effect that he is registered with the coaching organisation and has complied with the requirements of the theoretical education scheme.

(2) Notwithstanding anything contained in sub-regulation (1), a candidate who has completed the practical training either partly or fully before the commencement of these Regulations but has not passed the Intermediate exanunation under the syllabus given in para 2A of Schedule 'B' to these Regulations shall, instead be required to pass Professional Education (Examination - II) and for the puqx>se of these Regulations, the eligibility test earlier passed by him, if any, shall remain valid:

PROVIDED that such candidate shall be entitled to continue and complete the practical training under these Regulations.

(3) Notwithstanding anything contained in sub-regulations (1) and (2), a candidate who fails to pass the Professional Education (Examination -11) in five consecutive attempts from the examination in which he is eligible to appear, shall not be admitted to the said examination.

Explanation— For the purpose of this regulation, any attempt not availed of after becoming eligible to appear in the examination shall be reckoned as an attempt for calculating the five consecutive attempts.

(4) A candidate for the Professional Education (Examination - II) shall pay such fees as may be fixed by the Council from time to time.

(5) A candidate for the Professional Education (Examination - II) shall be examined in the subjects as may be specified by the Council from time to time.]

'[29. *Admission to the Final Examination*

[2][Applicable to candidates appearing in Final examination under die syllabus prescribed in Para 3A of Schedule 'B']

No candidate shall be admitted to the Final Examination unless-

'Substituted for die following by Notification No. 1 -CA(7)/l W2 published in the Gazette of India, dt. 7th March, 1992.

29. *Admission to the Final Examination*

No candidate shall be admitted to the Final examination unless-

(i) he lias either passed die Intermediate examination under these Regulations or the Chartered Accountants Regulations, 1964, or die Intermediate or die first examination under die Chartered Accountants Regulations, 1949, or was exempted from passing die First examination under die Chartered Accountants Regulations, 1949; and

(ii) he has as on first day of February or die first day of August of each year, for eligibility to die examination that may be held in May or November, respectively, either completed die service as an articled clerk or as an audit clerk, or partly as an articled clerk and partly as an audit clerk, which he is required to serve for admission as a member, or has yet to serve not more dun nine months of such service.

***Explanation*—-In computing die aforesaid period of nine months, leave taken in excess of 138 days in the case of an articled clerk and 1S4 days in die case of an audit clerk shall be regarded as die period yet to be served under articled or audit service, as die case may be;**

(iii) There has been a time interval of at least two Final examinations between passing of die Intermediate examination and die first appearance at die Final examination:

PROVIDED diat—

(i) in die case of a candidate who appears in die Final examination widtin die last six months of die period of his practical training there need be a time interval of only one Final examination between the passing of the Intermediate Examination and the first appearance at the Final examination; and

(ii) in die case of a candidate who appears in die Final examination after completion of die period of his practical training, tliere need be no time interval between die passing of die Intermediate examination and die first appearance at the Final examination.

Inserted by Notification No. l-CA(7y51/2000 published in the Gazette oflndia, Extraordinary dated 14th August, 2001

(i) he has either passed the Intermediate Examination under these Regulations or the Chartered Accountants Regulations, 1964, or the Intermediate or the First examination under the Chartered Accountants Regulations, 1949, or was exempted from passing the First examination under the Chartered Accountants Regulations, 1949; and

(ii) he has completed the practical training as is required for admision as a member or has yet to serve not more than nine months of practical training at least three months prior to the first day of the month in which the examination is held:

Explanation:—In computing the aforesaid period of nine months, leave taken in excess of 138 days in the case of an articled clerk and 184 days in the case of an audit clerk shall be regarded as the period yet to be served under articled or audit service, as the case may be.

(iii) There has been a time interval of at least two Final Examinations between passing of the Intermediate Examination and the first appearance at the Final examination.

PROVIDED that:—

(i) in the case of a candidate who appears in the Final Examination within the last six months of the period of his practical training, there need be a time interval of only one Final Examination between the passing of the Intermediate Examination and the first appearance at the Final Examination; and

(ii) in the case of a candidate who appears in the Final Examination after completion of the period of his practical training, there need be no time interval between the passing of the Intermediate Examination and the first appearance at the Final Examination].

'[29A. *Admission to the Final Examination*

[Applicable to candidates appearing in Final examination under the syllabus as may be specified by the Council]

(1) No candidate shall be admitted to the Final examination unlcss:-

' Inserted **by Notification No. I** -CA(7)/5**1/2000 published in the Gazette of India, Extraordinary dated 14th August, 2001**

(i) he has passed the Professional Education (Examination - II) under these Regulations; and

(ii) he has completed the practical training as is required for admission as a member or is serving the last six months of practical training on the first day of the month in which jthe examination is scheduled to be held; and

(iii) he produces a certificate from the head of the coaching organisation, by whatever name designated, set up under **the** aegis of the Council, to the effect that he has complied with the requirements of the theoretical education scheme:

PROVIDED the requirement of theoretical education scheme shall not be applicable to a candidate who was admitted to the final examination Held prior to the commencement of the final examination under the syllabus specified by the Council.

Explanation— In computing the aforesaid period of six months, leave taken in excess of 138 days in the case of an articled clerk and 184 days in the case of an audit clerk shall be regarded as the period required to be served under articled or audit service, as the case may be.

(2) Notwithstanding anything contained in sub-regulation (1) candidate who has either passed the Intermediate examination under thbse regulations or the Chartered Accountants Regulations, 1964, or **the** Intermediate or the First examination under the Chartered Accountants Regulations, 1949 or was exempted from passing the first examination under that regulations shall also be admitted to the final examination provided he has completed the practical training as is required for admission as a memper or has been serving the last six months of practical training including excess leave if any, on the first day of the month in which the examination is scheduled to be held.

Explanation— In computing the aforesaid period of six months, leave taken in excess of 138 days in the case of an articled clerk and 184 days in the case of an audit clerk shall be regarded as the period required to be served under articled or audit service, as the case may be.]

30. *Admission fee* ***for the Final Examination***

A candidate for admission to all the groups or only one group of the Final examination shall pay such fee as may be fixed by the Council from time to time.

'[31. *Syllabus for the Final Examination*

(1) A candidate for the final examination shall be examined in the groups and subjects prescribed in paragraph 3A of Schedule 'B'.

(2) Notwithstanding anything contained in these Regulations, the Council may, at any time after introduction of Professional Education (Course - II), discontinue holding the Final Examination under paragraph 3A of Schedule 'B' and require the candidates to pass the Final examination as per the syllabus as may be specified by the Council.]

32. *Application for Admission to an Examination*

An application for admission to an examination shall be made in the form approved by the Council, a copy of which may be obtained from the Secretary, and, together with the fee fixed for the examination, shall be sent so as to reach the Secretary in accordance with the directions given by the Council.

33. *Right to refuse admission to Examination*

(1) The Examination Committee or a person authorised by it in this behalf may, for any sufficient reason to be recorded, refuse to admit a candidate to an examination or admit him to an examination subject to such conditions as it or he may consider to be reasonable in the circumstances of the case or may for any sufficient reason to be recorded, refuse a candidate admission to an examination hall or expel him from an examination hall, after he has been admitted to it in the usual course.

'Substituted for the following by Notification No. I -CA(7)/51/2000 published in the Gazette of India. Extraordinary dated 14lh August, 2001:-

"31 Syllabus for the Final Examination

(1) A candidate for the Final Examination shall be examined in the groups and subjects prescribed in paragraph 3 of schedule 'B'.

(2) Notwithstanding anything contained in these regulations, the Council, may, at any time after introduction of the Foundation Course, discontinue holding the Final examination as per the syllabus given in paragraph 3 of Schedule' B' and require the candidates to pass the Final examination as per the syllabus given in paragraph 3A of Schedule 'H"

Earlier substituted for the following by Ntfn. No. 1 -CA(7)/19/92 published in the Gazette of India dated 7lh March, 1992:—

31. *Syllabus for the Final Examination.*

(I) A candidate for the Final Examination shall be examined in groups and subjects prescribed in paragraph 3 of Schedule 'B'.

(2) Any order passed by the Examination Committee or the person authorised by it, may be reviewed by the Examination Committee.

'[34. *Refund of Fees*

The fee paid by a candidate who has been admitted to an examination, shall not be refunded under any circumstances.]

35. *Candidates to be supplied with admission tickets*

An admission ticket stating the place, dates and times at which the candidate may present himself for an examination shall be sent to each candidate to the address given by him in his application not less than twenty-one days before the commencement of the examination.

[2][36. *Requirement for passing the Foundation and the Professional Education (Examination • I).*

(1) A candidate for the Foundation Examination shall ordinarily be declared to have passed the examination if he obtains at one sitting minimum of 40 per cent marks in each paper and a minimum of 50 per cent of the total marks of all the papers.

'Substituted for the following by Ntfn. No. 1 -CA (7)/11 /90 published in the Gazette of India dated 19thJanuary, 1991:—

34. *Refund of fees*

(1) The fee paid by a candidate who has been admitted to an examination, shall not except as otherwise provided in sub-regulation (2) be refunded.

(2) Where a candidate intimates to the Council, within IS days of the last day of the examination that he was prevented from attending the examination on account of circumstances beyond his control, the Council may permit fifty per cent of the fee paid by such candidate to be refunded to him.

Substituted for the following by Notification No. 1 -CA(7)/51/2000 published in the Gazette of India, Extraordinary dated 14th August, 2001:—

[36. *Requirement for passing the Entrance Examination and the Foundation Examination*

(1) A candidate for the Entrance examination shall ordinarily be declared to have passed in the examination if he obtains at one sitting a minimum of 40 per cent marks in each paper and minimum of 50 per cent of the total marks of all the papers.

(2) A candidate for the Foundation Examination shall be declared ordinarily to have passed the examination if he obtains at one sitting a minimum of 40 per cent marks in each paper and minimum of 50 per cent of the total marks of all (he papers.]

Earlier substituted for the following by Ntfn. No. l-CA(7)/I9/92 published in the Gazette (India dated 7th March. 1992:—

36. *Requirement for passing the Entrance Examination*

A candidate for the Entrance examination shall ordinarily be declared to have passed in the examination if he obtains at one sitting a minimum of 40 percent marks in each paper and a minimum of 50 per cent of the total marks of all the papers.

(2) A candidate for the Professional Education (Examination -1) shall ordinarily be declared to have passed the examination if he obtains at one sitting a minimum of 40 per cent marks in each paper and a minimum of 50 per cent of the total marks of all the papers.]

"37. Requirements for passing the Intermediate Examination

(1) A candidate shall ordinarily be declared to have passed the Intermediate examination if he passes in both the groups and he may appear in both the groups simultaneously or in one group in one examination and in the remaining group at any subsequent examination.

(2) A candidate shall be declared to have passed in both the groups simultaneously if he secures at one sitting a minimum of 40 per cent marks in each paper of both the groups and a minimum of 50 per cent marks in • the aggregate of all the papers of both the groups taken together.

'Substituted for the following by Ntfn. No. l-CA(7)/19/92 published in the Gazette of India dt,7th March, 1992:—

37. ***Requirements for passing the Intermediate Examination***

(1) A candidate for the Intermediate Examination shall ordinarily be declared to have passed the examination if:—

(a) he is declared to have passed in both the groups taken simultaneously, securing at one sitting a minimum of 40 per cent marks in each paper of the group and a minimum of 50 per cent of the total marks of all the papers of each group; or

(b) he is declared to have passed in one group at one examination and in the remaining group at any subsequent examination, securing at one sitting, a minimum of 40 per cent marks in each paper of the group and a minimum of 50 per cent of the total marks of all the papers of that group; or

(c) he is declared to have passed in both the groups taken simultaneously, securing a minimum of 40 per cent marks in each paper of both the groups at the same examination and a minimum of 50 per cent of the total marks of both the groups taken together.

(2) Notwithstanding anything contained in clauses (a) and (b) of sub-regulation (1) above, a candidate who fails in one paper comprised in a group but secures a minimum of 60 per cent of the total marks of the remaining papers of the group, shall be declared to have passed in that group if he appears at any one or more of the immediately next three following examinations in the paper in which he had failed and secures a minimum of 40 per cent marks in that paper.

(3) Notwithstanding anything contained in clauses (a) and (b) of sub-regulation (1) above, a candidate not covered by sub-regulation (2) who fails in one or more papers comprised in a group but secures a minimum of 60 per cent marks in any paper or papers of that group and a minimum of 30 per cent marks in each of the remaining papers of that group, shall be eligible to appear at any one or more of the immediately next three following examinations in the paper or papers in which he had secured less than 60 per cent marks and shall be declared to have passed in that group if he secures at one attempt a minimum of 40 per cent marks in each of such papers and a minimum of 50 per cent of the total marks of all the papers of that group, including the paper or papers in which he secured a minimum of 60 per cent marks in the earlier examination referred to above.

(3) A candidate shall be declared to have passed in a group if he secures at one sitting a minimum of 40 per cent marks in each paper of the group and a minimum of 50 per cent marks in the aggregate of all the papers of that group.

(4) A candidate who has passed in any one but not in both the groups of the Intermediate examination held under the scheme of examinations prior to the commencement of the examination under the syllabus given in paragraph 2A of Schedule 'B' of these Regulations, shall be entitled to the exemption from appearing in the papers, specified in the following tables and he shall be declared to have passed the Intermediate examination if he secures at one sitting a minimum of 40 per cent marks in each of remaining papers and a minimum of 50 per cent marks in the aggregate of all such remaining papers put together:

PROVIDED a candidate who is exempted from appearing in five papers will be declared to have passed in the said examination if he secures a minimum of 50 per cent marks in the remaining paper.

TABLE 'A'

Papers of the Intermediate examination passed under Schedule D 10 me v-nariereu Mtcuumaiiis Regulations, 1964	Exemption to which the candidate is entitled at any Intermediate examination unuer ine synauus given in paragraph 2A of Schedule 'B' to the Chartered Accountants Regulations, 1988
Group I	
Paper 1: Accounting	Paper 1: Advanced Accounting (Group I)
Paper 2: Accounting	Paper 1: Advanced Accounting (Group I)
Paper 3: Auditing	Paper 2: Auditing (Group 1)
Group 11	
Paper 4: Cost Accounts & Statistics	Paper 4: Cost Accounting (Group II)
Paper 5: Mercantile Law & Company Law	Paper 3: Corporate and Other Laws (Group I)
Paper 6: General Commercial Knowledge.	Nil

TABLE 'B'

Papers of the Intermediate examination passed under Schedule 'BB' to the Chartered Accountants Regulations, 1964 or under paragraph 2 of Schedule 'B' to the Chartered Accountants Regulations, 1988	Exemption to which the candidate is entitled at any Intermediate examination under the syllabus given in paragraph 2A of Schedule B' to the Chartered Accountants Regulations, 1988
Group I	
Paper 1: Accounting	Paper 1: Advanced Accounting (Group I)
Paper 2A : Company Accounts Paper 2B: Elements of Income Tax J	Paper 5: Income Tax and Central Sales Tax (Group II)
Page 3: Cost Accounting	Paper 4: Cost Accounting (Group n)
Paper **4:** Auditing	Paper 2: Auditing (Group I)
Group II	
Paper 5: Mercantile Law, Company Law and Industrial Law	Paper 3: Corporate and other Laws (Group I)
Paper 6: Business Mathematics and Statistics	Nil
Paper 7: Organisation and Management and Economics	Paper 6: Organisation & Management and Fundamentals of Electronic data Processing (Group II)

(5) A candidate who has passed in any one but not in both the groups of the Intermediate exanunation held under the Chartered Accountants Regulations, 1988 shall continue to be governed by the provisions of these Regulations till the commencement of Intermediate examination to be held under paragraph 2A of Schedule 'B' to these Regulations.

'[37A. *Requirements for passing the Professional Education (Examination • II):*

(1) A candidate shall ordinarily be declared to have passed the Professional Education (Examination - II) if he passes in both the groups. He may, either appear in both the groups simultaneously or in one group in one exanunation and in the other group at any subsequent examination.

(2) A candidate shall ordinarily be declared to have passed in both the groups simultaneously, if he -

'Inserted by Notification No. l-CA(7)/51/2000 published in the Gazette of India, Extraordinary dated 14th August, 2001

(a) secures at one sitting a minimum of 40 percent marks in each paper of each of the groups and a minimum of 50 percent marks in the aggregate of all the papers of each of the groups; or

(b) secures at one sitting a minimum of 40 percent marks in each paper of both the groups and a minimum of 50 percent marks in the aggregate of all the papers of both the groups taken together.

(3) A candidate shall be declared to have passed in a group if he secures at one attempt a minimum of 40 percent marks in each paper of the group and a minimum of 50 percent marks in the aggregate of all the papers of that group.

(4) A candidate who has passed in any one but not in both the groups of the Intermediate examination held under Schedule 'B' or Schedule 'BB' to the Chartered Accountants Regulations, 1964 or under paragraph 2 of Schedule 'B' to the Chartered Accountants Regulations, 1988 and has subsequently appeared or required to appear as unit candidate under para 2A of Schedule 'B' to that regulations, but has not passed the respective umt, shall be entitled to appear in their respective unit till the commencement of the examination as per syllabus specified by the Council. Thereafter, ;he entitlement to appear as a 'unit' candidate shall cease and such candidates shall be required to appear in all the papers of both the groups to pass the Professional Education (Examination - II) as per syllabus as may be specified by the Council, if they wish to pursue the course.

Explanation— The expression 'unit' referred to above is a set of papsrs in which a candidate who has passed in any one but not in both the groups of Intermediate examination prior to the commencement of examination under the syllabus specified in para 2A of Schedule 'B' to the Chartered Accountants Regulations, 1988, is required to appear and pass.

(5) The Council may, frame guidelines for granting exemption in a group or paper(s) to a candidate who has passed one of the groups under para 2A of Schedule 'B' to the Chartered Accountants Regulations, 1988 or under any other syllabus subsequently specified by the Council, in the nfew syllabus specified by it. Such candidates shall be require^ to secure a minimum of 40 per cent marks in a paper and a minimum of 50 percent marks in the aggregate of such paper/group to pass the examination:

PROVIDED that any subsequent changes in the said guidelines shall have prior approval of the Central Government.

(6) The Council may, frame guidelines to continue to grant exemption in a paper(s) to a candidate, granted earlier under the erstwhile syllabus for the unexpired chance or chances of the exemption in the corresponding paper or papers for the paper/s in which he had secured exemption if the corresponding paper exists in the new syllabus as may be specified by the Council and will be appearing in the corresponding paper for the paper in which he had failed and shall be declared to have passed the examination if he secures at one sitting a minimum of 40 per cent marks in the corresponding paper for the paper in which he had failed and a minimum of 50 per cent marks in the aggregate of all the papers of the groups including the marks of the paper in which he had earlier been granted exemption by the Council:

PROVIDED that any subsequent changes in the said guidelines shall have prior approval of the Central Government:

PROVIDED FURTHER that a candidate who had appeared as a unit candidate under syllabus as given in para 2A of Schedule 'B' to the Chartered Accountants Regulations, 1988 and had earlier been granted exemption by the Council, shall be entitled to avail the unexpired chance(s) of the exemption till the commencement of the examination under the syllabus as may be specied by the Council. If such a candidate fails to pass the unit to which he belongs, before the commencement of the examination as per syllabus specified by the Council, the unavailed chance(s) of exemption shall thereafter automatically lapse consequent upon the discontinuation of the unit scheme of examination.

(7) Notwithstanding anything contained in sub-regulations (1) to (6), a candidate who fails in one or more papers comprised in a group but secures a minimum of 60 percent of the marks in any paper or papers of that group shall be eligible to appear at any one or more of the immediately next three following examinations in the paper or papers in which he secured less than 60 percent marks and shall be declared to have passed in that group if he secures at one sitting a minimum of 40 percent marks in each of such papers and a minimum of 50 percent of the total marks of all the papers of that group including the paper or papers in which he had secured a minimum of 60 percent marks in the earlier examination referred to above if he was present in all the papers of that group and has already exhausted earlier exemption, if any, granted to him in that group.

Y38. *Requirements* ***for*** *passing the* ***Final examination***

(1) A candidate shall ordinarily be declared to have passed the Final Examination if he passes in both the groups. He may appear in both the groups simultaneously or in one group in one examination and in **the** remaining group at any subsequent examination.

•Substituted for the following by Ntfn. No. l-CA(7)/19/92 published in Gazette of India dt. 7th March, 1992:—

38. Requirements for passing the Final examination

(1) A candidate for Final Examination sliall ordinarily be declared to have passed tlie examinations if:-

(a) he is declared to have passed in both the groups taken simultaneously, securing at one sitting a minimum of 40 per cent marks in each paper of the group and a minimum <f SO per cent of tlie total marks of all the papers of each group; or

(b) he is declared to have passed in one group at one examination and in the remahiing group at any subsequent examination, securing at one sitting, a minimum of 40 per cent marks in each paper of the group and minimum of 50 per cent of tlie total marks of all the papers of that group.

(2) A candidate who has passed in any one, but not both the groups at a Final examination under Schedule 'B' of tlie Chartered Accountants Regulations, 1964 sliall be entitled to exemption as indicated in column (2) of tlie table set out below as applicable in his case and shall be declared to have passed die Final Examination if he secures die marks in die remaining paper or papers as specified in column (3) of die said table.

TABLE HEREINABOVE REFERRED TO

Particulars of die group passed by die candidate at die Final examination under Schedule 'B' of die Chartered Accountants Regulations, 1964.	Exemption lo which die candidate is entitled at any Final examination under these Regulations.	The marks required to be obtained by die candidate in die non-exempted paper/s at die subsequent examination specified in column (2) hereof.
(1)	**(2)**	**(3)**
Group I	Papers 1, 2 & 3 of Group I; Paper 5 of Group II; and Paper 8 of Group II, if Combination 'B' is opted	(i) Not less dian 40% marks in paper 4 of Group I; and (ii) Not less dian 40% of die marks in each of die papers 6 & 7 of Group II in die case of Combination 'B' or papers 6, 7 and 8 in die case of Combination 'A' or 'C; and not less dian 50% of die aggregate of die marks of die aforesaid relevant papers.
Group II	Paper 4 of Group I; arid Paper 7 of Group II; if Combination 'A' is opted.	(i) Not less dian 40% of die marks in each of die papers 1, 2 and 3 of Group I and not less man 50% of die aggregate of die marks of die said papers 1, 2 and 3; and

[1][(2) A candidate shall be declared to have passed in both the groups simultaneously if he—

(a) secures at one sitting, a minimum of 40 percent marks in each paper of each group and a minimum of 50 percent marks in the aggregate of all the papers of each group; or

(b) secures at one sitting, a minimum of 40 percent marks in each paper of both the groups and a minimum of 50 percent marks in the aggregate of all the papers of both the groups taken together.]

(3) A candidate shall be declared to have passed in a group if he secures at one sitting a minimum of 40 per cent marks in each paper of the group and a minimum of 50 per cent marks in the aggregate of all the papers of that group.

(Continued footnote of Previous Page)

(ii) Not less than 40% of the marks in each of the papers 5, 6 and 8 of Group II in the case of Combination 'A'; or papers 5, 6, 7 & 8 in the case of Combination 'B' or 'C; and not less than 50% of the aggregate of the marks of the aforesaid relevant papers.

Explanation—For the purpose of sub-regulation (2), the paper at which the candidate is required to appear shall, in relation to a Final Examination held under these Regulations mean the paper at such examinations which constitutes the corresponding paper as specified below and for the purpose of calculating 50 per cent as specified in sub-regulation (1) the Group shall mean the group under which the said corresponding paper or papers fall:—

Paper at the Final examination under Schedule 'Ii' of the Chartered Accountants Regulations, **1964.**	Corresponding paper under these Regulations.
Group I	
Paper (1) : Advanced Accounting	**Paper 1 : Advanced Accounting (Group I)**
Paper (2) : Advanced Accounting and Management Accounting	**Paper 2 : Management Accounting (Group I)**
Paper(3) : Costing	**Paper 8 : Cost Systems and Cost Control (Group II—Combination B)**
Paper (4) : Auditing	**Paper 3 : Auditing (Group I)**
Paper(5) : Taxation	**Paper 5 : Direct Tax Laws (Group II)**
Group II	
Paper(2) : Company Law	**Paper 4 : Company Law (Group I)**
Paper(3) : Economics	**Paper 7 : Managerial Economics and** National Accounting (Group II—Combination A)

[3][(4) A candidate who has passed -

(i) in any one of the groups mentioned under Table 'C given below; or

(ii) in any one or more but not in all the groups mentioned under Table 'D' given below; or

(iii) in any one of the groups mentioned under Table 'C and subsequently passed one or more of the remaining papers of any of the groups of the Final examination given under Table

(Continued from Previous Page)

(3) A candidate who lias passed in one or more, but not all, of the groups at a Final examination held prior to 1st January, 1985 under Schedule'BB'of the Chartered Accountants Regulations, 1964 shall be entitled to exemption as indicated in column (2) of the table set out below as appUcable in his case and sliall be declared to have passed the Final Examination if he secures the marks inline remaining paper or papers and/or group or groups as specified in column (3) of the said Itable:

TABLE HEREINABOVE REFERRED TO

Particulars of the Group or Groups passed by the candidate at the Final examination under Schedule 'BB' of Chartered Accountants Regulations, 1964, held prior to 1.1.1985.	Exemption to which the candidate is entitled at any Final examination under these Regulations.	The marks required to be obtained by the candidate in the non-exempted Paper/s and/or Group/s at the subsequent examination specified in column 2 hereof.
0)	(2)	(3)
Group I only	Paper 1, 2 and 3 of Group I	(i) Not less than 40% marks in Paper 4 of Group I; and (ii) Not less than 40% of the marks in each of papers 5, 6, 7 and 8 of Group II and not less than 50% of the aggregate of the marks of the said papers - 5,6, 7 and 8.
Group II only	Paper 4 of Group I and 5 of Group II	(i) Not less than 40% marks in each of the Papers 1, 2 and 3 of Group I and not less than 50% of the aggregate of the marks of the said papers 1, 2 and 3; and (ii) Not less than 40% of the marks in each of the Papers 6,7 and 8 of Group II and not less than 50% of the aggregate of the marks of the said papers 6. 7 and 8.

'E' consequent upon the exemption granted to him, but not all the required papers falling under both the groups as given in para 3 of Schedule 'B' to these Regulations; or

(iv) in any one or more groups but not in all the groups mentioned under Table 'D' and subsequently passed one or more of the remaining papers of any of the groups of the Final Examination under Table 'E' consequent upon the exemption granted to him, but not all the required papers falling under both the groups as given in para 3 of Schedule 'B* to these Regulations,

prior to the commencement of the examination under the syllabus given in paragraph 3A of Schedule 'B' to these Regulations, shall be entitled to the exemptions from appearing in the corresponding papers specified in the following Tables-C, D, C and E and D and E, respectively, and such candidate shall be declared to have passed the Final examination if he secures at one sitting, a minimum of 40 percent marks in each of the

(1)	(2)	(3)
Group III only	Papers 6, 7 and 8 of Group II	(i) Not less than 50% of the marks in each of the Papers 1, 2, 3 and 4 of Group I and not less than 50% of the aggregate of the marks of the said papers 1, 2, 3 and 4; and (ii) Not less than 40% marks in Paper 5 of Group II
Groups I and II only	Papers 1, 2, 3 and 4 of Group I and Paper 5 of Group II	Not less than 40% of the marks in each of the Papers 6, 7juid 8 of Group II and not less than 50% of the aggregate of the marks of the said papers 6, 7 and 8.
Groups I and III only	Papers 1,2 & 3 of Group I and Papers 6,7 and 8 of Group II	(i) Not less than 40% marks in Paper 4 of Group I; and (ii) Not less than 40% marks in Paper 5 of Group II.
Groups II and 111 only	Paper 4 of Group I and Papers 5,6,7 and 8 of Group II	Not less than 40% of the marks in each of Papers 1, 2 and 3 of Group I and not less than 50% of the aggregate of the marks of the said papers 1, 2 and 3.

Explanation—For die purpose of sub-regulation (3) the paper at which die candidate is required to appear as provided therein shall in relation to a Final examination held prior to 1.1.1985 under Schedule 'BB' of Chartered Accountants Regulations, 1964, mean the paper at such examination which constitutes the corresponding paper as specified below and for the purpose of calculating 50 per cent marks as specified in sub-regulation(l), die Group sliall mean me group under which die said corresponding paper or papers fall:—

remaining papers and a minimum of 50 percent marks in the aggregate of all such remaining papers taken together and such remaining papers taken together shall be considered as a unit:

PROVIDED a candidate who is exempted from appearing in seven papers will be declared to have passed in die said examination if he secures a minimum of 40 marks in the remaining paper.

Table C

Papers of the Final examination passed under Schedule 'IV' to the Chartered Accountants Regulations, 1964		Exemption in the corresponding paper to which the candidate is entitled at any Final examination under the syllabus given in paragraph 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988
Group I		
Paper 1:	Advanced Accounting	Paper 1: Advanced Accounting (Group I)
Paper 2:	Advanced Accounting & Management Accounting	Paper 2: Management Accounting and Financial Analysis (Group I)
Paper 3:	Costing	Paper 5: Advanced Cost Accounting & Cost Systems (Group II)
Paper 4:	Auditing	Paper 3: Advanced and Management Auditing (Group I)
Paper 5:	Taxation	Paper 7: Direct Taxes (Group II)

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Paper at the Final Examination held prior to 1.1.1985 under Schedule 'BB' of Chartered Accountants Regulations, 1964.	**Corresponding paper at the Final Examination held under these Regulations.**
Advanced Accounting	**Advanced Accounting**
Financial Management	**Management Accounting**
Auditing	**Auditing**
Company Law	**Company Law**
Direct Tax Laws	**Direct Tax Laws**
Corporate Management	**Corporate Management**
Managerial Economics	**Managerial Economics and National Accounting**
Secretarial Practice	**Secretarial Practice**
Operations Research & Statistical Analysis	**Operations Research & Statistical Analysis**
Systems Analysis & Data Processing	**Systems Analysis & Data Processing**
Cost Records & Cost Control	**Cost Systems & Cost Control**
Management Information & Control Systems	**Management Information & Control Systems**
Tax Planning & Tax Management	**Tax Planning & Tax Management**
Management & Operational Audit	**Management & Operational Audit**

Group **II**	
Paper 6: Commercial Laws & Other Direct Taxes Acts	**NIL**
Paper 7: Company Law	Paper 4: Corporate Laws and Secretarial Practice (Group I)
Paper 8: Economics	NIL

Table D

Papers of the Final Examination passed under Schedule 'BB[1] to the Chartered Accountants Regulations, 1964- prior to 1st January, 1985 under three group system	Exemption in the corresponding paper to which a candidate is entitled at any Final Examination under the syllabus given in paragraph 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988
Group I	
Paper 1: Advanced Accounting	Paper 1: Advanced Accounting (Group I)
Paper 2 : Financial Management	Paper 2 : Management Accounting and Financial Analysis (Group I)
Paper 3 : Auditing	Pager 3 : Advanced & Management Auditing (Group I)
Group II	
Paper 4: Company Law	Paper 4: Corporate Laws & Secretarial Practice (Group I)
Paper 5: Direct Tax Laws	Paper 7: Direct Taxes (Group II)
Paper 6: Economics & National Accounting	NIL
Group III (Combination - A)	
Paper 7: Corporate Management	NIL
Paper 8: Managerial Economics	NIL
Paper 9: Secretarial Practice	Paper 4: Corporate Laws & Secretarial Practice (Group I)
OR	
Group III (Combination - B)	
Paper 7: Operation Research & Statistical Analysis	Paper 6: Systems Analysis, Data Processing & Quantitative

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(4) Notwithstanding anything contained in sub-regulation (1) above, a candidate who fails in one paper comprised in a group but secures a minimum of 60 per cent of the total marks, of tlie remaining papers of tlie group, sliall be declared to have passed in that group if he appears at any one or more of tlie immediately next three following examinations in the paper in which he had failed and secures a minimum of 40 per cent marks in that paper.

			Techniques (Group II)
Paper 8:	**Systems Analysis & Data Processing**	**Paper 6:**	**Systems Analysis, Data Processing & Quantitative Techniques (Group II)**
Paper 9:	**Cost Records & Cost Control**	**Paper 5**	**Advanced Cost Accounting & Cost Systems (Group II)**
OR			
Group III (Combination - C)			
Paper 7:	**Management Information & Control Systems**	**Paper 6:**	**Systems Analysis, Data Processing & Quantitative Techniques (Group II)**
Paper 8:	**Tax Planning & Tax Management**		**NIL**
Paper 9:	**Management & Operational Audit**	**Paper 3:**	**Advanced & Management Auditing (Group I)**

Tabic E

Papers of the Final Examination passed under Schedule BB' to the Chartered Accountants Regulations, 1964 (under two group system after 1st January, 1985) or under para 3 of Schedule 'B' to **the** Chartered Accountants Regulations, 1988 by the candidates who had earlier passed one or more groups but not all the groups of the Final Examination under Schedule 'B' to the Chartered Accountants Regulations, 1964 or under Schedule 'BB' to the Chartered Accountants Regulations, 1964 (prior to 1st January, 1985 under three group system)		Exemption in the corresponding paper to which the candidate is entitled at any Final Examination under the syllabus given in paragraph 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988, in addition to those secured, if any, under Tables C & D, as the case may be, depending upon the syllabus under which one or more but not all the groups of this Final Examination passed earlier under Schedule 'B' or 'BB' to the Chartered Accountants Regulations, 1964 (prior to 1st January, 1985 under three group system)	
Group I			
Paper 1:	Advanced Accounting	Paper 1:	Advanced Accounting (Group I)
Paper 2:	Management Accounting	Paper 2:	Management Accounting and Financial Analysis (Group I)

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(S) Notwithstanding anything contained in sub-regulation (1) above, a candidate not covered by sub-regulation (4) who fails in one or more papers comprised in a group but secures a minimum of 60 per cent marks in any paper or papers of that group and a minimum of 30 per cent marks in each of the remaining papers of that group shall be eligible to appear at any one or more of the immediately next three following examinations in the paper or papers in which he had secured less than 60 per cent marks and shall be declared to have passed in that group if he secures at one attempt a minimum of 40 per cent marks in each of such papers and a minimum of 50 per cent of the total marks of all the papers of that group including the paper or papers in which he secured a minimum of 60 per cent marks in the earlier examination referred to above.

Paper 3: Auditing	Paper 3: Advanced and Management Auditing (Group I)
Paper 4: Company Law	Paper 4: Corporate Laws & Secretarial Practice (Group I)
Group II	
Paper 5: Direct Tax Laws	
Combination 'A'	Paper 7: Direct Taxes (Group II)
Paper 6: Corporate Management	
Paper 7: Managerial Economics & National Accounting	NIL NIL
Paper 8: Secretarial Practice	Paper 4: Corporate Laws and Secretarial Practice (Group I)

-Substituted for the following by Notification No. l-CA(7)/31/1997 published in the Gazette of India dated 14th August, 1997:-

"(2) A candidate shall be declared to have passed in both the groups simultaneously if he secures at one sitting, a minimum of 40 per cent marks in each paper of both the groups and a minimum of 50 per cent in the aggregate of all the papers of both the groups taken together".

'Substituted for the following by Notification No. 1-CA(7)/31/1997 published in the Gazette of India dated 14th August, 1997:-

' '(4) A candidate who has passed in any one but not in both the groups of the Final examination held under the scheme of examinations prior to commencementof the examination under the syllabus given in paragraph 3 A of Schedule 'B' to these Regulations shall be entitled to the exemptions from appearing in the papers specified in the following tables and he shall be declared to have passed the Final examination if he secures at one sitting a minimum of 40 per cent marks in each of the remaining papers and a minimum of SO per cent marks in the aggregate of all such remaining papers taken together:

PROVIDED a candidate who is exempted from appearing in seven papers will be declared to have passed in the said examination if he secures a minimum of SO marks in the remaining paper.

TABLE'C*

Papers of the Final examination passed under Schedule 'B' to the Chartered Accountants Regulations, 1964	Exemption to which the candidate is entitled at any Final examination under the syllabus given in paragraph 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988
Group I	
Paper 1: Advanced Accounting	Paper I: Advanced Accounting (Group I)
Paper 2: Advanced Accounting & Management Accounting	Paper 2: Management Accounting and Financial Analysis (Group I)
Paper 3: Costing	Paper 5: Advanced Cost Accounting & Cost Systems (Group II)
Paper 4: Auditing	Paper 3: Advanced and Management Auditing (Group I)
Paper 5: Taxation	Paper 7: Direct Taxes (Group II)
Group II	
Paper 7: Company Law	Paper 4: Corporate Laws and Secretarial practice (Group I)

OR

Combination 'B'

Paper 6: Operations Research & Statistical Analysis —	Paper 6: Systems Analysis, Data Processing and Quantitative Techniques (Group II)
Paper 7: Systems Analysis and Data Processing	
Paper 8: Cost Systems and Cost Control	Paper 5: Advanced Cost Accounting & Cost Systems (Group II)

OR

Combination 'C

Paper 6: Management Information & Control Systems	Paper 6: Systems Analysis, Data Processing & Quantitative Techniques (Group II)
Paper 7: Tax Planning & Tax Management	NIL
Paper 8: Management & Operational Audit	Paper 3: Advanced and Management Auditing (Group I)

Explanation— In the Tables, wherever corresponding paper does not **ex^st** and therefore exemption is not available under the syllabus as given paragraph 3A of Schedule 'B' to these Regulations, NIL is mentioned against the relevant paper.

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TABLE 'D*

Papers of the Final examination passed entitled under Schedule 'BB' to the Chartered Accountants Regulations, 1964—prior to 1st January, 1985 under three group system	Exemption to which the candidate is at any Final examination under the syllabus given in paragraph 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988
Group I	
Paper 1: Advanced Accounting	Paper 1: Advanced Accounting (Group I)
Paper 2: Financial Management	Paper 2: Management Accounting and Financial Analysis (Group I)
Paper 3: Auditing	Paper 3: Advanced and Management Auditing (Group D
Group II	
Paper 4: Company Law	Paper 4: Corporate Laws and Secretarial Practice (Group I)
Paper 5: Direct Tax Laws	Paper 7: Direct Taxes (Group 10
Group III	
Paper 8: Systems Analysis & Data Processing	Paper 6: Systems Analysis, Data Processing & Quantitative Techniques (Group II)
Paper 9: Cost Records & Cost Control	Paper 5: Advanced Cost Accounting & Cost Systems (Group II)

[4][(4A) *A candidate who has passed, -*

(a) Group I under Schedule 'BB' to the Chartered Accountants Regulations, 1964 (after 1st January, 1985 under two group system) or under para 3 of Schedule 'B' to these Regulations shall be granted exemption in all the papers of Group I under the syllabus as given in para 3A of Schedule 'B' to these Regulations and shall be required to appear in all the four papers of Group II under the syllabus as given in para 3A of Schedule 'B' to these Regulations and he shall be declared to have passed the Final Examination if

TABLE 'E*

Papers of the Final Examination passed under Schedule 'BB' to the Chartered Accountants Regulations, 1964 or under the Regulations of 1988 (under two group system) prior to the commencement of the examination under the syllabus given in paragraph 3A of Schedule 'B' to these Regulations.		Exemption to which the candidate is entitled at any Final examination under the syllabus given in paragraph 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988.	
Group I			
Paper 1:	Advanced Accounting	Paper 1:	Advanced Accounting (Group I)
Paper 2:	Management Accounting	Paper 2:	Management Accounting and Financial Analysis (Group I)
Paper 3:	Auditing	Paper 3:	Advanced and Management Auditing (Group I)
Paper 4:	Company Law	Paper 4:	Corporate Laws and Secretarial Practice (Group I)
Group 11			
Paper 5:	Direct Tax Laws	Paper 7:	Direct Taxes (Group II)
Paper 6:	Management Information & Control Systems (Combination 'C')	Paper 6:	System Analysis Data Processing and Quantitative Techniques (Group II)
Paper 7:	Systems Analysis and Data Processing (Combination 'B')		
Paper 8:	Secretarial Practice (Combination 'A')	Paper 4:	Corporate Laws and Secretarial Practice (Group 0
Paper 8:	Cost Systems and Cost Control (Combination 'B')	Paper 5:	Advanced Cost Accounting and Cost Systems (Group II)
Paper 8:	Management and Operational Audit (Combination 'C')	Paper 3:	Advanced and Management Auditing (Group I)

'Inserted by Notification No. l-CA(7)/31/97 published in Gazette of India dated 14th August, 1997.

he secures at one sitting, a minimum of 40 percent marks in each paper of the group II and a minimum of 50 percent marks in tlie aggregate of all the papers of that group; or

(b) Group II under Schedule 'BB' to the Chartered Accountants Regulations, 1964 (after 1st January, 1985 under two group system) or para 3 of Schedule 'B' to these Regulations shall be granted exemption, irrespective of the combination opted, in all the papers of Group II under the syllabus as given in para 3A of Schedule 'B' to these Regulations and shall be required to appear in all the four papers of Group I under the syllabus as given in para 3 A of Schedule 'B' to these Regulations and he shall be declared to have passed the Final Examination if he secures at one sitting, a minimum of 40 per cent marks in each paper of die group I and a minimum of 50 percent marks in the aggregate of all the papers of mat group.]

[5][(5) Notwithstanding anything contained in sub-regulations (1), (2) (a), (3), (4) and (4A) above, a candidate who fails in only one pape;r comprised in a group/unit but secures a minimum of 60 percent of the tot^l marks of the remaining papers of the group/unit, shall be declared to **ha\|e** passed in that group/unit, if he appears at any one or more of the immediately next three following examinations in the paper in which he had failed and secures a minimum of 40 percent marks in mat paper.]

[6][(6) Notwithstanding anything contained in sub-regulations (1), (2)(a^, (3), (4) and (4A) above, a candidate not covered by sub-regulation (5) abov^, who fails in one or more papers comprised in a group/unit but secures **a** minimum of 60 percent marks in any paper or papers of that group/unit and a minimum of 30 percent marks in each of die remaining papers of that group/unit, shall be eligible to appear at any one or more of the immediately next three following examinations in the paper or papers in which he had secured less man 60 percent marks and shall be declared to have passed i|n mat group/unit, if he secures at one attempt a minimum of 40 percent marks

'Substituted for tlie following by Notification No. 1 -CA(7)/31*191* published in Gazette of India dated 14th August, 1997 :-

"(5) A candidate who has passed in any one but not in both the groups of the Final Examination held under tlie Chartered Accountants Regulations, 1988 shall continue to be governed by the provisions of tliose Regulations till tlie commencement of Final examination to be held under paragraph 3A of Schedule 'B' to these Regulations."

'Inserted by Notification No. l-CA(7)/31/97 published in the Gazette of India, dated 14th August, 1997 in each of such papers and a minimum of SO percent marks in the aggregate of all the papers of that group/unit, including the paper or papers in which he secured a minimum of 60 percent marks in the earlier examination referred to above.

(7) A candidate who has been granted exemption either under sub-regulation (5) or sub-regulation (6) in the examination held under the syllabus given in paragraph 3 of Schedule 'B' of these Regulations shall be entitled to avail of unexpired chance or chances of that exemption even after the commencement of examination under the syllabus given in paragraph 3A of Schedule 'B' of these Regulations, provided the corresponding paper/s exist/s in the syllabus given in paragraph 3A of Schedule 'B' of these Regulations. This sub-regulation shall apply to candidates who are covered by the provisions of sub-regulation (4) or sub-regulation (4A) and are eligible to appear subsequently under the unit scheme also.

(8) A candidate appearing in the Final Examination held under the syllabus given in paragraph 3 of Schedule 'B' shall continue to be governed by the provisions of these Regulations as in force immediately prior to their amendment on 7th March, 1992 till the commencement of the Final Examination to be held under the syllabus given in paragraph 3 A of Schedule 'B']

'[38A. *Requirements for passing the Final Examination*

[Applicable to candidates appearing in Final Examination under the syllabus as may be specified by the Council]

(1) A candidate shall ordinarily be declared to have passed the Final Examination if he passes in both the groups. He may, either appear in both the groups simultaneously or in one group in one examination and in the other group at any subsequent examination.

(2) A candidate shall ordinarily be declared to have passed in both the groups simultaneously, if he -

(a) secures at one sitting a minimum of 40 percent marks in each paper of each of the groups and a minimum of SO percent marks in the aggregate of all the papers of each of the groups; or

'Inserted by Notification No. l-CA(7)/51 /2000 published in the Gazette of India, Extraordinary dated 14th August, 2001

(b) secures at one sitting a minimum of 40 percent marks in each paper of both the groups and a minimum of 50 percent marks in the aggregate of all the papers of both the groups taken together.

(3) A candidate shall be declared to have passed in a group if he secures at one sitting a minimum of 40 percent marks in each paper of the group and a minimum of 50 percent marks in the aggregate of all the papers of that group.

(4) A candidate who has passed in any one but not in all the groupjs of the Final examination held under Schedule 'B' to the Chartered Accountants Regulations, 1964 or under Schedule 'BB' to that regulations (prior to 1st January, 1985 under three groups system) and has subsequently appeared or required to appear as unit candidate under para 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988, but has not passed the respective unit, shall be entitled to appear in the respective unit till the commencement of the examination as per syllabus as may be specified by the Council. Thereafter, the entitlement to appear as a 'unit' candidate shall cease and such candidates shall be required to appear in all the papers o" both the groups to pass the Final Examination as per syllabus as may be specified by the Council, if they wish to pursue the course.

Explanation— The expression 'unit' referred to above is a set of papers in which a candidate who has passed in any one or more but not in all the groups of Final examination prior to the commencement of examinations under the syllabus specified in para 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988, is required to appear and pass.

(5) The Council may, frame guidelines for granting exemption in a group or paper(s) to a candidate who has passed one of the groups under para 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988 or under any other syllabus subsequently specified by the Council, in the new syllabus specified by it. Such candidates shall be required to secure a minimum of 40 percent marks in a paper and a minimum of 50 percent marks in the aggregate of such paper/group to pass the examination:

PROVIDED that any subsequent changes in the said guidelines shal have prior approval of the Central Government.

(6) The Council may, frame guidelines to continue to grant exemption in a paper(s) to a candidate, granted earlier under the erstwhile syllabus for

the unexpired chance or chances of the exemption in the corresponding paper or papers for the paper/s in which he had secured exemption if the corresponding paper exists in the new syllabus as may be specified by the Council and will be appearing in the corresponding paper for the paper in which he had failed and shall be declared to have passed the examination if he secures at one sitting a minimum of 40 percent marks in the corresponding paper for the paper in which he had failed and a minimum of 50 percent marks in the aggregate of all the papers of the groups including the marks of the paper in which he had earlier been granted exemption by the Council:

PROVIDED that any subsequent changes in the said guidelines shall have prior approval of the Central Government:

PROVIDED FURTHER that a candidate who had appeared as a unit candidate under syllabus as given in para 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988 and had earlier been granted exemption by the Council, shall be entitled to avail the unexpired chance(s) of the exemption till the commencement of the examination under the syllabus as may be specified by the Council. If such a candidate fails to pass the unit to which he belongs, before the commencement of the examination as per syllabus specified by the Council, the unavailed chance(s) of exemption shall thereafter automatically lapse consequent upon the discontinuation of the unit scheme of examination.

(7) Notwithstanding anything contained in sub-regulations (1) to (6), a candidate who fails in one or more papers comprised in a group but secures a minimum of 60 percent of the marks in any paper or papers of that group shall be eligible to appear at any one or more of the immediately next three following examinations in the paper or papers in which he had secured less than 60 percent marks and shall be declared to have passed in that group if he secures at one attempt a minimum of 40 percent marks in each of such paper or papers and a minimum of 50 percent of the total marks of all the papers of that group including the paper or papers in which he had secured a minimum of 60 percent marks in the earlier examination referred to above, if he was present in all the papers of that group and has already exhausted earlier exemption, if any, granted to him in that group.]

39. *Examination results*

(1) (a) A list of candidates declared successful at each examination shall be published.

(b) The names of candidates obtaining distinction in the examination shall be indicated in the list.

(c) Every candidate shall be individually informed of his result.

(2) The Council may, in its discretion, revise the marks obtained by all candidates or a section of candidates in any particular paper or papers or in the aggregate in such manner as may be considered necessary, for maintaining the standards of pass percentage provided in these Regulations.

Explanation—The term "section" used in this sub-regulation refers to the category of the candidates whose answer papers are valued by an examiner and such other category of candidates as may be specified by l le Council.

(3) A candidate who passes at one sitting an examination with seventy per cent of the total marks for all the papers for that examination shall be considered to have passed the examination with distinction.

Explanation—For the purpose of reckoning the seventy per cent marks mentioned in this sub-regulation, any fractions of half or more shall be rounded upto the next whole number.

(4) (i) Information as to whether a candidate's answers in any particular paper or papers of any examination have been examined and marked shall be supplied to the candidate on his submitting within a month of the declaration of the result of the said examination, an application, accompanied by a fee of '[twenty rupees] per paper subject to a maximum of [2][fif ly rupees].

(ii) The fee shall be only for verifying whether the candidate's answers in any particular paper or papers have been examined and marked, and not for the re-examination of the answers.

(iii) The marks obtained by a candidate in individual questions or in sections of a paper shall not be supplied.

(iv) If as a result of such verification, it is discovered that there has been either an omission to examine or mark any answer or answers or there has been a mistake in the totalling of the marks, the fee for verification shall be refunded in full to the candidate.

'"-'Substituted for the words "ten rupees" and "thirty rupees" respectively by Ntfn. No. CA(7)/11/90 published in the Gazette of India, dt. 19th January, 1991.

(5) Every candidate shall be furnished free with a statement of marks obtained by him in the papers in which he has appeared in the examination:

PROVIDED that if a request for the statement of marks secured by a candidate at any examination is received after the expiry of two months from the date of the declaration of the result of the examination, the statement shall be furnished on payment of a fee of two rupees for each paper subject to a maximum of ten rupees.

(6) Notwithstanding that a candidate has obtained the minimum number of marks for passing an examination, the Examination Committee may, after giving an opportunity to the candidate of being heard, for reasons to be recorded in writing, refuse to declare him to have passed the examination.

(7) In any case where it is found that the result of an examination has been affected by error, malpractice, fraud, improper conduct or other matter, of whatever nature, the Council shall have the power to amend such result, in such manner as shall be in accordance with the true position and to make such declaration as the Council shall consider necessary in that behalf:

PROVIDED that no such amendment shall be made which adversely affects a candidate, without giving him an opportunity of being heard:

PROVIDED FURTHER that in the event of an error not arising out of any act or default of a candidate, proceedings for amendment adversely affecting the candidate shall not be initiated after the expiry of a period of one month from the date of the declaration of result.

40. *Examination Certificates*

A candidate passing an examination shall be granted a certificate to that effect in the *appropriate Form.

41. *Disciplinary action in connection with examination*

If a candidate is reported lo have behaved in a disorderly manner in or near an examination hall or is reported to have resorted to or attempted to have resorted to unfair means for the purpose of passing an examination, the Examination Committee may, on receipt of a report to that effect and after such investigation as it may deem necessary, take such disciplinary

* Forms 10. 10A, 11 & 12 of Schedule 'A'.

action as it may think fit, provided that an opportunity shall be given to the candidate of being heard before an order adverse to him is passed.

Explanation—Disciplinary action may include the cancellation of any examination result, or the cancellation of articles or both in relation to the candidate.

42. *Examiners*

The Council shall in consultation with the Examination Committee, maintain a list of approved examiners for the purpose of the examinations under these Regulations.

CHAPTER IV

ARTICLED CLERKS AND AUDIT CLERKS

A. ARTICLED CLERKS

'[43. ***Engagement of Articled Clerks***

(1) Only such a member who is practising in individual name or in a trade name as sole proprietor or in partnership, shall subject to the provisions of these regulations and subject to such terms and conditions as the Council may deem fit to impose in this behalf, be entitled to train such number of articled clerks as are specified hereinafter:-

(i)	If he has been in continuous practice for a period of not less than three years.	one articled clerk
(ii)	If he has been in continuous practice for a period of not less than five years.	two articled clerks
(iii)	If he has been in continuous practice for a period of not less than seven years.	three articled clerks

(2) A member who is in salaried employment under a chartered accountant in practice or a firm of such chartered accountants shall not be eligible to train articled clerks. However, such a member, who has one or more articled clerk/s serving under him, on the date of coming into force of these regulations, shall continue to train articled clerk/s till such time, the articled clerk/s already serving under him complete his/their articles training.

'Substituted for the following by Notification No. l-CA(7)/51/2000 published in the Gazette of India, Extraordinary dated 14th August, 2001:-

"43. ***Engagement of articled clerks***

(1) Only associates and fellows who are in practice or who are deemed to be in practice within the meaning of the Explanation to sub-section (2) of Section 2, shall, subject to the provisions of these Regulations and subject to such terms and conditions as the Council may deem fit to impose in this behalf, be entitled to train articled clerks as hereinafter provided.

(2) An associate who has been in continuous practice for not less than three years, either before or after the commencement of the Act, or partly before and partly after the commencement of die Act shall be entitled to train one articled clerk.

(3) An associate, not being a person covered by sub-regulation (2), or a fellow not being a person covered by sub-regulation (5), who is a partner in a firm of chartered accountants in practice having at least one partner entitled to train one or more articled clerks, shall be entitled to train two articled clerks.

(3) Where a member who discontinues his practice or resigns from his partnership/employment in a firm and at the time of discontinuance of practice or his resignation, has one or more articled clerks serving under hipi, such articled clerks would continue to serve the balance period of his/their articles in the firm, even though all other remaining partners are already training up to their maximum entitlement. Such member would not pc entided to train articled clerk/s till the expiry of the balance period of training of the articled clerk/s previously registered under him.

(4) Where a member is a partner in more than one firm and/or is also practising in a trade name as sole proprietor or in his individual name the number of articled clerks which can be trained by such member shall not exceed his entitlement specified in sub-regulation (1).

(5) A member shall be entitled to engage or train an articled clerk only if he is in practice and such practice, in the opinion of the Council is his

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(4) An associate or a fellow who is a full-time salaried employee of a chartered accountant in practice entitled to train one or more articled clerks or of a firm of chartered accountants in practice having at least one partner entitled to train one or more articled clerks, shall be entitled to train two articled clerks.

(5) A fellow, not being a fellow covered by sub-regulation (3) or sub-regulation (4), who has been in continuous practice for the period mentioned below, either before or after the commencement of the Act or partly before and partly after the commencement of the Act, shall be entitled to train such number of articled clerks, as are respectively specified hereunder:—

(i)	**if he has been in continuous practice for a period of not less than five years,**	**3 articled clerks**
(ii)	**if he has been in continuous practice for a period of not less than seven years,**	**4 articled clerks**
(iii)	**if he has been in continuous practice for a period of not less than ten years,**	**5 articled clerks**
(iv)	**if he has been in continuous practice for a period of not less than fifteen years.**	**6 articled clerks**

'[(6) Omitted.]

(7) A member who ceases to be in practice or gives up salaried employment under a chartered accountant in practice or a firm of such chartered accountants and who, at the time of discontinuance of practice or paid employment, as the case may be, has one or more articled clerks serving under him, shall not be eligible to take any articled clerk if he subsequently sets up practice or takes up salaried employment under a chartered accountant in practice or a firm of such chartered accountants, until such time as the articled clerk or clerks serving under him previously complete period of articles intended to be served under him, had he not given up his practice or the salaried employment.

(8) A member shall be entitled to engage or train an articled clerk only if he is in practice and such practice, in the opinion of the Council, is his main occupation and for the purposes of sub-regulations (2) and (S), in ascertaining the number of years for which a member was in continuous practice, only the number of years in respect of which the member's practice was his main occupa ion shall be considered:

main occupation and for the purposes of sub-regulation (1) in ascertaining the number of years for which a member was in continuous practice, only the number of years in respect of which the member's practice was his main occupation shall be considered:

PROVIDED that the Council may, in its discretion, condone any break in the continuity of practice, for a period not exceeding 182 days in the aggregate.

Explanation - For the purpose of this sub-regulation, a member who sets up practice, with practice as his main occupation, after having been in employment for a minimum period of six years in one or more financial, commercial or industrial undertakings approved under regulations S1 and 72 shall be deemed to have been in continuous practice for three years.

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PROVIDED that the Council may, in its discretion, condone any break in the continuity of practice, for a period not exceeding 182 days in the aggregate.

'•[*Explanation—for* the purpose of this sub-regulation, a member who sets up practice, with practice as his main occupation, after having been in employment for a minimum period of six years in one or more financial, commercial or industrial undertakings approved under Regulations 51 and 72 shall be deemed to have been in continuous practice for three years.]

(9) The Council may, subject to such terms and conditions as it may deem fit, relax any of the provisions of this regulation in any particular case.

(10) The entitlement of a member to train articled clerks under this regulation shall be subject to such decisions as may be made by the Council under regulation 67.

'*' The following sub-regulation (6) was earlier deleted and die Explanation to sub-regulation (8) was substituted by Ntfn. No. 1-CA(7)/19/92 published in the Gazette of India dated 7th March, 1992:-

"(6) a member in practice entitled to train one or more articled clerks under sub-regulation (2) or (S) shall be entitled to train two persons who have passed (i) either the degree examination of a recognised university; or (ii) Entrance examination under these Regulations, securing not less than 60 per cent marks in the aggregate, as additional articled clerks:

PROVIDED that the benefit of clause (ii) will not be available to a candidate who has been granted exemption from appearing in any paper or papers of the Entrance Examination under the Chartered Accountants Regulations, 1988.

***Explanation—For* die purpose of calculating die percentage of marks (a) under clause (i) the marks secured in subjects in which a student is required by the regulations of the University or the Examining Body concerned to obtain only pass marks and for which no special credit is given for higher marks, shall be ignored; and (b) under clause (i) and (ii), any fractions of half or more shall be rounded up to the next whole number."**

'Explanation to sub-regulation (8):-

***"Explanation—For* the purpose of this sub-regulation, a member who sets up practice, with practice as his main occupation, after having been in employment for a minimum period of five years in one or more financial, commercial or industrial undertakings approved under regulations 51 and 72 shall be deemed to have been in continuous practice for two years provided that while in such employment, he had imparted industrial training to one or more articled clerks or audit clerks in terms of the said regulations 51 and 72 for an aggregate period of at least two years."**

(6) The Council may, subject to such terms and conditions as it may deem fit, relax any of the provisions of this regulation in any particular case.

(7) The entitlement of a member to train articled clerks under this regulation shall be subject to such decision as may be made by the Counci under Regulation 67.

(8) Notwithstanding anything contained in this regulation, the Counci may permit a member practicing in individual name or in a trade name as a proprietor or a firm of such chartered accountant/s to engage articled clerks on such basis and such terms and conditions as may be specified by the Council from time to time.]

44. *Members not to engage in India articled clerks under the bye-laws of any other Institute or Society*

No member shall engage in India articled clerks or apprentices by whatever name called under the bye-laws ©f any other Institute or Society except in accordance with the permission granted by the Council.

'[45. *Admission to articleship*

A member engaging articled clerks shall before accepting a person as an articled clerk, satisfy himself that:-

(a) his professional practice (either in his individual name, or in a trade name or as a partner of the firm), is suitable for the purpose training articled clerks; and

'Substituted for the following by Notification No. l-CA(7)/51/2000 published in the Gazette of India, Extraordinary dated 14th August, 2001:-

''45. *Admission to Articleship*

(1) a member engaging articled clerks shall before accepting a person as **an articled clerk,** satisfy himself that:—

(a) his professional practice or diat of his employer if he is an employee of a chartered accountant in practice or a firm of such chartered accountants, is suitable for the purpose of training articled clerks; and

'[(b) suchaperson:—

(i) is not less than 18 years of age on the date of commencement of articles;

(ii) has either passed the Foundation Examination or has been exempted from passing the Foundation Examination under these Regulations:

PROVIDED that graduates who have passed die Entrance Examination shall continue to be eligible to register themselves as articled clerks.]

(2) Notwithstanding anything contained in sub-clause (iii) of clause (b) of sub-regulation (1) above and subject to die provisions of sub-regulation (5) of regulation 46, a member may provisionally accept a person as an articled clerk if he has passed the Entrance Examination under these Regulations and has appeared in his final graduation examination die result whereof has not been declared.

(b) such a person -

(i) is not less than 18 years of age on the date of commencement of articles; and

(ii) has passed the Professional Education (Examination - II) under these Regulations; and

(iii) has successfully completed computer training programme as may be specified from time to time by the Council and in the manner so specified:

PROVIDED that a candidate, who has passed the Foundation/ Graduation Examination, shall be eligible to register himself as articled clerk, till such time as may be specified by the Council:

PROVIDED FURTHER that a candidate who was registered as an articled clerk before the commencement of the scheme of examination specified by the Council shall be eligible to continue and complete the remaining period of practical training under these Regulations, irrespective of whether he passed the Intermediate examination or not as per syllabus given in para-2A of Schedule 'B' to the Chartered Accountants Regulations, 1988 and/or there was any break in the continuity of his practical training.]

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'Earlier substituted for the following by Ntfh. No. l-CA(7)/19/92 published in the Gazette of India dated 7th March, 1992:-

"(b) such a person—

(i) is not less than 18 years of age on the date of commencement of articles;

(ii) has passed the Entrance examination under these Regulations;

(iii) is a graduate within the meaning of clause (ix) of sub-regulation (1) of regulation 2:

PROVIDED that a graduate who has passed the graduation examination with accountancy, auditing, mercantile or commercial laws as subjects, securing in the aggregate a minimum of SO per cent of the total marks in the examination or who has passed the graduation examination with any other subjects securing in the aggregate a minimum of SS per cent of the total marks in the examination shall be exempted from passing the Entrance Examination.

***Explanation*—For the purpose of calculating the percentage of marks:—**

(a) the marks secured in subjects in which a person is required by the regulations of the university or the examining body concemed to obtain only pass marks and for which no special credit is given for higher marks shall be ignored; and

(b) any fractions of half or more shall be rounded up to the next whole number, or

(c) such a person has passed the Government Diploma in Accountancy Examination or an examination recognised as equivalent thereto by the rules for the award of the Government Diploma in Accountancy."

46. *Registration of articled clerks*

(1) The articles shall be executed in the form[4'] approved by the Council, copies of which should be obtained from the office of the Institute.

(2) A statement in the form** approved by the Council together with documentary evidence of compliance with Regulation 45, shall be sent to the Secretary for registration so as to reach him within thirty days of the commencement of articles.

(3) If the statement mentioned in sub-regulation (2) above is not received within the time specified, the Secretary may condone the delay where the member proves to his satisfaction that he was prevented from sending the statement in time, if he received the same from the member within fifteen days after the expiry of the period so specified, failing which the Secretary shall treat the date of commencement of service as the 31st day prior to its receipt by him. If the date of commencement of service is changed by the Secretary, he shall communicate such change to the member who shall make appropriate change in the articles.

(4) Every articled clerk, other than one who has passed the Government Diploma in Accountancy Examination or an examination recognised as equivalent thereto by the rules for the award of the Government Diploma in Accountancy, shall undergo postal tuition imparted by the Institute. H. shall apply in the form approved by the Council, pay such registration fee as an articled clerk and such tuition fee as may be fixed by the Council from time to time. The tuition fee may either be paid in a lumpsum or in such instalments and at such intervals as may be fixed by the Council.

'[(5) Deleted.]

(6) Every deed of articles executed under this regulation shall cover

•Form '102' of Appendix No. (1).

"Form *'lOy* of Appendix No. (1).

'The following sub-regulation (5) was deleted by Ntfh. No. l-CA(7)/19/92 published in the Gazette of India dated 7th March, 1992:-

(5) The articles of a person covered by sub-regulation (2) of regulation 45 shall be registered provisionally and the provisional registration shall be confirmed only after satisfactory proof has been furnished by liim to the Secretary witllin a period of nine months from the date of provisional registration that in respect of the final graduation examination referred to therein, he has become a graduate witliinthe meaning of clause (ix) of sub-regulation (1) of regulation 2. Where such a person fails to produce such proof within the aforesaid period his provisional registration as an articled clerk shall be cancelled and no part of the registration fee or the tuition fee paid by him shall be refunded and for the purpose of these regulations no credit shall be given for the training undergone.

the full period of articled training prescribed under these Regulations or the full balance period, where such articles had been terminated before the expiry of their full term.

(7) The Council shall have the power to relax any of the requirements of this regulation in respect of persons enrolled as articled clerks/audit clerks prior to the date on which these Regulations come into force.

(8) The Council may, after giving the applicant an opportunity of being heard, refuse to register the articles.

47. *Premium from articled clerks*

No amount shall be charged from, or be payable by, an articled clerk or any other person on his behalf, directly or indirectly, whether by way of premium or as loan or deposit or in any other form in connection with his engagement as an articled clerk.

48. *Stipend to articled clerks*

[I&2][(1) Every principal engaging an articled clerk shall pay to such clerk every month a minimum monthly stipend at the rates specified below depending on where the normal place of service of the articled clerk is situated:—

'"Substituted for the following by Notfn. No. l-CA(7)/45/99 published in the Gazette of India dated 26th February, 2000; effective from 1.4.2000:—

"(1) Every principal engaging an articled clerk shall pay to such clerk every month a minimum monthly stipend at the rates specified below depending on where the normal place of service of the articled clerk is situated:-

Situation of the normal place of service of the articled clerk	During the first year of training	During the second year of training	During the remaining period of training
1	2	3	4
(a) Cities/towns with a population of 20 lakhs and above	Rs.300/-	Rs.4S0/-	Rs.600/-
(b) Cities/towns having a population of 3 lakhs and above but less than 20 lakhs	Rs.200/-	Rs.300/-	Rs.450/-
(c) Cities/towns having a population of less than 3 lakhs	Rs. 150/-	Rs. 250/-	Rs. 350/-

Situation of the normal place of service of the articled clerk	During the first year of training	During the second year of training	During the remaining period of training
(1)	(2)	(3)	(4)
(a) Cities/towns having a population of 20 lakhs and above	Rs. 450/-	Rs. 600/-	«s. 800/-
(b) Cities/towns having a population of 3 lakhs and above but less than 20 lakhs	Rs. 300/-	Rs. 450/-	Rs. 600/-
(C) Cities/towns having a population of less than 3 lakhs	Rs. 200/-	Rs. 300/-	Rs. 450/-

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PROVIDED that an additional stipend of Rs. 200/- per month shall be paid to the articled clerk on his passing the Intermediate examination under these regulations, from the first day of the month following the date of declaration of the result, irrespective of above classification of rates of stipend with reference to cities/towns:

PROVIDED FURTHER that nothing contained in this regulation shall entitle an articled clerk to any stipend under this regulation for any excess leave taken.

Explanation I: For the purpose of determining the rates at which stipend is payable under this regulation, the period of articled training of the student under any previous principal or principals (not being any such period prior to 1st July, 1973) shall also be taken into account.

Explanation 11: For the purpose of this regulation, the figures of population shall be taken as per the last published Census Report of India."

-The details of earlier substitution are as under:

1. Substituted for the following vide Notification No. l-CA(7)/28/95 dated 19 8.1995 published in Gazette of India, effective from 1.9.1995:-

"[(1) Every principal engaging an articled clerk shall pay to such clerk every month a minimum monthly stipend at the rates specified below depending on where the normal place of service of the articled clerk is situated:—

Situation of the normal place of service of the articled clerk	During the first year of training	During the second year of training	During the remaining period of training
1			
(a) Cities/towns with a population of 20 lakhs and above	'Rs.225/-	Rs.350/-	Rs.450/-

[3][PROVIDED that an additional stipend of Rs. 300/- per month shall be paid to the articled clerk on his passing the Intermediate examination or to the articled clerk who has passed Professional Education (Examination - II) during his articleship period under these Regulations, from the first day of the month following the date of declaration of the result, irrespective of above classification of rates of stipend with reference to cities/towns. However, an articled clerk registered after passing the Professional Education (Examination - II), shall not be entitled for any additional stipend:]

PROVIDED FURTHER that nothing contained in this regulation shall entitle an articled clerk to any stipend under this regulation for any excess leave taken.

Explanation 1—For the purpose of determining the rates at which stipend is payable under this regulation, the period of articled training of the student under any previous principal or principals (not being any such period prior to 1st July, 1973) shall also be taken into account.

Explanation 2—For the purpose of this regulation, the figures of population shall be taken as per the last published Census Report of India.]

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1	2	3	4
(b) Cities/Towns having a population of 3 lakhs and above but less than 20 lakhs	Rs.150/-	Rs.225/-	Rs.350/-
(c) Cities/towns liaving a population of less than 3 lakhs	Rs.125/-	Rs.175/-	Rs.250/-

PROVIDED that an additional stipend of Rs. 100 per month shall be paid to the articled clerk on his passing die Intermediate examination under these regulations, from the first day of the month following tlie date of declaration of the result, irrespective of above classification of rates of stipend with reference to citiesAowns:

PROVIDED FURTHER that nothing contained in this regulation shall entitle an articled or audit clerk registered with effect from a date prior to 1st July, 1973 or for any excess leave taken to any stipend under this regulation

Explanation 1 —For tlie purpose of determining the rates at which stipend is payable under tliis regulation, tlie period of articled training of tlie clerk under any previous principal or principals (not being any such period prior to 1st July, 1973) shall also be taken into account.

Explanation 2—For the purpose of tliis regulation, the figures of population shall be taken as per tlie last published Census Report of India."

(2) The stipend under this regulation shall be paid by the principal to the articled clerk either (a) by a crossed account payee cheque every month against a stamped receipt to be obtained from the articled clerk; or (b) by depositing the amount every month in an account opened by the articled clerk in his own name with a branch of the bank to be specified by the principal

49. *Register of articled clerks*

A register of articled clerks shall be maintained by the Council.

50. *Period of practical training for an articled clerk*

An articled clerk shall not be eligible for the membership of tlje Institute unless he produces a certificate in the form* approved by tie Council from the appropriate person entitled to issue such a certificate to the effect that he:—

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2. Substituted for the following vide Notification No. l-CA(7)/l/89 published in the Gazette of India dated 7th October, 1989:-

"(1) Every principal engaging an articled clerk shall pay to such clerk every month a minimum monthly stipend at the rates specified below depending on where the normal place of service of the articled clerk is situated:—

Situation of the normal place of service of articled clerk	During first year of training	During second year of training	During remaining period of training
(a) Cities with population of two million and above	150	225	300
(b) Cities/Towns other than those having popualtion of more than two million	100	150	225

PROVIDED that an additional stipend of Rs. 50 per month shall be paid to the articled clerk on his passing the Intermediate examination under these Regulations, from the first day of the month following the date of declaration of the result irrespective of above classification of rates of stipend with reference to cities/towns:

PROVIDED FURTHER that nothing contained in this regulation shall entitle an articled clerk or audit clerk registered with effect from a date prior to 1st July, 1973 or for any excess leave taken, to any stipend under this regulation.

***Explanation 1*—For the purpose of determining the rate at which stipend is payable under this regulation, the period of articled training of the clerk under any previous principal or principals (not being any such period prior to 1st July, 1973) shall also be taken into account.**

***Explanation* 2—For the purpose of this regulation, die figures of population shall be taken as per die last published Census Report of India."**

'Substituted for the following by Notification No. 1 CA(7)/51/2000 published in the Gazette of India, Extraordinary dated 14th August, 2001:-

" PROVIDED that an additional stipend of Rs. 300/- per month shall be paid to the articled clerk on his passing die Intermediate examination under these regulations, from die first day of die month following the date of declaration of the result, irrespective of above classification of rates of stipend with reference to cities/towns."

*** Form ' 108' of Appendix No. (1).**

(i) has served as an articled clerk for a period of three years; or

(ii) has served partly as an articled clerk and partly as an audit clerk for a total period as specified in clause (i) above for which purpose complete eight months of service as an audit clerk shall be reckoned as six months of service as an articled clerk, any fraction of a period of less than 8 months as an audit clerk being ignored:

PROVIDED that an articled clerk who commenced his practical training before the 1st day of July, 1956 shall not be eligible for the membership of the Institute unless he produces a certificate in the form"[1] approved by the Council from an appropriate person as provided in paragraph 11 of Schedule 'B' of the Chartered Accountants Regulations, 1964, as in force at the commencement of these Regulations:

PROVIDED FURTHER that an articled clerk who commenced his practical training on or after the 1st day df July, 1956 but before 1st day of October, 1973 shall not be eligible for the membership of the Institute unless he produces a certificate in the form* approved by the Council from an appropriate person as provided in paragraph 12 of Schedule 'B' of the Chartered Accountants Regulations, 1964, as in force at the commencement of these Regulations.

51. *Industrial Training*

'[(1) An articled clerk who has passed the Professional Education (Examination - II) or the Intermediate examination under these Regulations may, at his discretion, serve as an industrial trainee for the period specified in sub-regulation (2) in any of the financial, commercial, industrial undertakings with minimum fixed assets of Rs. 1 crore; or minimum total turnover of Rs.10 crores; or minimum paid-up share capital of Rs. 50 lakhs; or such other institution or organisation as may be approved by the Council from time to time:

PROVIDED that the articled clerk has intimated to his principal his

* Form '108' of Appendix No. (1).

•Substituted for the following by Notification No. l-CA(7)/51/2000 published in the Gazette of India, Extraordinary dated 14th August, 2001:-

"(1) An articled clerk who has passed the Intermediate examination under these Regulations may, at his discretion, serve as an industrial trainee for the period specified in sub-regulation (2) in a financial, commercial or industrial undertaking whose total assets are not less than fifty lakhs of rupees or such other institution or organisation as may be approved by the Council:

PROVIDED that the articled clerk has intimated to his principal his intention to take such industrial training at least tliree months before the date on which such training is to commence.

intention to take such industrial training at least three months before the date on which such training is to commence.]

'[(2) The period of industrial training may range between nine months and twelve months during the last year of the prescribed period of practical training.]

(3) The industrial training shall be received under a member of the Institute. An Associate who has been a member for a continuous period of at least three years shall be entitled to train one industrial trainee at a time and a fellow shall be entitled to train two industrial trainees at a time, whether such trainees be articled clerks or audit clerks.

(4) An agreement of training shall be entered into in the form* approved by the Council.

(5) On satisfactory completion of the industrial training, the member training the industrial trainee, shall forthwith issue to the trainee a certificate in the form** approved by the Council in respect of the training undergone under him and forward a copy thereof to the Secretary.

(6) The period of industrial training referred to under this regulation, shall be treated as service under articles for all purposes of these Regulations, provided the certificate referred to in sub-regulation (5) is produced.

[2][51A. *Course on General Management and Communication Skills and period thereof.*

An articled clerk who has completed the practical training as provided in these Regulations, before applying for membership of the Institute, shall

'Substituted for tlie following by Ntfa No. l-CA(7)/19/92 published in the Gazette of India dated 7lh March, 1992:-

"(2) Tlie period of industrial training may range between the last six months and the last twelve months of the prescribed period of practical training :

PROVIDED that in case of articled cleric attending an academy of accounting conducted by the Institute, the period of industrial training may range between tlie last six mouths and tlie last nine months of the prescribed period of practical training.

Explanation—The period of industrial training referred to in this sub-regulation, shall include tlie period served by way of secondment to a member in industry in accordance with regulation 54."

* Form '104' of Appendix No. (1)

•* Form '105' of Appendix No. (1).

'Inserted by Notification No. l-CA(7)/51/2000 published in the Gazette of India, Extraordinary dated 14th August. 2001.

be required to attend a course **on** General Management and Communication Skills or any other course as may be specified by the Council from time to time and in the manner so specified.]

52. ***Recognition of Service with Armed Forces***

For the purposes of Regulation 50, service with Armed Forces rendered by an articled clerk for a period not exceeding one year shall be deemed to be service as an articled clerk.

53. ***Exemption to persons of Indian origin migrating permanently to India***

(1) A person of Indian origin, who has been a citizen of or a permanent resident in a foreign country for a minimum period of five years and who migrates to India and provides satisfactory proof that merely by reason of migration he has not been able to pass the examinations or complete the training prescribed by any of the recognised accountancy institutions mentioned in clause (c) below with which he had been registered as a student and also proves to the satisfaction of the Examination Committee that he intends to settle down permanently in India and obtains Indian citizenship, shall be given the following concessions in the matter of practical training and examinations:—

(a) If he has passed the Entrance or Intermediate or a part of the Final examination of any of the recognised accountancy institutions, mentioned in clause (c) below, he shall be deemed to have passed the Entrance or the Intermediate or a part of the Final examination of the Institute as the Examination Committee may decide and shall be required to pass only the remaining examination or part of examination or examinations prescribed under these Regulations as the Examination Committee may direct.

(b) If he has either completed the practical training or a part thereof prescribed by any of the recognised accountancy institutions mentioned in clause (c) below, he shall be deemed to have completed such practical training or a part thereof as the Examination Committee may direct and then he shall either be exempted from undergoing any practical training or shall be required to complete only the balance of such period of practical training as the Examination Committee may direct.

(c) The recognised accountancy institutions referred to in this paragraph shall mean:—

(1) The Institute of Chartered Accountants in England and Wales.

(2) The Institute of Chartered Accountants of Scotland.

(3) The Institute of Chartered Accountants in Ireland.

(4) The Institute of Chartered Accountants of Sri Lanka.

(5) The Public Accountants' and Auditors' Board of South Africa.

(6) The Institute of Chartered Accountants of Pakistan.

(7) Board set up under the Burma Auditors' Certificates Ru es

(8) The Institute of Chartered Accounants in Australia.

(9) The Institute of Chartered Accountants of Bangladesh.

(2) A person eligible for exemption under sub-regulation (1) above, shall apply for such exemption in writing and shall furnish together with the exemption fee the following documents, namely:—

(i) A copy of the Rules and Regulations of the concerned recognised accountancy institution regarding practical training and examinations.

(ii) A certificate from the concerned institution regarding the examination passed and training completed clearly indicating the period of such completed training.

(iii) A certificate from the principal under whom the applicant completed any period of training giving the dates of such period of training.

(iv) A declaration to the effect that the applicant is a permanent resident of India and intends to acquire Indian citizenship.

(v) A declaration to the effect that except for the fact of his having migrated permanently to India, the applicant would have become eligible to become a member of the institution with which he was registered as a student upon his passing any of the remaining examination, or completing the full period of training in accordance with the rules of such institution.

(3) A person eligible for exemption under sub-regulation (1) above shall pay such fee for grant of exemption as may be fixed by the Council from time to time.

54. *Secondment of articled clerks*

(1) A principal may, with the consent of the articled clerk, second from time to time the articled clerk to other member or members with a view to provide the articled clerk the opportunity of gaining practical experience in areas where the principal may not be in a position to provide the same.

(2) The articled clerk shall be seconded only to a member who is entitled to train one or more articled clerks in his own right or to a member in industry who is entitled to train one or more industrial trainees.

(3) The member to whom the articled clerk is seconded will not be entitled to train more than two such clerks on secondment at a time.

(4) The aggregate period of secondment shall not exceed one year provided that the period served on secondment with any one member or his partner shall not exceed six months.

(5) Where an articled clerk is seconded to a member in industry, the total period spent in industry by the articled clerk, including the period of industrial training under these Regulations, shall not exceed one year.

(6) During the period of secondment, the principal shall pay the stipend as provided under these Regulations.

(7) The principal shall keep a record of the training undergone during secondment and include its particulars in the report to the Council under Regulation 64.

(8) No deed of Articles need be executed for secondment nor any intimation need be sent to the Institute in this behalf.

'[55. *Deleted]*

'The following was deleted by Notification No. l-CA(7)/51/2000 published in the Gazette of India, Extraordinary dated 14th August, 2001:-

"[55. *Change of status of Principal*

(1) Where a salaried employee of a chartered accountant in practice or a firm of such chartered accountants set up practice independently, his articled clerk or articled clerks, as the case may be, shall remain with him from the date of setting up practice independently provided he is entitled to train the articled clerk or the articled clerks under regulation 43:

PROVIDED that the President or the Vice-President, as the Council may decide, may in an appropriate case, direct that the articled clerk shall serve the chartered accountant in practice or the firm of such chartered accountants, as the case may be.

(2) Where the salaried employee aforesaid does not set up practice independently or he is not entitled to train the articled clerk or the articled clerks under regulation 43, the articled clerk or articled clerks, as the case may be, shall serve the chartered accountant in practice who has executed the deed of articles as required under sub regulation (1) of regulation 46 as the second principal. The provision of sub-regulation (1) of regulation 46 shall not apply in such a case but a statement in the form* approved by the Council shall be sent to the Secretary for registration so as to reach within thirty days of the change in the status of the principal or within such extended period as the Secretary may determine.

(3) In every case referred to in sub-regulation (1) or sub-regulation (2) no registration fee shall be payable by the articled clerk.

*** Form '103' of Appendix No. (1).**

56. *Termination or assignment of articles*

(1) Articles may, by agreement between the articled clerk and his principal, be terminated. The articles shall also terminate on the articled c erk opting for industrial training.

(2) Where articles are terminated by agreement under sub-regulation (1), the same may be assigned to another principal entitled to train articled clerks under Regulation 43. Such assignment shall be in the form* approved by the Council.

(3) The provisions of Regulation 46 shall apply 'mutatis mutandis' except that no registration fee shall be payable by the articled clerk.

57. *Fresh Articles*

(1) Where an articled clerk is not able to complete the term of the articles by reason of the fact that (a) the principal has ceased to practise; or (b) the name of the principal has been removed from the Register; or (c) the principal has died; or (d) the articles are terminated under suo-rcgulation (1) of Regulation 56, he may enter into fresh articles for the remainder term of his service with another member entitled to engage and train one or more articled clerks:

PROVIDED that the Secretary may, in an appropriate case covered by category (a), (b) or (c) above, permit the articled clerk to be trained as an additional articled clerk by a member entitled to engage and train one or more articled clerks notwithstanding anything contained in Regulation 43.

(2) Where an articled clerk is not able to complete the term of articles for any other valid reason, he may with the permission of the President or the Vice-President, as the Council may decide from time to time, enter into fresh articles for the remainder of the term of service with another member entitled to engage and train one or more articled clerks:

PROVIDED that the President or the Vice-President, as the Council may decide from time to time, may, in any appropriate case, permit the articled clerk to be trained as an additional articled clerk by a member entitled to engage and train one or more articled clerks notwithstanding anything contained in Regulation 43.

Form '106' of Appendix No. (1).

'[(3) Omitted.]

(4) In every case referred to in sub-regulation (1) or sub-regulation (2) *[...] above, the provisions of Regulation 46 shall apply 'mutatis mutandis' except that no fee shall be payable by the articled clerk *[....]:

PROVIDED that in a case covered under category (c) of sub-regulation (1), the date of commencement of training under fresh articles shall be taken as the date following the date of the death of the principal, if the request for permission to be taken as additional articled clerk under another principal is sent so as to reach the Secretary within sixty days of the death of the principal and the statement in the form* approved by the Council is sent so as to reach the Secretary within thirty days from the date of the letter of the Secretary granting such permission.

58. *Supplementary Articles*

(1) An articled clerk who has taken leave in excess of the period of leave to which he is entitled under Regulation 59 shall be required to serve for a further period equivalent to the excess leave taken by him.

(2) If the period of the excess leave taken is sought to be served under the principal with whom such articled clerk -last served his articles, a supplementary deed of articles in the form** approved by the Council shall be executed in continuation of the previous articles.

(3) The supplementary deed, duly stamped, shall be sent to the Secretary for registration so as to reach him within 60 days of the expiry of the previous articles. No fee shall be charged for the registration of such supplementary deed of articles:

PROVIDED that the Executive Committee may condone the delay in sending the supplementary deed in appropriate cases.

'•"'•The following sub-regulation (3) and the words, brackets & figures, were deleted by Ntfh. No. l-CA(7)/19/92 published in die Gazette of India dated 7th March, 1992 :-

[1] (3) Where an articled clerk has completed the prescribed term of articles but has failed to pass die Intermediate examination widiin die time linut specified in Regulation 26, he may, in ordei to become once again eligible to appear in die Intermediate examination enter into articles for a period of one year widi a member entitled to engage and train articled clerks.

[2] "or sub-regulation (3)"

' "in a case covered by sub-regulation (1) or sub-regulation (2)"

•Form "102" & "103" of Appendix No.(l).

**Fonn '107" of Appendix No.(l).

(4) If the articled clerk chooses to serve under any other member entitled to engage articled clerks under Regulation 43, the provisions of Regulation 46 shall apply 'mutatis mutandis' except that no fee shall be charged for registration of articles under the said regulation.

59. *Leave to an Articled Clerk*

(1) An articled clerk shall earn leave at the rate of one-seventh of the period for which he has actually served, excluding from such period the period for which he has been on leave.

(2) An articled clerk who has served as an audit clerk before the commencement of his articles shall, in addition to the leave earned under this regulation, be entitled to leave equal to one-half of the leave earned and not availed of as an audit clerk, subject to a maximum of two monthsL

(3) Leave due shall ordinarily be granted if reasonable notice has been given to the principal by the articled clerk.

(4) For the purposes of preparing for an examination of the Institute, the articled clerk shall be granted by the principal leave for two months or to the extent due, whichever is less, provided an application for the leave has been made at least fifteen days in advance.

(5) Leave not earned may also be granted by the principal subject to the condition that the total leave to be taken by the articled clerk shall not exceed one-seventh of the total period of his actual service, together with the leave due under sub-regulation (2).

(6) Notwithstanding anything contained in the foregoing sub-regulations, the principal Shall allow the articled clerk to receive training in the Territorial Army, the Home Guards or any similar organisation approved by the Council and shall treat the period of such training not exceeding sixty days in a year, as period actually served under articles.

(7) For the purpose of this regulation, the days (including intervening holidays) on which an articled clerk appears for any examination under these Regulations or attends a course of academy of accounting conducted by the Institute and recognised by the Council in this behalf, shall not be treated as leave but would be treated as period actually served under articles

Explanation—(\) For the removal of doubts, it is clarified that attendance by an articled clerk with the consent of the principal, at a conference, course or seminar organised by the Institute including a regional council or a students' association or a branch of a regional council for the benefit of clerks, shall be treated as period actually served under articles.

(2) An articled clerk who has secured admission in a course at an academy of accounting conducted by the Institute shall be relieved by the principal, without termination of articles, for attending the academy, provided he has given notice of not less than two months of his intention to join the academy.

'[60. *Working hours of an Articled Clerk*

Subject to such directions as may be issued by the Council, the working hours of an articled clerk shall be 35 hours per week to be regulated by the Principal from time to time.]

61. *Certificate of Service*

(1) The principal shall, on completion of the service of an articled clerk, forthwith issue a certificate in respect of the service, rendered under him in the form* approved by the Council and forward a copy thereof, duly signed by both the principal and the articled clerk to the Secretary.

(2) In the event of discontinuance or termination of the service of an articled clerk before the expiry of the full period of service, the principal shall issue to the articled clerk, a certificate in the form** approved by the Council and forward forthwith a copy thereof duly signed by the principal and the articled clerk, to the Secretary. A printed copy of such form shall be obtained on request from the Secretary and shall bear the stamp of the Institute and date of its issue and shall be valid only for sixty days thereafter.

(3) Where the principal is unable to obtain the signatures of articled clerk within thirty days of completion of the service, he may forward the

[1] Substituted for the following by Ntfn. No. 1-CA(7)/19/92 published in the Gazette of India dated 7th March, 1992:-

60. *Working hours of an Articled Clerk*

Subject to such directions as may be issued by the Council, the working hours of an articled clerk shall be regulated by the principal from time to time:

PROVIDED that the maximum working hours shall not exceed 35 in a week.

*** Form'108" of Appendix No. (1).**

**** Form'109'of Appendix No. (1).**

certificate to the Secretary duly signed by himself, without the requisite signatures of the articled clerk, within forty five days of the completion of the service and send two copies thereof to the last known address of the articled clerk by registered post.

(4) The articled clerk shall, upon receipt of the certificate referred to in sub-regulation (3), sign one copy thereof and forward the same to the Secretary forthwith.

62. *Certificate of service on the death of principal*

Where the principal dies, his legal representative or where, at the time of his death, he was carrying on practice with another member, the surviving partner, shall within thirty days from the death of the principal, issue to the articled clerk a certificate in the form* approved by the Council, in respect of the service rendered and forward a copy thereof to the Secretary.

63. *Proof of training in the absence of a certificate*

In the case of a person who is unable to produce, for a valid reason, a certificate in the form approved by the Council, from an appropriate person, the Council may require such proof as it may determine that the former person has served as an articled clerk for the period required by Regulation 50.

[1][64. *Report to the Council*

(1) The principal shall maintain a record about the progress of training imparted by him to the articled clerk, in such form and manner as may be determined by the Council from time to time.

(2) The principal shall submit the records of training maintained as and when required by the Council. In the event of the death of the principal his

* Form '110' and '111' of Appendix No. (1).

[1] Substituted for the following by Ntftl. No.l-CA(7)/19/92 published in the Gazette of India dated 7th March, 1992:-

64. *Report to the Council*

(1) The principal shall submit a report containing particulars about the progress of the training imparted by him to the articled clerk at such intervals and in such manner as the Council may determine from time to time. A copy of such report shall be sent by the principal to the Secretary as well as the articled clerk within such time as may be determined by the Council.

(2) In the event of the death of the principal, his legal representative or where at the time of his death he was carrying on practice with another member the surviving partner, shall be required to submit the above report to the Secretary.

legal representative or the surviving partner shall submit the records, as and when required by the Council.]

65. *Articled clerk not to engage in any other occupation*

Without the previous permission of the Council, obtained on application made in the *approved form, no articled clerk shall, during the period of his service as an articled clerk, take any other course of study or training, whether academic or professional, or engage in any business or occupation.

66. *Enquiries against articled clerk*

(1) Where a complaint or information of any misconduct or breach of Regulation 65 or breach of any of the covenants contained in the articles is received against an articled clerk from his principal or any other person, the President or the Vice-President as the Executive Committee may decide from time to time, may cause an investigation to be made.

(2) The Executive Committee may, on a consideration of the report of the investigation and after giving the articled clerk an opportunity of being heard, make any of the following orders, namely:—

(i) direct that the papers be filed and the complaint be dismissed, if the Executive Committee finds that the articled clerk is not guilty of any misconduct of breach of Regulation 65 or breach of any of the covenants contained in the articles; or

(ii) if the articled clerk is found guilty, reprimand the articled clerk or cancel the registration of articles or direct that any period already served under such articles shall not be reckoned as service for the purpose of the period of practical training specified in Regulation 50.

(3) The articled clerk, the registration of whose articles has been cancelled under this regulation, shall not, except with the permission of the Executive Committee be retained or taken as an articled clerk or audit clerk by any member.

Explanation—For the purpose of this Regulation the articled clerk includes a person who at the relevant time was registered as such.

* Form '112' of Appendix No. (1).

67. *Complaint against the Principal*

(1) Where an articled clerk makes a complaint against his principal on a matter concerning his training as an articled clerk, the President or the Vice-President as the Executive Committee may decide from time to time may cause an investigation to be made and submit a report to the Executive Committee.

(2) The Executive Committee shall submit the report of **the** investigation to the Council with its recommendations.

(3) The Council may, on a consideration of the report of the Executive Committee, pass such order as it may consider expedient, including an order withdrawing the entitlement of the principal to train one or more articled clerks either permanently or for a specified period:

PROVIDED that no order withdrawing the entitlement of the principal to train one or more articled clerks shall be passed without giving him an opportunity of being heard.

Explanation—An order passed by the Council under this regulation shall be without prejudice to any action that the Council may take against the principal under Section 21.

(4) The President or the Vice-President as the Executive Committee may decide from time to time, may, pending an investigation of the complaint, either terminate or suspend the articles and allow the articled clerk to be accepted as additional articled clerk by a member, notwithstanding anything contained in Regulation 43.

Explanation—For the purpose of this regulation, the articled clerk includes a person who at the relevant time was registered as such.

B. AUDIT CLERKS

68. *Engagement of Audit Clerks*

(1) A member who has been in continuous practice for not less than three years, either before or after the commencement of the Act, or part y before and partly after the commencement of the Act, shall be entitled to engage one audit clerk.

(2) A member shall be entitled to engage or train an audit clerk only if he is in practice and such practice, in the opinion of the Council, is his

main occupation and in ascertaining the number of years for which a member was in continuous practice, only the number of years in respect of which the member's practice was his main occupation shall be considered.

(3) The Council may, subject to such terms and conditions as it may deem fit, relax the provisions of sub-regulation (1) or sub-regulation (2) in any particular case.

(4) The entitlement of a member to train an audit clerk under this regulation shall be subject to such orders as may be passed by the Council under Regulation 80.

'[(5) A member shall be entitled to engage a person as an audit clerk only if such person had been in service as a salaried employee for a minimum period of one year either under him or in the firm of chartered accountants

'Substituted for the following by Notification No. l-CA(7)/45/99 published in the Gazette of India dated 26th February, 2000, effective from 1.4.2000:-

"(5) A member shall be entitled to engage a person as an audit clerk only if such person had been in service as a salaried employee for a minimum period of one year either under him or in the firm of chartered accountants in practice wherein he is a partner, on a minimum monthly remuneration at the rates specified below, depending upon where the normal place of service of the audit clerk issitualed:-

(a) Cities with a population of 10 lakhs and above. Rs. 1000/- per month.

(b) Cities/towns having a population of less than 10 lakhs. Rs.700/- per month.

Explanation: For the purpose of this sub-regulation, the figures of population shall be taken as per the last published Census Report of India."

The details of earlier substitution are as under:-

1. Substituted for the following vide Notification No. l-CA(7)/28/95 published in the Gazette of India dated 19.8.1995, effective from 1.9.1995:-

"[(5) A member shall be entitled to engage a person as an audit clerk only if such person had been in service as a salaried employee for a minimum period of one year either under him or in the firm of chartered accountants in practice where he is a partner, on a monthly remuneration at the rates specified below, depending upon where the normal place of service of the audit clerk is situated:

(a) cities with a population of one million and above Rs.750/- per month

(b) cities/towns having a population of less than one million Rs.500/- per month

Explanation—For the purpose of this sub-regulation, the figures of population shall be taken as per the last published Census Report of India.]"

2. Substituted for the following by Ntfn. No. l-CA(7)/19/92 published in the Gazette of India dated 7th March, 1992:-

(5) A member shall be entitled to engage a person as an audit clerk only if such person had been in service as a salaried employee for a minimum period of one year either under him or in the firm of chartered accountants in practice wherein he is a partner, on a monthly remuneration at the rates specified below, depending upon where the normal place of service of the audit clerk is situated:—

(a) cities with a population of 2 millions and above. Rs. 500/- per month.

(b) cities/towns having a population of less than 2 millions. Rs. 350/- per month.

in practice wherein he is a partner, on a monthly remuneration at the rates specified below, depending upon where the normal place of service of the audit clerk is situated:—

(a) cities with a population of one million and above.	Rs. 1500/- per month
(b) cities/towns having a population of less than one million	Rs. 1000/- per month

Explanation—For the purpose of this sub-regulation, the figures of population shall be taken as per the last published Census Report of India]

(6) A member registering under these Regulations, the service of the person referred to under sub-regulation (5) of this regulation shall pay minimum monthly remuneration at the rates specified in sub-regulation (5) of this regulation, to the clerk during the period he is in service with him in accordance with these Regulations.

69. *Registration of Audit Clerks*

'[(1) A member in practice before applying for registration of the service of an audit clerk shall satisfy himself that:-

'Substitucd for the following by Notification No. l-CA(7)/51/2000 published in the Gazette of India, Extraordinary dated 14th August, 2001:—

"(1) A member in practice before applying for registration of the service of an audit clerk shall satisfy himself that:

(a) his professional practice is suitable for the purpose of engaging audit clerk; and

[1] [(b) such a person—

(i) is not less than 18 years of age on the date of commencement of audit service;

(ii) has either passed the Foundation Examination or has been exempted from passing the Foundation Examination under these Regulations:

PROVIDED that graduates who have passed the Entrance Examination shall continue to be eligible to register themselves as audit clerks.]

"Substituted for the following by Ntfh. No. l-CA(7)/19/92 published in the Gazette of India dated 7th March, 1992:-

"(b) such a person -

(i) is not less than 18 years of age on the date of commencement of the audit service;

(ii) has passed the Entrance Examination under these Regulations; and

(iii) is a graduate within the meaning of clause (ix) of sub-regulation (1) of regulation 2:

PROVIDED that a graduate who has passed the graduation examination with accountancy, auditing, mercantile or conunercial laws as subjects, securing in the aggregate a minimum of 50 per cent of the total marks in the examination or who has passed the graduation examination with any other subject securing in the aggregate a minimum of 55 percent of the total marks in the examination, shall be exempted from passing the Entrance Examinatioa

(a) his professional practice (either in his individual name or in a trade name or as a partner of the firm) is suitable for the purpose of engaging audit clerks; and

(b) such a person -

(i) is not less than 18 years of age on the date of commencement of audit service; and

(ii) has passed the Professional Education (Examination - II) under these Regulations; and

(iii) has successfully completed computer training programme as may be specified from time to time by the Council and in the manner so specified:

PROVIDED that a candidate who has passed the Foundation/ Graduation Examination, shall be eligible to register himself as audit clerk, till such time as may be specified by the Council:

PROVIDED FURTHER that a candidate who was registered as an audit clerk before the commencement of the scheme of examination specified by the Council shall be eligible to continue and complete the remaining period of practical training under these Regulations irrespective of whether he passed the Intermediate examination or not as per syllabus given in para-2A of Schedule 'B' to the Chartered Accountants Regulations, 1988 and/or there was any break in the continuity of his practical training.]

(2) A statement in the form* approved by the Council, together with documentary evidence of compliance with the requirements of this regulation, shall be sent to the Secretary for registration of the audit service so as to reach him within thirty days of the commencement of audit service.

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Explanation—For tlie purpose of calculating tlie percentage of marks—

(a) the marks secured ill subjects in wliich a person is required by the regulations of tlie university or die examining body concerned to obtain only pass marks and for which no special credit is given for higher marks shall be ignored;

(b) any fractions of half or more shall be rounded up to tlie next whole number, and

(c) Notwithstanding anytliing contained in sub-clause (iii) of clause (b) above, a member may provisionally accept a person as an audit clerk if he has passed the Entrance Examination under these Regulations and has appealed in liis final graduation examination tlie result whereof has not been declared."

* Form '113' of Appendix No. (1).

(3) If the statement mentioned in sub-regulation (2) above, is not received within the time specified, the Secretary may condone the delay where the member proves to his satisfaction that he was prevented from sending the statement in time, if he receives the same from the member within fifteen days after the expiry of the period so specified, failing which the Secretary shall treat the date of commencement of service as the 3.1st day prior to its receipt by him. If the date of commencement, of service is changed by the Secretary, he shall communicate such change to the member.

(4) Every audit clerk other than one who has passed the Government Diploma in Accountancy Examination or an Examination recognised as equivalent thereto by the Rules for the award of Government Diploma in Accountancy, shall undergo postal tuition imparted by the Institute. He shall apply in the form* approved by the Council, pay such registration fee as an audit clerk and such tuition fee as may be fixed by the Council from time to time. The tuition fee may either be paid in a lump sum or in such instalments and at such intervals as may be fixed by the Council.

'[(5) Omitted.]

(6) The Council shall have the power to relax any of the requirements of this regulation in respect of persons enrolled as audit clerks/articled clerks prior to the date on which these Regulations came into force.

(7) The Council may, after giving to the applicant an opportunity of being heard, refuse to register the service as an audit clerk.

70. *Register of Audit Clerks*

A register of audit clerks shall be maintained by me Council.

'The following sub-regulation (5) was deleted by Ntfn. No.l-CA(7)/19/92 published in the Gazette of India dated 7th March, 1992:-

"(5) Tlie audit service of a person covered by clause (c) of sub-regulation (1) above shall be registered provisionally and tlie provisional registration shall be confirmed only after satisfactory proof has been ftiniished by him to tlie Secretary witliin a period of nine niontlis from tlie date of tlie provisional registration that he has become a graduate within the meaning of clause (ix) of sub-regulation (1) of regulation 2. Where such a person fails to produce such proof witliin tlie aforesaid period, his provisional registration as an audit clerk shall be cancelled and no part of tlie registration fee or tlie tuition fee paid by liiin shall be refunded and for tlie purpose of these Regulations no credit shall be given for tlie training undergone."

• Form '113' of Appendix No. (1).

71. *Period of practical training for an audit clerk*

An audit clerk shall not be eligible for the membership of the Institute unless he produces a certificate in the form* approved by the Council from the appropriate person entitled to issue such a certificate to the effect that he:-

(i) has served as an audit clerk for a period of four years; or

(ii) has served partly as an audit clerk and partly as an articled clerk for a total period as specified in clause (i) above for which purpose complete six months of service as an articled clerk shall be reckoned as eight months of service as an audit clerk, any fraction of a period of less than six months as an articled clerk being ignored:

PROVIDED that an audit clerk who commenced his practical training before the 1st day of July, 1956 shall not be eligible for the membership of the Institute unless he produces a certificate in the form* approved by the Council from an appropriate person as provided in paragraph 11 of Schedule 'B' of the Chartered Accountants Regulations, 1964, as in force at the commencement of these Regulations:

PROVIDED FURTHER that an audit clerk who commenced his practical training on or after the 1st day of July, 1956 but before 1st day of October, 1973 shall not be eligible for the membership of the Institute unless he produces a certificate in the form* approved by the Council from an appropriate person as provided in paragraph 12 of Schedule 'B' of the Chartered Accountants Regulations, 1964, as in force at the commencement of these Regulations.

72. *Industrial Training*

'[(1) An audit clerk who has passed the Professional Education (Examination - II) or the Intermediate examination under these Regulations

'Subsumed tor the following by Notification No. l-CA(7)/51/2000 published in the Gazette of India, Extraordinary dated 14th August, 2001:—

"(1) An audit clerk who has passed the Intermediate Examination under these Regulations may, at his discretion, serve as an industrial trainee for the period specified in sub-regulation (2) in a financial, commercial or industrial undertaking whose total assets are not less than fifty lakhs of rupees or such other institution or organisation as may be approved by the Council:

PROVIDED that the audit clerk has intimated to his employer his intention to take such industrial training.at least three months before the date on which such training is to commence."

*** Form '114' of Appendix No. (1).**

may, at his discretion, serve as an industrial trainee for the period specified in sub-regulation (2) in any of the financial, commercial, industrial undertakings with minimum fixed assets of Rs. 1 crore; or minimum total turnover of Rs.10 crores; or minimum paid-up share capital of Rs.50 lakhs; or such other institution or organisation as may be approved by the Council from time to time:

PROVIDED that the audit clerk has intimated to his employer his intention to take such industrial training at least three months before the date on which such training is to commence.]

'[(2) The period of industrial training may range between nine months and twelve months during the last year of the prescribed period of practical training.]

(3) The industrial training shall be received under a member of the Institute. An associate who has been a member for a continuous period of at least three years shall be entitled to train one industrial trainee at a time and a fellow shall be entitled to train two industrial trainees at a time, whether such trainees be audit clerks or articled clerks.

(4) An agreement of training shall be entered into in the form* approved by the Council.

(5) On satisfactory completion of the Industrial training or termination of such training before its completion, the member training the industrial trainee shall forthwith issue to the trainee a certificate in the form** approved by the Council in respect of the training undergone under him and forward a copy thereof to the Secretary.

(6) The period of industrial training, referred to under this regulation, shall be treated as service as audit clerk for all purposes of these Regulations, provided the certificate referred to in sub-regulation (5) is produced.

'Substituted for the following by Ntfn. No.l-CA(7)/19/92 published in the Gazette of India dated 7th March, 1992:-

"(2) The period of industrial training may range between the last six months and the last twelve months of the prescribed period of practical training:

PROVIDED that in the case of an audit cleric attending an academy of accounting conducted by the Institute, the period of industrial training may range between the last six months and the last nine months of the prescribed period of practical training."

*** Form '104' of Appendix No. (1).**

**** Form '105' of Appendix No. (1).**

'[72A. *Course on General Management **and** Communication skills and period thereof.*

An audit clerk who has completed the practical training as provided in these Regulations, before applying for membership of the Institute, shall be required to attend a course on General Management and Communication Skills or any other course as may be specified by the Council from time to time and in the manner so specified.]

73. *Recognition of service with Armed Forces*

For the purposes of Regulation 71, service with Armed Forces rendered by an audit clerk for a period not exceeding two years, shall be deemed to be service as an audit clerk.

74. *Leave to an Audit Clerk*

(1) An audit clerk may be allowed such leave of absence as he earns in accordance with his terms of employment but such leave shall not exceed one-seventh of the period, for which he has served excluding from such period, the period for which he has been on leave.

(2) An audit clerk who has served as an articled clerk before the commencement of his audit service shall, in addition to the leave earned under this regulation, be entitled to leave earned and not availed of by him as an articled clerk, subject to a maximum of two months.

(3) Leave of absence may ordinarily be granted to an audit clerk only for a period aggregating to not more than one-seventh of the period actually served, till the time the leave is availed of.

(4) For the purpose of preparing for an examination of the Institute, the audit clerk shall be granted by the employer leave for two months or to the extent due, whichever is less, provided an application for leave has been made at least fifteen days in advance.

(5) Leave not earned may also be granted by the employer subject to the condition that the total leave to be taken by the audit clerk shall not exceed one-seventh of the total period of his actual service, together with leave due under sub-regulation (2).

'Inserted by Notification No. 1-CA(7)/51/2000 published in the Gazette of India, Extraordinary dated 14th August, 2001.

(6) Notwithstanding anything contained in the foregoing sub-regulations, the employer shall allow the audit clerk to receive training in the Territorial Army, the Home Guards or any similar organisation approved by the Council and shall treat the period of such training, not exceeding sixty days in a year, as period actually served as an audit clerk.

(7) For the purpose of this regulation, the days (including intervening holidays) on which an audit clerk appears for any examination under these Regulations or attends a course of academy of accounting conducted by the Institute and recognised by the Council in this behalf, shall not be treated as leave but would be treated as period actually served as an audit clerk.

Explanation—For the removal of doubts, it is clarified that attendance by an audit clerk, with the consent of the principal, at a conference, course or seminar organised by the Institute including a regional council or students' association or a branch of a regional council for the benefit of students, shall be treated as period actually served as an audit clerk.

75. *Certificate of Service*

(1) The employer shall, on completion of the service of an audit clerk, forthwith issue a certificate in respect of the service rendered under him in the form* approved by the Council and forward a copy thereof, duly signed by both the employer and the audit clerk, to the Secretary.

Explanation—For the purpose of this regulation, the audit service shall be terminated on the audit clerk opting for industrial training.

(2) Where the employer is unable to obtain the signatures of the audit clerk within thirty days of completion of the service, he may forward the certificate to the Secretary, duly signed by himself without the requisite signatures of the audit clerk, within forty-five days of the completion of the service and send two copies thereof to the last known address of the audit clerk by registered post.

(3) The audit clerk shall, upon receipt of the certificate referred to in sub-regulation (2), sign one copy thereof and forward the same to the Secretary forthwith.

76. *Certificate of Service on the Death of the Employer*

Where the employer dies, his legal representative or where, at the time

* Form '114' of Appendix No. (1).

of his death, he was carrying on practice with another member the surviving partner, shall within thirty days from the death of the employer, issue to the **audit** clerk a certificate in the form* approved by the Council in respect of the service rendered and forward a copy mereof **to** the Secretary.

77. ***Proof of training in the absence of a certificate***

In the case of a person who is unable to produce, for a valid reason, a certificate in the form approved by the Council from an appropriate person, the Council may require such proof as it may determine that the former person has served as an audit clerk for the period required by Regulation 71.

78. ***Audit Clerk not to engage in any other Occupation***

Without the previous permission of the Council obtained on application made in the approved form** no audit clerk during the period of his service as an audit clerk, take any other course of study or training, whether academic or professional, or engage in any business or occupation.

79. *Enquiries against Audit Clerks*

(1) Where a complaint or information of any misconduct or breach of Regulation 78 is received against an audit clerk from his employer or any other person the President or the Vice-President as the Executive Committee may decide from time to time, may cause an investigation to be made.

(2) The Executive Committee may, on a consideration of the report of the investigation and after giving the audit clerk an opportunity of being heard, make any of the following orders, namely:—

(i) direct that the papers be filed and the complaint be dismissed, if the Executive Committee finds that the audit clerk is not guilty of any misconduct or a breach of Regulation 78; or

(ii) if the audit clerk is found guilty, reprimand the audit clerk or cancel the registration of audit service or direct that any period already served as an audit clerk shall not be reckoned as service, for the purpose of the period of practical training specified in Regulation 71.

*** Form '115' and '116' of Appendix No. (1).**

**** Form '112' of Appendix No. (1).**

(3) The audit clerk, the registration of whose audit service has been cancelled under this regulation, shall not, except with the permission of the Executive Committee, be retained or taken as an audit clerk, or an articled clerk by any member.

Explanation—For the purpose of this regulation, an audit clerk includes a person who at the relevant time was registered as such.

80. *Complaint against the Employer*

(1) Where an audit clerk makes a complaint against his employer on a matter concerning his training as an audit clerk, the President or the Vice President as the Executive Committee may decide from time to time, may cause an investigation to be made and submit a report to the Executive Committee.

(2) The Executive Committee shall submit the report of thle investigation to the Council with its recommendations.

(3) The Council may, on a consideration of the report of the Executive Committee, pass such order as it may consider expedient, including an order withdrawing the entitlement of the employer to train audit clerks either permanently or for a specified period:

PROVIDED that no order withdrawing the entitlement of the employer to train audit clerks shall be passed without giving him an opportunity of being heard.

Explanation—An order passed by the Council under this regulation shall be without prejudice to any action that the Council may take against the employer under Section 21.

(4) The President or the Vice-President as the Executive Committee may decide from time to time may, pending an investigation of the complaint, either terminate or suspend the audit service and allow the audit clerk to be accepted as additional audit clerk by a member, notwithstanding anything contained in Regulation 68.

Explanation—For the purpose of this regulation, an audit clerk includes a person who at the relevant time was registered as such.

CHAPTER V

STUDENTS' ASSOCIATIONS

81. *Constitution of Students' Associations*

(1) The Council may constitute a students' association for each of the regional constituencies as may from time to time be specified by the Central Government under clause (a) of sub-section (2) of Section 9.

(2) A students' association shall be constituted in such manner and shall exercise such functions as may be specified by the Council by notification in the Gazette of India.

(3) A students' association shall function subject to the control, supervision and direction of the Council exercised through the respective Regional Council and shall be managed by a managing committee of not more than fifteen members of which three members shall be nominated by the Regional Council.

(4) The Chairman shall be nominated by the Regional Council from among the three members nominated by it on the managing committee.

(5) The Council may establish a branch of a students' association and may issue such directions as it may consider expedient in regard to trie duties and functions of the branch.

(6) Any person who enters into articles or audit service shall become a member of the students' association of his region and shall remit for the benefit of his association, such fee as may be fixed by the Council from time to time along with his application for registration of his articles or audit service, as the case may be, such membership shall cease on 30th September following the date of completion of training.

(7) The Council may, from time to time, make financial grants to the Students' Association.

CHAPTER VI

ELECTIONS

82. Dates of Elections

The Council shall decide and notify in the Gazette of India at least three months before the date of election, die dates fixed for the following stages of election of members to the Council, namely:—

(1) The last date and time for receipt of nominations.

(2) Date of scrutiny of nominations.

(3) The last date for withdrawal of nominations.

(4) The date or dates of polling.

(5) The last date for receipt of applications for permission to vote by post under Regulation 112.

(6) The last date and time for receipt of ballot papers by post.

(7) The date of declaration of result:

PROVIDED that, if in the opinion of the Council, for compelling reasons, it becomes necessary to change any date or dates notified under t .is regulation, the Council or any person authorised by it, in this behalf, l iy notify the fresh date or dates, as the case may be, in the Gazette of India and in such case the requirement of advance notice referred to above shall not be necessary.

83. Members eligible to vote

Subject to other provisions of these Regulations, a member whpse name is borne on the Register on the 1st day of April of the year in which the election to the Council is to take place shall be eligible to vote in the election from the regional constituency within whose territorial jurisdiction his professional address falls on the said date:

PROVIDED that his name has not been removed from the Register after publication of the list of voters.

84. Qualification of members to stand for election

Subject to other provisions of these Regulations, a member who is a fellow on the first day of April of the year in which an election is held and whose name continues to be borne on the Register on the date of election, shall be eligible to stand for election to the Council from the regional constituency in which he is eligible to vote.

85. Number of members to be elected

(1) The number of members to be elected from each regional constituency shall be one member for such number of members in the constituency as may be determined by dividing the total number of members as determined in accordance with sub-regulation (4) by the maximum number of members to be elected to the Council as provided in sub-section (2) of Section 9.

(2) In case die resultant number of members for each constituency, after being added up in terms of the absolute number without considering the fraction, is less than the maximum number as provided in sub-section (2) of Section 9, the fraction in respect of the region with the highest fraction will be counted as one. In case die total is still less than the maximum number, die fraction in respect of die region widi die next highest fraction will be counted as one. This process will be continued until the total is equal to die maximum number of members to be elected under sub-section (2) of Section 9.

(3) In case die resultant number of members for each constituency, after being added up, is less than die maximum number of members and there **are** more than one regional constituency widi exactly die same fraction, the constituency widi a higher number of die members will have precedence in die matter of conversion of die fraction into one.

(4) The total number of members referred to in sub-regulation (1), shall be determined widi reference to die number of members in die list of members published under sub-section (3) of Section 19 in the year immediately preceding die year in which the election is to be held.

(5) Notwithstanding anything contained in sub-regulation (1), each constituency shall have at least two persons elected dierefrom to die Council.

86. List of voters

(1) At least three months before die date of election, the Council shall publish for each regional constituency, a list of members eligible to vote with their professional addresses, showing "inter alia" distinctly and separately:—

(i) whether the voter is an associate or a fellow;

(ii) the manner in which the voters in any particular place shall exercise their franchise;

(iii) in case the voters at a place are to exercise their franchise at a polling booth, the number and address of the polling booth, at which the franchise shall be exercised; and

(iv) in the case of voters residing outside India, in addition to their professional addresses in India, their respective addresses outside India if furnished to the Institute by the voters concerned.

[1][*Explanation* /—Subject to the provisions of these Regulations, the professional address of a member published in the list of voters shall be final for determining the manner in which he shall be entitled to cast his vote, the constituency and the polling booth to which he shall belong for the purpose of casting his vote.]

Explanation //—The inclusion of the name of a member in the list of members eligible to vote shall not confer an absolute right to vote at the election which shall be subject to the other provisions of these Regulations.

[2][(2) In respect of a place having more than one polling booth lo *ed at different addresses, the Secretary shall publish, in the Journal of t te Institute atleast three months before publication of the list of voters, a notice containing the addresses of different polling booths. Any voter in such a place wishing to vote at a particular polling booth may send a request to the Secretary within one month from the date of publication of the notice and the Secretary may, at his discretion, permit such a voter to vote at the polling booth of his choice.]

"-Substituted for the following by Ntfn. No. 1-CA(7)/12/91 published in the Gazette of India dated 23rd February, 1991:-

Explanation /—Subject to the provisions of sub-regulation (2) hereof and Regulation 112, the professional address of a member published in the list of voters shall be final for determining the manner in which he shall be entitled to cast his vote or the constituency or the polling both to which he shall belong for the purposes of casting his vote.

:(2) In respect of a city having more than one polling booth located at different addresses the Secretary shall publish in the Journal of the Institute, at least 60 days before the publication of the list of members eligible to vote, a nqtice omaining the addresses of different polling booths. Any voter in such a ci.ty wishing to vote at a particular polling booth may send a request to the Secretary within thirty days from the date of publication of the notice in the Journal and the Secretary may, at his discretion, permit such a member to vote at the polling booth of his choice.

(3) The list of members eligible to vote shall be put on the Notice Board of the Council, the Notice Boards of the Regional Council concerned as well as the Notice Board of the branches of Regional Council concerned wherever these exist.

(4) The list shall be available on payment of such price as may be fixed by the Council.

(5) The Council shall notify in the Institute's Journal the fact that such list is available on payment.

(6) If a clerical mistake or omission is detected in the list of members eligible to vote, the Secretary may rectify the same at any time by issue of a suitable corrigendum.

87. Nominations

(1) At least 3 months before the date of election, the Council shall publish in the Gazette of India a notice stating the number of members to be elected and calling for nominations of candidates for election by a specified date which shall not be less than 21 days from the date of the publication of the notice.

'[(2) The nomination of a candidate shall be:—

(i) in the appropriate form* duly signed by the candidate and by ore proposer and one seconder both of whom shall be persons entitled to vote in the election in the relevant regional constituency; and

(ii) delivered along with requisite fees and other papers as is specified in these Regulations to the Secretary by name not later than 6 P.M. on the specified date and an acknowledgement of delivery is issued by the Secretary as soon as practicable to the effect that the papers were delivered to him before the expiry of time on the specified date.

'Substituted for the following vide Notification No. l-CA(7)/31/97 published in the Gazette of India dated 14th August, 1997:-

"(2) The nomination of a candidate shall be:—

(i) in the appropriate form duly signed by the candidate and by the proposer and the seconder both of whom shall be persons entitled to vote in the election in the relevant regional constituency; and

(ii) forwarded by registered post to the Secretary by name so as to reach him not later than 5 P.M. on the specified date:

PROVIDED that a nomination delivered against an acknowledgement before the aforesaid time and date shall be deemed to have been so forwarded and so having reached if the Secretary is satisfied that the nomination has been duly forwarded by registered post at least 48 hours before the aforesaid time and date."

* Form "13" of Schedule "A'.

'[(3) The nomination shall be accompanied by a statement signed and verified by the candidate containing information concerning the candidate in respect of the following matters, and the nomination shall not be valid unless it is so accompanied:

(a) Name, Membership No. and Professional Address, as published in the List of Voters.

'Substituted for the following by Ntfn. No. 1-CA(7)/12/91 published in the Gazette of India dated 23rd February, 1991:-

"(3) The nomination shall be accompanied by a statement signed and verified by the candidate containing information concerning the candidate in respect of the following matters and shall not be valid unless it is so accompanied:—

(a) Name, membership No. and address

(b) Age

(c) Whether associate or fellow

(d) Year of enrollment—as an associate - as a fellow

(4) The statement referred to in sub-regulation (3) above may also contain, at the option of the candidate, information concerning the candidate in respect of the following matters:—

(a) Passport size photograph

(h) Academic qualification (diplomas and degrees recognised by Government and membership of recognised professional bodies).

(c) Merit awards in the examination of recognised universities and the examinations conductec by the Institute.

(d) Particulars of occupation—

(i) Employment (name of employer with designation)

(ii) Practice (sole proprietor or in partnership including the name of the firm)

(iii) Particulars of other occupation, if not covered by (i) and (ii) above

(e) Other particulars—

(i) Past and present membership of Central Council, Regional Councils and managing committees of branches of Regional Councils, including office of President and/or Vice-President in the case of Central Council and office of Chairman, Vice-Chairman, Secretary and/or Treasurer in the case of Regional Councils and/or branches of Regional Councils.

(ii) Office held as Vice-Chairman, Secretary and/or Treasurer in the case of the Managing Committee of a Students' Association of the Institute or its branches.

(iii) Contribution on subjects of professional interest in seminars and conferences and lecture meetings organised by professional bodies during a period of five years before the date of nomination.

(iv) Authorship of books on subjects of professional interest.

(v) Authorship of articles on subject of professional interest not covered by (iii) & (iv) above during a period of five years before the date of nomination.

(vi) Lecturership under the oral tuition scheme or the Academy of Accounting of the Board of Studies during a period of 5 years before the date of nomination.

(vii) Grant of National and State awards.

(viii) Academic positions held in recognised universities."

(b) Age.

(c) Whether Associate or Fellow.

(d) Date of Enrolment.

(4) The statement referred to in sub-regulation (3) may also contain, at the option of the candidate, information concerning the candidate in respect of the following matters:

(a) Recent passport size photograph.

(b) Academic qualifications (diplomas and degrees recognised by Government and membership of recognised professional bodies).

(c) Merit awards in the examinations of recognised universities and the examinations conducted by the Institute.

(d) Particulars of occupation—

(i) Employment (name of employer with designation)

(ii) Practice (sole proprietor or in partnership including the name of the firm)

(iii) Particulars of other occupation/engagement, if not covered by (i) and (ii) above.

(e) Past and present membership of Central Council, Regional Councils and Managing Committees of branches of Regional Councils, including office of President and/or Vice-President in the case of Central Council and Office of Chairman, Vice-Chairman, Secretary and/or Treasurer in the case of Regional Councils and/or branches of Regional Councils.

(f) Contribution in Seminars/Conferences/Courses organised by the Institute, its Regional Councils and their branches during a period of five years before the date of nomination.

(g) Authorship of books on subjects of professional interest,

(h) Grant of National and State awards.]

88. Fee for election

(1) A candidate for election shall pay in all such fee not exceeding one thousand rupees as may be fixed by the Council from time to time,

irrespective of the numbers of nominations by a demand draft payable at the headquarters of the Institute.

(2) A candidate whose nomination is held to be invalid shall be entitled to the refund in full of the fee.

89. Scrutiny of nominations

(1) The Council shall appoint for each election a Panel for the scrutiny of the nomination papers of all the candidates.

(2) The Panel shall consist of three persons of whom one shall be the Secretary and the other two shall be persons nominated by the Council from among the members of the Council referred to in clause (b) of sub-section (2) of Section 9 of the Act who shall be officers of the Central Government, provided that if one or more of such members are not available or are unwilling to act, then such other person or persons as the Council mky decide.

(3) A notification containing the names of the members of the Panel shall be issued before the last date for the receipt of nomination for the election for which it is appointed.

(4) The term of the Panel shall end with the conclusion of the election for which it is appointed.

(5) The Panel shall have the power to regulate its procedure in such manner as it considers just and expedient.

(6) The quorum of the panel for the transaction of its business shall be two.

(7) In case a vacancy arises in the Panel by reason of one or more members of the Panel being unable to act for any reason, the vacancy shall be filled up by the Secretary out of a list of persons previously approved by the Council

(8) The Panel shall scrutinise the nomination papers of all the candidates and shall endorse on each nomination paper its decision, whether it accepts, refuses or rejects the nomination.

(9) The Panel shall record a brief statement of its reasons if it refuses or rejects a nomination.

(10) The Panel shall refuse or reject a nomination if it is satisfied:—

(i) that the candidate was ineligible to stand for election; or

(ii) that the proposer or the seconder was not qualified to subscribe to the nomination of the candidate in the appropriate Form; or

(iii) that the signature of the candidate or of the proposer or the seconder is not genuine; or

(iv) that there has been a failure to comply with the provisions of Regulations 87 or 88.

Explanation /—The Panel shall not reject a nomination paper on the ground of a technical defect which is not of a substantial character.

Explanation //—The rejection of the nomination of a candidate by reason of any irregularity in respect of that nomination shall not be a bar to the acceptance of another nomination which is valid in respect of the same candidate.

Explanation ///—If a proposer or a seconder incurs a disability by reason of the operation of the provisions of the Act and/or these Regulations subsequent to the date of signing the nomination, it shall not invalidate the nomination.

(11) In a case where the nomination or if more nominations than one were filed all the nominations of a candidate has or have been refused or rejected the Secretary shall give notice of the decision of the Panel together with a brief statement of the reasons therefor to the candidate concerned by registered post.

90. Preparation of lists of valid nominations

(1) On completion of the scrutiny of the nominations, the Secretary shall forthwith prepare a list of valid nominations for each constituency and cause a copy of the list to be sent by registered post to each candidate from that constituency who had filed his nomination.

(2) The list shall contain full names in alphabetical order and the addresses of the validly nominated candidates for each constituency.

91. Withdrawal of candidature

(1) A candidate may withdraw his candidature by notice in writing

subscribed by him and delivered to the Secretary before 5.00 P.M. of the tenth day following the date of issue of the communication under sub-regulation (1) of Regulation 90.

(2) No candidate who has given a notice of withdrawal of Ms candidature under sub-regulation (1) shall be allowed to cancel the notice.

(3) The withdrawal of candidature shall be intimated by the Secretary to the other candidates standing for election from the same constituency.

(4) A candidate who has withdrawn his candidature in accordance with sub-regulation (1) shall be entitled to the refund in full of the fee paid by him under sub-regulation (1) of Regulation 88.

92. Intimation of final list of nominations to voters

(1) The Secretary shall omit from the list of valid nominations jhe names of candidates who have withdrawn their candidature and send the final list of nominations for each constituency to all the candidates for that constituency by registered post and to the voters of that constituency.

(2) The list shall be put on the notice board of the Council, the notice boards of the Regional Council concerned as well as the notice boards Of branches of Regional Council concerned, wherever these exist.

'[(3) The list shall be accompanied by the following particulars concerning the candidates as required under sub-regulation (3) Of Regulation 87:—

'Substituted for the following by Ntfn. No. 1-CA(7)/12/91 published in the Gazette of India dated 23rd February, 1991:—

"(3) The list shall be accompanied by the following particulars concerning the candidates: required under sub-regulation (3) of Regulation 87:—

(a) Name, membership No. and address

(b) Age

(c) Whether associate or fellow

(d) Year of enrolment — as an associate — as a fellow

(4) The list shall also be accompanied by the following particulars concerning the candidates, if and to the extent supplied by the candidates under sub-regulation (4) of Regulation 87:—

(a) Passport size recent photograph.

(b) Academic qualifications (diplomas and degrees recognised by Government and membership of recognised professional bodies).

(c) Merit awards in the examination of recognised universities and the examinations conducted by the Institute.

(a) Name, Membership No. and Professional Address, as published in the list of voters.

(b) Age.

(c) Whether Associate or Fellow.

(d) Date of Enrolment.

(4) The list shall also be accompanied by the following particulars concerning the candidates, if and to the extent supplied by the candidates under sub-regulation (4) of Regulation 87:—

(a) Recent Passport size Photograph.

(b) Academic qualifications (diplomas and degrees recognised by Government and membership of recognised professional bodies).

(c) Merit awards in the examinations of recognised universities and the examinations conducted by the Institute.

(d) Particulars of occupation:—

(i) Employment (name of employer with designation)

Contd. from previous page....

(d) Particulars of occupation—

(i) Employment (name of employer with designation).

(ii) Practice (sole proprietor or in partnership including the name of the firm).

(iii) Particulars of other occupation, if not covered by (i) and (ii) above.

(e) Other particulars:—

(i) Past and present membership of Central Council, Regional Councils and Managing Committee of branches of Regional Councils, including office of President and/or Vice-President in the case of Central Council and office of the Chairman, Vice-Chairman, Secretary and/or Treasurer in the case of Regional Councils and/or branches of Regional Councils.

(ii) Office held as Vice-Chairman, Secretary and /or Treasurer in the case of the Managing Committee of a students" association of the Institute or its branches.

(iii) Contributions on subject of professionals interest in seminars and conferences and lecture meetings organised by professional bodies during a period of five years before the date of nomination.

(iv) Authorship of books on subject of professional interest.

(v) Authorship of articles on subjects of professional interest not covered by (iii) & (iv) above during a period of five years before the date of nomination.

(vi) Lectureship under the oral tuition scheme or the Academy of Accounting of the Board of Studies during a period of five years before the date of nomination.

(vii) Grant of National and State awards.

(viii) Academic positions held in recognised universities."

(ii) Practice (sole proprietor or in partnership including the name of the firm)

(iii) Particulars of other occupation /engagements, not covered b (i) and (ii) above.

(e) Past and present membership of Central Council, Regional Councils and managing committees of branches of Regional Councils including office of President and/or Vice-President in the case of Central Council and Office of Chairman, Vice-Chairman, Secretary and/or Treasurer in the case of Regional Councils and/or branches of Regional Councils.

(f) Contribution in Seminars/Conferences/Courses organised by the Institute, its Regional Councils and their branches during a period of five years before the date of nomination.

(g) Authorship of books on subjects of professional interest,

(h) Grant of National and State awards.]

(5) In compiling the particulars required to accompany the list under sub-regulations (3) and (4) thereof, the Secretary shall:—

(a) make use of the particulars furnished by the candidates under sub regulation (3) and sub-regulation (4) of Regulation 87;

(b) not include anything, whether or not contained in the particulars furnished by the candidates as aforesaid, except to the extent the particulars strictly accord with the requirements of sub-regulations (3) and (4) thereof; and

(c) correct any manifest errors that may have come to his notice.

(6) The particulars required to accompany the list of nominations, as aforesaid shall prominently indicate that they are compiled on the basis of the particulars furnished by the candidates under sub-regulations (3) and (4) of Regulation 87 and that no responsibility is accepted as to the veracity or the said particulars.

93. Death or Cessation of membership of a candidate

(1) If a candidate dies or otherwise ceases to be a member before the date of election but after the date fixed for the withdrawal of candidature

under Regulation 91 and his nomination is or has been accepted as valid, the election in his constituency shall be conducted among the remaining candidates and no fresh proceedings with reference to the election of members in the constituency in which such member was a candidate shall be commenced.

(2) The votes cast in favour of any such candidate shall be deemed to have been cast in favour of the candidate, if any, next in order of preference in the voting paper.

94. Candidates deemed to be elected if their number is equal to or less than the number of members to be elected

(1) Where the number of candidates validly nominated from any constituency is equal to or less than the number of members to be elected from that constitutency, or where the number of candidates from any constituency becomes equal to or less than the number of members to be elected from that constituency, by reason of the death or cessation of membership of one or more candidates before the date of election, such candidates shall be deemed to be elected and the Secretary shall declare all such candidates duly elected.

(2) Where the number of such candidates from the constituency is less than the number of members to be elected from that constituency, the Secretary shall commence fresh proceedings for the election of the remaining members to be elected from that constituency.

95. Admissible number of votes to a voter

(1) A voter shall have one vote only.

(2) The voter in order to cast his vote:—

(a) shall place on his ballot paper the number 1 (in Arabic or Roman numerals or in words) in the square opposite the name of the candidate for whom he desires to vote; and

(b) may, in addition, place on his ballot paper the number 2, or the numbers 2 and 3 or the numbers 2, 3 and 4 (in Arabic or Roman numerals or in words) and so on in the square opposite the names of other candidates in the order of his preference.

96. Mode of election

The election shall be by poll and a voter shall cast his vote personally in the booth provided for the purpose except where he is allowed to cast his vote by post, as hereinafter provided.

97. Polling booths

(1) The Secretary shall set up such number of polling booths at such places as he deems necessary:

'[PROVIDED that no polling booth shall be set up in any place having less than 25 members eligible to vote in accordance with regulation 83 in the said place or within a distance of SO kilometres thereof:]

PROVIDED FURTHER that if, in the opinion of the Council f >r compelling reasons, it becomes necessary to change the address of one or more polling booths, the Council or any person authorised by it in this behalf may do so and announce the change in such manner as the Council may direct.

[2][(2) In a place having less than 2500 voters, there shall be one polling booth for every 500 voters or part thereof, though the allocation of voters among different polling booths in the same place need not necessary be in groups of 500 and the polling shall be held on one day.

(3) In a place having more than 2500 voters each polling booth shall be allotted 1000 voters or part thereof and the polling shall be held on two consecutive days.]

98. Polling officer

(1) The Secretary shall appoint a Polling Officer for each polling booth and may also appoint such other persons as he may deem necessary to assist the polling officer.

(2) The polling officer shall, in addition to performing the duties imposed upon him by these Regulations, be in general charge of all

'"Substituted for die following by Ntfh. No. 1-CA(7)/12/91 published in the Gazette of India dated 23rd February, 1991:-

'PROVIDED that no polling booth shall be set up in any town or city having less than 25 voters, according to their professional addresses, as given in the list of members eligible to vote.

-'(2) In a city having more man 400 voters, mere shall be one polling boom for every 400 voters or part thereof, though die allocation of voters among different polling booms in me same city need not necessarily be in group of 400.

(3) Where die number of voters attached to polling boom exceeds 200, me polling booth shall be kept open for two consecutive days during the same timings, as mentioned in sub-regulation (1) of Regulation 109.

arrangements at the polling booth and may issue orders as to the manner in which persons shall be admitted to the polling booth and generally for the preservation of peace and order at or in the vicinity of the polling booth. ,

(3) Where the Polling Officer appointed by the Secretary is unable to conduct the polling on one or more of the day/days fixed for the polling, he may appoint any other person to act on his behalf.

99. Secret chamber

(1) There shall be a secret chamber or chambers in each polling booth.

(2) The chamber shall be so arranged that no person may be able to see how a voter has recorded his vote.

100. Ballot paper

The ballot paper shall contain a list of the candidates validly nominated for a constituency and shall bear the seal of the Council.

101. Presence of the candidates and their authorised representatives at the polling booths

(1) A candidate for election from a constitutency shall be entitled to be present at the polling booths in that constituency.

(2) He may appoint any two members as his authorised representatives for each polling booth only one of whom shall be entitled to be present at a time on his behalf at that particular polling booth.

(3) No appointment of an authorised representative shall be valid unless the candidate has issued a letter of authority to such a representative. The letter of authority shall be produced before the polling officer concerned, and shall include the full name, the membership number and the address of the authorised representative, as well as the number of polling booth at which he is authorised to be present.

(4) The Polling Officer shall keep a record of attendance of the candidates and/or their authorised representatives, which shall be forwarded to the Secretary after the polling is over.

702. *Voting to be in person and not by proxy*

Voting shall be by ballot and a voter desiring to record his vote, shall do so in person and not by proxy.

103. Appointment of assistants

The polling officer may employ at the polling booth such persons as he thinks fit to assist him in identifying the voters or for any other purpose.

104. Identification of voters

(1) Every person claiming to be a voter shall be required to sign the copy of the list of members eligible to vote provided by the Secretary and his signature shall be verified by the Polling Officer with specimen signature provided by the Secretary.

(2) At any time before a ballot paper is delivered to a person claiming to be a voter, the polling officer may, of his own accord, if he has reason to doubt the identity of the person or his right to vote at the polling booth or if his specimen signatures are not available with the polling officer, and shall, if so required by a candidate or his authorised representative, satisfy himself in any manner as he may deem advisable as to his identity.

(3) If the polling officer is not satisfied as to the identity of the person claiming to be a voter, he may issue a ballot paper to such person but instead of getting the ballot paper inserted in the ballot box, he shall place the same in a separate sealed cover superscribed as "Tendered ballot" and send it to the Secretary along with a letter from the person concerned together with his own observations thereon, for the Secretary's decision which shal be final and conclusive.

105. Record to be kept by the polling officer

The polling officer shall, at the time of delivery of the ballot paper place against the name of the voter in the list of members eligible to \ ote, a mark to denote that the voter has received a ballot paper.

Explanation—in deciding the right of a person to obtain a ballot paper, the polling officer shall overlook any clerical or printing error, provided that he is satisfied that such person is identical with the voter whose name appears in the list of members eligible to vote.

106. Manner of recording of votes after receipt of ballot paper

On receiving the ballot paper, the voter shall forthwith proceed into the secret chamber set apart for the purpose and shall record his vote on the ballot paper in the manner specified in Regulation 95. He shall thereafter fold the ballot paper, leave the secret chamber and insert the ballot paper in the ballot box provided for the purpose, in the presence of the Polling Officer.

107. Ballot box

The ballot box shall be so constructed that a ballot paper can be inserted there into during the poll but cannot be withdrawn therefrom,, without the box being unlocked or the seals being broken.

108. Return of ballot paper by a voter

(1) Where a voter, after obtaining a ballot paper, chooses not to vote, he shall return the ballot paper to the polling officer and the ballot paper so returned shall then be marked as "cancelled-returned" and kept in a separate envelope set apart for the purpose and a record shall be kept by the polling officer of all such ballot papers.

(2) Where any ballot paper, which was delivered to a voter, is found, with or without any writing thereon, in the secret chamber, it shall be dealt with in accordance with the provisions of sub-regulation (1), as if it had been returned to the polling officer.

109. Procedure at the polling booth

(1) A polling booth shall be kept open on the day or days appointed for recording of votes from 8.30 a.m. to 6.30 p.m. unless otherwise directed by the Council.

(2) If the polling at any polling booth cannot take place on the day or days appointed for recording of votes or is interrupted or obstructed by any sufficient cause or the ballot box used at the booth is tampered with or is accidentally or deliberately destroyed, lost or damaged, the Secretary or the polling officer, as the case may be, may adjourn the polling to a subsequent date or the Secretary may declare the polling at the booth void and order a fresh polling.

(3) If a polling is adjourned or declared void under sub-regulation (2), the Secretary shall, as soon as possible, appoint the place where the polling shall be subsequently conducted and the time, date or dates, as the case may be, for the said polling.

(4) The place, date or dates and the time of polling appointed under sub-regulation (3), shall be notified individually to all the voters affected as well as in the Gazette of India.

(5) The Secretary shall not proceed to count the votes cast at the election until the polling at all the polling booths in that constituency has been completed.

(6) The polling officer shall close the polling booth at the end of the day, or if the polling is for more than one day, at the erfd of each day, al the hour appointed under sub-regulation (1), and no voter shall be admitted thereto after that hour:

PROVIDED that any voter present in the polling booth before it is closed, shall be entitled to have his vote recorded.

(7) The Polling Officer shall, as soon as practicable after the close of the poll or after its close on each day, if the polling is for more than one day, in the presence of any candidates or their authorised representtives who may be present, seal the ballot box with his own seal and the seals of such candidates or authorised representatives as may desire to affix their seals thereon.

(8) The polling officer shall also make up into separate packets:

(i) the unused ballot papers;

(ii) the returned ballot papers;

(iii) the marked copy of the list of members eligible to vote; apd

(iv) any other paper directed by the Secretary to be kept in a sealed cover and seal each such packet with his own seal and the seals of such candidates or authorised representatives as may desire to affix their seals thereon. He shall arrange for the safe custody of the ballot box and such packets.

(9) Where the polling is arranged to take place for more than one day, just before the polling booth is opened to the voters on the following day the polling officer shall, in the presence of any candidates or their authorised representatives who may be present, remove the seal or seals affixed in accordance with sub-regulations (7) and (8), after the seals are examined by him and by the candidates or authorised representatives, for use during the course of that day.

(10) The ballot box and packets, referred to earlier, shall be accompanied by an account of ballot papers showing the total numbeif of

ballot papers received, issued and un-issued, returned, as also the number of ballot papers which should be found in the ballot box and packets. This account shall be forwarded to the Secretary.

110. Transport of ballot boxes etc. and their custody

(1) The Secretary and the polling officer shall make adequate arrangements for the safe custody of the ballot boxes and other papers and for the safe transport to the headquarters of the Institute of all the packets or boxes and other papers referred to in Regulation 109.

(2) The Secretary shall be responsible for the safe custody of the articles referred to in sub-regulation (1), until the commencement of the counting of votes.

'[///. *Voting by members employed on duty at polling booths*

The polling officer and the persons appointed by the Secretary to assist the polling officer who are voters in any constituency and who, by the reason of their being on duty at a polling booth are unable to be present and vote at the polling booth where they are entitled to vote, may be permitted by the Secretary to cast their votes at the polling booth where they are on duty.]

112. Eligibility to vote by post or at any polling booth

(1) A member whose name is included in the list of voters and whose name is not shown under any polling booth shall be permitted to vote by post.

'Substituted for the following by Ntfh. No. 1-CA(7)/12/91 published in the Gazette of India dated 23rd February, 1991:-

111. *Voting by member employed on duty at polling booths*

The polling officer, die persons appointed by the Secretary to assist the Polling Officer, or the authorised representatives, referred to in Regulation 101, who are voters for any constituency and who, by reason of tlieir being on duty at a polling booth, are unable to be present and to vote at the polling booth where they are entitled to vote, may send, so as to reach the Secretary at least forty-five days before die date of election at die constituency, an application for permission to vpte by post if die Secretary is satisfied that die application is well founded, he may, notwithstanding anything contained hereinbefore, permit die voter to vole by post:

PROVIDED dial such permission shall not be granted to more dian one representative of a candidate in respect of each polling boodi if he is specifically nominated for the purpose by die candidate himself.

'[(2)(i) A member who is entitled to vote at a polling booth may be permitted at the discretion of the Secretary, to vote by post, if by reason of his suffering from any permanent infirmity, he is unable to exercise his vote at the polling booth allotted to him.]

(ii) An application in the appropriate Form* for permission to vote by post under this sub-regulation, shall be sent to the Secretary so as to reach him at least 60 days before the date of election and an application not received within the time specified shall not be considered.

[2][(3) A member who is residing outside India shall notwithstanding anything contained in these Regulations be eligible to vote by post provided that his overseas address is registered with the Institute and has been published in the list of members eligible to vote.

(4) A member who has been permitted to vote by post while sending his ballot paper to the Secretary shall send along with it a declaration in the appropriate Form**.

•Substituted for tlie following by NtfaNo. 1-CA(7)/12/91 published in the Gazette of India dated 23id February. 1991:-

"(2) (i) A member who is entitled to vote at a polling booth may be permitted, at die discretion of the Secretary, to vote by post (a) if by reason of there being a permanent chant in liis professional address from tlie address published in tlie list of members eligible to vote to another place beyond a radius of 16 kilometres from the polling booth, he is unable to exercise liis vote at tlie polling booth alloted to liim; or (b) if liis professional addrecss is beyond a radius of 16 kilometres from tlie polling booth alloted to him; or (c) if by reason of liis suffering from any permanent infirmity, he is unable to exercise Ids vote at tlie polling booth allotted to liim."

"[3]Tlie following sub-regulation (3) was deleted and sub-regulation (4), (5) and (6) were re-numbered as (5), (3) & (4) respectively and tlie so re-numbered sub-regulation (3) was substituted for the following by Ntfn. No. l-CA(7y 12/92 published in the Gazette of India dated 23rd February, 1991:-

"(3) CO I" a case where even though there lias been no permanent change in liis professional address, a member has intimated to tlie Secretary that he would not be in a position to cast liis vote at tlie polling booth allotted to liim as he expects to be away from liis professional address on tlie date of election, he may be penniued, at tlie discretion of the Secretary, to receive tlie ballot paper by post and allowed to cast tlie same at any polling booth, subject to such requirements as may be specified by die Council in this behalf.

(ii) An application in tlie appropriate Form for permission to vote under tills sub-regulation, sliall be sent in duplicate to tlie Secretary so as to reach liim at least 60 days before tlie date of election and an application not received within tlie time specified sliall not be considered.

(5) A member who is residing outside India shall, notwithstanding anything contained in tliis Chapter, be eligible to vote by post provided dial liis overseas addiess is registered widi die office of die Institute at least 60 days befoie die date of election"

* Form "14" of Schedule 'A'.

** Form "16" of Schedule 'A'.

(5) Any misuse of the concession under this regulation or any mis-statement or false verification in this behalf shall render the member liable for disciplinary action under Regulation 125.]

113. Secretary to send ballot papers by post

At least 21 days before the last dato and time notified for receipt of ballot papers by post, the Secretary shall send by registered post to the voters permitted to vote by post, the ballot paper, together with a letter explaining the manner in which the vote shall be recorded thereon, and specifying the date and hour by which it shall reach the Secretary:

PROVIDED that in the case of voters residing outside India, the ballot papers shall be sent by registered post at least thirty days before the last date and time notified for receipt of ballot papers by post.

114. Ballot papers to be returned after recording votes

(1) A voter on receiving his ballot paper sent under Regulation 113, shall, if he desires to vote, record his vote thereon in the manner prescribed in Regulation 95 and send it by registered post so as to reach the Secretary before the date and time specified in this behalf. The cover containing the ballot paper shall be accompanied by a declaration of the voter in the appropriate Form*.

(2) A cover containing ballot paper which does not reach the Secretary by registered post and/or before the date and time specified shall not be taken into consideration in the counting of votes. The Secretary shall note on all such covers the manner in which each was received and the date and time of receipt and keep all such covers together in a packet.

(3) The Secretary shall keep in safe custody all covers containing postal ballot papers received by him until commencement of the counting of votes.

115. Issue of undelivered and fresh ballot papers

Where a ballot paper and other connected papers sent by post under Regulation 113 are lost or damaged in transit or are for any reason returned undelivered or the Secretary is satisfied that the ballot papers have been sent incorrectly by post, the Secretary may reissue the same by registered post or deliver them or cause them to be delivered to the voter or may allow the voter to cast the vote at the polling booth, on his applying for the same.

* Form "16" of Schedule 'A'.

116. Grounds for declaring ballot papers invalid

A ballot paper shall be invalid:-

(a) if a voter signs his name or writes any word or figure upon it or makes any mark upon it by which the ballot paper becomes recognisable or by which the voter can be identified; or

(b) if it does not bear the seal of the Council; or

(c) if number 1 (in Arabic or Roman numerals or in words) is nbt marked on it; or

(d) if number 1 (in Arabic or Roman numerals or in words) is set opposite the name of more than one candidate; or

(e) if number 1 (in Arabic or Roman numerals or in words) and some other figure are put opposite the name of the same candidate; or

(f) if it is unmarked or void for uncertainty; or

(g) if any paper other than the forwarding letter, is sent with it.

117. *Definitions*

In Regulation 119, unless the context otherwise requires:-

(i) "continuing candidate" means any candidate not elected and not excluded from the poll at any given time;

(ii) "first preference" means number 1, "second preference" means number 2 and "third preference" means number 3 (in Arabic or Roman numerals or in words) as the case may be, set opposite **the** name of any candidate, and so on;

(iii) "unexhausted paper" means a ballot paper on which a further preference is recorded for continuing candidate;

(iv) "exhausted paper" means a ballot paper on which no further preference is recorded for a continuing candidate:

PROVIDED that a paper shall also be deemed to be exhausted in any case in which—

(a) the names of two or more candidates, whether continuing or not, are marked with the same figure and are next in order) of preference; or

(b) the name of the candidate next in order of preference, whether continuing or not, is marked by a figure not following consecutively after some other figures on the ballot paper or by two or more figures;

(v) "original vote" in regard to any candidate means a vote derived from a ballot paper on which a first preference is recorded for such candidate;

(vi) "transferred vote" in regard to any candidate means a vote, the value or part of the value of which is credited to such candidate and which is derived from a ballot paper on which a second or subsequent preference is recorded for such a candidate;

(vii) "surplus" means the number by which the value of the votes of any candidate, original or transferred, exceeds the quota.

118. Appointment of time and date for the counting of votes

The Secretary shall appoint a date or dates and time for each such date, for the counting of votes at the headquarters of the Institute and shall also give notice of such date or dates and time in writing to all the candidates.

119. Counting of votes

(1) On the date and at the time and place, appointed under Regulation 118 the Secretary shall, for the purpose of counting of votes in respect of a constituency:—

(a) open the covers containing the postal ballot papers received by him in accordance with sub-regulation (1) of Regulation 114, and shall take out the ballot papers from each cover and shall record the number thereof in a statement; and shall make a separate packet of those ballot papers;

(b) allow the candidates and their authorised representatives, present at the counting, an opportunity to inspect the ballot boxes and packets received from the polling officers and their seals for satisfying themselves that they are in order; and

(c) proceed as follows:—

(i) If he is satisfied that the ballot boxes **and** packets which have been received are in order, he shall take up the counting of the ballot papers contained in the ballot boxes.

(ii) If he finds any of the ballot boxes has been tampered with he shall not count the ballot papers contained in such box for the purposes of election. (He shall, however, keep a record of such ballot papers for the purpose of election petitions, if any.)

(iii) The ballot boxes found to be in order shall be opened and the ballot papers shall be taken out from them and shall be counted and the number thereof recorded in a statement. To these shall be added the postal ballot papers.

(iv) The ballot papers shall be examined and any invalid ballot papers shall be rejected.

(v) Before rejecting any ballot paper, the Secretary shall allow each candidate or his representative present a reasonable opportunity to inspect the ballot paper but shall not allow hiijn to handle it or any other ballot paper.

(vi) The Secretary shall endorse on every ballot paper which he rejects the word "Rejected" and the grounds of rejection in abbreviated form either in his own hand or by means of rubber stamp and shall initial such endorsement.

(vii) All ballot papers rejected under this rule shall be bundled together.

(viii) He shall divide the remaining ballot papers into parce according to the first preferences recorded for each candidate

(ix) He shall then count the number of papers in each parcel.

(2) In complying with sub-regulations hereinafter enacted, the Secretary shall:—

(a) Disregard all fractions

(b) Ignore all preferences recorded for candidates already elected or excluded from the poll.

(3) For the purpose of facilitating the processes specified in the sub-regulations hereinafter enacted, each valid paper shall be deemed to be of the value of one hundred.

(4) The Secretary shall add together the values of the papers in all the parcels and divide the total by a number exceeding by one the number of vacancies to be filled and the quotient increased by one shall be the number sufficient to secure the return of a candidate (hereinafter called the quota).

(5) If at any time, a number of candidates equal to the number of persons to be elected has obtained the quota, such candidates shall be treated as elected, and no further steps shall be taken.

(6) (i) Any candidate, the value of whose parcel, on the first preference being counted is equal to or greater than the quota, shall be declared elected.

(ii) If the value of the papers in any such parcel is equal to the quota, the papers shall be set aside as finally dealt with.

(iii) If the value of the papers in any such parcel is greater than the quota, the surplus shall be transferred to the continuing candidates indicated on the voting papers as next in the order of the voters' preference, in the manner specified in the following sub-regulation.

(7) (i) If and when, as the result of any operation specified in these sub-regulations a candidate has a surplus, that surplus shall be transferred in accordance with the provisions of this sub-regulation.

(ii) If more than one candidate has a surplus, the largest surplus shall be dealt with first and the others in order of magnitude:

PROVIDED that every surplus arising on the first counting of votes, shall be dealt with before those arising on the second count and so on.

(iii) Where two or more surpluses are equal, the Secretary shall decide, as hereinafter provided, which shall first be dealt with.

(iv) (a) If the surplus of any candidate to be transferred arises from only the original votes, the Secretary shall examine all the papers in the parcel belonging to the candidate whose surplus is to be transferred, and divide the unexhausted papers into sub-parcels according to the next preferences recorded thereon. He shall also make a separate sub-parcel of the exhausted papers.

(b) He shall ascertain the value of the papers in each sub-parcel and of all the unexhausted papers.

(c) If the value of the unexhausted papers is equal to or less thah the surplus, he shall transfer all the unexhausted papers, at the value at which they were received by tijie candidate whose surplus is being transferred.

(d) If the value of the unexhausted papers is greater than the surplus, he shall transfer the sub-parcel of unexhausted papers, and the value at which each paper shall be transferred shall be ascertained by dividing the surplus by the total number of unexhausted papers.

(v) If the surplus of any candidate to be transferred arises from transferred as well as ©riginal votes, the Secretary shall re-examine all the papers in the sub-parcel last transferred to the candidate, and divide the unexhausted papers into sub-parcejls according to the next preferences recorded thereon. He shall thereupon deal with the sub-parcels in the same manner as is provided in the case of the sub-parcels referred to in clause (iv).

(vi) The papers transferred to each candidate shall be added in ttie form of a sub-parcel to the papers already belonging to such candidate.

(vii) All papers in the parcel or sub-parcel of an elected candidate not transferred under this sub-regulation shall be set aside as finally dealt with.

(8) (i) If after all surpluses have been transferred, as hereinbefore directed, less than the number of candidates required has been elected, the Secretary shall exclude from the poll the candidate lowest on the poll and shall distribute his unexhausted papers among the continuing candidates according to the next preferences recorded thereon. Any exhausted papers shall be set aside as finally dealt with.

(ii) The papers containing original votes of an excluded candidate shall first be transferred, the transfer value of each paper being one hundred.

(iii) The papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfers in which and at the value of which he obtained them.

(iv) Each of such transfers shall be deemed to be a separate transfer.

(v) The process directed by this sub-regulation shall be repeated on the successive exclusions, one after another, of the candidates lowest on the poll until the last vacancy is filled either by the election of a candidate with the quota or as hereinafter provided.

(9) If as the result of a transfer under this regulation, the value of the votes obtained by a candidate is equal to or greater than the quota, the transfer then proceeding shall be completed, but no further papers shall be transferred to him.

(10) (i) If after the completion of any transfer under this regulation, the value of the votes of any candidate shall be equal to or greater than the quota, he shall be declared elected.

(ii) If the value of the votes of any such candidate shall be equal to the quota, the whole of the papers on which such votes are recorded shall be set aside as finally dealt with.

(iii) If the value of the votes of any such candidate shall be greater than the quota, his surplus shall thereupon be distributed in the manner hereinbefore provided before the exclusion of any other candidate.

(11) (i) When the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the continuing candidates shall be declared elected.

(ii) When only one vacancy remains unfilled and the value of the votes of some one continuing candidate exceeds the total value of all the votes of the other continuing candidates, together with any surplus not transferred, that candidate shall be declared elected.

(iii) When only one vacancy remains unfilled and there are only two continuing candidates, and those two candidates have each the same value of votes and no surplus rcmai::i capable of transfer, one candidate shall be declared excluded under the next succeeding sub-regulation and the other declared elected.

(12) If, when there is more than one surplus to distribute, two or more surpluses are equal, or if at any time it becomes necessary to exclude a candidate and two or more candidates have the same values of votes and are lowest on the poll, regard shall be had to the original votes of each candidate, and the candidate for whom fewest original votes are recorded shall have his surplus first distributed, or shall be first excluded as the case may be. If the values of their original votes are equal, the Secretary shall decide by lot which, candidate shall have his surplus distributed or be excluded.

120. Procedure in case of a tie

Where after counting of votes, a tie is found to exist between any candidates and the addition of one vote shall entitle any of those candidates to be declared elected, lots shall be drawn and the successful candidate shall be considered to have received an additional vote and shall be declared to be duly elected.

121. Appointment of scrutinisers

The Secretary shall appoint two or more persons who are neither members of the Council nor candidates for election to act as scrutinisers of the voting papers and to assist him generally in counting the votes.

122. Presence of candidates at the time of counting of votes

A candidate for election shall be entitled to be present in person or to appoint a member as a representative to be present on his behalf at the time of counting of votes.

123. Notification of the declaration of results

The names of all the candidates declared elected shall be notified by the Council in the Gazette of India.

124. Election not to be invalid due to accidental omission etc.

No election shall be deemed to be invalid merely by reason of any accidental omission of the name of a member from the list of members eligible to vote or any accidental mistake in not allowing him to vote or the accidental inclusion of name of a person not entitled to vote in the list of members eligible to vote or allowing him to vote, or any accidental irregularity or informality in the conduct of the election, including accidental omission to send or delay in sending the voting paper to a voter or the accidental non-receipt of, or delay in receipt of a voting paper, by voter.

125. Disciplinary action against member in connection with conduct of election

A. (1) A member shall be liable to disciplinary action by the Council if, in connection with an election to the Council of the Institute, he is found to have contravened the provisions of all or any of the following clauses (a), (b), (c), (d), (e) or (f) of sub-regulation (2).

(2) A manifesto or circular issued in connection with an election to the Council shall conform to the following requirements in the interest of maintaining dignity in the election, namely—

(a) A manifesto or circular shall contain information regarding the candidate himself and shall not make any reference, directly or indirectly, to any other candidate;

(b) The information which a candidate may furnish in a manifesto or circular regarding himself shall not differ in any material respect from the information furnished by the Institute to the voters under Regulation 92. A candidate may, however, include in such manifesto or circular, any additional information not contained in the informatiuon furnished under Regulation 92;

(c) A manifesto or circular shall not contain any appeal to the voters on the basis of caste or on communal, regional or sectional lines;

(d) The distribution of a manifesto or circular shall be restricted only to the members of the constitutency concerned;

(e) A manifesto or circular shall be issued by a candidate only after his nomination has been accepted;

(f) A certified copy of every manifesto or circular shall be sent to the Secretary by registered post within 15 days of its issue.

Explanation—For the purpose of this regulation, the term "Circular" does not include a personal letter addressed to an individual which happens to contain a mere request for vote though, if a similar letter were to be sent to a number of voters, it would amount to "Circular".

B. A member shall be liable to disciplinary action by the Council, if he adopts one or more of the following practices with regard to the election to the Council, namely—

(1) Bribery, that is to say, any gift, offer or promise of any gifts or gratification to any person by a candidate or any other person, with his connivance, with the object directly or indirectly of—

(a) inducing a member to stand or not to stand as a candidate at an election or rewarding him for act or omission; or

(b) inducing to withdraw his candidature or rewarding such withdrawal or

(c) inducing a voter to vote or not to vote at an election, or as a reward for act or omission.

Explanation—For the purpose of this clause, the term "gratification is not restricted to pecuniary gratifications or gratifications estimable in money, and it includes organising parties or providing any other form of entertainment, and all forms of employment for reward; but it does **not** include the payment of any expenses bonafide incurred at or for the purpose of any election.

(2) Undue influence, that is to say, any direct or indirect interference or attempt to interfere on the part of a candidate or any other person, with his connivance, with the free exercise of any electoral right.

(3) The publication by a candidate or by any other person, with his connivance, of any statement of fact which is false, and which he either believes to be false or does not believe to be true, in relation to the personal character or conduct of any candidate or in relation to the candidature or withdrawal of any candidate, being a statement reasonably calculated to prejudice the prospects of that candidate's election.

(4) The obtaining or procuring or abetting, or attempting to obtain or procure, by a candidate or by any other person, with his connivance, any assistance for the furtherance of the prospects of the candidate's election from any person serving under the Government of India or the Government of any State, other than the giving of vote by such person, if he is a member entitled to vote.

(5) The hiring or procuring, whether on payment or otherwise, of a vehicle by a candidate or by any other person, with his connivance, for the conveyance of voters.

(6) Any *<•* specified in sub-regulations (1) to (5) above, when done by a member, who is not a candidate or a member acting with the connivance of a candidate.

(7) The receipt by a member or an agreement by a member to receive any gratification:—

(a) as an inducement or reward for standing or not standing as a candidate; or

(b) as an inducement or reward for withdrawing his candidature; or

(c) as an inducement or reward for himself or any other person for voting or refraining from voting; or

(d) as an inducement or reward for inducing or attempting to induce any voter to vote or refrain from voting; or

(e) inducing or attempting to induce any candidate to withdraw his candidature.

(8) Contravention or misuse of any of the provisions of this Chapter or making of any false statement knowing it to be false or without knowing it to be true, while complying with any of the provisions of this Chapter.

126. Election dispute

(1) On receipt of an application under sub-section (2) of Section 10, the President shall refer the matter to the Tribunal within thirty days of its receipt.

(2) At the time of giving its decision, the Tribunal may:—

(a) dismiss the application referred to in sub-regulation (1);

(b) declare the election of all or any of the returned candidates to be void;

(c) declare the election of all or any of the returned candidates to be void and the applicant or any other candidate to have been duly elected; and

(d) may pass such order as to costs as it may consider appropriate.

(3) If the Tribunal is satisfied that an application made under sub-section (2) of Section 10 was not founded on a valid ground, the Tribunal may award costs to the Council.

CHAPTER VII

REGIONAL COUNCILS

I

127. Regional councils

(1) Regional Councils may be constituted for one or more of the regional constituencies mentioned hereunder or as may be specified from time to time by the Central Government under clause(a) of sub-section (2) of Section 9.

1. The States of Gujarat, Maharashtra and Goa and the Union Territories of Daman & Diu and Dadra & Nagar Haveli.
2. The States of Audhra Pradesh, Kerala, Karnataka and Tamil Nadi and the Union Territories of Pondicherry and the Lakshadweep Islands.
3. The States of Assam, Meghalaya, Nagaland, Orissa, West Bengal Manipur, Tripura, Sikkim, Arunachal Pradesh and Mizoram and the Union Territory of Andaman & Nicobar Islands.
4. The States of Uttar Pradesh, Bihar, Madhya Pradesh and Rajasthan,
5. The States of Haryana, Himachal Pradesh, Jainmu & Kashmir and Punjab and the Union Territories of Delhi and Chandigarh.

(2) The Regional Councils shall at all times function subject to the control, supervision and direction of the Council and or any of its committees.

128. Names of regional councils

The Regional Councils set up for the aforesaid regional constituencies shall be known respectively as Western India Regional Council, Southern India Regional Council, Eastern India Regional Council, Central India Regional Council and Northern India Regional Council and the regions covered by the respective constituencies shall be called Western Region, Southern Region, Eastern Region, Central Region and Northern Region.

129. Jurisdiction of regional councils

(1) The jurisdiction of the Regional Councils for Western Region, Southern Region, Eastern Region, Central Region and Northern Region shall extend to the territories for the time being specified respectively against each

by the Central Government by notification **under clause** (a) of sub-section **(2) of Section 9.**

(2) The headquarters of **the Regional** Councils for Western Region, **Southern Region, Eastern Region, Central Region and Northern Region** shall **respectively be located in Bombay,* Madras,* Calcutta,* Kanpur and New Delhi.**

130. Duties and functions of regional councils

(1) Subject to such directions as may be issued by die Council from time to time, it shall be die duty of each Regional Council to carry out die provisions of mis Chapter.

(2) The duties and functions of a Regional Council shall be:

(i) to provide facilities for interaction among members in its region by regular meetings, arrangement of talks and lectures and for die acquisition and dissemination of useful information;

(ii) to award prizes for professional activities;

(iii) to advise die Council on all matters referred to it and to offer such other assistance as may be required;

(iv) to make representations to die Council in connection with die matters of professional and business interest in its region and to offer suggestions for die amendment of the Act and these Regulations, for raising the standard and status of the profession;

(v) to maintain a regional register of members and registers of articled clerks and audit clerks in its region;

(vi) to supply routine information to members or to the prospective candidates for articles or examinations;

(vii) to propagate among the members die advisability and the necessity of observing the rules of professional etiquette and the provisions of the Act and these Regulations;

(viii) to collect news from the members of die profession for publication in die Journal of die Institute, if necessary;

(ix) to recommend on its own motion, or on a reference by the Council, names for inclusion in the panel of examiners;

*** Now respectively renamed as Bombay-Mumbai, Madras-Chennai, Calcutta-Kolkata.**

(x) to consider and recommend to the Council books which may be considered useful for candidates intending to appear for the Entrance, Intermediate and Final Examinations;

(xi) to arrange, if found practicable, for coaching candidates for the aforesaid examinations at convenient centres in its region;

(xii) to gather material from and to make representation to the departments of the government or other local authorities in the States within its region for the purpose of enlisting their support in the furtherance of the interests of the members on matters confined to the professional interest of members within the region;

(xiii) to run study-circles with sub-committees or branches for auditing, direct taxes, company law, costing, sales-tax etc.;

(xiv) to constitute a permanent research sub-committee for promoting research by members in topics of interest to the profession;

(xv) to maintain a library and a reading room for the use of the members;

(xvi) to hold refresher course camps at convenient centres for th£ benefit of the members;

(xvii) to maintain an employment register for the purpose of securing suitable employment for members; and

(xviii) to carry out such other functions as may be entrusted from time to time to it by the Council and/or any of its committees.

131. Maintenance of regional register

The Council shall cause to be maintained a regional register of members in the appropriate Form, as referred to in Regulation 3, for each of the Western Region, Southern Region, Eastern Region, Central Region and Northern Region, containing particulars in respect of every member whose professional address is situated within that region.

132. Removal of names from regional register

If the name of a member is removed from the Register, it shall 'ipso facto' be removed from the regional register of member concerned, and if such member is a member of the Regional Council, he shall cease to be member thereof from the date his name is removed from the Register.

133. Constitution of regional councils

A Regional Council shall consist of:—

(i) all the elected and nominated members of the Council in its region; and

(ii) such members as may be elected by the members in the region.

Explanation—A nominated member of the Council shall be deemed to be a member of the Regional Council within whose jurisdiction his address, as furnished by the Central Government to the Council, falls.

134. Elections to the regional councils

(1) Subject to the other provisions of these Regulations, a member whose name is borne on the Register on the 1st day of April of the year in which the election to the Regional Council is to take place, shall be eligible to vote for electing the Regional Council for the regional constituency within whose territorial jurisdiction his professional address falls on the said date:

PROVIDED that his name has not been removed from the Register after publication of the list of voters.

(2) Subject to the provisions of this Chapter, a member whose name is borne on the Register on the 1st day of April of the year in which an election is held and whose name continues to be on the Register on the date of election, shall be eligible to stand for election to the Regional Council for the regional constituency in which he is eligible to vote.

(3) The number of members to be elected to a Regional Council shall be calculated on the basis of one member for one-half of the number of voters fixed by die Council under Regulation 85 for electing one member to the Council, fractions exceeding one-half being counted as one and fractions equivalent to or less man half being omitted:

PROVIDED however, that there shall be at least five elected members in each Regional Council.

(4) (i) At least three months before the date of election, the Council shall publish for each regional constituency a list of voters

containing the names of members eligible to vote at the election, with their professional addresses.

(ii) The list of voters shall be put on the notice board of the concerned Regional Council as well as the notice boards of its branches wherever these exists.

(5) At least three months before the date of election, the Council shall publish in the Gazette of India, a notice stating the number of members to be elected to a Regional Council and calling for nominations of candidates for election by a specified date, which shall not be less than twenty-one days from the date of publication of the jiotice.

'[(6) The nomination of a candidate shall be -

(i) in the appropriate form'*' duly signed by the candidate and by one proposer and one seconder both of whom shall be persons entit ed to vote in the election in the relevant regional consituency; and

(ii) delivered along with requisite fees and other papers as is specified in these Regulations to the Secretary by name not later than 6 P.M. on the specified date and an acknowledgement of delivery is issued by the Secretary as soon as practicable to the effect that the papers were delivered to him before the expiry of time on the specifieo date.]

(7) A candidate for election shall pay such fee for election not exceeding one thousand rupees as may be fixed by the Council, from time to time, irrespective of the number of nominations by a demand draft payable at the headquarters of the Institute.

(8) Where the number of candidates for election to a Regional Council is less than the number of members to be elected to that Regional Council,

'Substituted for the following by Notification No. l-CA(7)/31/97 published in the Gazette of India dated 14th August, 1997:—

(6) The nomination of a candidate shall be in the appropriate Form. It shall be duly signed by the candidate and by the proposer and the seconder both of whom shall be voters at the election from the relevant regional constituency. It shall be forwarded by registered post to the Secretary by name, so as to reach him not later than 5.00 p.m. on the specified date:

PROVIDED that a nomination delivered against an acknowledgement before the aforesaid time and date shall be deemed to have been so forwarded and so having reached if the Secretary is satisfied that the nomination has been duly forwarded by registered post at least 48 hours before the aforesaid time and date.

* Form "17" of Schedule 'A'.

the remaining seats may or may not be filled up at the discretion of the Council, and in case the Council decides that the remaining seats be filled up, the same shall be filled up by co-option by the Regional Council from among the members whose names are borne on the Regional Register, in consultation with and approval of the Council and the members so co-opted shall hold office until the expiry of the term or the dissolution of the Regional Council whichever is earlier.

(9) Where any dispute arises regarding any election to a Regional Council, the matter shall be referred within thirty days from the date of the declaration of the result of the election, to the President and his decision shall be final.

(10) Subject to the provisions contained in this Chapter, the provisions regarding election prescribed in Chapter VI of these Regulations shall 'mutatis mutandis' apply to the election to the Regional Councils.

135. Resignation from Regional Councils

(1) Any member of a Regional Council may at any time resign his membership by writing under his hand addressed to the Chairman of the Regional Council, and the seat of such member shall become vacant when such resignation is notified in the Gazette of India.

(2) If an elected member of a Regional Council is elected to the Council during the duration of the Regional Council, such member shall be deemed to have vacated his seat as an elected member of the Regional Council.

(3) An elected member of a Regional Council shall be deemed to have vacated his seat on the Regional Council if he absents himself from thiee consecutive meetings of the Regional Council without leave of absence.

(4) The Council may decide to fill up a vacancy on a Regional Council and such causal vacancy may be filled up by co-option by the Regional Council from among the members whose names are borne on the Regional register, in consultation with and approval of the Council, and the member so co-opted shall hold office until the expiry of the term or the dissolution of thje Regional Council, whichever is earlier.

Explanation—The provisions of sub-regulation (4) shall apply in the case of any casual vacancy in existence on any Regional Council on the coming into force of this regulation.

136. Acts of regional council not to be called in question for want of any vacancy

No act done by a Regional Council shall be called in question on the ground merely of the existence of any vacancy in or a defect in the constitution of the Regional Council.

137. Office-bearers and committees

(1) (i) A Regional Council shall hold its meetings as far as may be, in the latter half of the month of September every year, and elect out of its members a Chairman, a Vice-Chairman, a Secretary and a Treasurer thereof.

(ii) If within half an hour from the time appointed for such a meeting, a quorum as provided is not present, the said meeting shall notwithstanding anything contained in Regulation 143, stand adjourned to the same day in the next week at the same time and place and at such adjourned meeting of the Regional Council, the members present, whatever their number, shall form the quorum and shall have the power to transact all the business, which could properly have been transacted at the original meeting, if the necessary quorum had been present.

(iii) A vacancy of any of the offices hereinbefore mentioned shall be filled by election.

(iv) On the dissolution of a Regional Council, the Chairman, the Vice-Chairman, the Secretary and the Treasurer for the time being, shall discharge the duties and functions of the Chairman, the Vice-Chairman, the Secretary and the Treasurer respectively as hereinprovided until such time as the Chairman, the Vice-Chairman, the Secretary and the Treasurer of the next Regional Council are elected and take charge of their respective duties.

(2) The Chairman and in his absence the Vice-Chairman of a Regional Council shall be the Chief Executive authority of the Regional Council.

(3) The Secretary shall be responsible, for the performance of the general duties appertaining to the office, under the guidance of the Chairman, or in his absence the Vice-Chairman.

(4) The Treasurer shall cause true and correct accounts to be

maintained of the assets and liabilities and also of the moneys received and expended and shall deal with matters in respect of which such receipts and expenditure take place.

(5) The said office-bearers shall hold office until the meeting of the Regional Council as contemplated in clause (i) of sub-regulation (1) above has been held in the next year:

PROVIDED that if for any reason the Regional Council is unable to meet as above the office-bearers shall continue in office for the purpose of holding a meeting and electing the new office-bearers.

(6) The retiring office-bearers shall be eligible for re-election to any of the offices of the Regional Council if they continue to be members in the region.

(7) The Regional Council at a meeting shall constitute:

(i) the following standing committees, namely—

- (a) Executive Committee
- (b) Students Committee
- (c) Professional Development Committee
- (d) Public Relations Committee
- (e) Career Counselling Committee.

(ii) such committees as the Council may direct; and

(iii) such other committees as the Regional Council deems necessary for the purpose of carrying out the provisions of this Chapter.

(8) The committees shall discharge such functions as may be assigned to them by the Council and or the Regional Council.

(9) A committee shall consist of the Chairman or the-Vice-Chairman of the Regional Council ex-officio, and such other members of the Regional Council as may be elected by it and except in the case of the Executive Committee, such other persons belonging to the region as may be co-opted by the Regional Council, not exceeding two-thirds of the members of the committee, so however, that at least one-half of such co-opted persons shall be members of the Institute:

PROVIDED that there shall be at least three members including the Chairman or Vice-Chairman in a committee:

PROVIDED FURTHER that in the case of any committee constituted under the direction of the Council, one member shall be nominated by [he Council from amongst its members in the region.

(10) A committee shall elect one of its members other than a co-opted member, to be its Chairman:

PROVIDED that in the case of any committee constituted under the direction of the Council, unless otherwise nominated by the Council, the Chairman or the Vice-Chairman of the Regional Council, as the case may be, shall be Chairman of that committee.

(11) A member of a committee shall hold office until the meeting of the Regional Council, in the next year to be held in the latter half of September, as provided hereinafter, but he shall be eligible for re-election or co-option, as the case may be:

PROVIDED that if he is an elected member of the committee, he shall be eligible for re-election only if he is a member of the Regional Council at the time of re-election.

(12) The Regional Council or any committee thereof may appoint sub-committee consisting of its members and such other persons belonging to the region as it may consider expedient.

(13) The provisions of sub-regulations (9), (10), (11) and (12) shall, so far as may be, applicable to the composition and transaction of business of such sub-committees.

(14) The provisions of Regulations 141 to 145 shall, so far as may be, applicable to meetings of committees and sub-committees of the Regional Council.

138. Finance and Accounts

(1) (i) Apart from such grant-in-aid as may be given by the Council from time to time, a Regional Council shall be self supporting and shall not borrow or obtain credit without the prior sanction of the Council.

(ii) A Regional Council may levy such further fees as it may consider necessary from members participating in specific activities.

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(iii) A Regional Council may, with the prior sanction of the Council, collect voluntary contributions for any specific activity.

(2) (i) The funds of a Regional Council shall be kept in one of the scheduled banks.

(ii) The funds shall be employed for such purposes as may from time to time be sanctioned by the Regional Council:

PROVIDED that no such funds shall be applied either directly or indirectly for payment to the members of the Regional Council except for reimbursing them for any expenses incurred by them in connection with the business of the Regional Council.

(3) (i) The accounts of a Regional Council, as maintained by the treasurer, shall be audited every year by a chartered accountant in practice or a firm of such chartered accountants appointed by the Regional Council.

(ii) A Regional Council shall deliver not less than two months before the date of annual general meeting, the accounts of the preceding year to the auditor and the auditor shall examine such accounts and report thereon not less than one month before the date of the meeting.

(iii) The auditor shall be entitled to ask for any information or explanation regarding the accounts from the Regional Council and/or the treasurer and such information or explanation shall, as far as it is available at the time, be supplied to him.

(iv) The accounts together with the audit report and the report of the Regional Council, shall be sent to every member in the region at least fourteen days before the date of the annual general meeting.

(4) If any vacancy occurs in the office of an auditor between two annual general meetings, it may be filled by the Regional Council, and the person so appointed as auditor shall hold office until the next annual general meeting:

PROVIDED that during such vacancy, the continuing auditor, if any, may act alone.

(5) (i) A copy of the audited accounts and the report of the Region it Council, shall be sent to the Council not later than 14 days after the date of the annual general meeting.

(ii) The audited accounts of the Regional Council and its branches, if any, shall be incorporated in the accounts of the Council for the year.

139. Employees of the regional council

The Regional Council may appoint such officers and other employees for its office as may be determined by and in accordance with the directions issued by the Council.

140. Property, assets and funds

All the property, assets and funds of a Regional Council shall vest in the Council, but the Regional Council shall administer them subject to the control, supervision and direction of the Council and/or its Executive Committee.

141. Meeting of regional council

(1) A Regional Council may meet as often as necessary for the conduct of its business at such time and place in its region as the Chairman may determine so however that not more than six months shall elapse between two meetings of the Regional Council:

PROVIDED that one meeting shall be held in the latter half of the month of September every year.

(2) The business of the Regional Council shall ordinarily be transacted at a meeting of the Regional Council:

PROVIDED that the Chairman, or in his absence, the Vice-Chairman, may in an appropriate case, circulate the papers among the members of the Regional Council for deciding any question:

PROVIDED FURTHER that if not less than one-fourth of the members of the Regional Council for the time being in office require that the question be decided at a meeting of the Regional Council, the Chairman or in his absence the Vice-Chairman, shall withdraw the papers from circulation and place it for decision at a meeting of the Regional Council.

(3) Where the papers relating to any question are circulated among the members, a period of not less than 15 days commencing from the date of the circulation of the papers shall elapse before any decision is taken on the question:

PROVIDED that a decision may be taken before the expiry of such period if the opinion of members constituting not less than three-fourths of the members of the Regional Council for the time being in office, is received earlier.

(4) The decision taken by circulation of papers shall be noted by the Regional Council at its next meeting for the purpose of record.

142. Notice of meeting

(1) The Secretary of the Regional Council shall issue by post or otherwise notice in writing at least 14 days before the date of the meeting to every member of the Regional Council:

PROVIDED that if any two of the following namely, the Chairman, the Vice-Chairman and the Secretary of the Regional Council, consider it necessary, a meeting of the Regional Council may be convened at a shorter notice not being less than seven days, or with the approval of the members of the Regional Council at a still shorter notice.

(2) The notice shall contain the time, date and place of meeting and, as far as possible, the business to be transacted thereat.

(3) Subject to the provisions of this regulation, the Chairman or any three members of the Regional Council may ask the Secretary to call a meeting on a specified date and time.

143. Quorum

No business shall be transacted at any meeting of the Regional Council unless there is a quorum of three members. If this quorum is not present, the meeting shall stand adjourned sine die.

144. Chairman of meeting

The Chairman, or in his absence the Vice-Chairman, shall preside at a meeting of the Regional Council:

PROVIDED that in their absence, the members present at the meeting may elect one among themselves to preside at the meeting.

***145.** Decision by majority*

(1) All the question before a Regional Council shall be decided by a majority of votes.

(2) If the votes on a question are equal, the Chairman of the meeting shall have a casting vote.

146. Annual general meeting

A general meeting of the members of the region shall be called hot later than the 15th day of September every year and it shall be called the annual general meeting:

PROVIDED that if, for any reason, the annual general meeting does not take place within the date specified above, the President may appoint such other date for the meeting as he may deem fit.

147. Extraordinary general meeting

A Regional Council may call such further meetings of the members of the region as often as it may deem necessary and such meetings shall be called extraordinary general meetings.

148. Notice of meeting

At least 14 days' notice of every meeting specifying the day, place and hour of meeting and in the case of special business, the general nature of the business shall be given. In case of the annual general meeting, the report of the Regional Council, together with Auditors' Report and a copy of the audited Balance Sheet and Income and Expenditure Account for the previous year, shall accompany the notice.

149. Requisitioned extraordinary general meeting

(1) The Regional Council shall, on a requisition made in writing by at least S per cent of the total number of members in the region or one hundred members in the region, whichever is less, convene an extraordinary General Meeting.

(2) Any such requisition shall specify the object for which the meeting is requisitioned, shall be signed by the members making the same and shall be delivered at the office of the Regional Council.

(3) On a valid requisition, the Regional Council shall convene an extraordinary General Meeting within six weeks of the receipt of the requisition.

(4) If the Regional Council fails to convene the extraordinary General Meeting as provided by sub-regulation (3), the requisitionists may convene a meeting within three months from the date of the requisition.

150. Resolutions

(1) A member of the region shall be entitled to move any resolution for the consideration of the meeting of the members:

PROVIDED that a draft of the resolution is received by the Secretary to the Regional Council at least 28 days before the date of the meeting:

PROVIDED FURTHER that the Chairman of the meeting may admit a resolution in respect of which, a shorter notice is received not being less than 7 days.

(2) Any proposal received after the prescribed time and not admitted by the Chairman of the meeting, shall be treated as a proposal for the next following meeting of the members.

151. Business before the annual general meeting

The business before the annual general meeting shall be to receive the report and accounts of the Regional Council and to transact such other business as may be brought before the meeting with the permission of the Chairman of the meeting.

152. Chairman of meeting

The Chairman, or in his absence the Vice-Chairman of the Regional Council, shall preside at a general meeting:

PROVIDED that in their absence, the members present at the meeting may elect one among themselves to preside at the meeting.

755. *Quorum*

(1) No business shall be transacted at a general meeting unless there is a quorum at the commencement of the meeting.

(2) Twenty members shall form a quorum.

154.** Absence **of quorum

If within half an hour from the time appointed for die meeting a quorum is not present, uie meeting, if convened upon a requisition as aforesaid, shall stand dissolved, but in any other case shall stand adjourned to the same day in die next week at die same time and place and at such adjourned meeting die members present, whatever their number, shall have power to transact all die business which could properly have been transacted by die original meeting had die necessary quorum been present thereat.

155. Decision by majority

(1) All die question before a general meeting shall be decided by a majority of votes.

(2) If die votes on a question are equal, die Chairman of die meeting shall have a casting vote.

156. Members not entitled to vote

No person shall be entitled to vote at a general meeting unless his name is on the regional register and he has paid his annual membership fee.

157. Term of regional council

'[(1) The term of a Regional Council shall be co-terminus with the t^rm of the Council:

PROVIDED mat the Council may, if in its opinion circumstances; so warrant, extend or shorten the term of a Regional Council by a notification in this behalf.]

(2) On the expiry of the term of a Regional Council, a new Regional Council shall be constituted in the manner provided hereinbefore.

158. Dissolution of Regional Council

Notwithstanding anything contained hereinbefore, a Regional Council shall stand dissolved if:

'Substituted tor the following by Ntfn. No. 1-CA(7)/12/91 published in the Gazette of India dated 23.2.1991:-

"(1) The term of a Regional Council shall be three years from the date, which shall be specified by the Council:

PROVIDED that the Council may, if in its opinion circumstances so warrant, extend or shorten the term of a Regional Council by a notification in this behalf."

(i) a majority of three-fourths of the members on the regional register pass a resolution for dissolution at a general meeting of the members; or

(ii) after giving an opportunity to it of being heard, the Council decides to dissolve die Regional Council.

159. Branches of regional council

(1) The Council may, by notification in the Gazette of India, set up a branch of a Regional Council in a city other than die headquarters of the Regional Council provided diat not less man '[100 members] have meir addresses registered in me city or within a distance of '[50 kilometres] from the city limits.

(2) The Council may also, by notification in die Gazette of India, set up a branch of a Regional Council in a State or Union Territory in which neither the headquarters of the Regional Council nor a branch of the Regional Council is located provided that mere are not less man 50 members having their addresses registered in that State or Union Territor)', as the case may be. Such a branch may be set up in any city of such State or Union Territory as the Council may consider proper.

CS) A branch shall function' subject to the control, supervision and direction of the Council through the Regional Council and shall carry out such directions as may from time to time be issued by the Council.

'Substituted for the figures and words "50 members" and "16 kilometres" respectively by Ntfn. No. l-CA(7)/10/90 published in the Gazette ctlndia dated 19th January, 1991.

CHAPTER VIII

MEETINGS AND PROCEEDINGS OF THE COUNCIL

160. Meetings of council

(1) The Council shall meet at least once in every six months at such time and place as the President may determine.

(2) Within fourteen days of the dissolution of a Council, as provided in sub-section (1) of Section 14, a meeting of the new Council shall be held.

161. Special meeting of council

(1) A special meeting of the Council may at any time be called at the request in writing addressed to the Secretary, by at least one-fourth of the members of the Council for the time being.

(2) The request shall set out a statement of the business for the consideration of which the special meeting is to be called, shall be signed by the requisitionists and shall be deposited at the office of the Secretary.

(3) The President, or in his absence, the Vice-President may at any time direct by an order in writing that a Special Meeting of the Council be called.

162. Notice of council meeting

A notice of the time and place of a meeting shall be sent to the registered address of every member of the Council not less than twenty-one days before such meeting and such notice shall, as far as practicable, contain a statement of the business to be transacted at the meeting:

PROVIDED that the Council shall have the right to consider any item brought before the meeting by, or with the permission of the Chair and of which no prior notice had been given to the members, provided at least two-thirds of the members of the Council are present at the meeting:

PROVIDED FURTHER that no resolution in respect of an item which is brought before the meeting as aforesaid shall be considered to have been passed unless votes cast in its favour represent more than half of the total number, for the time being, of the members of the Council:

PROVIDED FURTHER that in the case of Special Meeting, the notice of the meeting may be sent fourteen days before such meeting.

Explanation —The validity of any decision of me Council of any item considered by a validly convened meeting of the Council shall not be called in question merely because notice of the said item had not been given to die members who did not attend the said meeting.

163. Chairman** of **meeting

At a meeting of die Council, die President, or in his absence the Vice-President, shall preside, or in die absence of bom, a member elected from among the members who are present, shall preside.

***164.** Quorum **at** meeting*

(1) One-third of the total number of members shall constitute a quorum.

(2) If, at the time appointed for a meeting, there is no quorum and if on me expiration of half an hour from die time appointed for me meeting, there is no quorum, the meeting shall stand adjourned to such time, date and place as die Chairman of die meeting may appoint.

(3) No quorum shall be required for die meeting adjourned under sub-regulation (2).

165. Procedure for transaction of business

(1) The business of me Council shall ordinarily be transacted at a meeting of the Council:

PROVIDED mat die President, or in his absence the Vice-President, may, in an appropriate case, circulate the papers among die members of die Council for deciding any question:

PROVIDED FURTHER diat if one-fourth of die members of the Council for the time being in office require mat any question be decided at a meeting, die President, or in his absence the Vice-President, shall wididraw die papers from circulation and have the question determined at a meeting of me Council.

(2) Where die papers relating to any question are circulated among die members, a period of not less than IS days, commencing from die date of die circulation of die papers, shall elapse before any decision is taken on die question:

PROVIDED diat a decision may be taken before die expiry of such period if the opinion of not less than three-fourths of the members of the Council for the time being in office is received earlier.

(3) The decision shall be in accordance with the opinion in writing pf the majority of the members.

(4) A decision taken by the circulation of the papers shall ble communicated to all the members of the Council and shall be noted at the next meeting of the Council.

166. Passing of resolution at a meeting

At a meeting of the Council, a resolution shall be passed by a majority of the members present unless otherwise require by the Act or these Regulations, and in the case of equality of votes, the Chairman of the meeting shall have a casting vote.

167. Adjournment of a meeting

(1) Subject to the provisions of these Regulations, the Chairman of meeting of the Council may, with the consent of the members present adjourn the meeting from time to time and from place to place but no business, other than the business left unfinished at a meeting, shall be transacted at the adjourned meeting.

(2) No notice may be given of an adjourned meeting unless it is s directed by the resolution for adjournment.

168. Record of minutes

(1) The minutes of a meeting of the Council shall be recorded by the Secretary.

(2) The minutes, after having been approved by the members and signed by the Chairman of the next meeting, shall be sufficient evidence of the proceedings of the Council.

CHAPTER IX

STANDING AND OTHER COMMITTEES

169. Time and place of meeting

(1) The President may, at any time, and shall on the requisition of any **two** members of a Standing Committee, call a meeting of the Committee.

(2) The meeting of a Standing Committee shall be held at such place and at such time as the President may direct.

(3) A notice of not less than seven days of every such meeting shall ordinarily be given to every member of the Committee.

170. *Quorum*

(1) No business shall be transacted at a meeting of a Standing Committee unless there are present at least three members, including the President or in his absence, the Vice-President.

(2) If there is no quorum within half an hour of the time fixed for the meeting, the meeting shall stand adjourned to a date, time and place fixed by the President or in his absence the Vice-President.

171. Procedure for transaction of business

(1) The business of a Standing Committee shall ordinarily be transacted at a meeting of the Committee:

PROVIDED that the President, or in his absence the Vice-President, may in an appropriate case circulate the papers relating to it among the members of the committee for decision:

PROVIDED FURTHER that if three members of the committee require that any question be decided at a meeting, the President, or in his absence the Vice-President, shall withdraw the papers from circulation and have the question determined at a meeting of the committee.

(2) Where the papers relating to any question are circulated among the members, a period of not less than fifteen days, commencing from the date of the circulation of the papers, shall elapse before any decision is taken on the question:

PROVIDED that a decision may be taken before the expiry of such period if the opinion of not less than three-fourths of the members of the committee for the time being in office is received earlier.

(3) A decision taken by the circulation of the papers shall be communicated to all the members and shall be noted at the next meeting of the committee.

172. Casting vote

All the question before Standing Committee shall be decided by a majority of votes and in the case of equality of votes, the President, or in his absence the Vice-President, shall have a casting vote.

173. Secretary of Standing Committees

The Secretary shall be the Secretary for every Standing Committee.

174. Record of minutes

(1) The Secretary shall maintain record of the business transacted a every meeting of a Standing Committee.

(2) The minutes of such meetings, after having been approved by the members and signed by the Chairman of the next meeting, shall be sufficient evidence of the proceedings of the meeting.

175. Executive Committee

(1) The Executive Committee shall perform the following functions, namely:—

(a) maintenance of office of the Council and for this purpose tjhe Executive Committee may employ, suspend, discharge or re-employ the necessary staff on such terms and conditions as it may deem fit;

(b) maintenance of true and correct accounts of all the receipts and payments on behalf of the Council and the matters in respect of which such receipts and payments take place and of all the property, securities, debts, funds and liabilities of the Institute;

(c) maintenance of the Register of articled clerks and Register of audit clerks and all other statutory registers which are prescribed by the Act or these Regulations;

(d) custody of the property, assets and funds of the Institute;

(e) investment of the funds of the Institute in securities approved by the Council and to vary such investments from time to time;

(f) disbursements from the funds of the Institute for expenditure, both revenue and capital, within the estimates previously sanctioned by the Council:

PROVIDED that in an emergent case, expenditure in excess of the estimates previously sanctioned by the Council may be incurred by the committee but such excess expenditure shall be brought to the notice of the Council at its next meeting;

(g) enrolment of associates, admission of fellows, removal and restoration of names of members, issue and cancellation of certificate of practice, issue of certificate of membership, prosecution of members on the findings of the Council, granting exemption to chartered accountants in practice or firms of such chartered accountants from the operation of sub-section (1) of Section 27 and publication of the list of members;

(h) grant of permission to a chartered accountant in practice to engage in any business or occupation other than the profession of accountancy in accordance with, and subject to, the restrictions specified in this behalf by the Council; and

(i) condone the delay in supplying requisite information under Regulation 190.

(2) Except as otherwise provided by these Regulations, the Executive Committee shall exercise all the functions and powers of the Council in relation to articled clerks and audit clerks, except those contained in Regulations 44, 67 and 80.

(3) The Executive Committee may delegate any of its functions to the President or the Vice-President or its sub-committee.

(4) The Council shall have the power to review any decision taken by the Executive Committee or its sub-committee, or by the President or the Vice-President in the performance of the functions delegated to it or him.

176. Examination Committee

(1) The Examination Committee shall perform all the functions of the

Council relating to the examinations, such as holding of examinations, admissions thereto, cancellation of an examination, appointment and selection of examiners, prescription of books for the guidance of candidates, declaration of results, payment of remuneration to examiners and/or assistant examiners, superintendents of the examination and others.

(2) The Examination Committee may delegate any of its functions to the President or the Vice-President or its sub-committee.

(3) The Council shall have the power to review any decision taken by the Examination Committee or its sub-committee or the President or the Vice-President in the performance of the functions delegated to it or him.

177. Committees other than Standing Committees

(1) Committees other than Standing Committees appointed by the Council under sub-section (2) of Section 17, shall consist of a Chairman, a Vice-Chairman and such other members of the Council, as may be elected on it by the Council and any other members who may be co-opted, with the sanction of the Council.

(2) The committees shall discharge such functions as may be directed by the Council from time to time.

(3) The provisions contained in Regulations 169, 171, 172 and *1** relating to the time and place of meetings, procedure for transaction of business, casting vote, minutes, etc. shall apply 'mutatis mutandis' to such committees except the reference to President and Vice-President in the regulations referred to above, shall be construed as reference to Chairman and Vice-Chairman respectively of a committee and the Secretary shall be the Secretary for only such of the committees as may be directed by the Council and in sub-regulation (1) of Regulation 169 reference to two members for the purpose of requisitioning a meeting of the Standing Committee shall be construed as reference to one-fourth of the number of members of the committee for the time being in office.

(4) No business shall be transacted at a meeting of a committee unless there are present at least one-third members of the committee concerned but not less than three members. If this quorum is not present within half an hour of the time fixed for the meeting, the meeting shall stand adjourned 'sine die'.

(5) The Chairman, or in his absence the Vice-Chairman, shall preside at the meeting. In the absence of both, the members present may elect one among themselves to preside at the meeting.

178. Sub-Committees of Standing and other Committees

(1) The Council or any Standing Committee or other committee may appoint a sub-committee consisting of its members and" such other members, as it may consider expedient.

(2) Every sub-committee shall have a Chairman who shall also be convener of the sub-committee.

(3) A sub-committee shall discharge such functions as may be directed by the Council or the committee concerned.

(4) The Chairman of a sub-committee may at any time and shall, on a requisition of not less than one-third of the members of the sub-committee, call a meeting of the sub-committee.

(5) The meeting shall be held at such place, time and date as the Chairman fnay decide.

(6) A notice of not less than seven days of every such meeting shall ordinarily be given to every member of the sub-committee.

(7) One half or three of the members of the sub-committee, whichever is greater, shall form a quorum. In the event of there being no quorum within half an hour of the time fixed for the meeting, the meeting shall stand adjourned to a date, time and place specified by the Chairman of the meeting.

(8) In the event of the Chairman of a sub-committee failing to call a meeting of the sub-committee inspite of a requisition under sub-regulation (4) within 7 days of the receipt of the requisition, the members who had sent the requisition may themselves convene the meeting, elect their own Chairman and transact business for which requisition had been sent.

(9) The Chairman of any meeting of a sub-committee shall maintain a record of all the business transacted by the sub-committee.

(10) All questions before a sub-committee shall be decided by a majority of votes. In the event of equality of votes, the Chairman of the meeting shall have a casting vote.

CHAPTER X

MISCELLANEOUS

179. Headquarters of the Council

The headquarters of the Council shall be located at such place as may be notified by the Central Government in this behalf*

180. Custody of common seal

The common seal shall be kept in the custody of the Secretary.

181. Affixing common seal

All instruments on which the common seal is required to be affixed by or under any law shall be so affixed and countersigned by the Secrets iry.

182. Method of payment of fees

All fees specified in these Regulations shall be paid to the Secret|ary in such manner as the Council may direct.**

183. Supply of forms

Where under these Regulations, any form is required to be obtained from the Secretary, the same shall be supplied on request by the Secrelary or any other officer of the Institute that he may appoint for the purpose, upon payment of such fee, if any, as may be fixed by the Council from time to time.

184. Issue of duplicate certificates

(1) Where a holder of a certificate granted by the Council has lost it, the Council may, on an application made in this behalf, duly supported by an affidavit of the applicant to the effect that he was in possession of such a certificate and had lost it, issue a duplicate, on receipt of such fee not exceeding fifty rupees as may be determined by the Council and different fees may be fixed for different forms of certificates.

(2) Where any certificate granted by the Council is damaged, the Council may, on an application made in this behalf, issue a duplicate on receipt of the fee prescribed above and on return of the damaged certificate.

*** Please see Appendix No. (8)**
**** Please see Appendix No. (9)**

185. Publication of list of members

While publishing the list of members under sub-section (3) of Section 19, the Council may distinguish, in such manner as it may think fit, between the associates and fellows in practice and between the associates and fellows not in practice.

186. Members to supply information

(1) For the purpose of the publication of the list of members, the Council may require members to supply such information as it considers relevant.

(2) The Council may also require members to supply such additional information as may be required for statistical purposes.

187. Professional address

(1) Every member in practice shall have a professional address in India in his own charge or in charge of another member.

(2) In the case of a member who is an employee of a chartered accountant or a firm of such chartered accountants and is not holding a certificate of practice, the professional address of the employer shall be deemed to be his professional address.

(3) Except in the case of a person enrolled under the proviso to Section 4(1) (v), a member not in practice may specify a place which shall be deemed to be his professional address for the purpose of Section 21 and these Regulations.

(4) The postal address of the professional address shall be intimated to the Council at the time of making the application for membership and any change in the professional address or the postal address shall be communicated to the Council within 30 days of the change.

(5) The Council may remove the name of a member from the Register who has contravened the provisions of this regulation after giving him an opportunity of being heard.

188. Proof of service of notice

All notices required by the Act or these Regulations to be given to members shall be forwarded by post to such professional address (and if there is no professional address, residential address) as may have been last registered with the Council, and for proving that such notice has been give i, it shall be sufficient to prove that such notice was properly addressed ard posted.

189. Council to be informed when a branch office is opened or closed

A chartered accountant in practice or a firm of such chartered accountants shall inform the Council within one month of the opening or closing of a branch office.

190. Register of offices and firms

(1) A chartered accountant in practice or a firm of such chartered accountants shall, before commencement of practice in a trade name or firm name, apply to the Council in the form* approved by the Council for approval to use a trade or a firm name:

PROVIDED that a chartered accountant in practice who wishes to practise in his own name need not apply for approval as aforesaid.

(2) (i) A trade/firm name shall be restricted to the name/s of the proprietor/ partners or a name which is already in use.

(ii) A trade/firm name may include the name/s of the member/s as it/ they may appear in the Register of Members in the following manner:—

(a) the full Surname of the member/s; or

(b) the full first name of the member/s; or

(c) the combination of the first name, middle name, the initials and/ or the Surname of the member/s, or any expansion thereof; or

(d) the initials of the first name and the full Surname of the member/s; or

(e) the initials of his full name; or

(f) the full name including the Surname of the member/s; or

(g) such distinguishing part of the name/s as is indicative of the manner in which he/they is/are commonly known; or

*** Form '117' of Appendix No. (1)**

(h) the combination of names and/or surnames of one or more partners of the firm; or

(i) permitting the use as a firm/trade name a part of the name of the proprietor or one or more partners.

(j) A trade/firm name shall not be allowed where a member seeks to use a part of his surname.

(k) The only suffixes to be allowed in a trade/firm*name shall be "& Co." and "& Associates" or their equivalents. Suffixes like "& Partners", "& Fellows", "& others" etc. shall not be allowed.

(1) A trade/firm name which bears the name of a god/goddess/deity and which has no relationship with the name of member/s as above, shall not be allowed.

(m) Descriptive trade/firm names shall not be allowed.

(n) Trade/firm names which smack of publicity shall not be allowed.

Explanation I—The name or surname of the member should normally conform to the name or surname as they appear in the Register of Members. If the member is also known by any other name or Surname, this may be allowed to be used on production of an affidavit or other evidence to the satisfaction of the Secretary.

Explanation //—After various permutations and combinations under the above clause (ii) have been exhausted and the member is not able to get approval of firm/trade name in accordance with the same he may be permitted to adopt or coin a firm/trade name out of the names of his/her family members, provided that such name was not already registered by some other members. The term "family" for this purpose means husband, wife, father, mother, son and daughter.

(3) The Council may, at its discretion, refuse to approve a particular trade or firm name (i) if the same or similar or nearly similar name is already used by a chartered accountant in practice or a firm of such chartered accountants and has been entered in the register of offices and firms; or (ii) if that name, in the opinion of the Council, is undesirable.

(4) The chartered accountant in practice or a firm of such chartered accountants shall within one month of the approval of the trade or firm name,

or commencement of practice as the case may be, supply to the Council n the appropriate Form* particulars regarding his office or the firm as the case may be.

'[(5) With effect from such date as the Council may decide the particulars regarding offices or firms shall also be furnished by a Chartered Accountant in practice or a firm of such Chartered Accountants whose particulars are already entered in the Register of Firms in the appropriate Form* as revised by the said Amendment/Regulations.]

(6) The Council shall maintain a register of offices and firms and shall register therein the particulars referred to in [2][sub-regulation (4)]:

PROVIDED that the Council may refuse to register a trade or firm name which has not been approved under sub-regulation (2).

(7) Every time there is a change in the particulars referred to in ^sup-regulation (4)], the member or the firm, as the case may be, shall within orte month communicate it to the Council.

(8) Where the same trade or firm name has been registered in the past in the register of offices and firms in the case of two or more members or firms, the Council may direct the member or the firm, as the case may b;, other than one whose name was registered first in the register of offices and firms, to alter the name in such manner as the Council may consider proper and inform the Council of such alteration within six months of the issue of the direction.

(9) (i) No member shall practise under a trade or firm name which hits not been approved under sub-regulation (2).

(ii) No member shall practise under a trade or firm name in respect of which a direction has been issued under '[sub-regulation (8)] after the expiry of six months from the date of issue of the direction.

(10) Nothing contained in this regulation shall apply to firms of chartered accountants in practice (i) with identical names, if at least one of the partners of the firm is common; or (ii) with similar or nearly similar names if they are based on the names of any one or more partners of trie firm.

*** Form "18" of Schedule 'A'.**

[1] Added by Ntfn. No. 1-CA(7)/13/90 published in the Gazette of India dated 2.2.1991.

'^'Substituted for "sub-regulation (3)" and "sub-regulation (6)" respectively by Ntfn No. l-CA(7)/13/90 published in the Gazette of India dated 2.2.1991.

(11) The Executive Committee may, in its discretion, condone the delay in filing the particulars under sub-regulation (4) or '[sub-regulation (7)] in appropriate cases.

190A. Chartered Accountant in practice not to engage in any other business or occupation

A chartered accountant in practice shall not engage in any business or occupation other than the profession of accountancy, except with the permission granted in accordance with a resolution of the Council.'"

191. Part time employments a Chartered Accountant in practice may accept

Notwithstanding anything contained in Regulation 190A but subject to the control of the Council, a chartered accountant in practice may act as a liquidator, trustee, executor, administrator, arbitrator, receiver, adviser or representative for costing, financial or taxation matter, or may take up an appointment that may be made by the Central Government or a State Government or a court of law or any other legal authority or may act as a Secretary in his professional capacity, provided his employment is not on a salary-cum-full-time basis.

192. Restriction on fees

No chartered accountant in practice shall charge or offer to charge, accept or offer to accept, in respect of any professional work, fees which are based on a percentage of profits, or which are contingent upon the findings, or results of such work:

PROVIDED that:—

(a) in the case of a receiver or a liquidator, the fees may be based on a percentage of the realisation or disbursement of the assets;

(b) in the case of an auditor of a co-operative society, the fees may be based on a percentage of the paid-up capital or the working capital or the gross or net income or profits; and

(c) in the case of a valuer for the purposes of direct taxes and duties, the fees may be based on a percentage of the value of the property valued.

•Substituted for "sub-regulation (6)" by Ntfti. No. l-CA(7)/13/90 published in the Gazette of India dated 2.2.1991.

***Please see Appendix No. (10).**

193. Particulars of nationality

(1) A member shall submit to the Council particulars regarding his nationality.

(2) Every change in such particulars shall be intimated to the Council as early as possible but in any case not later than twenty-eight days frcm the date of such change.

194. Maintenance of accounts

It shall be the duty of the Secretary to maintain or cause to be maintained proper accounts of the receipts and disbursements and assets and liabilities of the Council.

195. Nomination of auditors

(1) The auditors shall be nominated by two members of the Council and such nomination shall be signed by them and shall be deposited at the office of the Council at least three days before the annual meeting.

(2) The auditors shall retire at the next annual meeting of the Council but shall be eligible for re-election.

(3) The auditors who are in office shall be deemed to have been nominated till the next meeting is held to consider the appointment of auditors unless they have intimated to the Secretary that they do not desire to be re-nominated.

(4) The Council shall determine remuneration to be paid to the auditors.

196. Powers and duties of the auditors

(1) The auditors of the Institute shall have a right of access at all times to the books and accounts and vouchers of the Institute and shall be entitled to require from the Secretary such information and explanation as the auditors may think necessary for the performance of their duties as auditors

(2) The auditors shall make a report to the Council on the accounts examined by them, and on every balance sheet and income and expenditure account or every other document annexed thereto, and the report shall stat whether, in their opinion and to the best of their information and according to the explanations given to them, the said accounts give a true and fair view:—

(i) in the case of the balance sheet of the state of the Institute's affairs as at the end of the year;

(ii) in the case of the income and expenditure account, of the surplus or deficit for the year.

(3) The auditors' report shall also state:—

(a) whether they have obtained all the information and explanations which to the best of their knowledge and belief were necessary for the purpose of their audit;

(b) whether, in their opinion, proper books of account have been kept by the Institute so far as appears from their examination of those books and proper returns adequate for the purpose of their audit have been received from the Regional Councils, the Students' Associations and their respective branches;

(c) whether the Institute's balance sheet and income and expenditure account dealt with by the report are in agreement with the books of account and returns.

(4) Where any of the matters referred to in clauses (i) and (ii) of sub-regulation (2) or in clauses (a), (b) and (c) of sub-regulation (3) is answered in the negative or with qualification, the auditor's report shall state the reason for the answer.

197. Comparison of actuals with budget estimates

The auditors shall also compare the actuals of income and expenditure account with the budget estimates approved by the Council and submit a report to the Council on material departures.

198. Provisions of Regulations 196 and 197 apply to Regional Councils etc.

The provisions of Regulations 196 and 197 shall 'mutatis mutandis' apply to the accounts and budget estimates of the Regional Councils, the Students' Associations and their respective branches.

199. Casual vacancy in the office of auditors

If any vacancy occurs in the office of an auditor or if a vacancy is not filled at an annual meeting, it may be filled by the Executive Committee, and the person appointed as auditor shall hold office until the next annual meeting, but he shall be eligible for election:

PROVIDED that during such vacancy the continuing auditor may act alone.

*200. Audit **of** accounts*

(1) The Council shall deliver to the auditors the accounts of the preceding year and the auditors shall examine such accounts and report thereon.

(2) The auditors shall be entitled to ask for any information or explanation regarding the accounts from the Secretary and such information or explanation shall, as far as it is available at the time, be supplied to them.

201. Functions to be performed by the President on the** dissolution **of the Council

On the expiration of the duration of the Council, the President of the Council at the time of such expiration shall discharge all the administrative duties of the Council under the Act and these Regulations and all the functions of the Executive and Examination Committees of the Council until such time as a new President shall have been elected and shall have taken over charge of his duties:

PROVIDED, however, that the President for the time being shall ca a meeting of the next Council to be held within fourteen days from the dat of the dissolution of the outgoing Council.

*202. **Powers** and duties of **the** President and Vice-President*

(1) The President shall exercise such powers and perform such duties as are specified by the Act and these Regulations and as may be delegated by the Council and/or the Standing Committees from time to time.

(2) The President may direct any business to be brought before the Council or Standing Committee for consideration.

(3) If the office of the President is vacant, or if the President for any reason is unable to exercise the powers or perform the duties of his office, the Vice-President shall act in his place and shall exercise the powers and perform the duties of the President.

20J. Powers and duties of the Secretary

Subject to the general supervision of the President and/or the relevant

Standing Committee, the Secretary shall exercise and perform, in addition to the powers and duties specified by the Act and/or these Regulations in this behalf, the following powers and duties, viz.

(1) being in charge of the office of the Institute as its executive head;

(2) enrolling associates, admitting fellows, removing from the membership owing to death or non-payment of any prescribed fees or at a member's request and restoring to membership and issuing notifications therefor;

(3) sanctioning and restoring of certificate of practice for associates and fellows;

(4) cancelling of certificates of practice of associates and fellows in accordance with the provisions of Regulation 10;

(5) granting of permission to members to be engaged in other occupations besides the practice of the profession of accountancy within the categories permitted by the Council;

(6) exempting any charatered accountant in practice or a firm of such chartered accountants from the operation of sub-section (1) of Section 27 for a period not exceeding six months, where the infringement is of a technical nature;

(7) maintaining registers, documents and forms as required by the Act and these Regulations;

(8) being in charge of all the property of the Institute;

(9) making necessary arrangements for receiving moneys due to the Council and also issuing receipts therefor;

(10) incurring revenue expenditure within the limits sanctioned by the Council or the committees and incurring capital expenditure for the purpose of purchasing books for the library of the Institute within the limits sanctioned by the Council and/or the committees;

(11) causing proper accounts to be maintained and delivering of account books, information etc. to the auditors appointed by the Council for the purpose of audit of the accounts of the Institute;

(12) making all other payments as sanctioned by the Council, committees and/or the President;

(13) paying salary and allowances to the members of the staff, granting of leave etc. to them, and sanctioning their increments in accordance with the approved scales;

(14) .exercising disciplinary control over the staff except dismissal respect of which the sanction of the President be necessary;

(15) admitting candidates to the examinations held under these Regulations and making all necessary arrangements for the conduct of the examinations;

(16) refunding or transferring fees received under these Regulations for the examinations, enrolment, issue of certificate of practice and allied matters;

(17) registration and noting suspension/cancellation/termination of articles and/or audit service and permitting an articled clerk in cases covered by categories (a), (b) or (c) of sub-regulation (1) of Regulation 57 to be trained as an additional articled clerk by a member entitled to engage and train articled clerks notwithstanding anything contained in Regulation 43; ,

(18) permitting articled clerks and/or audit clerks to engage in other occupation as approved by the Council and/or the committees and granting reduction in the period of articles and/or audit service ir accordance with these Regulations;

(19) condoning any break in the service of articled clerks and audit clerks up to a maximum period of six months in his discretion;

(20) signing and issuing all notifications on behalf of the Council;

(21) signing vakalatnamas on behalf of the Council, appointing solicitors or advocates on behalf of the Council, and filing papers in Courts, etc. on behalf of the Council, subject to the approval of the President;

(22) calling such further information and particulars as he considers necessary in furtherance of the above duties; and

(23) performing such other duties and functions as are incidental anil ancillary to and may be required for the performance of the above duties and exercising such other powers as may be delegated by the Council and/or Committees or the President from time to time

'[204. *Post-qualifying courses* ***and examinations***

The Council may impart or arrange to impart practical and/or theoretical training and hold examinations in such subjects as it may consider useful for members and may award certificate or diplomas in connection therewith in accordance with the rules contained in Schedules 'C, 'D\ 'E' and 'F'.]

205. Powers to remove difficulties

(1) If any difficulty arises in giving effect to the provisions of these Regulations,!the Council may, by general or special order, do anything not inconsistent jMth provisions of the Act which appears to it to be necessary or expedient; for the purpose of removing the difficulty.

(2) In particular and without prejudice to the generality of the foregoing power, any Such order may provide for continuing in force such provisions of the Chartered Accountants Regulations, 1964, as were applicable to persons governed by the Auditor's Certificate Rules, 1932 or the Chartered Accountants Regulations, 1949, or such other provisions as conferred any right or privilege or as imposed any obligation or liability.

206. Repeal of the Chartered Accountants Regulations, 1964

(1) The Chaptered Accountants Regulations, 1964 are hereby repealed.

(2) Notwithstanding the repeal of the Chartered Accountants Regulations, 1964 (hereinafter referred to as the repealed Regulations) and without prejudice to, the generality of the provisions contained in sub-regulation (3) of Regulation 2, it is hereby declared as follows:

Any appointment, notification, order, election, examination result of an examination, service as an articled clerk or audit clerk, made, issued, held, declared, rendered or any other thing done under the repealed Regulations shall, so far as it is not inconsistent with the provisions of these Regulations, be deemed to have been made, issued, held, declared, rendered or done under the provisions of these Regulations unless and until it is superseded by action taken in accordance with these Regulations.

'Substituted for the following by Notification No. 1 -CA(7)/59/2001 published in the Gazette of India, Extraordinary dated 29.9.2001 :-

204. Post-qualifying courses ami examinations

The Council may impart or arrange to impart practical and/or theoretical training and hold examinations in such subjects as it may, consider useful for members and may award certificate or diplomas in connections therewith in accordance with the rules contained in Schedules * C\' D' and *E

SCHEDULE 'A'

APPROPRIATE FORMS

Form "1"

(See Regulation 3)

Register of Members of the Institute of Chartered Accountants of India,

1. **Membership Number**
2. **R.A. Enrolment No.**
3. **Name in full**
4. **Date of Birth**
5. **Domicile**
6. **Residential address**
7. **Professional address**
8. **Date of entry in the Register**
9. **Qualifications**
10. **Whether holding a certificate of practice**
11. **Date of admission as Fellow**
12. **Whether practising independently, in partnership or employed in firm of Chartered Accountants in practice**
13. **Whether holding a salaried employment, if not in practice**
14. **Change of address, if any**
15. **Remarks.**

FORM "2"

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF *INDIA*

Form of Application for entry in the Register

To
The Secretary
The Institute of Chartered Accountants of India

Dear Sir,

I beg to apply that my name be entered in the Register. I hereby declare that I am not subject to any of the disabilities stated in Section 8 of the

Chartered Accountants Act, 1949. The required particulars are furnished below:—

1. Name in full (Block Letters)
2. Father's Name
3. *Date of Birth
4. Nationality
5. ** Educational Qualification
6. The year and month with Roll Numbers) in which the applicant passed the various Groups of the Final Examination.
7. (a) The name of the Chartered Accountants) in practice or the firm of Chartered Accountants in practice under whom the applicant served as an Articled Clerk/Audit Clerk. The period of service together with the dates of commencement & termination may be indicated.
   (b) Articles/Audit Registration No.
   (c) Details of such other practical training which has been recognised by the Council as equivalent to practical training under the Chartered Accountants Regulations.
8. Period of residence in India.
9. If not an Indian citizen, please state whether certificate of Indian Domicile has been obtained.
10. Residential address
11. (a) Professional address(es) if different from Col. 10
    (b) Principal place of Business
    (c) Other places of Business, if any
12. Whether the applicant is in charge of the place or places mentioned at 11 above? If not the name(s) and membership numbers) of the members) of the Institute who is/are in charge of that/those placets) and his/their address(es).
13. If the applicant is a paid assistant to a Chartered Accountant in practice or in a firm of such Chartered Accountants, name of the Chartered Accountant in practice or the firm and from which date.

Applicants are requested to produce evidence of their age.
Original diplomas, certificates and/or other documents or attested copies thereof, in support of the qualifications claimed must be sent with the applications.

14. If the applicant holds a salaried employment other than that coverec by 13 above, full particulars thereof.
15. Whether the applicant intends to practise as a Chartered Accountant under the Chartered Accountants Act, 1949.
16. Whether the applicant intends to continue the engagement at 13 or 14 above in addition to practice.
17. Whether the applicant is engaged in any other business or occupation not covered by 13 or 14 above. If so, full particulars thereof.
18. Whether the applicant was at any time debarred from practising as an accountant and if so, the reason and period of suspension.
19. If the applicant wishes to practise in a 'trade or firm name' particulars of the trade or firm name, as the case may be, with alternatives in the order of preference.
20. If the applicant had taken any loan scholarship from the Institute, the total amount of loan scholarship received, the amount paid of and the balance outstanding.

2.1 hereby undertake that if my name is entered in the Register, I shall be bound by the provisions of the Chartered Accountants Act, 1949 and the Regulations framed thereunder or that may hereafter from time to time be made pursuant to the said Act.

3. (i) I also send herewith a sum of Rs............being my entrance fee of Rs....................and annual membership fee of Rs.................. for the year........................

(ii) A sum of Rs......................is also forwarded for the annual certificate of practice for the period ending 30th June............

Place:

Date: Youis faithfully,

Signature

FORM "3"

[See Regulation 5(l)(b)]

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Form of application for entry in the Register as Fellow of the Institute of Chartered Accountants of India.

To
The Secretary
The Institute of Chartered Accountants of India

Dear Sir,

I beg to apply that my name be entered in the Register as a fellow of the Institute of Chartered Accountants of India. I hereby declare that I am not subject to any of the disabilities stated in Section 8 of the Chartered Accountants Act, 1949.1 have been in continuous practice in India since....

Required particulars are as follows:—

(1) Name:

(2) Membership Number and Date of admission as Associate:

(3) Professional address:

(4) *(A)Whether practising independently or as a partner of a firm of practising members of die Institute, and if so, state the period for which acting as such.

or

***(B) (i) Clause of sub-regulation (3) of Regulation 5 under which the admission is sought:**

(ii) Name and address of the employer/organisation:

(iii) Particulars of experience:

(a) Detailed nature of duties

(b) Period

***(c) Paid-up capital for each of die years.**

***(d) Turn-over for each of me years.**

*** Delete words not applicable.**

*(e) Population under the jurisdiction of the local authority for each of the years.

*(f) Period during which the applicant has been in practice as Chartered Accountant.

(g) Original certificates, balance sheets and/or other documents or attested copies thereof, in support of the above experience or particulars are enclosed.

2. (i) I send herewith Rs.................being my entrance fee **as a** Fellow of the Institute.

(ii) A sum of Rs...............is also forwarded herewith being **the** balance of the annual membership fee, due as a Fellow of the Institute.

Place:

Date: Yours faithfu **iy,**

Signature

FORM "4"

(See Regulation 8)

Membership No................

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Emblem)

Certificate of Membership

This is to certify that.................of....................was admitted as an Associate of the Institute on the...............day of............20............L

Given by the Council under the Common Seal of the Institute of Chartered Accountants of India, this____day of...............20.....

President

(Seal)

Secretary

* **Delete words not applicable**

FORM "5"

(See Regulation 8)

Membership No.............

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Emblem)

Certificate of Membership

This is to certify that .... of .... was admitted as a Fellow of the Institute on the .... day of .... 20 ....

Given by the Council under the Common Seal of the Institute of Chartered Accountants of India, this .... day of 20

President

(Seal)

Secretary

FORM "6"

[See Regulation 9(2)]

Form of application for the issue of a Certificate of Practice

To
The Secretary,
The Institute of Chartered Accountants of India

Dear Sir,

I am enclosing/have already sent a cheque/draft No .... dated .... for Rs .... towards the fees for the year .... as per details given below:—

Membership fee	Rs...........
Certificate of Practice fee	Rs...........

I request that the Certificate of Practice may be issued to me at an early date.

*I declare that I am not engaged in any other business or occupation besides the profession of accountancy. If and when I intend to be so engaged, I shall obtain the prior permission of the Council.

*** Delete the para not applicable**

*l am engaged in other occupation as............and proposed to continue to be so engaged in addition to the practice of accountancy for which the permission has already been obtained/applied for vide your/my letter No...........dated...............

As and when I cease to be in practice, I shall duly inform the Council as required by the Chartered Accountants Regulations, 1988.

*I hold the Certificate of Practice as Associate/Fellow for the period ending 30th June...........

I declare that I am...............National. •'

Place: Yours faithfully,

Date:

Signature
Membership Number

FORM "7"

[See Regulation 9(3)]

Membership No.................

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Emblem)

Certificate of Practice

This is to certify that..............F.C.A./A.C.A. of......is entitled to practise as Chartered Accountant.

This certificate is issued subject to the provisions of the Chartered Accountants Regulations, 1988, or modifications and/or amendments thereof. The certificate shall be effective from................day of............20

Given under the Common Seal of the Institute of Chartered Accountants of India,this...............day of...............20................

President

(Seal)

Secretary \

* **Delete the para not applicable.**

FORM "8"

[See Regulation 12(2)]

Form of Complaint

BEFORE THE COUNCIL OF
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Section 21

Between

................Complainant

AND

................Respondent

Complainant's address:
Respondent's address:
Particulars of complaint in paragraphs consecutively numbered:
Particulars of evidence oral and documentary, if any, to substantiate the complaint:

Signature

VERIFICATION

I,............the petitioner do hereby declare that what is stated above is true to the best of my information and belief.

Verified today the...................day of...................20..................at

Signature

FORM "9"

(See Regulation 19)

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Form of Application for restoring the name in the Register

To
The Secretary,
The Institute of Chartered Accountants of India

Dear Sir,

I beg to apply for restoration of my name in the Register. I also hereby declare that I am not subject to any of the disabilities stated in Section 8 of the Chartered Accountants Act, 1949. The required particulars are furnished below:—

1. Name in full (In Block Letters)
2. Father's Name
3. 'Date of Birth
4. Nationality
5. **Educational Qualifications
6. Period of residence in India.
7. If not an Indian citizen, please state whether certificate of Indian Domicile has been obtained.
8. Permanent Residential address
9. Professional address
10. Present Residential address
11. Membership Number or R.A. Enrolment Number prior to removal.
12. +Reasons for and date of removal.
13. Occupation in full.
14. -H-Place or places of business in India.

*** Applicants are requested to produce evidence of their age.**

**** Original diplomas, certificates and/or other documents or attested copies thereof, in support of the qualifications claimed must be sent with the applications.**

+ Original notification removing the name of the member should be sent.

++ If there be more than one place of business, principal place of business may also be indicated.

15. Whether the applicant is in charge of the place or places mentioned at 14 above? If not the name(s) and membership numbers) of the members) of the Institute who is/are in charge of that/those place(s) and his/their address(es).

16. If the applicant is a paid assistant under a Chartered Accountant in practice or in a firm of such Charatered Accountants, name of the Chartered Accountant in practice or the firm and frorri which date.

17. If the applicant holds a salaried employment other than that covered by 16 above, full particulars thereof.

18. Whether the applicant intends to practise as a Chartered Accountant under the Chartered Accountants Act, 1949.

19. Whether the applicant wants to practise in a trade/firm name. If so, the trade or firm name, as the case may be, with alternatives in the order of preference.

20. Whether the applicant intends to continue the engagement at 16 or 17 above in addition to practice.

21. Whether the applicant is engaged in any other business or occupation not covered by 16 or 17 above; if so, full particulars thereof.

22. Whether the applicant was at any time debarred from practising as an accountant and if so, the reason and period of suspension.

2. I hereby undertake that if my name is restored in the Register, and if admitted as a member of the Instituite, I will be bound by the provisions of the Chartered Accountants Act, 1949 and the Regulations framed thereunder or that may hereafter from time to time be made pursuant to the said Act.

3. (i) I also send herewith a sum of Rs............being (a) the balance of entrance fee of Rs............(b) the arrears on account of the annual fee of Rs.........(c) the restoration fee of Rs.............. and (d) the annual membership fee of Rs..........for the year

(ii) A sum of Rs..........is also forwarded for the annual certificate of practice.

Place: Yours faithfully,

Date:

Signature

FORM "10"

(See Regulation 40)

Roll No......

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDD

(Emblem)

Entrance Examination Certificate

This is to certify that .... of .... has passed ( ) the Entrance Examination held by the Institute of Chartered Accountants of India in the month of .... 20 ....

Given under the Common Seal of the Institute of Chartered Accountants of India, this .... day of .... 20 ....

(Seal)

Secretary

'[FORM "10A"

(See Regulation 40)

Roll No........

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDD

(Emblem)

Foundation Examination Certificate

This is to certify that .... of .... has passed ( ) **the** Foundation Examination held by the Institute of Chartered Accountants of India in the month of .... 20 ....

Given under the Common Seal of the Institute of Chartered Accountants of India, this .... day of.. .... 20 ....

(Seal)

Secretary]

'Added by Ntfn. No. l-CA(7)/19/92 published in the Gazette of India dt. 7th March, 1992.

FORM "11

(See Regulation 40)

Roll **No**..................

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Emblem)

Intermediate Examination Certificate

This is to certify that............of...........has passed ( ) the Intermediate Examination held by the Institute of Chartered Accountants of India in the month of.........20.....

Given under the Common Seal of the Institute of Chartered Accountants of India, this.......day of.......20...........

(Seal)

Secretary

FORM "12"

(See Regulation 40)

Roll No...........

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Emblem)

Final Examination Certificate

This is to certify that..........of...........has passed ( ) the Final Examination held by the Institute of Chartered Accountants of India in the month of...........20...............

Given under the Common Seal of the Institute of Chartered Accountants of India, this.........day of................20................

(Seal)

Secretary

FORM "13"

(See Regulation^?)

Form of nomination of a candidate for election to the Council of the Institute of Chartered Accountants of India.

We, the undersigned Members of the Institute of Chartered Accountants of India, being qualified to vote in the election of members to the Council of the Institute by the.... constituency do hereby nominate.... who is a Fellow Member of the Institute belonging to that constituency, as a candidate for the election to be held in the year 20......

_. • • RoiteflimsxS steibumstal art?

(1) Signature of proposer ^.........^ ^ ^ rf ^ ^
Name in full
Membership Number *fitzril* snHo *la^2* nommoD srit rebnu fwiO
Address. . . . . . . .to <£b........airiJ .sibnl

(2) Signature of seconder
Name in full
Membership Number
Address

Dated this.......day of........20...,''..

;'' *mam*

I......., being a Fellow Member of the Institute belonging to the.. constituency agree to stand for the election by the said constituency to be held in the year 20........

I agree to abide by the provisions of the Charatered Accountants Act, 1949, and the Chartered Accountants Regulations, 1988 relating to elections.

The statement pursuant to sub-regulation (3) of Regulation 87 is annexed hereto. atsoiltfrsD noitenimsx3 fsnri

I send herewith the fee of Rs......(Rupees......) by Demand Draft No...... dated the......Qn.,.....drawn in favour of die Secretary, The Institute of Chartered Accountants of India, payable at New Delhi. friom sri* ni

Signature of candidate ., ;iznl 3fi| }o |B92 nornft,oD 9(it *13bnu n9V}Q*

Name in full. . . . . .0£................*lo* ysb..........2(rii .Btbnl

Membership Number (IBO2)

Address

Dated this....day of.......20.......

•[ANNEXURE TO FORM "13" j (b)

Statement pursuant to Regulation 87(3)/87(4)

I ...... give below the particulars concerning myself—(Compulsory)

(a) Name, Membership No. and professional address, as published in Y/i t> the List of Voters.

(b) Age

(c) Whether Associate or Fellow

-''. bns

(d) Date of Enrolment

I also give below the following additional particulars concerning myself—(Optional)

sril *ty* Recent Passport size photograph

(b) Academic qualifications (diplomas and degrees recognised by Government and membership of recognised professional bodies)

(c) Merit awards in the examinations of recognised universities and the examinations conducted by the Institute.

'Substituted for the following by Ntfh. No. 1 -CA(7)/12/91 published in die Gazette of India dated 23.2.19^1^*''''" >mojnilwfoai

:3w?MVi'trails •fiwjissZ.ncr , ANNEXURE TO FORM "13" wwftni

Statement pursuant to Regulation 87(3)/87(4)

gnigsimMlo szao ?rfi ni raiimmT ; .;'• . ,.

1 .... give below the part.culars concerning myself:-

(a) Name, Membership No. and address

,':nitej>;:(b)-Age

(c) Whether associate or fellow

svods (,(d) Year of enrollment_as an associate

.... as a fellow

*** I also give below the following additional particulars concerning myself:—**

(a) Passport size recent photograph

(b) Academic qualifications (diplomas and degrees recognised by Government and membership of recognised professional bodies)

(c) Merit awards in the examinations of recognised universities and the examinations conducted by the Institute.

(d) Particulars of occupation—

(i) Employment (name of employer with designation).

(ii) Practice (sole proprietor or in partnership including the name of the firm).

(iii) Particulars of other occupation, if not covered by (i) and (ii) above.

(e) Other particulars—

(d) Particulars of occupation:—

(i) Employment (name of employer with designation)

(ii) Practice (sole proprietor or in partnership including the name of the firm)

(iii) Particulars of other occupation/engagements if not covered by (i) and (ii) above.

(e) Past and present membership of Central Council, Regional Councils and Managing Committees of branches of Regional Councils, including office of President and/or Vice-President in the case of Central Council and office of Chairman, Vice-Chairman, Secretary and/or Treasurer in the case of Regional Councils and/or branches of Regional Councils.

(f) Contribution in Seminars/Conferences/Courses organised by the Institute, its Regional Councils and their branches during a period of five years before the date of nomination.

(g) Authorship of books on subjects of professional interest

Contd. from previous page

(i) Past and present membership of Central Council, Regional Councils and Manag' ig Committees of branches of Regional Councils, including office of President and/or Vice-President in the case of Central Council and office of Chairman, Vice-Chairman, Secretary and/or Treasurer in **the** case of Regional Councils and/or branches of Regional Councils.

(ii) Office held as Vice-Chairman, Secretary and/or Treasurer in the case of Managing Committee of a Students' Association of the Institute or its branch(es)

(iii) Contribution in subjects of professional interest in seminars and conferences and lecture meetings organised by professional bodies during a period of five years before the date of nomination.

(iv) Authorship of books on subjects of professional interest.

(v) Authorship of articles on subjects of professional interest not covered by (iii) & (iv) above during a period of five years before the date of nomination.

(vi) Lecturership under the oral tuition scheme or the Academy of Accounting of the Board of Studies, during the period of five years before the date of nomination.

(vii) Grant of National and State awards.

(viii) Academic positions held in recognised universities.

Place:

Dale: Signature of the candidate

VERIFICATION

I,....................do hereby declare that the particulars given above are correct to the best of my knowledge and belief.

Place:

Date : Signature of the Candidate

(h) Grant of National and State awards.

Place:

Date:

Signature of the candidate

VERIFICATION

I..................do hereby declare that the particulars given above are correct to the best of my knowledge and belief.

Place:

Date:

Signature of the candidate.]

'[FORM "14"

[See Regulation 112(2)]

Form of application for permission to vote by post under Regulation 112(2)

The Secretary,
The Institute of Chartered Accountants of India
New Delhi

Sub: Elections 20.........

I hereby apply for permission to vote by post under Regulation 112(2) of the Chartered Accountants Regulations, 1988.1 give below the following information for your perusal:—

•Substituted for the following by Ntfh. No. l-CA(7)/12/9l published in the Gazette of India dated 23.2.1991:—

FORM "14"

[See Regulation 112(2)]

Form of application for permission to vote by post under Regulation 112(2)

The Secretary

The Institute of Chartered Accountants of India

Dear Sir,

Sub: Election 19........

I hereby apply for permission to vote by post under regulation 112(2) of the Chartered Accountants Regulations, 1988.1 give below the necessary particulars:

1. Full Name
2. Membership No.

1. Full name: iW6 «*&« bins Isno
2. Membership number and address:
3. S. No. in the List of Voters; if known:
4. S. No. and the address of the polling booth allotted to me:
5. Particulars of permanent infirmity, alongwith the medical certificate

1S enCl0Sed, mloab \jd3T3ll Ofa ..... ,1

Place: xi bits sgbslworul vm 1o Jasd srit ol

Date:

Signature of the Member

[.stebibn VERIFICATION

1 declare that the particulars given above are correct to the best of my knowledge and belief. „.vril .. , _

6 I aoilglugaS s$g]

place: jq *tat tiQhiiSiiqqB*

Date:

Signature of the Member]

Contd. from previous page > ^ 9)uj(j?fi, sjL

3. Serial Number in the list of voters, if known

4. Serial no. and address of the polling booth allotted to me

5. Reason for seeking permission to vote by post:

(a) there has been a permanent change in my professional address from the address published in the list of voters, to another place beyond a radius of 16 kilometers from the polling booth allotted

3Wme; or BtaJ/003/)9rfno

(b) my professional address is beyond a radius of 16 kilometres from the polling booth allotted

to me;

etl‚‚snis AO-I.oM.*V{xiJ8aiwoM»rfnolbs>oHiaf«2'

(c) 1 am suffering from a permanent infirmity particulars of which are given belowon account of which I shall not be able to exercise my vote on the date of election at the polling booth allotted tome. •;i!Biu8j»H-.

(particulars of permanent infirmity......)

6. Address to which the voting paper should be sent. —^ .

Place: ItoUrttlnucttaAbsisrtsrDlo

Date:

Signature of the Member

btttfuui VERIFICATION

I declare that the particulars given above are correct to the best ot my knowledge and belief.

Place; amuWIlul.l

Date:

Signature of trie Merpber

[1][FORM "!5"

(Omitted)]

FORM "16"

[See **Regulation** [2][112(4)| & **114(1)]**

Form of declaration by a member permitted to vote by post under Regulation [2][112(4)]

The Secretary,

The Institute of Chartered Accountants of India

Dear Sir,

Sub: Elections 20........

I enclose herewith a sealed envelope containing my ballot papers for

[1]The following form "15" was omitted by Ntfn. No. 1 -CA(7)/12/91 published in the Gazette oflndia dated 23.2.1991:—

FORM "15"

(See Regulation 112(3)

Form of application for permission to vote at any polling booth under Regulation 112(3)

(to be submitted in duplicate)

The Secretary,

The Institute of Chartered Accountants oflndia

Dear Sir,

Sub: Election 19........

I hereby apply for permission to vote at any polling booth under Regulation 112(3) of the Chartered Accountants Regulations, 1988, as I expect to be away from my professional address on the date of election. I give below the necessary particulars.

1. Full name

2. Membership No.

3. Serial Number in the list of voters, if known

4. Serial No. and address the polling booth allotted to me

5. Address to which the voting paper should be sent.

Date:

Place: **Signature of the Member**

VERIFICATION

I declare that the particulars given above are correct to the best of my knowledge and belief.

Place:

Date:

Signature of the Member

[2]Substituted for "112(6)" by Ntfn. No. 1-CA(7)/12/91 published in the Gazette of India dated 23.2.1991.

the election of members to the Council of the Institute of Charterec Accountants of India from Constituency No.... comprising....

I declare that the vote was cast by me when no one else was present.

Yours faithfully,

Place:

Date:

(Signature of the Voter)
.Name............
Membership No..........
S.No. in the list of voters,
if known.......

FORM "17"

[See Regulation 134(6)]

Form of Nomination of a Candidate for Election
to the.........Regional Council

We, the undersigned Members of the Institute of Chartered Accountants of India, belonging to the.......Region, being qualified to vote in the election of members to the Regional Council of the said Region do hereby nominate....who is a member of the Institute belonging to that region, as a candidate for the said election to be held in the year 20......

(1) Signature of proposer
Name in full
Membership Number
Address

(2) Signature of seconder
Name in full
Membership Number
Address

Dated this..........day of...........20.........

I,..........., being a member of the Institute belonging to the.........Region, agree to stand for the election to the Regional Council for the said Region to be held in the year 20.........

1 agree to abide by the provisions of the Chartered Accountants Act, 1949, and the Chartered Accountants Regulations, 1988 relating to the elections.

The statement pursuant to sub-regulation (3) of Regulation 87 is annexed hereto.

I send herewith the fee of Rs....... (Rupees......................) by Demand Draft No........................ dated the......................... drawn in favour of the Secretary, The Institute of Chartered Accountants of India, payable at New Delhi.

Signature of the candidate
Name in full
Membership Number
Address
Dated this............ day of........ 20...........

'[ANNEXURE TO FORM "17"

Statement pursuant to Regulation 87(3)/87(4)
read with Regulation 134

I..................., give below the particulars concerning myself—(Compulsory)

(a) Name, Membership No. and professional address, as published in the List of Voters.

(b) Age

'Substituted for **the** following by Ntfn. No. 1 -CA(7)/12/91 **published in the Gazette of India** dated 23.2.**1991.**

("ANNEXURE TO FORM 17")

Statement pursuant to Regulation 87(3)/87(4) read with Regulation 134(10)

I.............. give below the particulars concerning myself:—

(a) Name, membership No. and address

(b) Age

(c) Whether associate or fellow

(d) Year of enrolment - as an associate - as a fellow

I also give below the following additional particulars concerning myself:—

(a) Passport size recent photograph

(b) Academic qualification (diplomas and degrees recognised by Government and membership of recognised professional bodies).

(c) Merit awards in the examinations of recognised universities and the examinations conducted by the Institute.

(d) Particulars of occupation—

(i) Employment (name of employer with designation),

(ii) Practice (sole proprietor or in partnership including the name of the firm),

(iii) Particulars of other occupation, if not covered by (i) and (ii) above.

(c) Whether Associate or Fellow oso it vd

(d) Date of Enrolment

I also give below the following additional particulars concerning myself (Optional)

sril fiJiwarorl *tsKz* I

(a) Recent Passport size Photograph. . . . . oH

(b) Academic qualifications (diplomas and degrees recognised by Government and membership of recognised professional bodies)

ft ... jjf

(c) Merit awards in the examinations of recognised universities and the examinations conducted by the Institute.

zzsibbA

(d) Particulars of occupation:— •

MMM-OT aauxayiyiA][1]

Contd. from previous page

(e) Other particulars—

(i) Past and present membership of Central Council, Regional Councils and Managing Committees of branches of Regional Councils, including office of President and/or Vice-President in the case of Central Council and office of Chairman, Vice-Chairman, Secretary and/or Treasurer in the case of Regional Councils and/or branches of Regional Councils.

(ii) Office held as Vice-Chairman, Secretary and/or Treasurer in the case of the Managing Committee of a students association of the Institute or its branch/es; (o)

(iii) Contribution in subjects of professional interest in seminars and conferences and lecture meetings organised by professional bodies, during a period of five years before the date of nomination,

(iv) Authorship of books on subjects of professional interest

(v) I Authorship of articles on subjects of professional interest not covered by (iii) & (iv) above during a period of five years before the date of nomination

(vi) Lecturership under the oral tuition scheme or the Academy of Accounting of the Board of Studies during a period of 5 years before the date of nomination,

(vii) Grant of National and State awards.

(viii) Academic position held in recognised universities. .., .^

Place:

Date.

qiiteisdmombnaiiwrmnav! Signature of the candidate

VERIFICATION

It..................do hereby declare that the particulars given above are correct to the best of my knowledge and belief. ubuoo

Place: —noiiEqimoloraluaihsl {b)

Date: .(noilBngizsb rlli (i)-

(anil sib 1 gnibubni qiiiroartsq ni Signature of the candidate

(i) Employment (name of employer with designation)

(ii) Practice (sole proprietor or in partnership including the name of the firm)

(Hi) Particulars of other occupation/engagements if not covered by (i) and (ii) above.

(e) Past and present membership of Central Council, Regional Councils and Managing Committees of branches of Regional Councils, including office of President and/or Vice-President in the case of Central Council and office of Chairman, Vice-Chairman, Secretary and/or Treasurer in the case of Regional Councils and/or branches of Regional Councils.

(f) Contribution in Seminars/Conferences/Courses organised by the Institute, its Regional Councils and their branches during a period of three years before the date of nomination.

(g) Authorship of books on subjects of professional interest.

(h) Grant of National and State awards.

Date:

Signature of the candidate

VERIFICATION

I ...., do hereby declare that the particulars given above are correct to the best of my knowledge and belief.

Place:

Date:

Signature of the candidate.]

'[FORM "18"

(See Regulation 190)

PARTICULARS OF OFFICES AND FIRMS

1. Name of firm/trade name of Chartered Accountant in practice
2. Name(s) of the proprietor/partners of firm with his/their membership number(s)

Name of proprietor/ partner(s)	*Membership Number*	*Date from which certificate of practice held*

3. (a) Date of formation of proprietory/ partnership firm

   (b) Date on which the present partnership was entered into

   (c) Whether the partnership is supported by a Deed?

   (d) Whether all the partners are sharing the profits of the firm?

'Substituted for the following by Ntfh. No. l-CA(7)/13/90 published in the Gazette of India dated 2.2.1991.

"FORM "18"

[See Regulation 190]

Particulars of Offices and Firms

1. Name of the Firm/Trade name of Chartered Accountants in Practice.
2. Name(s) of the proprietor/partners of firm with his/their membership number(s).
3. Date on which the partnership was entered into.
4. Date on which the firm was originally started.
5. (a) Address of the Head Office of the firm/Chartered Accountant in practice,

   (b) Date on which started.

6. (a) Address(es) of the branch office(s) of the Firm/Chartered Accountant in practice, if any, in India or outside India.

   (b) Date on which each branch is started.

7. Names of the Partners/Paid Assistants with their membership No. in charge of each of **the** offices, i.e. head office and branch office(s).
8. Name(s) of the Member(s) of the Institute with Membership Numbers) working as paid assistant(s) in the firm/under the Chartered Accountant(s) in practice and the date of joining of each member.

4. Date and particulars of approval of trade/firm name obtained from the Council

   (applicable to cases where the firm was started on or after 1.1.1983)

5. Address of the Head office of the firm/Chartered Accountant in practice.

6. (a) Address(es) of the branch office(s) of the firm/Chartered Accountant in practice, if any

   (b) Date on which each branch office was opened

7. Name of the member, with membership number who is incharge of each of the offices, i.e., head office and branch offices.

Head Office	*Name of the member in-charge*	*Membership Number*

Contd. from previous page

9. Whether any of the members mentioned in 7 or 8 above are in charge of any other office of a Chartered Accountant in practice or a firm of such Chartered Accountants. If so, the full name of the firm(s) along with the address(es) may be given.

Name of Proprietor/partner	**M. No.**	**Whether holding certificate of practice. If so, from which date**

Head office	**Name of member in charge**	**M.No.**
Branch office	**Name of member in charge**	**M.No.**

Signature^)

Date.
Place:

of the proprietor/partners of the firm with their membership number(s)"

Branch Office(s) *Name(s) of member(s) in-charge* *Membership Number(s)* >

8. Whether the proprietor/any partner stated in serial number 2 above is/are partner or proprietor or paid assistant with any other firm(s) of chartered accountants in practice any where in India and whether any of them are engaged .in a full time or a part-time occupation elsewhere? inetnuoaaA boater?

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9. If yes, give details in each case

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Name of the Partner/ proprietor/ paid assistant	*Name(s) of the firm(s) of chartered accountant* with which connected*	*Capacity in which connected*	*Particulars of full time or part-time occupation elsewhere if any*
		< ^OB saffto *bum*	

10. In case of a firm, whether any partner is also practising in his individual" name? '•« *\ YES "r^fr

11. If yes, give name(s) and membership numbers) of the members)______________________________

12. Name(s) of the member(s) of the 33'!'Institute with membership numbers) holding full time employment in the firm/under the chartered accountant in practice and date of joining of each such member. ow}™* s*1o '<<« »d««W e Mw8«>l_ («)i_ia **1 o »H M io *omtA*

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13. Whether any paid assistant stated at serial number 12 above is partner or proprietor or paid assistant with any other firm(s) or chartered accountant in practice any where in India? yES " " • { j g f ..J- MBII

14. If yes, give details:—

Name of the paid assistant	*Name(s) and place(s) offirm(s) in which engaged as partner/ proprietor/paid assistant*	*Capacity in which Connected with the firm, i.e. as partner/proprietor/ paid assistant*
WAT		

15. Whether any paid assistant stated at serial number 12 above is practising in his individual name?

1$. If yes, give name(s) and membership ,. nurnber(s)ofthepaidassistant(s)

Place:
Date

Signature(s)

of the proprietor/all partner(s) of the firm with their membership number(s).l

FORM "19"

[See Paragraphs 1(1) & 9(2) of Schedule «C\
Paragraph 9(3) of Schedule ◁D% Paragraphs **1 $** ^
& **9(2) of** Schedule **'E']**

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Emblem)

Post Graduate Course in . . . . -; i

Part I

This is to certify that . . . . . . of . . . . has passed the Post Graduate Course in . . . . Examination (Part I) held by the Institute of Chartered Accountants of India in the month of . . . . . . 20 . . . . *nu* nsvtO

Given under the Common Seal of the Institute of Chartered Accountants of India, this . . . . . . day of.. . . . . . 20 . . . .

(Seal)

Secretary

FORM "20"

[See Paragraphs 1(1), 13(1) & 16 of Schedule «C\ Paragraphs 13(1) & 16 of Schedule 'D' and Paragraphs 1(1), 13(1) & 16 of Schedule 'E']

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Emblem)

Post Graduate Course in..........

Part II

This is to certify that.........of.............has completed the prescribed period of practical training for the Post Graduate Course in..........and has passed the written test and in the interview in respect of the same.

Given under the Common Seal of the Institute of Chartered Accountants of India, this......day of.....20..........

(Seal)

Secretary

FORM "21"

[See Paragraph 1(2) of Schedule 'C, Paragraph 1 of Schedule 'D' and Paragraph 1(2) of Schedule 'E']

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDL

(Emblem)

Post Graduate Course in.........

This is to certify that.....of.........has completed the Post Graduate Course in.......held by the Institute of Chartered Accountants of India, having passed in Parts I & II.

Given under the Common Seal of the Institute of Chartered Accountants! of India, this......day of.....20.........

(Seal)

Secretary

SCHEDULE 'B'
(SYLLABI OF EXAMINATIONS)

Applicable to candidates appearing in the Examinations held
on or after 1st January, 1985

'1. Papers and Syllabus for the Entrance Examination- [Deleted]

'The following was deleted vide Notification No. l-CA(7)/51/2000, published in the Gazette of India, extraordinary dt. 17th August, 2001:-

"1. Papers and Syllabus for the Entrance Examination.

***Paper 1 • Elements of Accounting* (One Paper - Three Hours - 100 Marks)**

Level of Knowledge Elementary Knowledge:

Aim: To ensure minimum scholastic capability and to provide an aptitude test in the subject.

Detailed Contents:

1. **Basic Accounting Concepts:**
   - (a) **Depreciation and various methods thereof,**
   - (b) **Stock valuation;**
   - (c) **Distinction between capital and revenue expenditure;**
   - (d) **Distinction between capital and revenue receipts.**
2. **Accounting process leading to die preparation of a trial balance including in particular**
   - (a) **Errors and rectification;**
   - (b) **Treatment of closing stock; and**
   - (c) **Mercantile System of Accounting.**
3. **Preparation of Final Accounts for non-corporate entities:**
   - (a) **From a Trial Balance;**
   - (b) **From incomplete records; and**
   - (c) **Concerning non-profit making institutions.**
4. **Accounts for special transactions:**
   - (a) **Consignments; and**
   - (b) **Joint Ventures.**
5. **Self-Balancing Ledgers.**
6. **Simple problems in Partnership Accounts.**

***Paper 2 - English* (One Paper - Three Hours - 100 Marks)**

Level of Knowledge: General Knowledge

Aim: To test the student in comprehension and power of expressioa

Detailed Contents:

GRAMMAR:

1. **Parts of Speech, Classification of Nouns, Inflexions and Syntax of Nouns, Pronouns, Adjectives and Adverbs, Classification, Inflexions and Syntax of Verb, Emphasis on the correct use of Verbs and Prepositions.**
2. **Rules of concord**
3. **Common Errors in Grammar**
4. **Synthesis of Sentences**
5. **Direct and Indirect (Reported) Speech**
6. **Use of Articles**

COMPOSITION:

1. **The Paragraph in Composition**
2. **Punctuation**
3. **Vocabulary and Use of Words**
4. **Idioms and Phrases**
5. **Narrative and Descriptive Composition**
6. **Essay on Topical Subject**

[2][1A. Papers and Syllabus for the Foundation Examination

Paper 1 - Fundamentals of Accounting
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Basic Knowledge

Aim: To ensure acquisition of theoretical knowledge sufficient to provide a foundation for the professional examinations.

Detailed Contents:

1. Accounting as a measurement discipline, Income measurement and related accounting concepts. Other accounting concepts, Relationship

Contd. from previous page

PRECIS & COMPREHENSION BUSINESS CORRESPONDENCE

***Paper 3 - Elementary Business Mathematics* (One Paper - Three Hours - 100 Marks)**

Level of Knowledge: Elementary Knowledge.

Aim: To test a student's aptitude to analyse business problems in quantitative terms.

Detailed Contents:

1. **Logical Statements and Truth Tables; Meaning; Concept of Negation; Compounc Statements; Negation of Compound Statements; Conditional and Biconditional Statements; Axioms and Theorems; Tautologies and Fallacies.**
2. **Elements of Set Theory; Meaning and Types of Sets; Operations on sets; Venn Diagrams; Dc Morgan's Laws; Difference of two sets; Algebra of Sets; Power Set; Partition of a St t; Relations.**
3. **Elements of tlie Number System Introduction Natural Numbers; Integers; Prime Numbe. : Rational and Irrational Numbers; Real Numbers; Imaginary and Complex Numbers.**
4. **Indices, Surds and Logarithms:**
   - **(a) Indices-Positive, Fractional and Operations with Power Functions; Simple Applications**
   - **(b) Surds-Meaning and Operations on Surds; Mixed Surds.**
   - **(c) Logarithms-Meaning and laws of operations; Simple Applications.**

   Compound Interest, Annuity and Present Value Calculations.
5. **Equations-Nature of Linear and Quadratic Equations; Geometric and algebraic solutions to equations.**
6. **Permutation, Combination, and the Binomial Theorem: Rules of Counting; Meaning and Types of Permutations and Combinations; the Binomial Theorem; Some Applications with different Indices.**

***Paper 4 - General Commercial Knowledge and Economics* (One Paper - Three Hours - 100 Marks)**

Level of Knowledge: Elementary Knowledge

Aim: To test tlie knowledge of tlie framework witliin wliich commerce and economy function as also commercial procedures and practices.

Detailed Contents:

A. General Commercial Knowledge

1. **Meaning of Commerce, Trade, Industry and Profession**
2. **Forms of Business organisations**
3. **Kinds of trade, functions of wholesalers and retailers**

of accounting with economics and statistics. Role of an accountant in society.

2. Accounting process leading to the preparation of trial balance including rectification of errors, and preparation of final accounts (for non-corporate entities).

3. Depreciation accounting including methods thereof.

4. Inventory valuation.

5. Accounting for special transactions:
   (a) Consignments;
   (b) Joint Ventures;
   (c) Average Due Date; and
   (d) Bills of Exchange and Promissory Notes.

6. Self Balancing Ledgers.

7. Simple problems in partnership accounts.

8. Receipts and Payments Account and Income and Expenditure Account and Balance Sheet including accounts of professional concerns.

Contd. from previous page

4. Procedures of trade-internal and international
5. Principles of insurance; kinds of insurances
6. Functions of Stock and Produce Exchanges
7. Services rendered by Commercial Banks
8. Modem Office routines and practices
9. Essentials of a good business letter and drafting of a business letter

B. Economics

10. Nature and scope of Economics
11. Meaning of demand and supply. Laws of demand and supply, Elasticities of demand and supply, factors affecting demand and supply.
12. Meaning of Production, Factors of Production, Scale of Production, Laws of returns. Major components of cost
13. Meaning of a market, types of markets. General theory of price determination under competition.

The above particulars are intended as a general guide to questions which may be asked in each paper.

'Added by Ntfii. No. l-CA(7yi9/92 published in the Gazette of India dL 7th March, 1992.

Paper 2 • Mercantile Law
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Basic Knowledge

Aim: To ensure that the students have grasped the provisions of those branches of law with which they would be normally concerned in their professional work.

Detailed contents:

The Indian Contract Act, 1872 including Indemnity and Guarantee, Bailment and Pledge and Agency.

The Indian Partnership Act, 1932.

The Sale of Goods Act, 1930.

Paper 3 - Mathematics and Statistics
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Basic Knowledge.

Aim: To ensure that the student have a basic understanding of important quantitative tools and their elementary application to business problems.

Detailed contents:

(Section A - Mathematics - 50 Marks)

1. Number bases and binary arithmetic; conversion of a given base; Binary fractions.
2. Linear, Quadratic, Exponential and Logarithmic functions. Concept and determination of break even point.
3. Arithmetic and Geometric Progression including series.
4. Permutations and Combinations.
5. Matrices - meaning and operations, matrix, inversion, solution to systems of linear equations by matrix inversion as well as pivotal reduction method.
6. Graph of linear inequalities in two variables.
7. Calculus—

   (a) Elements of trigonometry - to enable a student to learn integral calculus with the aid of trigonometric ratios, trigonometric ratios of angles associated with a given angle, addition formulae, multiple and sub-multiple angles, transformation of a sums into products and vice-versa, definition of inverse circular function.

(b) Elements of differentiation, simple applications of differential co-efficients, maxima and minima of univariate functions; rules of integration for indefinite and definite integrals. Simple application of integration to accounting and business problems.

(Section B - Statistics - 50 Marks)

1. Classification and tabulation of data.
2. Measures of central tendency and dispersion.
3. Correlation and regression (Linear and Bivariate only).
4. Probability and expected value.
5. Elements of theoretical distribution - Binomial, Poisson, Normal.
6. Concept of standard error, interval estimation, determination of sample size, tests of hypotheses, analysis of variance.
7. Time series and forecasting.
8. Index Numbers.
9. Statistical decision theory - Pay-off and Regret Matrices. Decision making without probability and decision making with probability.

Paper 4 - Economics

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Basic Knowledge.

Aim: (i) To provide basic knowledge of the framework of the economic theory to the extent it is useful for accountants; and

(ii) To ensure that the students are aware of the economic development of the country leading to the contemporary state in which the economy is placed.

Detailed contents:

Micro. Economics

1. Nature and scope of Economics, Economic Models and their uses.
2. Demand and Supply, Laws of Demand and Supply, Elasticity of Demand and Supply, Factors affecting Demand and Supply, Demand forecasting.

3. Meaning of Production, Factors of Production, Scale of Production, Law of Returns, Major components of costs.

4. Meaning of a Market, Types of Markets, Theory of price and outriut determination in different market structures and in different economic systems.

Indian Micro Economic Environment

1. Economic Growth in India - Population and Economic Growth.

2. General profile of agriculture and industry in India: interdependence of industry and agriculture for economic advancement in India,

3. Industrial Policy of Government, Industrial Growth in India - Problems and prospects.

4. National income in India - Theory and Application.

5. Fiscal Policy in India.

6. Indian Monetary Policy - The functions of commercial banks and Reserve Bank of India.

7. Indian International Trade - Exports and Imports - Balance of Trade and Payments.]

2. Papers and Syllabus for the Intermediate examinations

GROUP I

Paper 1 - Accounting

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Good Working Knowledge.

Aim: To test ability of students to prepare accounting records and final accounts in order to reflect the transactions and financial affairs of business and other organisations (other than bodies corporate) in accordance with current legal requirements and current professional standards.

Detailed Contents:

1. Accounting Conventions and Practices:
   (a) Depreciation and various methods thereof;
   (b) Stock valuation;
   (c) Distinction between capital and revenue.

2. Accounts relating to Negotiable Instruments.
3. Manufacturing, Trading, Profit and Loss and Profit and Loss Appropriation Accounts and Balance Sheets of Trading and Industrial concerns (including processes leading to their preparation).
4. Partnership accounts including admission, retirement, dissolution, piece-meal distribution and conversion of partnership firm into limited company.
5. Preparation of accounts from incomplete records including single entry.
6. Receipts and Payments Accounts and Income and Expenditure Accounts.
7. Accounts for Professional concerns including Receipts and Expenditure Accounts.
8. Consignment and joint venture Accounts. Departmental Accounts and Branch Accounts (including Foreign Branches); Royalty; Hire Purchase and Instalment Sale Transactions; Investment Accounts; Packages and Empties; Goods on Sales or Return; Voyage Accounts; Contract Accounts.
9. Accounts for Hospitals, Educational Institutions, Hostels and Firms, Stock and Loss of Profit.
10. Computation of Insurance Claims for Loss of Stock and Loss of Profit.

Paper 2 • Accounting & Elements of Income-tax Law
(One Paper - Three Hours - 100 Marks)

A. Company Accounts
(50 Marks)

Level of Knowledge: General Knowledge.

Aim: To test the ability of students to prepare accounting records and final accounts in order to reflect the transactions and financial affairs of bodies corporate in accordance with the current legal requirements and professional standards.

Detailed Contents:

1. Issue of Shares and Debentures, Redemption of preference shares and debentures; Profit or Loss prior to incorporation.

2. Preparation of Final Accounts of Companies having regard to the provisions of the Companies Act, 1956 in general and Schedule VI to the Companies Act in particular.
3. Preparation of Final Accounts of Banking, Insurance and Electricity Companies.
4. Simple Ratio Analysis.
5. Simple Problems of amalgamation, absorption and reconstruction.
6. Statement of Affairs (including deficiency/surplus Account) and liquidator's statement of Account of the Winding up.

B. Elements of Income-tax
(50 Marks)

Level of Knowledge: General Knowledge.

Aim: To assess the extent to which the candidate has acquired a general working knowledge of the principles of Income-tax.

Detailed Contents:

1. Definitions - Agricultural Income, Assessee, Assessment year, Income, Total Income, Indian Company, Person, Company, Capital Assets, Charitable Purpose, Dividend, Short-term Capital Assets
2. Previous Year.
3. Residential Status.
4. Scope of Total Income.
5. Charge of Income-tax.
6. Exemptions from charge of Income-tax.
7. Simple problems covering the foregoing on computation of Income under various heads and determination of assessable Income.

Paper 3 - Cost Accounting
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Good Working Knowledge.

Aim: To assess the extent to which the candidate is able to use and interpret the methods and techniques of cost accounting.

Detailed Contents:

1. Evolution, objectives, importance and advantages of Cost Accounting. Definitions and cost concepts; Types of Costing, Installation of Costing System; Essentials of a good Cost Accounting System, Difference between Cost Accounting and Financial Accounting, Elements of Cost, cost unit and cost center.

2. (a) Material purchase procedure, receiving and inspection

   (b) Material control, objectives of material control, Classification and codification of materials. Inventory control methods - fixation of stock levels, maximum level, minimum level, re-order quantity, re-order level, ABC analysis; Two bin system, perpetual inventory system, physical verification of inventory.

   (c) Material issue procedure, bill of material, return of material, transfer of material.

   (d) Stores records - bin cards, stores ledger, pricing of material issues including materials returned to vendors and stores.

   (e) Control over wastage, scrap, spoilage, defectives and obsolete materials.

   (f) Control over tools, patterns, design, blue prints, dies and other similar assets of short term value.

3. (a) Labour cost control, its importance, time keeping, time booking and their objectives; methods of time keeping and time booking. Time and motion study. Control of idle time, over-time and their treatment in Cost Accounting. Labour turnover, its causes, methods of measuring, effects of labour turnover, how to minimise labour turnover; cost of labour turnover; treatment of the cost of labour turnover.

   (b) Systems of wage payment including bonus and incentive schemes, job evaluation, merit rating, methods of job evaluation.

4. (a) Accounting and control of overhead, classification of overhead, grouping and codification collection and departmentalisation of manufacturing overhead, reapportionment, overhead absorption methods, Treatment of under or over absorption of overhead.

(b) Accounting and control of administrative, selling and distribution overheads. Treatment of certain items in costing, e.g. depreciation, interest on capital research and development expense, packing expense, fringe-benefits etc.

5. Methods of Costing, viz.
   (i) Job Costing.
   (ii) Contract Costing.
   (iii) Batch Costing.
   (iv) Process Costing.
   (v) Joint Costs.
   (vi) By-product Costs,
   (vii) Unit Costing,
   (viii) Operation Costing, Operating Costing.
   (ix) Uniform Costing.

6. Cost Control accounting; non-integrated accounts. Reconciliat on between cost and financial accounts; Integrated system of Cost aW financial accounts.

7. Principles of marginal costing, methods of segregating semi variable costs into fixed and variable components, standard costing, budgetary control-elemetnary problems.

8. Preparation and presentation of cost data and information, particularly tabulation of cost data, preparation of cost sheets and cost statements.

9. Cost Audit-purpose, nature and advantages [excluding Cost Audit (Report) Rules.]

10. Mechanisation of Cost Accounts, its nature, scope and concepts.

Paper 4 - Auditing

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Good Working Knowledge.

Aim: To test the understanding of the candidate regarding the techniques and procedures of auditing as also his ability to apply the same to normal practical situations.

Detailed Contents:

1. Basic principles of audit - objects of audit, expressing an opinion on Statements of Accounts, implication as regards detection of errors and frauds.

2. Various types of audits - audits under statute, audit of accounts of firms and private individuals, audit to trust accounts - audit of Co-operative Societies.

3. Advantages of an independent audit.

4. Conduct of audit - audit programmes - audit note books - audit files-permanent audit files - working papers.

5. Internal Control - internal audit - implications with reference to statutory audit.

6. Vouching payments - general consideration - wages - capital expenditure - other payments and expenses - petty cash payments.

7. Vouching receipts - general considerations - cash sales - receipts from credit customers - other receipts.

8. Vouching payments into and out of the bank - reconciliation of the bank statements with the cash book.

9. Verification of cash-in-hand and at bank.

10. Audit of trading transactions - vouching cash and credit purchases-forward purchases - purchases returns - the suppliers' ledger.

11. Vouching cash and credit sales - goods on consignment - sale on approval basis - sale under hire purchase agreement - returnable containers - various types of allowances given to customers - sales returns - sales ledger.

12. Audit of the suppliers' ledger and the debtors' ledger - self balancing and the sectional balancing system - total or control accounts - loose leaf and card ledgers - confirmatory statements from credit customers and suppliers - provision for bad and doubtful debts.

13. Audit of the impersonal ledger - capital expenditure - deferred

revenue expenditure and revenue expenditure - outstanding expenses and income - repairs and renewals - distinction between reserves and provisions - implications of change in the basis of accounting.

14. Depreciation - general consideration - principal method for providing depreciation and their suitability for various assets- legal requirements under the Companies Act.

15. The valuation and verification of assets - general principles - fixed assets - wasting assets - current assets - investments, inventories, freehold and lease hold-property, loans, bill receivable, sundry debtors, plant and machinery, patents.

16. Verification of Liabilities.

17. Incomplete records - audit and compilation.

18. Special points in audit of different types of undertakings i e. Educational Institutes, Hotels, Clubs, Hospitals, etc. (excluding banks and insurance companies).

19. Audit of limited companies - appointment of auditor under various circumstances - the status of the auditor - the power and duties of the auditor - the auditor's report.

20. The audit of share capital and transfer of shares.

GROUP II

Paper 5 - Mercantile Law, Company Law and Industrial Law

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: General Knowledge.

Aim: To assess the extent to which a candidate has understood those branches of law with which he will be normally concerned in his professional work.

Detailed Contents:

1.	Indian Contract Act	Full
2.	Negotiable Instruments Act	Full

3. Indian Partnership Act — Full
4. Sale of Goods Act — Full
5. Payment of Bonus Act — Full
6. Companies Act Section 1 to 145
   Basic awareness of the following Acts.
7. Arbitration Act
8. Indian Trusts Act
9. Employees' Provident Funds and Family Pension Fund Act
10. Payment of Gratuity Act.

In the case of Acts shown at 7, 8, 9 and 10 the student's awareness is not expected to go beyond the relevant study material issued by the Board of Studies.

Paper 6 - Business Mathematics & Statistics
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: General Knowledge.

Aim: To test the general comprehension and ability of the students to analyse business problems in quantitative terms.

A. Business Mathematics
(50 Marks)

Detailed Contents:

1. (a) Sequence and Series:

Meaning of Sequence and Series; Finite and Infinite Series; Arithmetic and Geometric Progression, Summation of Series; Simple Applications.

(b) Rules of Mathematical Induction.

(c) Convergence and Divergence.

Concept of Limit; Evaluation of Limit; Meaning and Tests for Convergence and Divergence of series.

2. Functions and their Applications:

Definition; Types; Construction; Application to Breakeven Analysis; Linear, Quadratic and Higher Degree Polynomial Functions; Exponential & logarithmic functions.

3. Circular Functions and Trigonometry:

Elements of Trigonometry and Circular Function; Trigonometric Functions of Standard Angles.

4. Coordinate Geometry:

Introduction to Cartesian Geometry: Distance between two points; Coordinates of Midpoints; The Straight Line; Slope of a straight Line.

5. Calculus:

(a) Differentiation: Meaning, Rules and Interpretation of various order derivatives. Maxima and Minima of Univariate Functions; Applications of Maxima, Minima and Points of Inflexion.

(b) Integration: Meaning and Rules of Integration; Indefinite **and** definite Integrations; Simple Applications.

6. Vectors and Matrices:

(a) Vectors: Meaning and types of vectors; Simple operations on Vectors which have relevance to matrix operations.

(b) Matrix: Meaning and Operations; Matrix Inversion; Lineai Independence; Solutions to Linear Equations.

7. Linear Programming:

Formulation of Linear Programming Problems; Simple Applications of Graphic Methods.

B. Statistics
(50 Marks)

Detailed Contents:

1. Correlation and Regression (Linear and Bivariate only).

2. Tests of Association for 2x2 table only.
3. Probability and Expected Value.
4. Basic Elements of Theoretical Distributions - Binomial, Poisson and Normal.
5. Sampling and its uses; Sampling Methods; Statistic and Parameters; Concept of Sampling Distribution and Standard Errors; Sampling of Accounting Records and Physical Property.
6. Tests of Significance z, t, x^2
7. Analysis of Variance and F-Test.
8. Analysis of Time series:
   (a) Methods of Decomposition; Adjustment of Data.
   (b) Calculation of Trend; Error of the Estimate. Calculation of Indices for Seasonal, Cyclical and Irregular Variations.
9. Forecasting and Business Barometers - Various Methods.
10. Index Numbers - Meaning; Precautions; Uses; Calculation of Price and Quantity Indices; Splicing; Chain Base Method and Tests of consistency.
11. Elements of Statistical Quality Control - Use of Control Charts.
12. Elements of Statistical Decision Theory including Bayesian decision Rule.

Paper 7 - Organisation and Management and Economics
(One Paper - Three Hours - 100 Marks)

A. Organisation and Management
(50 Marks)

Level of Knowledge: General Knowledge.

Aim:

(i) Acquainting the students with the basic management principles and organisation practices;

(ii) Describing some of the current management system; and

(iii) Enabling the students to view the total management process in its multi-disciplinary perspectives.

Detailed Contents:

1. The Management Process;

Meaning of Management, Planning, Organising, Staffing, Direction and Control. Unification and coordination of management activities.

2. Planning:

Policy making, strategy formulation and operational planning. Process of decision making.

3. Organizing:

Functional classification, activity grouping, task allocation, span of supervision and organisation structure, line and staff concept authority and responsibility, delegation, centralisation vs. decentralisation, committees.

4. Direction:

Styles of management, leadership, communication, motivation.

5. Control:

Purpose, principles and processes of control.

6. Human aspects of management:

Human needs, group dynamics, management of change.

B. Economics
(50 Marks)

Level of Knowledge: General Knowledge.

Aim: Acquainting the students with the economic development of the country leading to the contemporary states in which the economy is placed so that they may have a better insight and appreciation of the economic conditions around them

Detailed Contents:

1. Economic growth in India - its prospects and constraints.

2. Population.
3. Agriculture - its developments, its problems and potential measures necessary for agricultural development.
4. Indian industry - its profile; development of Indian industry since Independence; its problems and potential; measures necessary for industrial development.
5. Money and Banking in India. India's fiscal policy after Independence.
6. India's International trade-direction and composition; development since independence; its problems and potential; measures necessary for development; Balance of trade and payments position and foreign exchange situation.

The above particulars are intended as a general guide to questions which may be asked in each paper.

'|2A. Papers and Syllabus for the Intermediate Examination.

GROUP I

Paper I - Advanced Accounting
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Working Knowledge

Aim: To test the ability of the students to prepare accounting records and final accounts in order to reflect the economic transactions and financial affairs of business and other organisations in accordance with current legal requirements and professional standards.

Detailed Contents:

1. Departmental Accounts and Branch Accounts (including Foreign Branches); Royalty, Hire Purchase and Instalment Sale Transactions; Investment Accounts; Package and Empties; Goods on Sale or Return; Voyage Accounts; Contract Accounts; Computation of Insurance Claims for Loss of Stock and Loss of Profit.
2. Accounts for Agricultural Farm.

'Added by Ntfn. No. l-CA(7)/19/92 published in the Gazette of India dt. 7th March, 1992.

3. Higher level problems on Partnership Accounts (including dissolution and conversion into company).
4. Company Accounts - issue of shares and debentures and redemption of shares and debentures; Preparation of Final Accounts of Companies.
5. Preparation of Final Accounts of Banking, Insurance and Electricity Companies.
6. Simple problems of amalgamation, absorption and reconstruction.
7. Statement of Affairs (including deficiency/surplus Accounts) and Liquidator's Statement of Account of the winding up.
8. Preparation of Accounts from incomplete records (single entry).
9. Simple ratio analysis.
10. Introduction to the system of government accounting.

Paper 2 - Auditing

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Working Knowledge.

Aim: To test the understanding of the students regarding the techniques and procedures of auditing as also their ability to apply the same to normal practical situations.

Detailed Contents:

1. Auditing - nature and scope, audit process, objectives of audit, basic principles governing an audit. Types of audits, Relationship of auditing with other subjects, Internal Audit and External Audit.
2. Conduct of Audit - audit programmes - working papers - audit note books - audit files - permanent audit files.
3. Audit evidence - physical verification, documentation, scanning, direct confirmation, recomputation, obtaining certificates.
4. Evaluation of Internal Control System - need and its impact on detailed checking.
5. Test checking » Techniques of test checks - elements of statistical sampling.

6. Audit of payments - general considerations - wages - capital expenditure - other payments and expenses, petty cash payments; Audit of payments into and out of the bank - reconciliation of the bank statements with the cash book.
7. Audit of receipts - general considerations - cash sales - receipts from debtors - other receipts.
8. Audit of purchases - vouching cash and credit purchases - forward purchases - purchases returns.
9. Audit of sales - cash and credit sales - goods on consignment - sale on approval basis - sale under hire-purchase agreement - returnable containers - various types of allowances given to customers - sales returns - sales ledger.
10. Audit of suppliers' ledger and the debtors' ledger - self-balancing and the sectional balancing system - total or control accounts - loose leaf and card ledgers - confirmatory statements from credit customers and suppliers - provision for bad and doubtful debts.
11. Audit of impersonal ledger - capital expenditure, deferred revenue expenditure and revenue expenditure - outstanding expenses and income-repairs and renewals - distinction between reserves and provisions - implications of change in the basis of accounting.
12. Valuation and verification of assets - general principles fixed assets, wasting assets, current assets including verification of cash-in-hand and at bank, investments, inventories, freehold and lease-hold property, loans, bills receivable, sundry debtors, plant and machinery patents.
13. Verification of Liabilities.
14. Audit of Incomplete records.
15. Special points in audit of different types of undertakings i.e. Educational Institutions, Hotels, Clubs, Hospitals, Hire-purchase and leasing companies etc. (excluding banks, electricity companies, co-operataive societies and insurance companies).
16. Audit of limited companies - appointment of auditors, removal of auditors, the powers and duties of auditors, the auditor's report, audit of share capital, transfer of shares.

17. Features of Government Audit - Comptroller and Auditor General and his constitutional role - Basic principles of Government auditing.

18. Auditing in EDP Environment - basic consideration.

Paper 3 - Corporate and Other Laws
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Working Knowledge.

Aim: To test the general comprehension of the provisions of certain corporate and other laws and their applications to practical situations.

Detailed Contents:

1. The Companies Act, 1956; Sections 1 to 145.
2. The Negotiable Instruments Act, 1881.
3. The Payment of Bonus Act, 1965. Basic awareness of the following Acts.
4. The payment of Gratuity Act, 1972.
5. The Employees' Provident Funds and miscellaneous Provisions Act, 1952.
6. The Societies Registration Act, 1860.
7. The Co-operative Societies Act, 1912.

GROUP II

Paper 4 - Cost Accounting
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Working Knowledge.

Aim: To assess the understanding of costing concepts and the application of the methods and techniques of cost accounting.

Detailed Contents:

1. Objectives, importance and advantages of Cost Accounting, cost concepts, Types of costing, Installation of a costing system, Essentials of a good cost accounting system, Difference between cost accounting and financial accounting, elements of cost, cost unit and cost centre.

2. Materials:

   (a) Materials purchase procedure, receiving and inspection.

   (b) Materials control, objectives of materials control, classification and codification of materials, Inventory control methods - fixation of stock levels, maximum level, minimum level, re-order quantity, re-order level, ABC analysis, two bin system, perpetual inventory system, physical verification of inventory.

   (c) Material issue procedure, bill of material, return of material, transfer of material.

   (d) Stores records - bin cards, stores ledger, pricing of material issues including materials returned to vendors and stores.

   (e) Accounting for wastages, scrap, spoilages, defective and obsolete materials.

   (f) Accounting for control over tools, patterns, designs, blue prints, dies and other similar assets of short-terms value.

3. Labour:

   (a) Labour cost control, its importance, time-keeping, time booking and their objectives, methods of time keeping and time booking. Time and motion study.

   Control of idle time, over-time and their treatment in cost accounting, Labour turnover, its causes, methods of measuring, effects of labour turnover, how to minimise labour turnover, cost of labour turnover, treatment of the cost of labour turnover.

   (b) Systems of wage payment including bonus and incentive schemes, job evaluation, merit rating, methods of job evaluation.

4. Overheads:

   (a) Accounting and control of manufacturing over-head, classification of overhead, grouping and codification, collection and departmentalisation of manufacturing overhead, re-apportionment, overhead absorption methods, treatment of under or over absorption of overhead.

(b) Accounting and control of administrative, selling and distribution overheads.

(c) Treatment of certain items in costing e.g., depreciation, interest on capital, research and development expenses, packing expenses, fringe benefits, etc.

5. Methods of Costing, Viz.,
   (i) Job Costing
   (ii) Contract Costing
   (iii) Batch Costing
   (iv) Process Costing - Joint products and by products
   (v) Unit Costing
   (vi) Operation Costing and Operating Costing.

6. (a) Preparation and presentation of cost data and information particularly tabulation of cost data, preparation of cost sheets and cost statements. General introduction to Cost Accounting Records and Rules (industry-wise details are not expected).

   (b) Cost control accounts, Non-integrated accounts. Reconciliation of cost and financial accounts, Integrated system of cost a d financial accounts.

7. Marginal costing, methods of segregating semi-variable costs irto fixed and variable components, Concepts of Break-Even analysis; Standard Costing and Variance Analysis (elementary problems). Budgetary control (elementary problems).

8. Uniform costing and inter-firm comparison.

Paper 5 - Income Tax and Central Sales Tax

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Working Knowledge.

Aim: (a) To test the understanding of the students regarding the basic principles underlying the substantive provisions of Income-tax Law and their application in solving simple problems on computation of income of an individual under various heads of income.

(b) To test whether the students have acquired a working knowledge of the basic principles of Central Sales Tax Act.

SECTION 'A' - Income-Tax
(75 Marks)

Detailed Contents:

Certain important definitions in the Income-tax Act, 1961, such as Agricultural Income, Assessee, Assessment Year, Capital Assets, Company, Indian Company in which public are substantially interested, Charitable Purpose, Dividend, Income, Person, Short-term Capital Asset, Transfer.

- Concept of previous year.
- Basis of charge, Residential status and scope of total income.
- Incomes deemed to be received/deemed to accrue or arise in India.
- Incomes which do not form part of total income.
- Heads of income and the provisions governing computation of income under different heads.
- Income of other persons included in assessee's total income.
- Aggregation of income and set-off or carry forward of losses.
- Deductions from gross total income.
- Income-tax Authorities, Appointment, Control, Jurisdiction, Powers.
- Procedure for assessment, appeals and revisions.

Students will be expected to tackle simple problems concerning assessees with status of individual covering the above areas.

SECTION 'B' - Central Sales Tax
(25 Marks)

The Central Sales Tax Act, 1956.

Paper 6 - Organisation & Management and Fundamentals of Electronic Data Processing

(One Paper - Three Hours - 100 Marks)

SECTION 'A' - Organisation & Management
(50 Marks)

Level of Knowledge: Working Knowledge.

Aim: To ensure that the students have grasped various concepts and functions of organisation and management relevant to a professional accountant.

Detailed Contents:

1. Introduction:

Basic concepts of Organisation and Management - Nature and types of Organisations - Basic elements of Organisations and their role in economy and society.

Management - Historical development - Theoretical perspectives of management, Elements, procedure and functions of management - Environmental influences on Organisation and Management - Organisational Objectives - Social responsibilities of Management.

2. Planning and Decision making:

Basic concepts and principles of planning and decision making - their relationship to other managerial functions. Elements, techniques and processes - Types of plans and decisions - implementation of plans and decisions.

3. Organisation and Staffing:

Basic concepts of organising and staffing - Structural design of organisation and its importance. Departmentalisation, span of control, delegation, centralisation, line-staff, etc. - Traditional and modern organisational structures - Principles of organising and staffing - Application to accounting and finance functions.

4. Directing and Leading:

Basic concept and techniques. Communication, motivation and leadership - Processes and approaches - The concept, principles and applications of organisational behaviour.

5. Control and Co-ordination:

Basic concepts, elements, processes and techniques of control and co-ordination.

SECTION 'B' - Fundamentals of Electronic Data Processing
(50 Marks)

Level of Knowledge: Basic Knowledge.

Aim: To ensure understanding and appreciation of broad nature and fundamentals of Electronic Data Processing.

Detailed Contents:

1. Elements of Data Processing - data, information, input, processing and output, Data concepts - fields, records, files, file structure.

2. Computers and their characteristics, brief history of computers, computer hardware, basic operations of a computer, categories of commercial computers - main frames, mini-computers, micro computers.

3. Input devices - magnetic tape, magnetic disk, floppy disk, MICR, OCR, VDU, etc.

   Output devices - printers, VDU, computer out-put microfilming. Terminals and data communications, Networks, Distributed Systems. Software - Systems software, application software, specification software.

   Electronic spread sheet, Word-processing, Data base management systems.

   Data representation - Binary, BCD, Octal, Hexadecimal, EBCDIC and ASCII.

   Types of computer memory - core, semi-conductor, RAM, ROM, Bubble. Concepts relating to memory addressing.

4. Computer processing techniques - batch processing, on-line processing, off-line processing, multi-programming, time sharing, real time processing. Data base Features of distributed versus centralised data base. Recent advances in computer technology relating to commercial computers.

5. Introduction to flow charts: systems flow charts, run flow charts, program flow charts - illustration, benefits and limitations. Decision tables - types, illustrations, benefits and limitations.

6. Introduction to computer programming: hieraracy of computer languages, simple program writing using COBOL and BASIC languages.]

3. Papers and Syllabus for the Final Examination

GROUP I

Paper 1 - Advanced Accounting

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Expert Knowledge

Aim: To test the understanding of the student regarding the principles ind procedures of accounting as well as his ability to apply the same to different practical situations.

Detailed Contents:

1. Advanced problems of company accounts.
2. Special problems of amalgamation, absorption and reconstruction (excluding preparation of Schemes and Reports). Problems of Holding and subsidiary companies and consolidated accounts.
3. Basic postulates of accounting theory and generally accepted accounting principles and practices recommended by the Institute of Chartered Accountants of India.

   Principles of valuation of fixed and current assets. Valuation of goodwill, valuation of business and shares of joint stock companies.
4. Preparation of financial statements for prospectus.
5. Design of Accounts and Presentation of financial data.
6. Limitations of Financial Statements.

   Interpretation and analysis of financial statements including interpretation and analysis of financial data, ratio analysis, measurement of relationship of different items by use of accounting ratios. Counter check by two different ratios.

   Limitations of Ratios.
7. Statement of source and application of funds, comparative statement analysis.

   Inter-firm comparisons.

Paper 2 - Management Accounting

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Good Working Knowledge

Aim: To assess the extent to which the candidate is able to use and interpret the methods and techniques of financial management of an organisation.

Detailed Contents:

1. Objectives and methods of Financial Management. Place of financial management in the total picture of management.

   Relationship between financial management and other areas of management such as Production, Procurement, Marketing and Personnel.

   Organisation Chart of Finance Function of Management.

   Functions of a Finance Manager

   Centralisation and Decentralisation of Accounting and Finance functions.

2. Short-term and long-term financial planning, capital budgeting and the sources of long-term and short-term finance - cost of capital. Control on capital issue including bonus shares. Capital Structure. Preparation of projected cash flow statements and evaluation thereof.

3. Management of working capital.

   Control of inventories, receivables and credit policy.

   Preparation of cash budgets.

4. Capital budgeting and techniques for evaluation of capital projects like pay back period, rate of return, discounted cash flow, etc. techniques for control of capital budgeting. Critical Path Method (CPM/PERT).

5. Dividend Policy.

6. Depreciation policy including depreciation accounting for replacement cost.

7. Preparation of financial statement analysis and reports.
8. Management of investment portfolio.
9. Financial Management with reference to business expansion and contraction.
10. Risk element in business and insurance coverage.
11. Tax implications in relation to financial planning and cash flovir statements.

Paper 3 - Auditing

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Expert Knowledge

Aim: To assess whether the candidate has acquired a sound knowledge of current auditing practices and procedure.

Detailed Contents:

1. Planning and Programming of audit.

   Planning and programming of the audit work - division of worjc between different levels of assistance in the auditor's office bV reference to the nature of the work and the degree of responsibility involved - problems of supervision and review of audit notes anq work papers by senior assistants and partners - ultimate responsibility of the partners of principals and the manner in which such responsibility can be delegated-planning the flow of audit work, for example, through interim audits, continuous audit, etc.

2. Evaluation of internal control procedures and the techniques to be adopted for that purpose, including the questionnaire approach and the approach through the use of flow charts.
3. Relationship between internal audit and external audit - approval of internal audit for the purposes of external audit.
4. Detailed observations by the statutory auditor to the Board of Directors and/or the management vis-a-vis obligations of reporting to the members under the Companies Act. Significance of accepting certificates, confirmation of letters or representations, etc. from the management.

5. Techniques of application of test checks for audit purposes e.g. statistical sampling - precautions to be taken - auditor's liability when conducting audits on the basis of test checks.
6. Auditor's responsibility with regard to statutory requirement under the Companies Act. Statutory auditor's responsibility with reference to the audit of branches - relationship between statutory auditor and branch auditor. Joint audit and responsibilities of joint auditors. The concept of 'true and fair' and the responsibilities which flow out of this concept in connection with the audit of companies. The provisions of the Companies Act in so far as they affect the auditor and the accountant. Significance of obtaining information and explanations from the management, degree of reliance to be placed thereon, concept of generally accepted auditing practices, significance of performing the audit with reference to 'generally accepted auditing practices'.
7. Dividends and divisible profits - financial, legal and policy considerations.
8. Special features of audit of banks and insurance companies.
9. Special audit procedure such as witnessing physical verification of inventories and other assets, direct circulation of account receivable and payable, etc.
10. Review of account on an overall basis - Balance Sheet audit with reference of percentages, accounting ratios, source and application of funds, statement, etc.
11. Audit report and qualification in audit report - drafting of audit report-Notes on accounts - distinction between notes and qualifications.
12. Events occurring after the balance sheet date.
13. Rights, duties and liabilities of auditors, including third party liability- nature and extent thereof.
14. Professional ethics and Code of Conduct.
15. Certificates for special purposes such as certificate of bonus computation under the Payment of Bonus Act, certificate for import/ export control authorities, etc.

Distinction between certificates and reports.

Drafting of certificates, opinions, etc. as well as drafting of letters dealing with specific enquiries or investigations framing schemes df amalgamation, reconstruction, purchase or sale of business, etc.

16. Special audit under the Companies Act and investigations.
17. Cost audit and tax audit.
18. Special points in audits of public sector companies including directions of Comptroller and Auditor General under Section 619.
19. Concepts of propriety and efficiency audit.
20. Special reports for prospectus.
21. Problems arising from rendering specific services to non-audit clients - precautions to be taken, ethical requirements of communicating with the clients statutory auditor.
22. Statements issued by the Institute of Chartered Accountants of India dealing with accounting and auditing matters and the Accounting Standards recommended by the Institute.
23. Audit of mechanized and computerized accounts and problems arising therefrom.

Paper 4 - Company Law

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Expert Knowledge.

Aim: To test the student's knowledge of the law and practice in respect of Company Law and related Acts.

Detailed Contents:

Companies Act, 1956: (Minus Section 1-145)

(Excluding Schedules other than Schedules I to VIII) M.R.T.P. Act.

Foreign Exchange Regulation Act (Section 1-31), The Capital Issue (Control) Act, 1947, and Exemption.

Order issued thereunder.

Basic principles and rules of interpretation of statutes, deeds and documents

GROUP II

Paper 5 - Direct Tax Laws
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Expert Knowledge.

Aim: To test the student's knowledge of the law and practice in respect of various Direct Tax Laws.

Detailed Contents:

The student is expected to have a thorough knowledge of the fundamentals and applications of all aspects of the undernoted Direct Tax Laws:

(i) Income-tax Act;

(ii) Companies Profits (Sur-tax) Act;

(iii) Wealth-tax Act;

(iv) Gift-tax Act; and

(v) Estate Duty Act.

Papers 6, 7 & 8 comprising any one of the following combinations 'A', 'B' or 'C\

COMBINATION A

Paper 6 - Corporate Management
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: General Knowledge.

Aim: To test student's understanding of implication of corporate goals and policies (including coordination between various functional areas of Management) and the interaction thereof with the prevailing socio-political economic environment.

Detailed Contents:

1. Basic Principles of Management - Planning, Organising, Controlling, Motivating.
2. Determination of the objectives and goals of the enterprise, strategy,

policies, planning and implementation of management policy; organisational structure delegation of authority, span of contro .

Decision-making functions and processes. Theories of decision-making. Problem of choice between available alternatives. Problem of forecasting the future effects of present decisions.

4. Long range and short-term planning. Methods and objectives of planning. Difficulties involved in planning.

5. Communication: Leadership and motivation; Group dynamics; organisational change and development. Concept of control; mechanics and modes of control.

6. Government and industry; Legislative requirements; National economic planning and enterprise.

7. Enterprise and general external environment, economic, social and political. Evolving managerial strategy in the light of changing political and economic conditions.

8. Functions, duties and responsibilities of top management; composition of Board of Directors; relations with shareholders; Managing Director and other top managerial personnel; professionalisation of management; employees' participation.

9. Management problems connected with takeovers, mergers, acquisition, amalgamation etc.

10. Management of various functions.

    (a) Purchasing - Organisation - Internal - Control - Relationship with other department.

    (b) Production - Organisation - Planning & Scheduling - Time and motion studies - Control Procedures - Relationship with other departments.

    (c) Marketing and Sales Management - Organisation - Formulation of sales policy and sales budget - Distinction between selling and marketing - Forecasting techniques - Market surveys Coordination with other departments.

    (d) Personnel Organisation - Job evaluation - Personnel Policies

- **Employee relations** - **Employee training, counselling** and **guidance** - **Problems** of line-staff conflict - Remuneration - Rewards **and** Incentives - Concepts of motivation - Requisites **of effective and** good **leadership** - Delegation - Concentration of power - Coordination with other departments.

(e) Research and Development - Organisation - Co-ordination with other departments.

Paper 7 - Managerial Economics & National Accounting

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Good Working Knowledge.

Aim: To test the ability of the student to apply specific techniques of economics to managerial situations in the context of the contemporary economic environment.

Detailed Contents:

1. Definition, Nature and Scope; Relation with other Sciences.
2. Methodology, Use of Models; Case Study Method; Their Relative Advantages.
3. Basic Economic Concepts: Marginalism; Equimarginalism; Preference Approach; Opportunity Cost; Time Perspective; Discounting; Elasticity, Risk and Uncertainty.
4. A Business Firm, Meaning; Theories of Firm, Objectives - Strategies including Planning and Premises for accomplishment of business objectives.
5. Project Planning; Technical Feasibility; Decision on Location and size, Financial Feasibility; Social Feasibility.
6. Demand Analysis, Characteristics; Laws of Demand; Elasticity of Demand; Behaviour of Demand under different Market Situations.
7. Forecasting; Nature and Scope of Forecasting; Demand Determinants; Methods of Forecasting Demand; Forecasting for Existing and new Products.
8. Production Functions: Meaning; Types; Uses; Derivation of Production Function.

9. Cost Analysis: Cost Concepts, Cost Functions; Analysis of Cost Behaviour; Cost-benefit Analysis.

10. Pricing: Market structure; Pricing under different Market Structures; Rate of Return and Pricing.

11. Advertising; Its impact on cost and profitability.

12. Economic Policy, Money and Credit Policy, Fiscal and Budgetary Policy; Industrial policy and Licensing; Policy relating to Monopolies and Concentration of Economic Power, Import and Export Policy, Policy in regard to Foreign Exchange and Exchange Control.

13. Economic Environment in the Country: Nature and Character of Growth in Different Sectors of Economy; Problems of Growth; Role of the State in Economic Development; Nature of Planning; Broad Features of Planning: Assessment of Progress under Five Yeaj-Plans.

14. National Accounting: National Accounting Systems; Nationa Accounting in India; Input-Output Tables; Flow of Fund Statements; Interrelationships thereof: Problems in Preparation of Natior *a* Income Account in India.

Paper 8 - Secretarial Practice

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Expert Knowledge.

Aim: To test the ability of the student in regard to application of Secretaria Practices and Procedures.

Detailed Contents:

The position of the Company Secretary in the Organisation Structure of a corporate enterprise. Duties of Company Secretary, Law, Practice and Procedure relating to meetings with special reference to company meetings, resolution, notices, agenda, minutes, including both principles and drafting - Control of capital issues - Company Correspondence, drafting of reports, maintenance of books and registers, etc.- Significance of Chairman's speech - Managing Director's Statement at company meetings - Recent trends in presentation of information to shareholders - Ancillary matters concerning the Company Secretary for example, Stock Exchange Regulations, Industria

Licensing Policy, Provision of M.R.T.P. Act, 1969 and Foreign Exchange Regulation Act, 1974 Rules and Procedures thereunder.

COMBINATION B

Paper 6 - Operations Research & Statistical Analysis
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Good Working Knowledge.

Aim: To test the ability of the student to apply techniques of operations research and statistical analysis to business problems.

Detailed Contents:

1. Nature, significance and Purpose of Operations Research; Basic Concepts and Definitions; Methodology of Operations; Construction, solution and testing of the Models: Implementation and Control of the Solution.

2. Inventory Control: Exponential Smoothing; Safety Stocks; Batching; Aggregate Inventory Management; Fixed Order Quantity and Periodic Review Systems; Dynamic EOQ Models.

3. Single-Channel Queuing: problems; Elements of Replacement Theory; Methodology of Simulation; Application of simulation to Problems of Financial Planning and Investment Decisions.

4. Linear Programming; Graphical; trial and error and Simplex Methods; Duality problems; Transportation and Assignment Problems.

5. Statistical Decision Theory: Maxiniax, Maxiniin. Expected Payoff Criteria: Regret Function; Expected Value of Perfect Information; Sampling and Posterior Distributions - Normal and Binomial; Utility Function; Decision tree Problems.

6. Statistical Quality Control: Control Charts for Variables and Attributes; Acceptance Sampling for Attributes and Variables.

7. Investment and Uncertainty: Risk adjusted discount rate, Certainty - equivalent approach; Hillier's models.

8. CPM & PERT - Crashing - Resource Allocation - Project Cost control.

Paper 7 - Systems Analysis & Data Processing

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Good Working Knowledge.

Aim: To test the knowledge of the student regarding the data processing devices and his ability to make and optimum use of the same.

Detailed Contents:

1. Unit Record Equipment: Various Machines and their function Business applications.

2. Electronic Data Processing Systems: Input/Output media and devices; central processing unit; Methods for organising and processing computer files; Hardware and Software; Real-time systems; Multi-processing, Multi-Programming and time sharing.

3. Applications of data processing devices: Sales accounting; inventory accounting; purchases and disbursements; payroll, production scheduling; inventory control and cost accounting.

4. Systems Analysis, Methodology: Area selection - Feasibi ity, Studies-Compilation of Master Development Plan - Desigi Systems implementation - Systems^ Audit.

5. Choice of Equipment and Vendor selection. Problems of Purchasing, renting and leasing. Hiring computer time Vs. in-house computer. Use of outside consultants and service bureau. Budgeting for systems development.

6. Organisation aspects of the Computer service departments.

7. Management Standards - Systems analysis standards - Operating standards - Programming standards - Documentation standards - Performance standards.

8. Control and Auditing - Organisational controls, data processing controls and facility controls; Audit approaches in E.D.P. Systems - problem of audit trail, special audit techniques.

Paper 8 - Cost Systems and Cost Control
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Expert Knowledge.

Aim: To test the understanding of the student regarding the principles and procedures of cost accounting as well as his ability to apply the same to different practical situations.

Detailed Contents:

1. Organisation of the costing department and its integration with other department.
2. Installation of costing system and modification thereof; design of forms and records - records required to be maintained under the Companies Act - use of mechanical aids for maintenance of cost records.
3. Budget and Budgetary control, functional budgets leading to the preparations of master budget; capital expenditure budget; fixed and flexible budgets; responsibility accounting.
4. Standard Costing and Variance Analysis - materials, labour and over-head, reporting of variances.
5. Marginal Costing, break-even analysis, cost-volume - profit analysis, breakeven charts, contribution margin and various decision-making problems, like make or buy, own or lease, retain or replace; repair or renovate; now or later; change versus status quo; slower or faster; sell or scrap or retain; export versus local sale; shut down or continue; expand or contract.
6. Management control and cost Information system, performance reporting at various levels of management.
7. Cost determination as distinct from cost control - Cost reduction and cost control and various techniques used for the same; control over wastage; scrap; spoilage and defectives; various techniques of cost reduction such as work study, time and motion study. Studies based on time cost relationship etc., employee participation in cost reduction programmes and the significance of constituting special cost reduction cells for this purpose.

8. Cost studies for management decisions, including product and production decisions, pricing decisions, marketing and distribution decisions, decision relating to product mix, inventory control, plant location, product development, competitive pricing, price differentials and discounts and pricing/marketing strategies.

COMBINATION C

Paper 6 - Management Information and Control System

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Good Working Knowledge.

Aim: To test the understanding of the student regarding the working of management information and control systems.

Detailed Contents:

1. Basic requirement of Management Information Systems, its need, purpose and significance. Recognising the need to provide different types of information at different levels of management.
2. Computer-basis of hardware and software.
3. Need to install Information System specially designed to meet this objectives of each business, Levels of MIS, Forecasting, Planning, Control, Modelling, Computing and Data Base Administration. Problems of installing and operating MIS.
4. Conceptual knowledge on usage of information for decision making, planning and control, information in the areas of marketing, production, personnel, purchasing, finance and accounting, long-term and short-term planning, budgetary control, inventory control^ sales and credit control, marketing forecasts, market and sales planning and product distribution, production control, inventory control, material requirements, planning and project control. Management Reporting.
5. Limitations of MIS.
6. Evolving Management Control Systems, Types, organisationa constraints and linkage with management philosophy, Determination of specific responsibility centres in order to evaluate performance^ determining standards, measurement of actual results against

planned results, evaluation of performance at various levels, transfer pricing, ROI system of divisional control.

Paper 7 - *Tax Planning and Tax Management*
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Expert Knowledge.

Aim: To test the student's knowledge of:

(i) the various areas in which Tax Planning may be undertaken.

(ii) the objectives and methods thereof; and

(iii) actual application in such specific areas.

Detailed Contents:

1. Basic framework of direct tax laws in India - inter relationship between different taxes and the problems of tax planning with reference to such inter-relationship; Scheme of taxation in India-relative importance of the Income-Tax and Annual Finance Act - specific problems arising from retrospective application of tax rates and tax amendments: prior tax rulings, problems of tax planning in the context thereof.

2. Tax management decisions based on a theoretical appreciation of the law and an awareness as to the manner in which it may be applied in practice. Problems of tax planning in the context of administrative legislation - challenging vires of subordinate legislation: Organisational problems tax management.

3. Various recognised methods of tax planning such as legal diversion of income, ensuring maximum claim for deduction, taking advantage of available reliefs and rebates, taking advantage of tax-free sources of income, etc., Problems arising from provisions for aggregation of income under certain circumstances and legal opportunities for keeping clear of such provisions.

4. Review of assessment orders to determine further action by way of appeal, revisions, review, rectification-drafting, grounds of appeal, argument of appeal, memoranda to the Central Board and other similar applications.

5. Tax Planning and Cash Management including the problems of cash flow and cash budgets - tax liability expressed as a percentage of taxable income and as a percentage of annual income respectively and the problem arising from a disparity in these two percentages.

6. Selection of the appropriate form of organisation e.g. partnership firm or a joint stock company, Indian branch of a foreign company versus Indian company, foreign branch of an Indian company versus separate foreign company, subsidiary versus branch etc.

7. Tax considerations arising with regard to specific management decisions such as:
   (i) make or buy;
   (ii) own or lease;
   (iii) retain or replace;
   (iv) repair or scrap or retain;
   (v) export versus local sale;
   (vi) shut down or continue;
   (vii) expand or contract;
   (viii) whither investment.

8. Accounting precautions to maximum tax reliefs (e.g. separate records for a new industrial undertaking, adequate records for identifying export, expansion, adequate records and documentation to identify specific expenses for special deductions, payment through banking channels when they exceed Rs. 2,500 etc.); Design of simple accounting records for small businessmen and professional with a view to ensuring maximum tax relief and minimum difficulty in assessment - guidelines for small businessmen and professional persons with regard to their compliance with tax requirements e.g., payment of advance taxes, filing of returns, claim of deductions, etc.

9. Tax considerations in certain special areas:
   (i) Foreign collaboration agreements (including double taxation agreement and Unilateral double taxation relief provisions);

(ii) Mergers, amalgamations, reconstructions, acquisitions etc.;

(iii) Capital structure - amount of capital - capital and reserves - debt versus equity, etc.;

(iv) Dividend policy with special reference to companies in which the public are not substantially interested;

(v) Depreciation, investment allowance and other similar allowances;

(vi) Tax holiday and other reliefs and rebates for industry;

(vii) Personnel compensation plans;

(viii) Timings of various business operations including retirement of personnel;

(ix) Double taxation inherent in the scheme of Indian Tax Laws (e.g., inter-corporate dividends, registered firms, etc.) and significance thereof in tax planning; and

(x) Selection of an appropriate accounting year and tax planning in respect thereof.

10. Representative and various tax liability and tax planning in respect thereof.

11. Practical problems relating to Central Laws dealing with indirect taxation (namely, customs, excise duty and central sales tax) as may be in force from time to time and any other laws as may be notified by the Council from time to time.

Paper 8 - Management and Operational Audit

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Expert Knowledge.

Aim: To test student's knowledge of:

(i) the need and areas of audit as an aid to management regardless of statutory requirements; and

(ii) techniques and modalities of management audit.

Detailed Contents:

1. Concept of Management and Operational Audit - its nature and purpose, organisation, Audit Programme - Behavioural problems.

2. Specific areas of Management and Operational Audit involving review of internal control, purchasing operation, manufacturing operations, selling and distribution, personnel policies, system and procedures.

3. Evaluation of management information and control systerfls. Problems of performance evolution with special emphasis on behavioural problems.

4. Propriety audit - problem and application.

5. Report writing with reference to specific situations and problems; communicating significant facts to managements by way of flash reports and management report follow up.

6. The use of Statistical Sampling and Flow Charting Techniques (both under manual and under EDP system). Use of Accounting ratios in auditing.

7. Performance audit and specific investigations.

8. (a) Specific problems of audit of computerised accounts; need for review of internal controls specially organisational controls, input controls, output control and control over malfunctioning of EDP equipment.

   (b) Techniques of audit of data processing output. Auditing "through the computer" and auditing "around the computer". Use of the computer system for internal and management audit purposes. Testing the processing system. Test packs. Problems of loss of audit trail. Computerised audit programmes.

   (c) Involvement of the auditor at the time of setting up the computer systems.

The above particulars are intend as a general guide to questions which may be asked in each paper.

'[3A. Papers and Syllabus for the Final Examination

GROUP I

Paper I - Advanced Accounting
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Expert Knowledge

Aim: To test the understanding of the students regarding the professional standards, principles and procedures of accounting as well as their ability to apply the same to different practical situations.

Detailed Contents:

1. Advanced Problems of Company Account.
2. Higher problems of amalgamation, absorption and reconstruction.
3. Valuation of business and shares.
4. Consolidated accounts of Holding Companies.
5. Accounting Standards, Statements and Guidance Notes on various accounting aspects issued by the Institute and applications thereof with particular reference to the above topics.
6. Developments in accounting - Inflation adjusted accounts, Human Resources Accounting, Social Accounting and Value Added Statements.
7. Limitations of Financial Statements

   Interpretation and analysis of financial statements including interpretation and analysis of financial data, Ratio analysis, counter-check by two different ratios, limitations of ratios. Comparative statement analysis and Inter - firm comparisons.
8. Cash flow, statement of source and application of funds.
9. Special features of accounting for non-profit making organisations and public utilities.

'Added by Nlfn. No.l-CA(7)/19/92 published in the Gazette of India dt. 7th March, 1992.

Paper 2 - Management Accounting and Financial Analysis
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Expert Knowledge

Aim: To assess whether the students have acquired a sound knowledge of the concepts and techniques of management accounting and related managerial decision making of organisations including Public Sector Undertakings.

Detailed Contents:

1. Meaning, Importance and Objectives of Financial Management, Functions of a Finance Manager.
2. Short-term and Long-term Financial Planning and Forecasting; predicting the incipient industrial sickness; Operating and Financial Leverage; Cost-Volume Profit Analysis.
3. Management of Working Capital-Cash Management, Receivables Management, Inventory Management and Financing or Working Capital.
4. Sources of long-term and short-term finance; control on capital issues including Bonus Shares; Capital Structure; Dividend Policy; Lease Financing; Issue of shares and securities; Listing of securities.
5. Capital Budgeting - Preparation of Project Report, Financial Projections, Techniques for Evaluation of Capital Projects like Payback Method, Rate of Return, Discounted Cash Flow-Net Present Value and Internal Rate of Return Methods; Capita Rationing; Risk Analysis in Capital Budgeting and Evaluation of Risky Investments; Social Cost Benefit Analysis; Network Techniques for Control of Capital Budgeting - PERT and CPM.
6. Cost of Capital - Cost of different Sources of Finance, Weightec Average Cost of Capital, Marginal Cost of Capital.
7. Budgets & Budgetary control-Functional Budgets (Including Responsibility Budgets) leading to preparation of Master Budget; Fixed and Flexible budgeting, Performance budgeting, Zero-Base budgeting; Reporting for performance at different level.
8. Negotiating Term Loans with Banks and Financial Institutions,

Appraisal of term Loans by Financial Institutions in India.

9. Management of Investment Portfolio, Selection of securities, Timing of buying and selling decisions.

10. Special features of financial management in public sector undertakings.

11. Inflation and financial management.

12. Corporate taxation and its impact on corporate financing.

13. Introduction to International Financial Management - Raising international finance and exchange rate, risk management, foreign exchange transactions.

Paper 3 - Advanced and Management Auditing
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Expert Knowledge.

Aim: To assess whether the students have acquired a sound knowledge of current auditing practices and procedures and can apply them to diverse practical situations.

Detailed Contents:

1. Planning and Programming of Audit

   Planning the flow of audit work - interim audit, continuous audit. Division of work between different levels of assistants, problems of supervision, review of audit notes and working papers - principal's ultimate responsibility - question of delegation. Control over the quality of audit work. Reliance on another auditor, on internal auditor, on an expert.

2. Internal Control and Internal Audit

   Evaluation of Internal Control procedures - Techniques including questionnaire, flow-chart. Internal Audit and External Audit-Coordination between the two.

3. Special Audit Techniques

   Selective verification - statistical sampling. Special audit procedures - witnessing physical verification of assets - direct circularisation of debtors and creditors.

Review of accounts on an overball basis - Balance Sheet Audit-Ratio Analysis etc. Improving the efficiency of auditing system - auditing and risk based auditing.

4. Audit of Limited Companies:

   (a) Auditor's responsibility vis-a-vis

      (i) Statutory requirements under the Companies Act

      (ii) Audit of branches

      (iii) Joint audits

   (b) Concepts of true and fair and materiality in the context of audit of companies

   (c) Significance of obtaining information and explanation frorh the management - degree of reliance to be placed thereon.

   (d) Audit reports- Qualifications - Notes on accounts. Distinction between notes and qualifications. Detailed observations by the statutory auditor to the management vis-a-vis obligations of reporting to the members. Special reports for prospectus.

   (e) Dividends and divisible profits - financial, legal and policy considerations with special reference to depreciation.

5. Special points in audits of public Sector Companies - Directions of Comptroller and Auditor General under section 619 - concepts of propriety and efficiency audit.

6. Special Audit

7. Cost Audit

8. Certification:

   Certificates under the payment of Bonus Act, import/export control authorities, etc., Distinction between certificates and reports. Specific services to non-audit clients.

9. Investigations:

   Investigations such as concerning schemes of amalgamation, reconstruction, purchase or sale of business etc.

10. Audit under different provisions of the Income Tax Act.

11. Special features of audit of banks, insurance companies and co-operative societies.

12. Statement/Standards and Guidance Notes:

    Accounting Standards, Statements on Auditing Practices and guidance notes issued by the Institute connected with accounting and auditing matters - concept of generally accepted auditing practices - audit with reference to such practices - its significance.

13. Rights, duties and liabilities of auditors - third party liability - nature and extent.

14. Professional ethics and code of conduct.

15. Concept of Management and Operational Audit - its nature and purpose, organisation - Audit Programme - Behavioural problems.

16. Specific areas of Management and operational Audit involving review of internal control, Purchasing operations, manufacturing operations, selling and distribution, personnel policies, systems and procedures.

17. Special audit assignments like audit of bank borrowers, audit of stock exchange brokers.

18. Computer auditing - specific problems of EDP Audit, need for review of internal control especially procedure controls and facility controls; techniques of audit of EDP output. Use of the computer for internal and management audit purposes - Test Packs, computerised audit programmes. Involvement of the auditor at the time of setting up the computer system.

Paper 4 - Corporate Laws & Secretarial Practice
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Expert Knowledge

Aim: To Test the students' knowledge of the law and practice in respect of company law and related acts.

Detailed Contents:

1. The Companies Act, 1956 (Section 146 Onwards till end).
2. The Monopolies and Restrictive Trade Practices Act, 1969.
3. The Foreign Exchange Regulation Act, 1973.
4. The Capital Issues (Control) Act, 1947, and Exemption Order issued thereunder.
5. The Sick Industrial Companies (Special Provisions) Act, 1985
6. Rules of Interpretation of Statutes, Deeds and Documents.
7. Application of Secretarial Procedure and Practices.

GROUP II

Paper 5 - Advanced Cost Accounting and Cost Systems
(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Expert Knowledge

Aim: To test the understanding of the students regarding the principles and procedures of cost accounting as well as their ability to apply the same to different practical situations for managerial decision making.

Detailed Contents:

1. Cost Classification and Analysis.
2. Cost Concepts in decision making - Relevant Cost, Differential Ccjst, Incremental Cost and Opportunity Cost.
3. Marginal Costing - Distinction between marginal costing and absorption costing. Break-even Analysis, Cost-Volume Projfit Analysis; Break-even charts, Contribution margin and various decision making problems like Make or Buy, Shut down or Continue, Expand or Contract, Pricing Decisions in special circumstances, Product Decisions.
4. Problems on decision making such as Retain or Replace, Repair or Renovate, Now or later, Change vs. Status quo, sell or further process, Own or Lease, Sell or Scrap or Retain, Pricing decisions, Product decision, Marketing and Distribution decisions. Inventory Control, Plant location, Product development, Competitive pricing, Price differentials and discounts and pricing/Marketing strategies.

5. Cost Control as distinct from Cost determination, Control over wastages, scrap, spoilages and defectives.
6. Management Control-Responsibility Accounting, Cost, Profit and investment centres, problems on transfer pricing using the contribution approach.
7. Standard Costing and Variance Analysis - Material, Labour and Overhead; Reporting of Variances.
8. Cost Reduction-Techniques of cost reduction such as work study, Time and Motion study and value Analysis; Employee Participation in cost Reduction Programmes; Significance of Constituting Special Cost Reduction Cells.

Paper 6 - Systems Analysis, Data Processing & Quantitative Techniques

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Working Knowledge

Aim: (i) To test the ability of the students to apply techniques of systems analysis and design to design and implement business computer applications.

(ii) To test the ability of the student to apply quantitative techniques to business problems.

Detailed Contents:

1. Basic requirements of MIS - Its need, Purpose and significance; , recognising the need to provide different types of information at different levels of management. Systems approach to management problem solving. Need to install information systems specially designed to meet the objectives of each business; conceptual knowledge on usage of information for decision making.
2. Systems development Process.
3. Concepts of systems analysis and design, programming methods, techniques and tools.
4. Change-over from manual to computerised system-related problems and evaluations.

5. Design of computerised commercial applications; financial accounting, inventory control, production control, share accounting, payroll preparation and accounting, sales accounting, invoicing.
6. Computer management - organisation and staffing of the EDP Department.
7. Selection and installation of computer-selection of computer, criteria for selection, evaluation of tenders, financial matters (rent, lease, buy, installation costs), Computer Bureaus.
8. Controls in EDP set up.
9. Standards-management, methods and procedure standards.
10. Security of computer installation, stand-by facilities, Hazards to be guarded for fire, fire detection and extinguishing equipment, action to be taken in the event of fire, how to save the data in such cases. Insurance cover.
11. Quantitative techniques: Linear programming, Transportation, Assignment problems, PERT/CPM.

    Statistical decision "theory-EVPI, posterior analysis using Binomial and Normal functions. Queuing Theory-Single Channel, Simulation.

Paper 7 - Direct Taxes

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Expert Knowledge

Aim: (i) To test whether the students have achieved a thorough knowledge of the Income Tax Act, 1961, Wealth Tax Act, 1957, Gift Tax Ait, 1958 and the relevant rules and principles emerging from leading cases.

(ii) To test whether the students have ability to apply their knowledge of the provisions of law to various situations in actual practice with particular reference to areas where tax planning could be undertaken.

Detailed Contents:

I. Income Tax Act, 1961.

II. Wealth Tax Act, 1957.

III. Gift Tax Act, 1958.

While covering the Direct Tax Acts, students should familiarise themselves with considerations relevant to tax planning. These may include tax considerations with regard to specific management decisions, foreign collaboration agreements, amalgamation, tax incentives, personnel compensation plans, accounting and other precautions to be observed to maximise tax relief etc.

Paper 8 - Indirect Taxes

(One Paper - Three Hours - 100 Marks)

Level of Knowledge: Working Knowledge.

Aim: To test whether the students have acquired a working knowledge of the basic principles of the laws governing Central Excise and Customs.

Detailed Contents:

I. Central Excises and Salt Act, 1944 as amended up-to-date.
Central Excise Tariff Act, 1985 as amended up-to-date.
The Customs and Excise Revenues Appellate Tribunal Act, 1986.

1. Nature of Excise Duty, Legislative History, coverage etc. Levy and collection of Excise duties under the Central Excises and Salt Act, 1944, Legal effects of Notifications, Tariff advices, trade notices.

2. Provisions governing manufacture and removal of excisable goods; Valuation under the Central Excises and Salt Act, 1944, Central Excise (Valuation) Rules, 1975, filing and approval of price lists.

3. Classification of goods under Central Excise Tariff Act, 1985 with reference to Rules of Interpretation, filing and approval of classification list.

4. Assessment including provisional assessment, self removal procedure, payment of duty and rate of duty. Record based Control and Production based control.

5. Short levy, non-levy, erroneous grant of refund, duty paid in excess. Refunds and powers of Central Government regarding short levy and non-levy.

6. Licensing procedures, formalities and related bonds.

7. Procedure relating to storage of excisable goods, time and manner

of payment of duty, rules relating to marking of goods, gate passes **and** other matters relating to removal of goods.

8. Maintenance of records, registers and filing of returns.
9. Entry/retention of duty paid goods in the factory.
10. Remission of duty on goods used for special industrial purposes.
11. Procedure for exports, duty drawback.
12. Proforma credit and MODVAT.
13. Departmental organisation set-up. Adjudication and Appellate procedures - Customs, Excise and Gold (Control) Appellate Tribunal and the Customs and Excise Revenues Appellate Tribunal.
14. Offences and penalties.
15. Exemptions for small scale industries.

II. Customs Act, 1962 and Customs Tariff Act, 1975.

1. Principles governing levy of and exemption from customs duties.
2. Basic principles of classification of goods and valuation of goods.
3. Customs authorities, Appointment of customs ports, ware-housing stations etc.
4. Provisions governing importation and exportation of goods, special provisions regarding baggage, goods imported or exported by post, and stores.
5. Detailed procedure in relation to transportation and warehousing.
6. Drawback of customs duties paid.]

SCHEDULE «C'

(POST QUALIFICATION COURSE IN MANAGEMENT ACCOUNTANCY)

(Applicable to candidates appearing in the examination after 31st October, 1985)

Post Qualification Course in Management Accountancy

1. *Management Accountancy Course*

(1) The Management Accountancy Course shall include a course of

theoretical training (Part I) and practical training (Part II) & separate certificates in the appropriate Form* for the two parts shall be granted to those who qualify for the same, as hereinafter provided.

(2) A candidate who has qualified in Part I and II, shall be awarded a certificate in the appropriate Form** and be entitled to use the letters 'D.M.A. (ICA)' after his name.

2. *Administration*

Notwithstanding anything contained in regulation 176 the Management Accountancy Course shall be under the charge of the Continuing Professional Education Committee appointed by the Council for the purpose (referred to in this schedule as "Committee"), whose functions shall include holding of the examination, admission thereto, appointment and selection of examiners, prescription of books for the guidance of candidates, declaration of results and other allied matters.

3. *Admission to the examination*

(1) No candidate shall be admitted to the Management Accountancy Examination unless he is member at the time of appearing at the Management Accountancy Examination (Part I).

(2) A candidate for admission to the examination shall pay such fee, not exceeding two hundred rupees for each group, as may be fixed by the Council from time to time.

4. *Papers and syllabus*

A candidate for the Management Accountancy Examination shall be examined in the subjects comprised in following two groups:—

Group I	Paper 1 -	Management Accounting and Decision Making
	Paper 2 -	Financial Management
Group II	Paper 3 -	Economic Environment and General Management
	Paper 4 -	Systems Management

GROUP I

Paper 1 & 2 - Objectives and scope

Apart from the basic task of recording and analysing monetary transactions, the accountant today has to use his specialised skills and training to assist

* Form "19" & "20" of Schedule 'A'.
** Form "21" of Schedule 'A'.

management in planning, controlling and decision making. The main objective of Papers 1 & 2 is to equip the candidates with technical and analytical skills in management of funds and managerial decision-making with special emphasis on the practical aspects.

In managerial decision making and control there can never be finality about the choice of a particular course of action from the many alternatives available. The candidates must, therefore, display an understanding of the relative merits of each alternative.

A candidate should be able to distinguish the relevant issues from the irrelevant matters, grasp the implications of the various factors in a given situation and marshal his thought process logically so as to be able to present information in a meaningful manner. This examination does not purport to be a test of the computational and arithmetical ability of the candidates. If the basic concepts of reporting to management are clearly brought out, minor arithmetical inaccuracies can be ignored.

Candidates may note that mere theoretical knowledge by itself will not be enough. Practical experience gained during the day-to-day assignments must be used while attempting these papers. The candidates must display in their answers an awareness of the problems faced by practising managers.

Paper 1 - Management Accounting and Decision Making

(a) Management and Accounting Functions

Managerial Accounting - Managerial Planning and Control Responsibility Accounting - The control process - Accounting Analysis and special decisions.

(b) Profit Planning - Cost Volume - Profit Analysis

Fixed and variable costs - The contributory margin - Break-even analysis - Applications of cost-volume profit analysis - Variability of fixed costs - changes in variable costs - Changes in Product-Mixr Increase/reduction in sales volume - Pricing Policies - Analysis for planning and control - Assumptions and limitations.

(c) Incremental Analysis - Tactical Decisions

Marginal cost - Differential cost - Relevant cost - Incremental cos^t - Incremental analysis - Opportunity cost - Past and sunk cost

Product analysis and special decisions changes in sales mix - Adding a new product - Dropping a product pricing decisions - Economies of Scale - Operating above capacity - Make or buy decisions - Temporary Plant shutdown - Plant abandonment.

(d) Budgetary Control-Operations

Budgetary organisation - Budgetary installation - Budgets and standard costs - The Budget as part of the overall business plan - Sales budget - Sales forecast - Production budget - Direct Materials budget - Direct labour budget - Manufacturing overhead budget - Inventory budget - Cost of goods sold budget - Selling & Administrative expenses budgets - Master budget - Fixed and flexible budgets - Development of Flexible budget - Cost behaviour studies - Preparation of flexible budget - Fixed and variable costs. Materials & labour - Departmental flexible budgets - Primary allocation of costs - Departmental overhead recovery rates - Control of costs of service departments. Zero-base Budgeting.

(e) Cost Control Through Variance Analysis

Variance analysis - Analysis for cost control - Volume variances - Limitations of flexible budgets - standard cost system - Setting standards - Material standards - Material Price & quantity variance - Labour rate standards - Labour time or efficiency standards - Labour rate & Efficiency variances - Overhead standards - Normal capacity and standard product cost - Variance analysis of overheads - Volume variance and responsibility.

(f) Performance Reporting

Type of reports - Reporting Periods - Level of Reporting - reporting to top management - Reports for shops floor supervisors and production managers - Principle of exception - Reports in physical units - Limitations of performance reporting and cost controllability.

(g) Management Control Systems

Strategic planning and operational control - Responsibility accounting - Decentralised divisional control - Transfer prices - Residual income and ROI as tools of control - Centralised control and budgetary systems - Evaluation of performance - Performance

Budgeting - Control of enterprises in centrally planned economics.

(h) Decision Models

Analysis of probability and uncertainty - Element of operations research in decision making - Linear Programming and simulation - Monte-Carlo technique - Cost optimization in inventories Production schedules and marketing plans - Computers and decision making.

Paper 2 - Financial Management

(a) Forecasting & Planning

Cash forecasts - Projected profit and loss account and balance she^t - Fund flow forecasts.

(b) Analysis and interpretation of published statements

Inter-firm/intra-firm comparisons through ratio analysis - Fund flow analysis - Trend analysis - EPS - Capital gearing - Trading on equity - over-trading - over and under - capitalisation and their impact ⊲n share market prices.

Analysis of financial health- Financial sickness; its symptoms and prediction.

(c) Capital Structuring and Raising Long Term Funds

Issue & timing of Equity share capital, Preference share Capital and Debentures - Adjustments of rights between new shareholders and old shareholders - Issue of bonus shares and issue of share at premium - Underwriting arrangements and managing new issues- listing of share on the stock exchanges - Issue of right shares Raising long-term loans - Requirements of financial institutions Impact of financial institutions on financial policy of undertakings - Conversion of loans into equity.

(d) Working Capital

The concept of working capital - Estimating and analysis working capital requirements - Sources for financing short term requirements - Internal financing vs. external financing - Credit Policies aijd collection systems - Inventory control - Cash management.

(e) Capital Budget

Long range planning - Risk and Uncertainty - Impact of taxation - Capital expenditure budgeting procedures - Preparation of capital expenditure budgets - Departmental allocations - Machinery for appraisal of requests- reporting on spending and progress - Process of capital expenditure control - Periodical statements for control PERT & CPM.

(f) Appraisal of Capital Expenditure Proposals

The criterion of profitability in evaluating capital expenditure proposals - Reducing a proposal to quantitative form - Evaluating the proposal - Return on capital - Time adjusted methods - Discounted Cash flow - Internal rate of return - Excess present Value analysis - Pay back method. Social Cost - benefit analysis.

(g) Internal Financing

Dividend policy - plough back of earnings - Tax and depreciation consideration - Management of reserve - Inflation accounting and its impact.

(h) Investment Management

Determining investment portfolio - Risk return relationship - Timing of purchases - Analysis of movements of share market prices - Dow Jones Theory - Formula Plans - Sensitivity of market prices to EPS - Selection of securities.

GROUP II

Paper 3 - Economic Environment and General Management

Objectives and Scope

A business undertaking necessarily functions within the overall socio-economic environment of the country.

A management accountant must therefore be able to perceive and identify important trends in the economic environment so as to be able to judge its impact on the business undertakings. This paper attempts to develop an awareness to such trends.

The emphasis is not so much on the bookish knowledge as on the capacity of the candidate to understand the implications of given business situations, analyse the problems involved from an overall view and present alternatives. In view of this, the question paper shall have short case problems as well as theory questions.

Impact of economic environment and government policies, and regulations on management policies with special reference to:

Planned industrial growth; objectives; targets and achievements.

Economic policy of the government regarding industrial development - Licencing and the working of the Industrial Development and Regulations Act.

Location of Industries, Strategy for diversification of industries.

Industrial relations, role of trade unions, wage boards, labour disputes, joint councils, labour participation in management.

Price controls, impact on industrial growth, role of tariff commission.

Impact of MRTP Act on industrial development. Export promotion policy of foreign trade.

Impact of company legislation on business, regulation of foreign business enterprises.

Monetary policy, union budget, capital market conditions, taxation and fiscal policies.

Role of public sector enterprises, trends in management of public sector enterprises.

Inflation and its Impact on business.

Paper 4 - Systems Management

Objectives and Scope

The management accountant is very closely associated with Systems Analysis and Data Processing. The main objective of this paper is to equip the candidates with the necessary skills in this area.

(a) Systems - Definition: Types and characteristics - Systems Approach,

Benefits and Limitations - Total systems, Synthesis of sub-systems and Interface - System development and Implementation.

(b) MIS, Structure, physical, functional, three tier planning and control, synthesise - structure - Organisation and Management relevant to Information Systems - Information Systems support for forecasting/planning/control and decision making - development of accounting and operating systems.

(c) Information System for Functional Areas - Information system for Operations and Production Management - Information System for project management - Financial Information Systems - Purchasing Information System - Personnel Information System - Marketing Information Systems.

(d) Data Processing - Computer, Hardware and Software - Data Base Concepts and Management Systems - Batch Processing - On line and Real-time Systems - Applications in various functional areas, viz., sales, production etc. Micro processing and mini computers.

(e) Systems Analysis - Theory of Systems Analysis - Gross Systems design and feasibility studies - System Plans - Systems Analysis and Design; Techniques and Tools - Design of forms Documenation and Guidelines for a sound systems design - Systems Manual - System Implementation and Periodic Evaluation - Standardised Systems Analysis.

(f) Work Study - Techniques of work study and measurement - Organisation and methods study.

5. *Requirement for passing the Management Accountancy Examination*

(1) A candidate for the Management Accountancy examination shall ordinarily be declared to have passed the examination if he passes in both the Groups simultaneously or in one Group at one Examination and in the remaining Group at any subsequent examination, securing at one sitting, a minimum of 40% marks in each paper of the Group and a minimum of 50% of the total marks of both the papers of that Group:

PROVIDED that the Committee may, at its discretion, reduce the minimum pass marks upto three marks in one or more papers and upto five marks in the aggregate.

(2) The Committee may, at its discretion adopt the system of 7 point scale of grading [O (outstanding) A, B, C, D, E & F (very poof)] for evaluation of the candidates in the examination and in that event, notwithstanding anything contained in suB-paragraph (1), the minimum grade required for passing in a Group shall be a C grade point in each paper of the Group and a B grade point average for all the papers of that Group. The grade point average shall be calculated on the following basis:

0=6, A=5, B=4, C=3, D=2, E=l, F=0 (Zero)

PROVIDED FURTHER that where a grade point average results in a decimal point, the fraction equivalent to .5 or above may be treated as 1.

(3) Notwithstanding anything contained in sub-paragraph (1), candidate who has passed in Group I of the Management Accountancy Examination under sub-paragraph (1) of paragraph held before 31st October, 1985 shall be exempted from appearing in Group I of the Management Accountancy examination under sub paragraph (2) of paragraph 4 held on or after 31st October, 1985 and shall be declared to have passed the examination if he secures a minimum of 40% marks in each paper of the remaining Group II and a minimum of 50% marks of the total marks in all the papers of that Group. A candidate who has passed in Group II of the Management Accountancy Examination under sub-paragraph (1) bf paragraph 4 held before 31st October, 1985 shall be exempted from appearing in Paper 3 - Economic Environment and General Management of the Management Accountancy Examination under sub-paragraph (2) of paragraph 4 held on or after 31st October, 1985 and shall be declared to have passed the examination if he secures a minimum of 40% marks in each paper of the remaining Group I and a minimum of 50% of total marks in all papers of that Group.

6. *Conduct of Examinations*

(1) The examination may be conducted at such intervals, in such manner and at such time and places, as the Council may direct.

(2) The dates and places of the examination and other particulars sh^ll be notified in the Gazette of India.

7. *Application for admission to examination*

An application for admission to the examination shall be made in the approved form, a copy of which may be obtained from the Secretary, and together with the prescribed fee shall be sent so as to reach the Council in accordance with the directions given by it.

8. *Refund of Fee*

(1) The fee paid by a candidate who has been admitted to an examination shall not except as otherwise provided in sub-paragraph (2) be refunded.

(2) Where a candidate applies to the Council for the transfer of fee to the next examination on the ground that he was prevented from attending the examination on account of circumstances beyond his control, the Council may permit the fee paid by such candidate to be appropriated towards the fee payable only for the next following examination:

PROVIDED that no such application received after the expiry of fifteen days of the last date of the examination shall be considered.

9. *Declaration of Result*

(1) The result of the examination (Part I) shall be declared and a copy of the result giving list of successful candidates shall be sent to each candidate.

(2) A candidate passing the examination (Part I) shall be granted a certificate in the appropriate Form.*

(3) All the candidates shall be informed of the marks obtained in each paper.

(4) (i) Information as to whether a candidate's answer in any particular paper or papers of examination (Part I) have been examined and marks shall be supplied to the candidate on his submitting within a month of the declaration of the result of the said examination, an application accompanied by a fee of thirty rupees for all or any of the papers.

(ii) The fee shall be only for verifying whether the candidate's

• Form "19" of Schedule 'A'.

answers in any particular paper or papers have been examined and marked, and not for the re-examination of the answers

(iii) The marks obtained by a candidate in individual questions, cr in sections of a paper shall not be supplied.

(iv) If as a result of such verification, it is discovered that theije has been either an omission to examine or mark any answer or answers or there has been a mistake in the totalling of thje marks, the fee for verification shall be refunded in full to the candidate.

10. *Action against candidates resorting to unfair means*

If it is reported to the Committee that a candidate has resorted to or has attempted to resort to unfair means for the purpose of passing the examination the Committee shall hold an enquiry and submit a report to the Council which may, after any further investigation as it may consider necessary take such disciplinary action against the candidate as it thinks fit:

PROVIDED that an opportunity shall be given to the candidate of being heard before an order adverse to him is passed.

11. *Examiners*

The Committee may make such arrangements and may appoint such examiners to set question papers and value answer books as it may deem fit.

12. *Amendment of result*

In any case where it is found that the result of an examination has been affected by error, malpractice, fraud, improper conduct or other matter of whatever nature, the Committee hereinbefore mentioned shall have the power to amend such result in such manner as shall be in accord with the true position and to make such declaration as the Committee shall consider necessary in that behalf.

13. *Practical Training (Management Accountancy Course - Part II)*

(1) A member, who has had practical training for a period of two yeai[s in the organisations that may be recommended by the Committee in this behalf and who satisfies the conditions hereinafter mentioned, shall be granted a certificate in the appropriate form.*

*** Form "20" of Schedule 'A'.**

(2) The Committee may prepare a list of organisations, service in which may be recognised towards practical training referred to hereinbefore.

(3) A candidate desiring to qualify himself for the grant of a certificate referred to in sub-paragraph (1) shall make an application at least two years in advance giving notice of his intention to qualify for the same.

(4) The application shall be accompanied by a registration fee of one hundred rupees which shall not be refunded except where the application is not accepted for any reason.

14. *Dissertation*

(1) A candidate, after undergoing the practical training for a period of 2 years as may be directed by the Committee, shall submit a dissertation on a subject to be approved by the Committee, within a period of nine months, from the date of completion of the training:

PROVIDED that the Committee in appropriate cases, may extend the time for submission of the dissertation for a period not exceeding three months.

(2) The dissertation shall be submitted with a fee of one hundred and fifty rupees which shall not be refundable.

(3) The candidate shall submit in English three typewritten or printed copies, of the dissertation embodying the results of his training and research.

(4) The candidate shall further submit a statement indicating the sources from which his information has been derived and the extent to which he has based his work on the work of others and shall indicate which portion or portions of his work he claims as original.

(5) The Committee shall forward the dissertation to the referees appointed by it for their advice whether the dissertation is of a sufficiently high degree of merit as to deserve approval or whether it may be modified and if so in what manner, or whether it may be rejected.

(6) If a candidate fails to submit the dissertation within the period as prescribed in sub-paragraph (1) above or such extended period as

the Committee may grant under the proviso to the said sub-paragraph (1) his registration for practical training shall stand cancelled:

PROVIDED that the Committee may renew the registration at its discretion, on receipt of an application from the candidate together with a fee of one hundred rupees, which shall not be refunded except where the application is not entertained and on such renewal the period of training already undergone by the candidate shall be counted towards practical training as referred to in paragraph 12(1) of this Schedule.

15. *Interview*

The candidate shall be required to appear before an interview board that may be appointed by the Committee in this behalf.

16. *Grant of Certificate*

A candidate who has completed the practical training, whose dissertation has been accepted and who has been successful at the interview, shall be eligible for a certificate in the appropriate form.*

17. *Record of Training*

A complete record showing the detail of training undergone by the candidate shall be maintained by him and a copy thereof shall be submitted to the Committee from time to time.

18. *Advisory Board*

(1) The Committee may appoint an advisory board consisting of not more than five persons to advise the Committee on the syllabus, examinations, practical training, research and any other matter relating to Management Accountancy, as might be referred to it.

(2) The members of the advisory board shall be eligible for travelling allowance and daily allowance according to the rates that may be approved by the Council.

*** Form "20" of Schedule 'A'.**

SCHEDULE 'D'

(POST QUALIFICATION COURSE IN CORPORATE MANAGEMENT)

(Applicable **to** Candidates appearing in the examination after 31st October, 198S)

Post-Qualification Course in Corporate Management

1. Corporate Management Course

The Corporate Management Course shall include a course of theoretical knowledge and training and a certificate in the appropriate form* shall be granted to those who qualify for the same, as hereinafter provided and they shall be entitled to use the letters 'D.C.M. (ICA)' after their names.

2. Administration

Notwithstanding anything contained in regulation 176, the Corporate Management Course shall be under the charge of the Continuing Professional Education Committee appointed by the Council for the purpose (referred to in this Schedule as the "Committee"), whose functions shall include holding of the examination, admission thereto, appointment and selection of examiners, prescription of books for the guidance of candidates, declaration of results and other allied matters.

3. Admission to the examination

(1) No candidate shall be admitted to the Corporate Management Course Examination unless he is a member at the time of appearing at the Corporate Management Course Examination.

(2) A candidate for admission to the examination shall pay such fee, not exceeding two hundred rupees for each group or each part as may be fixed by the Council from time to time.

4. Papers and syllabus

A candidate for the Corporate Management Examination held on or after 31st October, 1985 shall be examined *in the subjects comprised in the following two groups:

Group 1 Paper 1 - Organisational Behaviour and Planning
Paper 2 - Management Control and Management Audit

* Form "21" of Schedule 'A'.

Group II Paper 3 - Production and Productivity Management
Paper 4 - Marketing Management

GROUP I

Paper 1 - Organisational Behaviour and Planning

Objective and Scope:

An objective of this paper is to provide the candidate an insight into certain concept of behavioural sciences which are crucial to the various processes of management. Another objective is to make the candidates aware of the nuances of the corporate planning process.

(a) Human factor in Management: Importance

The basic concepts of human behaviour in work situations Motivation, Morale and Productivity - Behaviour of individuals anc groups - Formal and Informal groups - Anatomy of leadership Socio-psychological dimensions of supervision (leadership) - Styles of leadership and their impact on employee morale and productivity-Participative Management-Management of change-Group dynamics

(b) Organisation Analysis

Organisation process - Activity analysis - Authority Structure - Spar of supervision.

(c) Management of Labour Relations in India.

Unions & collective bargaining - Consultative management Employee participation in Management.

(d) Process of Planning

Corporate planning - Evaluation of alternatives - Feed back - Setting objectives - Characteristics of meaningful objective - The importance of growth - Selecting the growth target Strengths and Weaknesses of companies in relation to planning - Strategic environmental appraisal - Gathering and Synthesizing information - Methods of forecasting - Measuring the dispersion of forecasting errors - Development of planning perspective-Long range and short range planning - Diversification strategy - Synergy-Developing long range plan-Programme budgeting - Research budgeting - Period budgeting

Management by Objectives.

(e) Work study - Work Measurement - Organisation and methods Study.

(f) The planning environment

The socio-economic factors influencing managerial planning.

(g) Problem areas involving perspective planning.

1. Promotion of new business : Floatation of a subsidiary company floating a new venture under foreign collaboration.

2. Location: Analysis of problems involving location of production units, marketing, service/distribution units, Procurement centres, Maintenance centres etc.

3. Expansion through diversification: Vertical and horizontal expansion - expansion and decentralisation - Expansion through collaboration - Expansion and Management succession - Expansion through merger and amalgamation - Legal provisions governing amalgamation - Expansion and public policy.

4. Stagnation and obsolescence: Problems of marketing myopia-Problems of managerial obsolescence, Product/technology/ usage obsolescence - Problems of financial myopia.

5. Consolidation: Streamlining of operations of product line, control and information system.

6. Rehabilitation: Averting imminent failure - Rehabilitation through merger-Rehabilitating a company that has failed Rehabilitation through government intervention.

7. Special problems of management planning in public sector enterprise.

Paper 2 - Management Control and Management Audit

Objectives and Scope:

With the growth in size and complexities, the process of control and performance evaluation has acquired a special significance in the management of the large business undertaking of the day. This paper seeks to highlight the techniques of management control and management audit.

Section A - Management Control

(a) Concept of Control

Control process - Strategic planning and operational controls problems of measurement - Feedback and oscillation-Cost of Control.

(b) Responsibility accounting

Responsibility centre - cost centre, profit centre, investment centre

(c) ROI system of divisional control

Transfer pricing - Residential income.

(d) Budgetary Control System

(e) Standard Costing as a tool of control

(f) Management by objectives

(g) Behavioural problems in the control process

(h) Internal Controls - Formulation of Internal control scheme

(i) Problems of communication and control in public sector units **in** India.

Co-ordination and internal control - Financial Cost Control - Budgeting, Accounting and Audit, Delegation and accountability - Authority ^nd responsibility - Measurement of results - Ministerial and Parliamentary Control.

Section B - Management Audit

(a) Concept of management audit-Its need and scope - Importance - Operations audit.

(b) Organising management audit function - Need for inter-disciplinary approach.

(c) Management audit questionnaires - other techniques of management audit.

(d) Review of various processes of management - Appraisal of objectives, planning, organisation, control and systems procedures.

(e) Review of functional areas-Purchase management - Inventory management - Production management - Sales Management - Personnel Management - Accounting and Finance.

(f) Management audit reports.

GROUPn

Paper 3 - Production and Productivity Management

Objectives and Scope:

The main objective of this paper is to make the candidates familiar with the basic production processes and to make them appreciate the dimensions of production function as an integral part of the total Corporate Management process. Since this is only an appreciation course, the candidates should not be tested in the procedural or technical details.

Production process and organisation for production-Production operations, Materials procurement and control, Product mix, Quality control, Materials handling, Layout, Scheduling, Assembling etc., - Application of Operations Research Techniques like Linear Programming, PERT, Queuing Theory, Simultation - Technological obsolescence.

Productivity techniques; Input output analysis - Measurement of labour and capital productivity - Cost benefit analysis - Learning curves - Value analysis - Method analysis; motion study techniques - Work measurement techniques.

Paper 4 - Marketing Management

Scope: To make the candidates familiar with the basic marketing processes and to make them appreciate the dimensions of marketing decisions and how marketing forms an integral part of the total corporate management process. Marketing decisions rather than procedural details of selling and distribution should be emphasised.

(a) The marketing process in terms of product, customers, channels, prices, promotion and distribution - Marketing mix.

(b) Marketing Decisions.

(i) relating to product, product line policy, product development, product quality, brand product obsolescence.

(ii) relating to pricing: Different strategies of pricing in the context of the Indian environment.

(iii) relating to distribution channels, general vs. exclusive distribution, national vs. regional distribution, direct selling vs. intermediates.

(iv) relating to customer development, institutional, rural, industrial etc. - Customer stratification.

(v) relating to logistics of distribution.

(vi) relating to strategy of promotion.

(c) Marketing Audit-Developing Marketing objectives and relating them to overall objectives of the company.

(d) The marketing objectives of public sector enterprise: Considerations involving pricing differential and discrimination. Production development in public sector units.

(e) Special consideration governing distribution: System of controls and quotas - Channels of distribution; Co-operative sector, Government Agencies - Public Sector and export marketing - Considerations governing marketing consumer products.

(f) Advertising and Public Sector products and services. Marketing function vis-a-vis production function in public sector - the cost benefit analysis of marketing function in public sector. Evaluation of 'Corporate Image' of public sector products and services.

5. *Requirements for passing the Corporate Management Examination*

(1) (i) The Corporate Management Course shall consist of two parts, Part I consisting of theoretical examination in prescribed subjects as specified in paragraph 4(2) and Part II consisting of practical training and submission of dissertation.

(ii) A candidate for the Corporate Management Examination shall ordinarily be' declared to have passed the examination if he passes in both the groups simultaneously or in one group at one examination and in the remaining group at any subsequent examination, securing at one sitting a minimum of 40 per cent marks in each paper of the Group and a minimum of 50 per cent marks of the total marks of all the papers in that Group:

PROVIDED that the Committee may, in its discretion, reduce the minimum pass marks upto three marks in one or more papers and upto five marks in the aggregate.

(2) The Committee may, at its discretion, adopt the system of 7-point scale of grading [O (outstanding). A, B, C, D, E & F (very poor)] for evaluation of the candidates in the examination and in that event, notwithstanding anything contained in sub-paragraphs (1) and (2), the minimum grade required for passing in a Group shall be a 'C grade point in each paper of the Group and 'B' Grade point average for all the papers of that Group. The grade point average shall be calculated on the following basis: O = 6, A = 5, B = 4, C = 3, D = 2, E = 1, F = 0 (Zero), PROVIDED FURTHER that where a grade point aveage results in a decimal point that fraction equivalent to .5 or above may be treated as 1.

(3) A candidate who has passed in Part I of the Corporate Management examination held before 31st October, 1985 shall be exempted from appearing in Group II of the Corporate Management Examination held on or after 31st October, 1985 and shall be declared to have passed the examination if he secures a minimum of 40 per cent marks in each paper of the remaining group and a minimum of 50 per cent of the total marks in all the papers of that Group. Similarly, a candidate who has passed in Part II of the Corporate Management examination held before 31st October, 1985 shall be exempted from appearing in Group I of the Corporate Management Examination held on or after 31st October, 1985 and shall be declared to have passed the examination if he secures a minimum of 40 per cent marks in each paper of the remaining group and a minimum of 50 per cent of the total marks in all the papers of that Group.

(4) A candidate who has passed the Part I examination held before 31st October, 1985 shall be permitted to proceed to Part II of the Course only after he has submitted the Case Study Project.

6. *Conduct of Examination*

(1) The examination may be conducted at such interval, in such manner and at such time and places, as the Council may direct.

(2) The dates and places of the examination and other particulars sha 1 be notified in the Gazette of India.

7. *Application for admission to examination*

An application for admission to the examination shall be made in the approved form, a copy of which may be obtained from the Secretary and together with the prescribed fee, shall be sent so as to reach the Council in accordance with the directions given by it.

8. *Refund of fee*

(1) The fee paid by a candidate who has been admitted to an examination shall not, except as otherwise provided in sub-paragraph (2) be refunded.

(2) Where a candidate applies to the Council for the transfer of fee to the next examination on the ground that he was prevented from attending the examination on account of circumstances beyond his control, the Council may permit the fee paid by such candidate to be appropriated towards the fee payable only for the next following examination:

PROVIDED that no such application received after the expiry of fifteen days of the last date of the examination shall be considered.

9. *Declaration of Result*

(1) The result of the examination (Part I) shall be declared and a copy of the result giving list of successful candidates shall be sent to each candidate.

(2) All the candidates shall be informed of the marks obtained in each paper.

(3) A candidate passing the written examinations shall be granted a certificate in the appropriate Form."[1]

(4) (i) Information as to whether a candidate's answer in any particular paper or papers of examination have been examinee and marked shall be supplied to the candidate on his submitting within a month of declaration of the result of the sak examination, an application accompanied by a fee of thirty rupees for all or any of the papers.

*** Form -19" of Schedule 'A'.**

(ii) The fee shall be only for verifying whether the candidates answer in any particular paper or papers have been examined and marked, and not for the re-examination of the answers.

(iii) The marks obtained by a candidate in individual questions or in sections of a paper shall not be supplied.

(iv) If as a result of such verification, it is discovered that there has been either an omission to examine or mark any answer or answers or there has been a mistake in the totalling of the marks, the fee for verification shall be refunded in full to the candidate.

10. *Action against candidates resorting to unfair means*

If it is reported to the Committee that a candidate has resorted to or has attempted to resort to unfair means for the purpose of passing the examination the Committee shall hold an enquiry and submit a report to the Council which may, after any further investigation as it may consider necessary, take such disciplinary action against the candidate as it thinks fit:

PROVIDED that an opportunity shall be given to the candidate of being heard before an order adverse to him is passed.

11. *Examiners*

The Committee may make such arrangement and may appoint such examiners to set question papers and value answer books as it may deem fit.

12. *Amendment of result*

In any case where it is found that the result of an examination has been affected by error, malpractice, fraud, improper conduct or other matter of whatever nature, the Committee hereinbefore mentioned shall have the power to amend such result in such manner as shall be in accord with the true position and to make such declaration as the Committee shall consider necessary in that behalf.

13. *Practical Training (Corporate Management Course - Part II)*

(1) On or after 31st October, 1985 a candidate shall undergo practical training for a period of two years in the organisations that may be

recommended by the Committee in this behalf and who satisfies the conditions hereinafter mentioned, shall be granted a certificate in appropriate Form.*

(2) The Committee may prepare a list of organisations, service in which may be recognised towards practical training referred to hereinbefore,

(3) A candidate desiring to qualify himself for the grant of a certificate referred to in sub-paragraph (1) shall make an application, at least two years in advance giving notice of his intention to qualify for the same.

(4) The application shall be accompanied by a registration fee of one hundred rupees which shall not be refunded except where the application is not accepted for any reason.

14. *Dissertation*

(1) A candidate, after undergoing the practical training for a period two years as may be directed by the Committee, shall submit a dissertation on a subject to be approved by the Committee, within a period of nine months from the date of completion of training:

PROVIDED that the Committee in appropriate cases, may extend the time for submission of the dissertation for a period not exceeding three months.

(2) The dissertation shall be submitted with a fee of one hundred arid fifty rupees which shall not be refundable.

(3) The candidate shall submit in English three typewritten or printed copies of the dissertation embodying the results of his training and research.

(4) The candidate shall further submit a statement indicating the sources from which his information has been derived and the extent to which he has based his work on the work of others and shall indicate which portion or portions of his work he claims as original.

(5) The Committee shall forward the dissertation to the referees appointed by it for their advice whether the dissertation is of a sufficiently high degree of merit as to deserve approval or whether it may be modified and if so, in what manner, or whether it may be rejected.

• **Form "20" of Schedule'A'.**

(6) If a candidate fails to submit the dissertation within the period as prescribed in sub-paragraph (1) above or such extended period as the Committee may grant under the proviso to the said sub-paragraph (1), his registration for practical training shall stand cancelled:

PROVIDED that the Committee may renew the registration at its discretion, on receipt of an application from the candidates together with a fee of one hundred rupees, which shall not be refunded except where the application is not entertained and on such renewal the period of training already undergone by the candidate shall be counted towards practical training as referred to in paragraph 13(1) of this Schedule.

15. *Interview*

The candidate shall be required to appear before an interview board that may be appointed by the Committee in this behalf.

16. *Grant of certificate*

A candidate who has completed the practical training whose dissertation has been accepted and who has been successful at the interview, shall be eligible for a Certificate in the appropriate Form.*

17. *Record of training*

A complete record showing the details of training undergone by the candidate shall be maintained by him and a copy thereof shall be submitted to the Committee from time to time.

18. *Advisory Board*

(1) The Committee may appoint an advisory board consisting of not more than five persons to advise the Committee on the syllabus, examinations, practical training, research and any other matter relating to Corporate Management, as might be referred to it.

(2) The member of the advisory board shall be eligible for travelling allowance and daily allowance according to the rates that may be approved by Council.

• Form "20" of Schedule 'A'.

SCHEDULE 'E»

(POST QUALIFICATION COURSE IN TAX MANAGEMENT)

(Applicable to candidates appearing in the
Examination after 31st October, 1985)

Post-qualification Course in Tax Management

1. *Tax Management Course*

(1) The Tax Management Course shall include a course of theoretical training (Part I) and practical training (Part II) and separate certificates in the appropriate form* for the two parts shall be granted to those who qualify for the same, as hereinafter provided.

(2) A candidate who has qualified in Parts I and II, shall be awarded a certificate in the appropriate form** and be entitled to use the letters 'D.T.M. (ICA)' after his name.

2. *Administration*

Notwithstanding anything contained in regulation 176, the Tax Management course shall be under the charge of the Continuing Professional Education Committee appointed by the Council for the purpose (referred to in this Schedule as the "Committee") whose functions shall include holding of the examination, admission thereto, appointment and selection of examiners, prescription of books for the guidance of candidates, declaration of resu ts and other allied matters.

3. *Admission to the examination*

(1) No candidate shall be admitted to the Tax Management Examination unless he is a member at the time of appearing at the Tax Management Examination (Part I).

(2) A candidate for admission to the examination shall pay such fee not exceeding two hundred rupees for each group, as may be fixed by the Council from time to time.

4. *Papers and syllabus*

A candidate for the Tax Management Examination shall be examined in the subjects comprised in the following two Groups:—

* Forms "19" & "20" of Schedule 'A\
** Form "21" of Schedule A'.

Group I: Paper 1 - Theory and Practice of Taxation
Paper 2 - Direct Taxes (1)

Group II: Paper 3 - Direct Taxes (2)
Paper 4 - Indirect Taxes

Broad objectives

(1) Consistent with the over-riding objective of Post-Graduate Courses, the Tax Management Course is designed to provide a visible means of having acquired specialized knowledge in all aspects of the theory and practice of taxation.

(2) As far as possible the emphasis will be on a problem-solving approach to assist management decision-making, and planning organising and managing the practice of taxation.

GROUP I

Paper 1 - Theory and Practice of Taxation

Section I

Historical prospective - Evaluation and growth of taxation systems under classical, neo-classical and modern schools - General framework of the tax system in India-Constitutional framework - Fiscal and economic policy in India - Planning in India and the inter-relationship of the tax structure and policies therewith - Inter-relationship of taxation with financial planning and management decision making. A Comparative study of major tax systems in world.

Section II

Organising and managing tax practice (covering public practice as well as the duties of senior tax manager).

Behavioural aspects of the job of a tax practitioner and tax manager. Ethical requirement and tax practice.

Paper 2 - Direct Taxes - (1)

The paper would cover all Laws dealing with taxation of income (such as the Income Tax Act and the Companies (Profits) Surtax Act) and any other Law providing for taxation of income as may be in force from time to time.

N.B. Candidates are expected to demonstrate:

(i) expert knowledge in the aforesaid area;

(ii) an analytical approach to apply the expert knowledge to specific problem areas in a variety of situations;

(iii) a thorough knowlege of the relevant statutes; case law and publishec administrative circulars; and

(iv) a sound knowledge covering areas of tax planning.

GROUP II

Paper 3 - Direct Taxes (2)

Section I

This section will cover special aspects of Direct Taxation related to foreign collaborations and Double Taxation avoidance/relief provisions.

Section II

This section will cover the direct tax laws other than those on income (such as Wealth Tax, Gift Tax and Estate Duty Act) as may be in force from time to time.

N.B. Candidates are expected to demonstrate:

(i) expert knowledge in the aforesaid area;

(ii) an analytical approach to apply the expert knowledge to specific problem areas in a variety of situations;

(iii) a thorough knowledge of the relevant statutes, case law anc administrative circulars; and

(iv) a sound knowledge covering areas of tax planning.

Paper 4 - Indirect Taxes

This paper would cover all Central Laws dealing with Indirect Taxation (such as Customs, Excise Duty and Sales Tax) and any other law providing for indirect taxation as may be in force from time to time.

N.B. Candidates are expected to demonstrate:

(i) Good working knowledge in the aforesaid area; and

(ii) A thorough knowledge of the relevant statutes and case laws.

5. *Requirement for passing the Tax Management Examination*

(1) A candidate for the Tax Management Examination shall ordinarily be declared to have passed the examination if he passes in both the Group simultaneously or in one Group at one examination and in the remaining Group at any subsequent examination, securing at one sitting a minimum of 40 per cent marks in each paper of the Group and a minimum of 50 per cent of the total marks of both the papers of that Group:

PROVIDED that the Committee may, at its discretion, reduce the minimum pass marks upto three marks in one or more papers and upto five marks in the aggregate.

(2) The Committee may at its discretion, adopt the system of 7 point scale of grading [O (outstanding), A, B, C, D, E & F (very poor)] for evaluation of the candidates in the examination and in that event, notwithstanding anything contained in sub-paragraph (1), the minimum grade required for passing in a Group shall be a 'C grade point in each paper of the Group and 'B' grade point average for all papers of that Group. The grade point average shall be calculated on the following basis: O = 6, A = 5, B = 4, C = 3, D = 2, E = 1, F = 0:

PROVIDED FURTHER that where a grade point average results in a decimal point, the fraction equivalent to .5 or above may be treated as 1.

6. *Conduct of examinations*

(1) The examination may be conducted at such intervals, in such manner and at such time and places, as the Council may direct.

(2) The dates and places of the examination and other particulars shall be notified in Gazette of India.

(3) The first examination under this Schedule will be held on such dates as may be decided by the Council.

7. *Application for admission to examination*

An application for admission to the examination shall be made in the approved form a copy of which may be obtained from the Secretary and together with the prescribed fee shall be sent so as to reach the Council in accordance with the directions given by it.

8. *Refund of fee*

(1) The fee paid by a candidate who has been admitted to an examination shall not except as otherwise provided in sub-paragraph (2), be refunded.

(2) Where a candidate applies to the Council for the transfer of fee to the next examination on the ground that he was prevented from attending the examination on account of circumstances beyond his control, the Council may permit the fee paid by such candidate to be appropriated towards the fee payable only for the next following examination:

PROVIDED that no such application received after the expiry of fifteen days of the last date of examination shall be considered.

9. *Declaration of result*

(1) The result of the examination (Part I) shall be declared and a copy of the result giving list of successful candidates shall be sent to each candidate.

(2) A candidate passing the examination (Part I) shall be granted certificate in the appropriate Form.*

(3) All the candidates shall be informed of the marks obtained in each paper.

(4) (i) Information as to whether a candidate's answers in any particular paper or papers of examination (Part I) have been examined and marked shall be supplied to the candidate on his submitting within a month of the declaration of the result of the said examination, an application accompanied by a fee of thirty rupees for all or any of the papers.

(ii) The fee shall be only for verifying whether the candidate answers in any particular paper or papers have been examined and marked, and not for the re-examination of the answers

(iii) The marks obtained by a candidate in individual questions or in sections of a paper shall not be supplied.

* Form "19" of Schedule 'A'.

(iv) If as a result of such verification, it is discovered that there has been either an omission to examine or mark any answer or answers or there has been a mistake in the totalling of the marks, the fee for verification shall be refunded in full to the candidate.

10. *Action against candidates resorting to unfair means*

If it is reported to the Committee that a candidate has resorted to or has attempted to resort to unfair means for the purpose of passing the examination, the Committee shall hold an enquiry and submit a report to the Council which may, after any further investigation as it may consider necessary, take such disciplinary action against the candidate as it thinks fit:

PROVIDED that an opportunity shall be given to the candidate of being heard before an order adverse to him is passed.

11. *Examiners*

The Committee may make such arrangements and may appoint such examiners to set question papers and value answer books as it may deem fit.

12. *Amendment of result*

In any case where it is found that the result of an examination has been affected by error, malpractice, fraud, improper conduct or other matter, of whatever nature, the Committee hereinbefore mentioned shall have the power to amend such result in such manner as shall be in accord with the true position and to make such declaration as the Committee shall consider necessary in that behalf.

13. *Practical Training (Tax Management Course) - Part II*

(1) A member, who has had practical training for a period of two years, in the organisation that may be recommended by the Committee in this behalf and who satisfies the conditions hereinafter mentioned, shall be granted a certificate in the appropriate Form*

(2) The Committee may prepare a list of organisations, service in which may be recognised towards practical training referred to hereinbefore.

(3) A candidate desiring to qualify himself for the grant of a certificate referred to in sub-paragraph (1) shall make an application at least

* Form "20" of Schedule 'A*.

two years in advance giving notice of his intention to qualify for the same.

(4) The application shall be accompanied by a registration fee of one hundred rupees which shall not be refunded except where the application is not accepted for any reason.

14. *Dissertation*

(1) A candidate, after undergoing the practical training for a period of two years as may be directed by the Committee, shall submit a dissertation on subject to be approved by the Committee within a period of nine months from the date of completion of the training

PROVIDED that the Committee in appropriate cases, may extend the time for submission of the dissertation for a period not exceeding three months.

(2) The dissertation shall be submitted with a fee of one hundred an|l fifty rupees which shall not be refundable.

(3) The candidate shall submit in English three type-written or printed copies of the dissertation embodying the results of his training and research.

(4) The candidate shall further submit a statement indicating the sources from which his information has been derived and the extent to which he has based his work on the work of others and shall indicate which portion or portions of his work he claims as original.

(5) The Committee shall forward the dissertation to the referees appointed by it for their advice whether the dissertation deserves approval or whether it may be modified and if so, in what manner or whether it may be rejected.

(6) If a candidate fails to submit the dissertation within the period as prescribed in sub-paragraph (1) above or such extended period as the Committee^ may grant under the proviso to the said sub-paragraph (1), his registration for practical training shall stand cancelled:

PROVIDED that the Committee may renew the registration at its discretion, on receipt of an application from the candidate together with a fee of one hundred rupees, which shall not be refunded except where the application is not entertained and on such renewal the period of training already undergone by the candidate shall be counted towards practical training as referred to in paragraph 12(1) of this Schedule.

15. *Interview*

The candidate shall be required to appear before an interview board that may be appointed by the Committee in this behalf.

16. *Grant of certificate*

A candidate who has completed the practical training whose dissertation has been accepted and who has been successful at the interview shall be eligible for a certificate in the appropriate Form.*

17. *Record of Training*

A complete record showing the details of training undergone by the candidate shall be maintained by him and a copy thereof shall be submitted to the Committee from time to time.

18. *Advisory board*

(1) The Committee may appoint an advisory board consisting of not more than five persons to advise the Committee on the syllabus, examinations, practical training, research and any other matter relating to Tax Management, as might be referred to it.

(2) The members of the advisory board shall be eligible for travelling allowance and daily allowance according to the rates that may be approved by the Council.

*** Form "20" of Schedule 'A'.**

'SCHEDULE 'F'

(POST QUALIFICATION COURSE IN INFORMATION SYSTEMS AUDIT)

Post-Qualification Course in Information Systems Audit

1. ***Information Systems Audit Course***

(1) The Information Systems Audit (ISA) Course shall include training schemes and Assessment Test.

(2) A candidate who has successfully completed the ISA Course shall be awarded a certificate in the approved form and be entitled to use the letters* D.I.S.A. (ICA) after his name.

2. Administration

Notwithstanding anything contained in regulation 176, the management of the ISA course shall be under the charge of the Committee on Information Technology constituted by the Council for the purpose (hereinafter referred to as the "Coniniittee"), whose functions shall include enrolment to ISA Course, all activities connected with the conduct of the course, training schemes, examinations, certification, change/modification/revision of modules and syllabus thereof, and other allied matters.

3. ***Admission to the ISA Course***

(1) No candidate shall be admitted to the ISA course unless he is member of the Institute at the time of registration.

(2) A candidate for admission to the ISA course shall apply in the approved form and pay such fees, as may be fixed by the Council, from time to time.

4. ***Admission to the Assessment Test***

(1) No candidate shall be admitted to the ISA Course Assessment Test unless he produces a certificate, from the officer designated by the Committee for the purpose, to the effect that he has complied with the requirements of the training schemes as may be specified by the Committee from time to time in this behalf.

1. Inserted by Notification No. l-CA(7)/59/2001 published in the Gazette of India. Extraordinary dated 28.9.2001.

(2) A candidate for admission to the ISA Course Assessment Test shall pay such fee, as may be fixed by the Council from time to time.

5. *Paper and Syllabus for Assessment Test*

(1) A candidate for the ISA course shall be examined in one paper of four hours covering the following seven modules:

Module	**(%age)**	Module Title
Module I	(7%)	Information Systems Auditing, Security and Control Standards and Practices
Module II	(7%)	Information, Organisation and Management
Module III	(5%)	Information System Process
Module IV	(24%)	Information Processing Infra-structure
Module V	(25%)	Information Systems Confidentiality, Integrity and Availability
Module VI	(10%)	Business Continuity Planning
Module VII	(22%)	Systems Development, Acquisition and Maintenance

(2) The percentage given against each module specifies the percentage of questions that would be asked in the Assessment Test. The detailed course content of the above modules is as follows:

I. Module I: Information Systems **Auditing,** Security **and Control** Standards And Practices

Audit Planning - Risks and Controls - Evaluation of Business Risks - Elements of Risks - Control Objectives - General Control Procedures - Control Types - Performing of I.S. Audit - Risk and Materiality - Risk Assessment - Compliance and Substantive Tests - Sampling Techniques - Audit Documentation and Evidences - Computer Assisted Audit Technique - Structure of Audit Reports and Contents - Scheduling of Audit Resources - Continuous Audit Approach - Snap Shot - Integrated Test Facility - Systems Control Audit Review File and Embedded Audit Modules.

II. Module II: Information, Organisation And Management

Planning Steering Committee - Policies and Procedures - Human Resource Policies - Outsourcing practices

Management practices: Method to assess performance - User satisfaction Bench Marking Documentation Standards - I.S.O. standards

Organisation Structure of I.T. Department: Management structure - Project Management structure - Duties and responsibilities - Segregation and separation of duties - Incompatible functions - Controls over access to data - Audit of organisation and Management practices and policies

HI. Module III: Information System Process

Hardware architecture - different types - Micro, Workstation, Mini Mainframe, Super Computer, Stand-alone, Multi-user/Network, I/O Devices & Processing Speed: Keyboard, Mouse, Text Recognition; Voice Recognition, Smart Card, Pen, Display, Tape, Disk, Scanner, Printer, Plotter, Digitizer, Control Units, Buffers, Channels - Hardware monitoring - Maintenance Acquisition Plan - Data and Capacity Management

Software Platform

System Software - Operating Systems - Software Control Features - Activity logging and Reporting options - Access Control Software - Data Communication Software - DBMS Software

Architecture

Object oriented Technology - Program Library Management Systems - Op line programming facilities - Utility Programs - Job scheduling software types of programming languages

Software selection process - Requirement definition - Alternatives - System Software Implementation and Change Control procedures.

Audit and evaluation techniques

IV. Module IV: Information Processing Infra-Structure

Software licensing issues

Tele-communication Infra-structure - Terminology - Network Architecture - Standards protocols - Transmission Media - Local Area Networks - Network Architecture & Topology, ISO/OSI Model for defining Protocols Standards and Services, Types of Network - LAN, WAN, MAN & VAN - Network of Networks: Intranets, Interconnected Networks - Communication Software - Network Components: Multiplexer, Hub, Connectors, Transmission

Software, User Terminals, Shared Peripherals - Transmission Media & Devices: Twister pair, Coaxial Cable, Fibre Optic System, Radio Systems, Microwave Radio Systems, Satellites Radio Link Systems, Leased/ Dedicated Lines, Modem, Switch, Repeaters Concentrators - Bridges - Routers - Terminal, Monitor - LAN Security - Client Server Environment

Performance Monitoring

Communication Network controls - Encryption - Internet - File Transfer Protocol - Firewall Security

Operational Practices

Managing I.S. Operations - Controlling input output of data - Problem Management procedures - Program change control - Off-line procedure - Quality Assurance - Help-desk-Audit and evaluation techniques

V. Module V: **Information Systems Confidentiality, Integrity And Availability**

Logical Access Controls - Components of Good Security Policy - Logical Access Issues and Exposures - Exposures to Computer Crimes - Viruses - Logical Security Techniques - Audit and Evaluation of Logical access - Data ownership - Data custodian

Physical Access Controls, issues and exposures

Physical Access Controls - Audit and Evaluation - Environmental Controls - Issues and Exposures controls and audit - Audit validation processing and balancing controls - Input Controls Authorization - Object Controls - Data validation and auditing - Different types of Data Validation edits - Data File Controls - Output Controls - Audit Evaluation of Data validation and processing

VI. Module VI: Business Continuity Planning

Disaster events - Components of a Business Continuity Plan - Ranking of risks - Off-site alternatives - Hot-site - Warm-site - Cold-site - Telecommunication network - Testing of Business Continuity Planning - Audit of Business Continuity Planning - Application Systems Environment - Point of a sole system - Electronic fund Transfer - Automatic teller machines - Co-operative processing - Image processing - Electronic Data Inter-Change - Electtonic mail - E-Mail Security - Audit and Evaluation procedure

VII. Module VII:Systems Development, Acquisition And Maintenance

Framework - Rules and Responsibilities of groups and individuals - Risks associated with defective FDLC Methodology - Recommended steps for Systems Development Methodology - Feasibility Study - Requirement Definition - Software Acquisition - Detailed design - Programming - Testing - Implementation - Post Implementation Review

Alternative Development Methodology

Prototype - Rapid Application Development - Reverse Engineering - Structured Analysis - Maintenance practices - Approval up data of Systems documentation

Program migration process • Testing program changes - Library Control Software - Source Code Comparison - Project Management Tools and Techniques Heading - Cost Estimation - Configuration Management - Budgets and Schedules - Critical Path Methods - Program Evaluation Review Techniques (PERT) - Systems Development Tools - Co-generators - CASE (Computer Aided Software Engineering) Tools - Specialized Systems - Data warehouse - Decision Support Systems - Auditor's Role in Systems Development - Acquisition and Maintenance

6. *Requirements for Passing Assessment Test*

A candidate for the ISA Assessment Test shall ordinarily be declarec to have passed the test if he or she secures a minimum of 75% of the scalec marks in aggregate.

7. *Conduct of Assessment Test*

The Assessment Test may be conducted at such intervals, in such manner and at such time and places, as the Committee may decide from time to time and the details thereof shall be published in the Gazette of India.

8. *Application for Admission to the Assessment Test*

An application for admission to the Assessment Test shall be made in the approved form together with requisite fee to the Secretary, in the manner specified therein.

9. *Refund of Assessment Test fees*

(1) Except as provided in sub-paragraph (2), the fee paid by a candidate

who has been admitted to an Assessment Test shall not either be appropriated or refunded.

(2) Where a candidate applies to the Committee for the transfer of fee to the next Assessment Test on the ground that he was prevented from attending the Assessment Test on account of circumstances beyond his control, the Committee may permit the fee paid by such candidate to be appropriated towards the fee payable only for the next following Assessment Test:

PROVIDED that no such application received after the expiry of fifteen days of the date of the Assessment Test shall be considered.

10, *Declaration of Results.*

(1) The result of the Assessment Test shall be declared and a copy of such result giving the list of successful candidates shall be displayed in the Notice Board of the Institute.

(2) A candidate passing the Assessment Test shall be granted a certificate in the approved form.

(3) All the candidates shall be informed of the marks obtained in the Assessment Test.

(4) (a) Information as to whether a candidate's answers in the Assessment Test have been examined and marks awarded shall be supplied to the candidate, on his submitting within a month of the declaration of the result of the Assessment Test an application accompanied by such fee as may be fixed by the Council.

(b) The fee shall be only for verifying whether the candidate's answers have been examined and marks awarded, and not for the re-valuation of the answers.

(c) The marks obtained by a candidate in individual questions, or in sections of a module shall not be supplied.

(d) If as a result of such verification, it is discovered that there has been either an omission to examine or award any marks to any answer or answers or there has been a mistake in the totalling of the marks, the fee for verification shall be refunded in full to the candidate and the result of such verification shall be communicated/supplied to such candidate.

11. *Action against candidates resorting to unfair means*

If it is reported to the Committee that a candidate has resorted to ar has attempted to resort to unfair means for the purpose of passing the Assessment Test, the Committee shall hold an enquiry and submit a repcrt to the Council which may, after any further investigation as it may consider necessary, take such disciplinary action against the candidate as it thinks fit

PROVIDED that an opportunity shall be given to the candidate of beir^g heard before an order adverse to him is passed.

12. *Examiners*

The Committee may make such arrangements as may be considered appropriate including appointment of examiners to set the question papers, and value answer books.

13. *Amendments of Results*

In any case where it is found that the result of an Assessment Test has been affected by error, malpractice, fraud, improper conduct or other matter of whatever nature, the Council shall have the power to amend such result in such manner as shall be in accord with the true position and make such declaration as the Council shall consider necessary in that behalf.

14. *Advisory Board*

(1) The Committee may appoint an advisory board consisting of riot more than five persons to advise the Committee on the syllabus, Assessment Tests, training schemes, research and any other matter relating to the ISA Course, as may be referred to it.

(2) The members of the advisory board shall be eligible for travelling allowance and daily allowances according to the rates that may be approved by the Council from time to time.]

APPENDICES

Appendix No. (1)

Forms approved by the Council

FORM '101'

[See Regulation 11]

FORM OF APPLICATION FOR
THE RESTORATION OF A CERTIFICATE OF PRACTICE

To,

The Secretary,
The Institute of Chartered Accountants of India

Sir,

I am enclosing/have already sent a cheque/draft No.............dated ....for Rs...............towards the Certificate of Practice fee for the year

1. The Certificate of Practice as an Associate/Fellow held by me has been cancelled w.e.f.........I request that the certificate may be restored to me from the date of its cancellation.

*2.1 declare that I am not engaged in any other business or occupation besides the practice of profession of accountancy. If and when I intend to be so engaged, 1 shall obtain the prior permission of the Council.

*3.1 am engaged in other occupation as_and propose to continue to be so engaged in addition to the practice of accountancy for which the permission has already been obtained/applied for vide your/my letter No...............dated................

4. As and when I cease to be in practice I shall duly inform the Council as required by the Chartered Accountants Regulations, 1988.

5. I declare that I am............National.

Yours faithfully,

Place:
Date:

Signature
Membership No..........

Name and Address in full
(in Block Letters)

'Delete the words/para not applicable

FORM '102'

[See Regulations 46(1), 56(3), 57(4) & 58(4)]

Articles of apprenticeship made on the.................day of.........
two thousand.................between...............of.....................(hereinafter called the Employer) of the first part, *[. . . the Chartered Accountant in practice/partner of M/s........................Chartered Accountant in practice, employing the Employer of the first part (hereinafter called the second Employer) of the second part] and...........(hereinafter called the Articled Clerk) of the second/* third part.

Witness as follows, that is to say:-

1. In consideration of the covenants by the Articled Clerk hereafter contained, the Employer agrees to take the Articled Clerk as his Articled Clerk for the term of...........years from the........day of..............Two thousand ....

*1A. The second Employer of the second part agrees to permit the Employer of the first part to train the Articled Clerk in his office/firm.

2. The Articled Clerk of his own free will binds himself as Articled Clerk to the Employer to serve him for and during and unto the full end and term of..........years.

3. The Articled Clerk covenants with the Employer as follows:-

(a) That he will at all times during the said term diligently and faithfully serve the Employer as his Articled Clerk in the practice of profession of Accountancy.

(b) That he will not at any time during the said terms destroy, caned, obliterate, spoil, embezzle, spend, make away with or take copies of books, papers, plans, documents, monies, stamps or chattels of the Employer, his personal representatives or assigns or of his partner or partners or of any of his clients or employers which shall be deposited in his hands or which shall come to his care, custody or possession or allow any of the said good to be so treated by others if he can by the exercise of reasonable care prevent it.

(c) That he will at all times keep the secrets of the Employer and his partner or partners and of his and their clients and employers and will not divulge the names and affairs of such clients and employers.

(d) That he will readily and cheerfully obey and execute the lawful and reasonable commands of the Employer and will not depart or absent himself from the service or employ of the Employer at any time during the said term without his consent or that of his partners first obtained but will at all times during the said term conduct himself with all due diligence, honesty and propriety.

(e) That he will at all times well and faithfully serve the Employer as an Articled Clerk ought to do in all things whatsoever.

(f) That he will make good and fully indemnify the employer for any loss or damage suffered or sustained by his misbehaviour or improper conduct.

4. The Employer covenants with the Articled Clerk as follows:—

(a) That he will by the best ways and means in his power and to the utmost of his skill and knowledge instruct or cause to be instructed the Articled Clerk and afford him such reasonable opportunities and work as may be required to enable him to acquire the art, science and knowledge of Accountancy.

(b) That his professional practice *[or that of his employees)] is his *[or their] main occupation and is suitable for the purpose of enabling him to carry out the obligations referred to in (a) above.

(bb) That he will pay to the articled clerk a minimum monthly stipend at the rates specified in the Regulations and that the same shall be either paid (a) by a crossed account payee cheque every month against a stamped receipt to be obtained from the articled clerk; or (b) by depositing the amount every month in the bank account opened by the articled clerk for the purpose.

(c) That he will at the expiration of the said term use his best means and endeavours at the request, cost and charges of the Articled Clerk to cause the Articled Clerk to be admitted as a member of the Institute:

PROVIDED always that the Articled clerk shall have well and faithfully served his intended clerkship and shall have passed the required examination and in all respects properly qualified himself to be admitted as such.

(d) (i) That if the Employer shall die during the said term, his legal representative shall grant to the Articled Clerk a Certificate of service in the appropriate Form for the expired period of the articles,

(ii) That if the Employer shall cease to practise as an accountant or shall in any way become incapable of continuing the intended employment of the Articled Clerk during the said term, he shall make the necessary arrangement as far as practicable for the completion of the residue of the term as Articled Clerk with some other member entitled to train Articled Clerks and grant the Articled Clerk, the certificate of service in the Appropriate Form for the expired period of articles.

5. These articles are subject to the Chartered Accountants Regulations as may be in force from time to time.

In witness whereof the parties have hereunto set their hands and sea the day and year first above written.

Signed, Sealed and Delivered

by

in the presence of

Signed, Sealed and Delivered

by

in the presence of

•Signed, Sealed and Delivered

by

in the presence of

To be deleted where the employer is not employed by a Chartered Accountant in practice or a firm of such chartered accountants.

FORM '103'

[See Regulations 46(2), & 5 7(4)J

STATEMENT OF PARTICULARS TO BE SUBMITTED (IN DUPLICATE) FOR REGISTRATION AS AN ARTICLED CLERK

PARTICULARS OF THE ARTICLED CLERK

PART A

I. Name in full
(in Capital Letters) Sex Male Female

Maiden Name Please V

(In case of married female student who commence articles after marriage)

2. Residential Address

(i) Permanent Address

(ii) Address for correspondence

3. Please indicate by ticking (V) whether you need study material in 'Hindi' or 'English' Hindi English
C

4. Date of Birth

5. Nationality Indian f I Foreign I

(In case of foreign nationals an attested copy of student visa or study permit, as the case may be from appropriate authorities for the duration of the Chartered Accountancy Course must be enclosed)

6. Father's/Husband's name & address

7. Educational Qualifications (Starting from 10+2 examination)

Examination Passed	*Year of passing*	*Board/ Uni.*	*Subjects*	*Maximum marks*	*Aggregate marks obtained*	*Percentage*

8. Particulars regarding passing the Entrance/Foundation/PE-II Examination of the Institute, where applicable. (Year, month and Roll Number)

9. Particulars of previous service, if any, viz.:

(a) Name, Membership No. and address of the previous employer(s)

(b) Whether served as articled clerk or audit clerk

(c) Registration No.

(d) Date of Commencement

(e) Date of termination

(f) Total period served :..................years............months........ days

10. Date of commencement of service under the present employer.

11. Date on which the deed of articles has been executed.

12. Period for which the deed of articles has been entered into_Year.. Months.....days From..................To........................Period.

13. Number of the Form in which the deed of articles has been executed.

14. Whether the agreement has been executed.

(a) in the printed form, without any modifications

(b) in duplicate and one copy kept by either party

15. (a) Whether the articled clerk is actively engaged in any other business or occupation?

(b) Whether the articled clerk is an active partner or a sleeping partner in a business concern or a Director in family business Company.

(c) If yes, whether permission of the Council has been obtained (quote letter No. and date)

(d) If permission is now sought, please give full details of the engagement and the date since when so engaged. (Also submit Form 112 duly filled in)

16. (a) Whether tlie articled clerk has taken up any other course of study academic or professional

(b) If so, give full particulars of the course, timings of the classes he d, working hours of the employer.

(c) Whether pernussion of the Council has been obtained (if yes, quote letter No. & date). Please note that in case of B.Com Course, permission of the Council is not required.

(d) If pernussion is now sought, give full particulars of the course, timings of the classes held, working hours of the employer etc. (Also submit Form 112 duly filled in)

17A. Details of Fees Paid [Tick (V) appropriate Box]

Articles Registration Fee	Rs.	300/-	●
Student's Association Fee	Rs.	50/-	●
Board of Studies Registration Fee	Rs.	50/-	●
Tuition Fee:			
(i) For PE-II Course (for students passing Foundation Examination)	Rs.	2,650/-	●
(ii) For Final Course (for students coming after passing PE-II Course)	Rs.	3,250/-	●
Subscription to The Chartered Accountant Journal for 3 years (optional)	Rs.	375/-	●
Total Fee payable at the time of Articles registration	Rs.		

17B. Fees payable by foreign students:

PE-II Course	US$ 130
Registration as articled clerk and for Final (new scheme)	US$ 160

Details of remittance

DD/Pay Order No.................................dated........
for Rs...drawn on..........
(Name of the bank).

I declare that the particulars given above are true and correct to the best of my knowledge and belief and I undertake to intimate to the Council and the employer within sixty days any change that may occur in the information furnished above during the period of my training for the purpose of the Chartered Accountants Regulations, 1988.

I undertake to abide by all the Rules of the Board of Studies, as may be ini force from time to time during the period I am undergoing tuition. I further agree not to pass on, sell or gift away any study paper or any other material provide **to** me by the Board.

Signature of the Articled Clerk

I declare that the particulars given above are true and correct to the best of my knowledge and belief. The information furnished against items 13 and 14 s based on the statement of the articled clerk.

Place:

Date: Counter Signature of the Employer

PARTICULARSOFTHEEMPLOYEROFTHE ARTICLED CLERK

PART-B

1. Name

2. Membership No.

3. Address

4. Date from which the member is continuously holding the Certificate of Practice

5. Name of the Firm and member's status therein (i.e. proprietor/partner/*paid assistant)

6. Details of association (Proprietor/Partner/*paid assistant), If any, with other firms of Chartered Accountants.

7. Sub-Regulation of Regulation 43 under which the member is eligible to train the Articled Clerk.

8. Whether the member is engaged in any other business or occupation at present. If so please give details.

Not eligible under amended Regulation 43 effective from 1st October, 2001.

9. Whether the member was engaged in any other business or occupation at any time during the qualifying years of his practice on the strength of which he claims eligibility to train articled clerk. If so, please give details.

10. Name(s) of the articled clerk(s), if any, with registration Nos., already undergoing training with the member.

11. Name of the additional articled clerk, if any, with registration number, already undergoing training with the member.

I declare that the particulars given in Part B above are true and correct to the best of my knowledge and belief and I undertake to intimate the Council within sixty days of any change that may occur in the information furnished in Part B during the period of training to the articled clerk.

I further declare that

(1) I have fully satisfied myself that the articled clerk is eligible to receive training as such under the Chartered Accountants Regulations, 1988/ Chartered Accountants (Amendment) Regulations, 2001 and that -

  (a) He has completed the age of 18 years.

  (b) He has passed the Entrance/Foundation/ PE-II Examination under these Regulations.

(2) The deed of articles has been executed in duplicate in Form 102.

(3) I have fully satisfied myself that the deed has been executed correctly in all respects.

(4) One copy of the deed of articles has been retained by me and the other has been given to the articled clerk.

(5) I shall be paying stipend to the articled clerk not below the rates prescribed under the Regulations.

(6) I have necessary vacancy to train the aforementioned articled clerk and that relevant papers for registration have been filed in accordance with the provisions of Regulation 46.

Place:

Date: Signature of the Employer

I. FEE PAYABLE FOR REGISTRATION OF ARTICLED/AUDIT CLERK/PE-II/FINAL COURSE

(1)	(a)	Articles Registration Fee	Rs. 300/-
	(b)	Student's Association Fee	Rs. 50/-
	(c)	Board of Studies Registration Fee	Rs. 50/-
	Tuition Fee:		
	(i)	For PE-II Course (for students passing Foundation Examination)	Rs. 2,650/-
	(ii)	For Final Course (for students coming after passing PE-II Course)	Rs. 3,250/-
(2)	Subscription to The Chartered Accountant Journal for 3 years (optional)		Rs. 375/-
(3)	Fees payable by foreign students:		
	PE-II Course	US$130	
	Registration as articled clerk and for Final (new Scheme)	US$ 160	

II. STIPEND PAYABLE TO **ARTICLED** CLERKS (W.E.F.) **1.4.2006**

Situation of the normal place of service of the articled clerk	During the First year of training	During the second year **of** training	During the remaining period of training
(1)	**(2)**	**(3)**	**(4)**
(a) Cities/towns with a population of 20 lakhs and above	Rs.450	Rs.600	Rs.800
(b) Cities/towns having a population of 3 lakhs and above but less than 20 lakhs	Rs. 300	Rs. 450	Rs.600
(c) Cities/towns having a population of less than 3 lakhs	Rs. 200	Rs.300	Rs. 450

An additional stipend of Rs. 300/- per month shall be paid to the articled clerk (s).on passing the Intermediate Examination or to the articled clerk(s) who has passed the PE-II Examination during his articleship under these regulations from the first day of the month following the date of declaration of result, irrespective of aforesaid classification of cities/towns.

FORM **'104'**

[See Regulations 51(4) & 72(4)]

Articles of apprenticeship made on the.............day of.................. Two thousand..........................between..............who is employed as ....in..............and is a member of the Institute entitled to impart industrial training (hereafter called the 'Member') of the first part.......... for and on behalf of............employing the member of the first part (hereafter called the 'Employer') of the second part and...........(hereafter called the 'Apprentice') of the third part.

Witness as follows, that is to say>

1. In consideration of the covenants by the Apprentice hereafter contained, the Member of the first part and the employer of the second part agree to take.......as their Apprentice for the term of...............months, from the..........day of...........Two thousand.............

2. The Apprentice covenants with the Member and the Employer as follows—

(a) That he will at all times during the said term diligently and faithfully serve them as their apprentice for the purpose of receiving industrial training in accountancy.

(b) That he will not at any time during the said term destroy, cancel, obliterate, spoil, embezzle, spend, make away with or take copies of books, papers, plans, documents, monies, stamps or chattels of the Member and/or the Employer, or any of their clients or employers which shall be deposited in his hands or which shall come to his care, custody or possession or allow any of the said goods to be so treated by others if he can by die exercise of reasonable care prevent it.

(c) That he will at all times keep the secrets of the Member and the Employer and of their clients and employers and will not divulge their names and affairs.

(d) That he will readily and cheerfully obey and execute the lawful and reasonable commands of the Member and the employer and will not depart or absent himself from the service or employ at any time during the sajd term without their consent first obtained but will at all times during the said term conduct himself with all due diligence, honesty and propriety.

(e) That he will at all times well and faithfully serve the Member ar^d the Employer as an Apprentice ought to do in all things whatsoever.

(f) That he will make good and fully indemnify the Member and the Employer for any loss or damage suffered or sustained by them by his misbehaviour or improper conduct.

3. The Member covenants with the Apprentice as follows—

(a) That he was enrolled as a member of the Institute atleast three years before the date of these articles and continues to be a member of the Institute

(b) That he will by the best ways and means in his power and to the utmost of his skill and knowledge instruct or cause to be instructed the Apprentice and afford him such reasonable opportunities and work as may be required to enable him to acquire the art, science and knowledge of Accountancy.

(c) That if the Apprentice has well and faithfully served his intended apprenticeship, he will at the expiration of the said term, issue him a certificate of service in the appropriate Form.

4. The Employer covenants with the Apprentice as follows—

(a) That he agrees to permit the Member to train the Apprentice in his undertaking/institution/organisation.

(b) That.................................is a financial or commercial or industrial undertaking with minimum fixed assets of Rs. 1 crore, or minimum total turnover of Rs. 10 crores or minimum paid up share capital of rupees fifty lakhs or is an institution or organisation approved by the Council.

(c) That if during the said term, the Member shall die or cease to be a member of the Institute or cease to be in the employment of the Employer, he shall allow the Apprentice to complete the balance of the said term with another member of the Institute if any, in his employment, entitled to impart industrial training. However, if there is no such member in his employment, he shall issue a certificate of service in the appropriate Form for the expired period of apprenticeship.

5. These articles are subject to the Chartered Accountants Regulations, 1988 and to any amendments which might be made from time to time and

these may also be cancelled under Regulation 66(2) or 79 as the case may be of these Regulations. However for matters of discipline and leave the apprentice shall abide by the Rules and Regulations of the employer.

In witness whereof the parties have hereunto set their hands and seals the day and year first above written.

Signed, Sealed and Delivered by (Member)
in the presence of

(Membership No............................)

Signed, Sealed and delivered by (Employer)
in the presence of

Signed, Sealed and delivered by
(Apprentice) in the presence of

(Articled/Audit Registration No............)

FORM '105'

[See Regulation 51(5) or 72(5)]

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Certificate of service to be issued by the member under
whom industrial training was received)

I...............employed as...................by Messrs..............................do hereby certify that Shri/Ms..................................worked under my supervision for a period of.................from..................to....................and during this period he/she was given training in.............Department(s).

I also certify that his/her progress during the period was satisfactory and that he/she bears a good moral character.

I further certify that during the above mentioned period, he/she was given leave for...............days.

Signature of Member
(Membership No...........................)

Place: Signature of Articled Clerk/
Date: Audit Clerk
(Regn. No......................)

REPORTOFINDUSTRIAL TRAINING

(Refer to paragraph 31.2 of Training Guide)

Name of the Industrial or. other unit: Period:

Name of the Member: Name of the Industrial Trainee:

Membership No.: Regn. No.:

Category of work experience	Number of Days/Months
Financial and Management Accounting	
Financial Management	
Internal and Management Audit Taxation	
Information Technology	
Any other areas, please specify	

Comments/Remarks:

I/We hereby certify that the aforesaid information is based on Training Records,

Signature

Industrial Trainee

Signature

Member-in-Charge

Place:

Date:

Notes: - Technical progress of a trainee may be judged in relation to his/her seniority.
- General Comments may include specific information on level of progression.

FORM '106'

[See Regulation 56(2)]

(for use where Articles are assigned)

ASSIGNMENT OF ARTICLES made on the.....................day of ....Two thousand.................,,..........between

of.................(hereafter called "the Employer") of the first part ....(hereafter called "the Articled Clerk") of the second part and.................of....................carrying on the business of.................... at.......................(hereafter called "the New Employer") of the third part.

Whereas by Articles of Apprenticeship dated.....................and made between the Employer of the first part and the Articled Clerk of the second part, the Articled Clerk was bound apprentice to the Employer in the practice of profession of Accountancy for a term of...................years from the ....day of................20........

And whereas it has been agreed that the Articled Clerk shall serve the unexpired residue of the said term with the New Employer, being a member of the Institute entitled to train Articled Clerks and the Employer has agreed to assign the said Articles of Apprenticeship to the New Employer.

•And whereas the Employer has paid to the New Employer Rs........................out of the premium received by the Employer under the said Articles.

Now this deed of assignment witnesseth as follows:

1. The Employer hereby assigns the said Articles of Apprenticeship from the..............day of............20..........and all his interest therein and the benefit of all covenants therein contained to the New Employer to hold the same for all the unexpired residue of the said term of................years.

2. The New Employer covenants with the Employer, and the Articled Clerk and with each of them separately—

(a) That he will take the Articled Clerk as his Articled Clerk for the unexpired residue of the said term in order that he may complete his studies and acquire the art, science and knowledge of Accountancy.

(b) That he will observe and perform all the covenants in the said Articles contained and on the part of the Employer to be observed and performed in like manner in all respects as if the New Employer were therein named instead of the Employer and will keep the Employer indemnified from the same and from all actions, claims or demands in respect thereof.

(c) That his professional practice is his main occupation and is suitable for the purpose of enabling him to carry out the obligations referred to in (a) and (b) above.

3.The Articled Clerk covenants with the New Employer—

(a) That the Articled Clerk shall diligently and faithfully serve the New Employer as his apprentice in his profession of Accountancy for all the unexpired residue of the said term.

(b) That he will observe and perform all the covenants in the said Articles contained and on his part to be performed in like manner in all respects as if the new Employer were therein named instead of the Employer.

4. This Deed of Assignment is subject to the Chartered Accountants Regulations as may be in force from time to time.

In witness whereof the parties have hereunto set their respective hands the day and year first above written.

Executed by "The Employer" of the First Part

In the presence of

Executed by "The Articled Clerk" of the

In the presence of Second Part

Executed by "The New Employer" of trie

In the presence of Third Part

•To be deleted where not applicable.

FORM '107'

[See Regulation 58(2)]

(Form of Supplementary Deed of Articles)

Articles of apprenticeship made on the...............day of.
Two thousand................between..........................(hereafter called the Employer) of the first part and *[...........Chartered Accountant in practice/ Partner of Messrs............Chartered Accountants in practice, employing the Employer of the first part (hereafter called the second Employer) of the second part].......(hereafter called the Articled Clerk) of the second/*third part, SUPPLEMENTAL to the Articles of Apprenticeship made on the between the above mentioned parties for

Witness as follows, that is to say:

1. Whereas the above mentioned Articles have expired on the and the Articled Clerk has taken more leave of absence during the said period

than is permissible under the Charatered Accountants Regulations, it is hereby agreed by the parties mentioned above that............the Articled Clerk will serve for a further period of......from..........to................on the same terms and conditions as are contained in the original deed of articles dated.........registered with the Institute of Chartered Accountants of India, vide Registration No..........dated the..........

2. These articles are subject to the Chartered Accountants Regulations as may be in force from time to time.

In witness whereof the parties have hereunto set their hands the day and year first above written.

Signed, Sealed and Delivered

by

in the presence of

Signed, Sealed and Delivered

by

in the presence of

*[Signed, Sealed and Delivered

by

in the presence of]

Note: 1. *Delete words not applicable.

2. The employee/paid assistant of a Chartered Accountant in practice or a firm of such Chartered Accountants is not entitled to train articled/audit clerks under amended Regulation 43 effective from 1st October, 2001.

3. Form 107 shall be executed on Non Judicial stamp paper or a "Special Adhesive stamp" worth of Rs.......(as per the rates in force) shall be affixed.

FORM '108'

[See Regulations 50 and 61(1)]

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Certificate of service under Articles

I,...............of..................do hereby certify that Shri/Ms................

served as an articled clerk under me in accordance with the Chartered Accountants Regulations, for a period of .... from .... \o .... that his/her progress was satisfactory and that to the best of my knowledge he/she bears a good moral character.

I further certify that during the above mentioned period the articled clerk was given leave for .... days.

I further certify that I have paid to the articled clerk a minimum monthly stipend at the rates specified in the Regulations and that the stipend was paid by cross account payee cheques every month/*deposited by me every month in his account (number) .... with .... branch of **the** .... (Name of the bank).

The articles were duly registered with the Council of the Institute of Chartered Accountants of India vide Registration No .... of, 20 ....

Signature

Name in block letters

Place:

Date: Signature of articled clerk

(•Delete words not applicable)

REPORT OF **PRACTICAL TRAINING**

(Refer to Paragraph 25.1 of Training Guide)

Name of the Firm .... Name of MIT if any ....

Name of the Principal .... Name of the Trainee ....

Principal's Membership No .... Trainee's Registration No.

Period: From.

To ....

Category of Work Experience	**(Time Spent in** Weeks) **First Year**	Second **Year**	Third Year
A. Financial & Management Accounting			
B. Auditing (Including Internal Audit)			
C. Taxation			
D. Management Services			
E. Information Technology			
F. Other areas, if **any, please specify**			
G. Secondment, exchange if any			

General Comments/Remarks:

I/We hereby certify that the aforesaid information is based on Training Record maintained in the Office.

Signature
Principal/Member-in-charge (Training)
Membership No.....................

Place:

Date:

Note: General comments may include information on levels of Progression.

FORM '109'

[See Regulation 61(2)]

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Certificate of Service on discontinuance or termination of articles

I...............of...................do hereby certify that Shri/Ms. ....served as an articled clerk under me in accordance with the Chartered Accountants Regulations for a period of...........year.......... months and.............days from...............to.................that his/her progress was satisfactory and that to the best of my knowledge he/she bears a good moral character.

(The articles are terminated by mutual consent with effect frorh ....)

I further certify that during the above mentioned period the articled clerk was given leave for......... days.

I further certify that I have paid to the articled clerk a minimum monthly stipend at the rates specified in the Regulations and that the stipend was paid by crossed account payee cheques every month* deposited by me every month in his/her account (number).............. with................. branch of the .... (Name of the bank).

The articles were duly registered with the Council of the Institute of Chartered Accountants of India vide Registration No.......................

Signature

Place: ____

Date: Name in block letters

I .... have agreed for termination of my training under articles with Shri..................... with effect from................ at my own free will and endorse the contents of this certificate.

Place: Signature of articled clerk

Date: (Regn. No...............)

•(Delete words not applicable)

Note: (1) The date of issue of this certificate cannot be prior to the date on which the form is issued by the office of the Institute.

(2) This form is valid only for a period of sixty days from the date of issue by the office of the Institute.

For use of the Institute's Office

Institute's Stamp Date of Issue Signature of the Issuing Authority

FORM '111'

[See Regulation 62]

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Certificate of Service under Articles
(To be issued by a surviving partner)

I .... of .... who practised in partnership with the late .... do hereby certify that .... served as an articled clerk under the late .... in accordance with the Chartered Accountants Regulations, for a period of .... from .... to ...., that his/her progress was satisfactory and that to the best of my information he/she bears a good moral character.

I further certify that during the above mentioned period, the articled clerk was given leave for .... days.

No premium was received by the late ....

The articles were duly registered with the Council of the Institute of Chartered Accountants of India, *vide* Registration No__of 20.............

Signature

Place:
Date:

Name in Block Letters

Signature of the articled clerk

REPORT OF PRACTICAL TRAINING

(Refer to Paragraph 25.1 of Training Guide)

Name of the Firm..............	Name of MIT if any........................
Name of the Principal......................	Name of the Trainee......................
Principal's	Trainee's
Membership No............................	Registration No............................
	Period: From................................
	To..............................'..................

Category of Work Experience	(Time Spent in Weeks) First Year	Second Year	Third Year
A. Financial & Management Accounting			
B. Auditing (Including Internal Audit)			
C. Taxation			
D. Management Services			
E. Information Technology			
F. Other areas, if any, please specify			
G. Secondment, exchange if any			

General Comments/Remarks:

I/We hereby certify that the aforesaid information is based on Training Record maintained in the Office.

Signature
Surviving Partner/Member-in-charge (Training)
Membership No.....................

Place:

Date:

Note: General comments may include information on levels of Progression.

REPORT OF PRACTICAL TRAINING

(Refer to Paragraph 25.1 of Training Guide)

Name of the Firm......

Name of the Principal

Principal's Membership No.........

Name of MIT if any.

Name of the Trainee

Trainee's Registration No.........

Period: From.............

To.............................

Category of Work Experience	(Time Spent in Weeks) First Year	Second Year	Third Year
A. Financial & Management Accounting			
B. Auditing (Including Internal Audit)			
C. Taxation			
D. Management Services			
E. Information Technology			
F. Other areas, if any, please specify			
G. Secondment, exchange if any			

General Comments/Remarks:

I/We hereby certify that the aforesaid information is based on Training Record maintained in the Office.

Signature
Principal/Member-in-charge (Training)
Membership No.....................

Place:

Date:

Note: General comments may include information on levels of Progression.

FORM '110'

[See Regulation 62]

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF **INDIA**

Certificate of service under Articles
(To be issued by the legal representative)

I,……………legal representative of the late………………of………………… do hereby certify that to the best of my information Shri/Ms……………… served as an articled clerk under the late……..of…………in accordance with the Chartered Accountants Regulations, for a period of…………years……..1 months and……….days from…………to……………and that according to the information supplied to me his/her progress was satisfactory and he/she bears a good moral character.

I further certify that according to the information supplied to me, during the above mentioned period, the articled clerk was given leave for………days by the late ………..

No premium was received by the late………

The articles were duly registered with the Council of the Institute o Chartered Accountants of India, *vide* Registration No……….of 20……

Signature

Place:
Date:

Name in block letters

Signature of the articled clerk

FORM '112'

[See Regulations 65 and 78]

The Secretary,
The Institute of Chartered Accountants of India

Dear Sir,

I beg to apply for permission to study other course/engage in other business or occupation during the period of my service as an articled/audit clerk. The required particulars are given below:

1. Name of the articled/audit clerk.............
2. Articled/Audit Registration No. if any ....
3. Date of commencement of Articles/Audit service.............
4. Name of the employer.............

A. Details of other course of study

5. Course for which permission is sought ....
6. Hours of work in the office of the employer..............(should be uniform for all articled/audit clerks)
7. (a) Whether the course involves attendance of any classes

   YES/NO..............

   (b) If yes, please state the college hours.............
   (c) Whether it is a correspondence course or involves private studies ....
8. Date of joining the said course of study.............
9. Duration of the course.............
10. Subjects taken for the said course.............

Date:

Place:

Signature of Articled/Audit Clerk

@(i) CERTIFICATE FROM THE COLLEGE

[Applicable to students who have joined the College, prior to joining the C.A. Course]

This **is** to certify that Shri/Ms.............. S/o, D/o, W/o Shri .... is a bonafide student of the college since.............. He/she is a student Of ....course. The college hours are from.............**to**.............

Signature

Date: Principal of the College

Place:

(Seal of the College)

(In case the student is pursuing correspondence course, he/she is not required to obtain the said certificate.)

@(ii) CERTIFICATE FROM THE COLLEGE

(applicable to students who propose to join the College at the time of joining the C.A. Course and/or subsequent to joining the C.A. Course)

We understand that Shri/Ms...
S/o, D/o, W/o Shri...intends to join..............................Course in the College, after obtaining necessary permission from you.

This is to certify that the college hours of......................Course are from ....to................

Date:

Place:

Signature
of Principal of the College
(Seal of the College)

(In case the student is pursuing correspondence course, he/she is not required to obtain the said certificate.

In case the student is not in a position to obtain the aforesaid Certificate from the College, he/she can submit a copy of the prospectus containing details about college hours of the particular course proposed to be pursued.)

RECOMMENDATIONOFTHE EMPLOYER

I hereby certify that the normal working hours of my office (uniform for all articled/audit clerks) are from..............................to.................................... and the hours during which Shri/Ms....................is required to attend classes for other course are from.............................to................................I further certify that such attendance does not interfere with his/her training under me. I recommend that he/she may be permitted to attend the classes which are outside my office hours.

Date:. . . . . Chartered Accountant

Place:. . . . . .MembershipNo.......................

@ **B. Details of engagement in other** business/occupation

11. Nature of engagement.........................

12. Date of engagement as such..................

•13. Whether it involves devotion of any time. If so, give full details viz. number of hours to be devoted per week and timings.................

**14. Whether it is a family business............................Yes/No...............

**15. Date of inception of business...

**16. How has interest been acquired in the business..............................

Date:.......................

Place :. . . . . .Signatue of Articled/Audit Clerk

Note: In case the student is/was a sleeping partner, kindly attach certified copy of the Partnership Deed with the application.

RECOMMENDATION OF THE EMPLOYER

I hereby certify that the normal working hours of my office (uniform for all articled/audit clerks) are from____to...................................... and the hours during which Shri/Ms.................................is required to engage himself/herself as a sleeping partner/Director/other occupation in M/s..........................are from..........................to.....................................I further certify that such engagement does not interfere with his/her training under me. I recommend that he/she may be permitted to engage himself/herself in other business or occupation which are outside my office hours.

Date: Chartered Accountant

Place: Membership No.................

@ Strike out whichever is not applicable.

* Append necessary certificate from the employer about working hours.

** Append necessary documentary evidence viz. partnership deed/certificate from the company about being a Director for attending Board Meetings only.

FORM '113'

[See Regulation 69(2)]

STATEMENT OF PARTICULARS TO BE SUBMITTED (IN DUPLICATE) FOR REGISTRATION AS AN AUDIT CLERK

PART A - PARTICULARS OF THE AUDIT CLERK

1. Name in full (in capital letters)
2. Residential Address
3. Date of birth
4. Father's name and address
5. Educational qualifications (starting from degree examination)
   - Examination
   - University
   - Subjects
   - Maximum Marks
   - Aggregate Marks obtained
   - Percentage
6. Particulars regarding passing the Entrance/ Foundation/PE-11 Examination of the Institute, where required:
   - Roll No.
   - Month & year of passing
7. Particulars of previous service, if any, viz.

(a) Name and address of the previous employer

(b) Whether served as on articled or audit clerk

(c) Registration No.

(d) Date of commencement

(e) Date of termination

(f) Duration of service

8. Date of commencement of service under the present employer

9. (a) Whether the audit clerk is enaged in any other business or occupation

(b) If so, whether permission of the Council has been obtained (quote letter No. and date)

(c) If permission is now sought, please give full details of the engagement and the date since when so engaged.

10. (a) Whether the audit clerk has taken up any other course of study academic or professional

(b) If so, whether permission of the Council has been obtained (quote letter No. and date)

(c) If permission is now sought, give full particulars of the course, timing of the classes held, working hours of the employer, etc.

* 11. If the audit clerk is not a graduate but has appeared in his final graduation examination

(a) Name of University

Applicable to only those candidates who have passed the Entrance Examination upto and including the November 1992 examination.

(b) Name of the final graduation examination in which he has appeared

(c) Dates of the examination

*I undertake that if provisional registration is granted to me under Regulation 69, I shall produce within nine months from the date of my provisional registration, satisfactory proof of my having become a graduate within the meaning of Regulation 2(1) (ix) of the Chartered Accountants Regulations, 1988, failing which the provisional registration of my audit service shall stand cancelled, no part of the registration fee or the tuition fee paid by me shall be refunded and no credit shall be given for the training undergone.

I declare that the particulars given above are true and correct to the be$t of my knowledge and belief and I undertake to intimate to the Council and the employer within sixty days, any change that may occur in the information furnished above during the period of my training for the purposes of thp Chartered Accountants Regulations, 1988.

I undertake to abide by all the Rules of the Board of Studies as may be in force from time to time during the period I am undergoing tuition. I further agree not to pass on, sell or gift away any study paper or any otheir material provided to me by the Board.

I undertake to pay the balance of tuition fee to the Board of Studies in instalments as required under the Rules of the Board of Studies.

Signature of the Audit Clerk

I declare that the particulars given above are true and correct to the best of my knowledge and belief. The information furnished against item 9 and 10 is based on the statement of the Audit Clerk.

Place:

Date: Counter-Signature of the Employer

Note: *Delete portion not applicable.

PART B - Particulars of the Employer of the Audit Clerk

1. Name
2. Membership No.

3. Address
4. Date from which the member is continuously holding the certificate of practice
5. Name of the firm of which the member is proprietor/partner
6. Whether the member is engaged in any other business or occupation at present. If so, please give details.
7. Whether the member was engaged in any other business or occupation at any time during the qualifying years of his practice on the strength of which he claims eligibility to train audit clerk. If so, please give details.

I declare that the particulars given in Part B above are true and correct to the best of my knowledge and belief and I undertake to intimate the Council within sixty days any change that may occur in the information furnished in Part B during the period of training of the audit clerk.

"I further declare that—

(1) I have fully satisfied myself that the audit clerk is eligible to receive training as such under the Chartered Accountants Regulations, 1988 and that—

(a) he has completed the age of 18 years;

(b) *he is a graduate within the meaning of Regulation 2(l)(ix) of the Chartered Accountants Regulations, 1988; and

(c) he has passed the Entrance/Foundation/PE-II examination under these Regulations or is exempted from passing it.

*(1 A) The audit clerk has made a declaration before me that he has appeared in his final graduation examination the result whereof has not been declared.

I certify that Shri ....was employed in the firm of M/s.............. on a monthly salary of not less than Rs...............for a minimum period

*** Delete portion not applicable.**

of one year from.............to.............and the requirement of Regulation 68(5) is thus satisfied. Further, as required by Regulation 68(5) I shall pay a monthly salary of not less than Rs.1500/- p.m. in case of cities with a population of one million and above and Rs.1000/- p.m. in case of cities/ towns having a population of less than one million, to Shri............during his training as an audit clerk under the Chartered Accountants Regulations, 1988.

Place:
Date: Signature of the Employer

I. FEES **PAYABLE FOR REGISTRATION OF ARTICLED/AUDIT SERVICE**

(a)	Registration fee as an articled/audit cleric	Rs. 300.00
(b)	Students' Association fee	Rs. 50.00
(c)	Registration fee with the Board of Studies	Rs. 50.00
(d)	Tuition fee	
(i)	For PE-II Course (for students passing Foundation Examination)	Rs. 2,650/-
(ii)	For Final Course (for students coming after passing PE-II Course)	Rs. 3,250/-

Fees payable by foreign students :

PE-II Course	US$ 130
Registration as articled clerks and for Final (new Scheme)	US$ 160

Subscription to the Chartered Accountant Journal (optional)	Rs. 375.00 (For 3 years)
Students Identity Card (Compulsory) along-with a set of Form 102, 103 or 113	Rs. 10.00

IL REMUNERATION PAYABLE TO AUDIT CLERKS

(i)	Cities with a population of one million and above	Rs. 1500/-p.m

(ii) Cities/towns having a population of less than one million — Rs. 1000/- p.m.

FORM '114'

[See Regulations 71 and 75]

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Certificate of Audit Service

I .... of .... do hereby certify that Shri/Ms .... served as an audit clerk under me in accordance with the Chartered Accountants Regulations, for a period of .... from .... to .... that his/her progress was satisfactory and that to the best of my knowledge he/she bears a good moral character.

I, further certify that during the above mentioned period the audit clerk was given leave for .... days.

The audit service was duly intimated to the Council of the Institute of Chartered Accountants of India, *vide* Registration No .... of .... 20 ....

Signature

Place: (Name in block letters)

Date:

Signature of audit clerk

FORM «115'

[See Regulation 76]

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Certificate of Audit Service

(To be issued by the legal representative)

,1 .... legal representative of the late .... do hereby certify that to the best of my information Shri/Ms .... served as an audit clerk under the late .... in accordance with the Chartered Accountants Regulations, for a period of .... from .... to .... and that according to the information supplied to me his/her progress was satisfactory and he/she bears a good moral character.

I further certify that according to the information supplied to me, during the above-mentioned period, the audit clerk was given leave for......... days by the late ....

The audit service was duly registered with the Council of the Institute of Chartered Accountants of India *vide* Registration No_of......... 20.............

Signature

Place:

(Name in block letters)

Date:

Signature of audit clerk

FORM '116'

[See Regulation 76]

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Certificate of Audit Service

(To be issued by a surviving partner)

I,..............of..............who practised in partnership with the late ....do hereby certify that Shri/Ms..............served as an audit clerk under the late..............in accordance with the Chartered Accountants Regulations, for a period of.............from..............to..............and that his/her progress was satisfactory and that to the best of my knowledge he/she bears a good moral character.

I further certify that during the above-mentioned period the audit cle^k was given leave for.............days.

The audit service was duly registered with the Council of the Institute of Chartered Accountants of India, *vide* Registration No_of 20.............

Signature

Place:

(Name in block letters)

Date:

Signature of audit clerk

FORM «117»

[See Regulation 190(1)]

FORM OF APPLICATION FOR APPROVAL
OF A TRADE OR A FIRM NAME

1. Proposed trade/firm name (in order of preference)	1. 2. **3.** **4.**
2. Name(s) of the Proprietor/Partner of the firm; with his/their membership numbers). (The names should be given as entered in the Register of Members)	
3. Address of the Head Office	

Signature
of the Proprietor/Partners of
the firm with the membership numbers)

Place:

Date:

APPENDIX NO. (2)

No: 62(43)-ICL(A)/50
GOVERNMENT OF INDIA

Ministry of Finance
(Department of Economic Affairs)
New Delhi, dated the 4th April 1951

NOTIFICATION
CHARTERED ACCOUNTANTS

[As amended by Notification Nos. 3/4/61 dated 3rd April 1961, 7/36V 63-IGC dated 31st December, 1963, S.O. No. 1229 dated 24th April 1965, 8/2/73-IGC dated 6th September 1973 and 7/28/73-IGC dated 15th January 1977, of the Department of Company Affairs at its predecessor Department in the Government of India.]

In pursuance of *clause (v) of Regulation 2 of the Chartered Accountants Regulations, 1949, the Central Government hereby recognises the following universities for the purposes of the said clause:-

University in Burma

The Universities of Rangoon.

English and Welsh Universities

The Universities of Birmingham, Bristol, Cambridge, Durham, Leeds, Liverpool, London, Manchester, Oxford, Reading Sheffield and Wales.

Scottish University

The Universities of Aberdeen, Edinburgh, Glasgow and St. Andrews.

Irish Universities

The University of Dublin (Trinity College)

The National University of Dublin

The Queen's University, Belfast.

Universities in Pakistan

The University of Punjab, The University of Sind

University in West Germany

The University of Munich

University in Nepal

The Tribhuvan University

Universities in Bangladesh

The Dacca University

The Rajasahi University

University in Afghanistan

The Kabul University

B.K.KAUL

Deputy Secretary to the Government of India

Note: In addition, the Central Government has accorded recognition to the Diploma in Rural Services awarded by the Gandhigram Rural Institute (Deemed Univiersity), Gandhigram, Tamil Nadu, as equivalent to a graduate of a University in India under 'regulation 2(i)(vii). [Ref. Govt, letter No. 7/15/79-IGC dated 1.4.80.]

* **Clause (ix) of Regulation 2 of the Chartered Accountants Regulations, 1988**

APPENDIX NO. (3)

Resolution of the Council under Regulation 4(b)

"It was resolved that passing any of the undermentioned examinations shall be deemed to be equivalent to the test recognised by the Council under Regulation 4(b).

(i) Examination held under the Regulation for the award of the Government Diploma in Accountancy before the commencement bf this Act;

(ii) Final Examination held under the Auditor's Certificates Rules, 1932;

(iii) In the case of any person domiciled in India, who, either before or after the commencement of this Act, but within the time limits specified in the proviso to Section 4(l)(vi) of the Chartered Accountants Act, has passed the examination and qualified himself to membership of any of the Institutions recognised under Rule 7 of the Auditor's Certificates Rules, 1932;

and the undermentioned practical training shall be deemed to be equivalent to the practical training recognised by the Council under Regulation 4(b):-

(i) Practical training prescribed under the Regulations for the awards of the Government Diploma in Accountancy; or

(ii) Practical training prescribed under the Auditor's Certificates Rules, 1932; or

(iii) Partly as in (i) and partly as in (ii) above, for the periods specified in * Regulation 31; or

(iv) In the case of any person domiciled in India practical training served under the Regulations of any of the Institutions specified in Rule 7 of the Auditor's Certificates Rules, 1932, either before or partly before and partly after the commencement of this Act, on payment of a recognition fee of Rs.30."

Corresponding to Regulation 50 of the Chartered Accountants Regulations, 1988.

APPENDIX NO. (4)

Rates for supply of copies of papers and documents under Section 21 of the Chartered Accountants Act, 1949, and Regulations 12 to 16 of the Chartered Accountants Regulations, 1988 and fees for inspection thereof.

(1) Copies of Form '8' and/or papers containing the complaint or information, written statement, and the exhibits referred to therein, the Report of the Disciplinary Committee including the Notes of Hearing, Questions put to the parties and their replies thereto and all other exhibits annexed to the Report, the findings of the Council and all the papers sent to the High Court including the index, and such other papers at the discretion of the Disciplinary Committee, shall be supplied on payment, by cash in advance, of the fees of Rs. *21*- per page.

(2) The papers referred to in (1) above can also be inspected at the office of the Institue at New Delhi on advance payment by cash of the fees of Rs. *21*- per page.

Note: Payments can also be effected by bank draft favouring the Secretary, The Institute of Chartered Accountants of India at New Delhi.

APPENDIX NO. (5)

BRANCHES OF CHARTERED ACCOUNTANTS STUDENTS' ASSOCIATIONS

A. Particulars Regarding Setting up of the Branches

Name of the Branch	*Notification No.*	*Date of the Notification*	*Date from which set up*
(1)	**(2)**	**(3)**	**(4)**
I. *Western India Students' Association*			
Ahmedabad	l-CA(28)/2/62	26.8.1963	15.9.1963
Aurangabad	l-CA(7)/52/2001	9.2.2001	14.9.2000
Baroda	l-CA(26)/68	31.5.1968	1.7.1968
Nagpur	l-CA(70)/82	25.10.1982	1.10.1982
Poona	l-CA(28)/2/62	9.10.1963	1.11.1963
Rajkot	l-CA(7)/61/2002	4.4.2002	11.3.2002
Surat	l-CA(70)/74	1.10.1974	1.10.1974
II. *Southern India Students' Association*			
Alleppey	l-CA(7)/39/98	15.12.1998	15.12.1998
Bangalore	l-CA(28)/2/62	19.4.1963	1.5.1963
Belgaum	1-CA(70)/81	4.3.1981	1.3.1981
Calicut	1-CA(7)/159/87	12.10.1987	17.9.1987
Coimbatore	l-CA(28)/2/62	19.4.1963	1.5.1963
Ernakulam	l-CA(26)/68	31.5.1968	1.7.1968
Hubli	l-CA(7)/24/94	4.3.1994	1.3.1994
Hyderabad & Secunderabad	l-CA(28)/2/62	19.4.1963	1.5.1963
Palghat	l-CA(7)/32/97	2.1.1998	18.8.1997
Kottayam	l-CA(7)/33/97	6.1.1998	23.7.1997
Madurai	l-CA(28)/2/62	19.4.1963	1.5.1963
Mangalore	l-CA(50)/72	1.9.1972	1.7.1972
Quilon	l-CA(7)/22/93	7.6.1993	1.6.1993
Salem	l-CA(50)/72	1.9.1972	1.7.1972
Tiruchirapalli	l-CA(50)/72	1.9.1972	1.7.1972
Trichur	l-CA(7)/4/88	10.1.1989	17.12.1988

Trivandrum	l-CA(50)/72	1.9.1972	1.7.1972
Vijayawada	l-CA(50)/72	1.9.1972	1.7.1972
Vishakapatnam	l-CA(7)/8/89	26.7.1989	15.7.1989

III. *Eastern India Students' Association*

Guwahati	l-CA(7)/54/2001	10.5.2001	1.5.2001

IV. *Central India Students' Association*

Bhopal	l-CA(70)/84	15.10.1984	1.10.1984
Indore	l-CA(50)/72	1.6.1972	1.4.1972
Jaipur	l-CA(26)/68	31.5.1968	1.7.1968
Jodhpur	l-CA(70)/79	16.8.1979	1.7.1979
Raipur	l-CA(7)/34/98	31.8.1998	1.4.1998
Udaipur	l-CA(70)/82	25.10.1982	1.10.1982

V. *Northern India Students' Association*

Amritsar	1-CA(70)/81	4.3.1981	1.3.1981
Chandigarh	l-CA(70)/82	27.7.1982	1.7.1982

APPENDIX NO. (6)

BRANCHES OF THE REGIONAL COUN

A. 1**Particulars regarding setting up of the Branches**

Name of the Branch	*Notification No.*	*Date of Notification*	*Date from which Set up*
(1)	(2)	(3)	(4)
I. *Western India Regional Council:*			
Ahmedabad	1-CA(24)/61	19.3.1962	1.4.1962
Anand	28-RC(l)/12/86	28.4.1986	3.4.1986
Aurangabad	28-RC(l)/ll/86	20.1.1986	21.12.1985
Baroda	l-CA(24)/67	6.11.1967	1.12.1967
Goa	l-CA(67)/74	15.5.1974	15.5.1974
Jalgaon	28-RC(l)/13/87	21.5.1987	30.4.1987
Jamnagar	l-CA(7)/62/2002	11.3.2002	11.3.2002
Kolhapur	28-RC(l)/8/81	28.7.1981	21.7.1981
*Nagpur	l-CA(34)/69	25.11.1969	17.11.1969
Nasik	28-RC(l)/9/81	28.7.1981	21.7.1981
Poona	1-CA(24)/61	19.3.1962	1.4.1962
Rajkot	l-CA(104)/78	19.1.1978	24.12.1977
Sangli	28-RC(l)/14/87	21.5.1987	30.4.1987
Solapur	28-RC(l)/10/85	5.8.1985	12.7.1985
Surat	1-CA(42)/71	21.8.1971	18.8.1971
II. *Southern India Regional Council:*			
Alleppey	28-RC(2)/15/81	24.9.1981	17.9.1981
Bangalore	1-CA(24)/61	19.3.1962	1.4.1962
Belgaum	l-CA(69)/74	10.6.1974	10.6.1974
Calicut	28-RC(2)/12/82	18.3.1982	5.3.1982
Coimbatore	1-CA(24)/61	19.3.1962	1.4.1962
Ernakulam	l-CA(24)/67	6.11.1967	1.12.1967
Erode	28-RC(2)/22/85	9.10.1985	16.9.1985
Guntur	28-RC(2y 17/82	11.1.1982	23.12.1981
Hubli	28-RC(2)/21/85	18.9.1985	16.9.1985

*** (Dissolved w.e f. 15.5 1976 and re-opened we f. 21.4.1978).**

Hyderabad & Secuuderabad	**1-CA(24)/61**	**19.3.1962**	**1.4.1962**
Kottayam	**28-RC(2)/14/81**	**6.5.1981**	**29.4.1981**
Kumbakonam	**28-RC(2)/8/80**	**25.4.1980**	**2.4.1980**
Madurai	**1-CA(24)/61**	**19.3.1962**	**1.4.1962**
Mangalore	**1-CA(42)/71**	**21.8.1971**	**18.8.1971**
Mysore	**28-RC(2)/19/82**	**5.8.1982**	**24.7.1982**
Palghat	**28-RC(2)/26788**	**13.1.1988**	**31.12.1987**
Pondicheny	**28-RC(2)/23/86**	**28.4.1986**	**3.4.1986**
Salem	**1-CA(42)/71**	**21.8.1971**	**18.8.1971**
Tiruchirapalli	**1-CA(42)/71**	**21.8.1971**	**18.8.1971**
Tirunelveli	**28-RC(2)/13/80**	**26.9.1980**	**15.9.1980**
Tirupur	**28-RC(2)/27/89**	**29.6.1989**	**3.6.1989**
Trichur	**28-RC(2)/15/81**	**6.5.1981**	**29.4.1981**
Trivandrum	**l-CA(50)/72**	**1.2.1972**	**25.1.1972**
Tuticorin	**28-RC(2)/25/90**	**5.10.1990**	**1.10.1990**
Quilon	**28-RC(2)/25/87**	**24.8.1987**	**18.7.1987**
Udupi	**l-CA(7)/58/2001**	**10.5.2001**	**1.5.2001**
Vellore	**28-RC(2)/24/87**	**13.8.1987**	**13.8.1987**
Vijayawada	**1-CA(42K71**	**21.8.1971**	**18.8.1971**
Visakhapalnam	**l-CA(101)/77**	**11.5.1977**	**23.4.1977**
III. ***Eastern India Regional Council:***			
Asansol	**1-CA(73K74**	**17.9.1974**	**10.9.1974**
Bhubaneswar	**28-RC(3)/3/79**	**20.12.1979**	**16.9.1979**
***Cuttack**	**28-RC(3)/4/90**	**7.2.1990**	**7.2.1990**
Durgapur	**28-RC(3)/5/90**	**17.4.1990**	**8.3.1990**
Gauhati	**28-RC(3)/3/78**	**22.10.1977**	**16.9.1977**
Siliguri	**28-RC(3)/24/90**	**5.10.1990**	**1.10.1990**
IV. ***Central India Regional Council-***			
Agra	**28-RC(3)/4/80**	**1.8.1980**	**16.7.1980**
Ajmer	**28-RC(4)/23/90**	**5.10.1990**	**1.10.1990**
Allahabad	**28-RC(4)/12/85**	**3.9.1985**	**12.7.1985**

- **Shifted to Bhubaneswar vide Notification No. 28-RC(3)/3/79dt. 9lhMay. 1983 & reopened vide Ntfn. No. 28-RC(3)/4/90 dt. 7th Feb., 1990.**

Alwar	**28-RC(4)/21/89**	**31.3.1989**	**11.3.1989**
Bareilly	**28-RC(19)/4/88**	**1.9.1988**	**10.8.1988**
Bhilai	**l-CA(7)/55/2001**	**10.5.2001**	**1.5.2001**
Bhilwara	**28-RC(4)/17/88**	**15.1.1988**	**31.12.1987**
Bhopal	**28-RC(4)/7/80**	**2.1.1981**	**16.12.1980**
Dehradun	**28-RC(4)/18/87**	**23.5.1988**	**30.4.1988**
Dhanbad	**28-RC(4)/22/90**	**7.2.1990**	**20.12.1989**
Ghaziabad	**l-CA(83)/75**	**16.7.1975**	**8.7.1975**
Gwalior	**28-RC(4)/16/87**	**20.10.1987**	**17.9.1987**
Indore	**1-CA(47)/71**	**23.8.1971**	**18.8.1971**
Jaipur	**l-CA(38)/70**	**6.7.1970**	**1.4.1970**
Jamshedpur	**1-CA(47)/71**	**23.8.1971**	**18.8.1971**
Jodhpur	**l-CA(97)/76**	**9.11.1976**	**16.9.1976**
Kota	**28-RC(4)/13/85**	**18.9.1985**	**16.9.1985**
Lucknow	**28-RC(4)/4/80**	**1.8.1980**	**16.7.1980**
Mathura	**l-CA(7)/35/98**	**31.8.1998**	**1.6.1998**
Meerut	**28-RC(4)/14/86**	**12.5.1986**	**21.12.1985**
Moradabad	**l-CA(7)/37/98**	**26.11.1998**	**26.10.1998**
Muzaffarnagar	**l-CA(7)/47/2000**	**7.4.2000**	**27.3.2000**
Noida	**28-RC(4)/l/91**	**25.3.1991**	**18.1.1991**
Patna	**28-RC(4)/8/82**	**20.9.1982**	**13.9.1982**
Raipur	**28-RC(4)/6/80**	**1.5.1981**	**8.4.1981**
Ranchi	**28-RC(4)/15/87**	**6.4.1987**	**14.2.1987**
Saharanpur	**l-CA(7)/48/2000**	**7.4.2000**	**27.3.2000**
Udaipur	**28-RC(4)/ll/84**	**23.2.1984**	**20.1.1984**
Varanasi	**28-RC(4)/20/89**	**2.1.1989**	**17.12.1988**
V. ***Northern India Regional Council:***			
Ambala	**l-CA(7)/49/2000**	**7.4.2000**	**27.3.2000**
Amritsar	**28-RC(l)/5/3/78**	**3.11.1978**	**16.9.1978**
Bhatinda	**l-CA(7)/50/2000**	**7.4.2000**	**27.3.2000**
Chandigarh	**l-CA(61)/73**	**1.12.1973**	**1.12.1973**
Faridabad	**28-RC(l)/5/4/80**	**25.4.1980**	**2.4.1980**
Gurgaon	**l-CA(7)/40/99**	**30.3.1999**	**28.2.1999**
Hisar	**28-RC(8)/5/88**	**30.8.1988**	**10.8.1988**

Jammu & Kashmir			
Branch at Jammu	28-RC(5)/7/87	24.8.1987	18.7.1987
Jalandhar	28-RC(5)/5/82	11.1.1982	23.12.1981
Ludhiana	l-CA(72)/74	17.9.1974	10.9.1974
Panchkula	l-CA(7)/56/2001	10.5.2001	1.5.2001
Panipat	l-CA(7)/41/99	30.3.1999	28.2.1999
Patiala	l-CA(7)/42/99	8.7.1999	11.4.1999
Rohtak	l-CA(7)/36/98	31.8.1998	1.6.1998
Himachal Pradesh			
Branch at Shimla	28-RC(9)/5/88	1.9.1988	10.8.1988
Sonepat	l-CA(7)/57/2001	10.5.2001	1.5.2001
Yamunanagar	28-RC(5)/6/87	21.5.1987	30.4.1987

APPENDIX NO. (7)

[Published in Part I Section 1 of the Gazette of India dated the 27th August 1949]

New Delhi dated the 27th August, 1949

No. 10-A/(10)/49 - In pursuance of Regulation 80 of the Chartered Accountants Regulations, 1949* the Central Government is pleased to notify for general information that the headquarters of the Council of the Institute of Chartered Accountants of India shall be located at New Delhi.

S. Ranganathan,
Joint Secretary to the Government of India

APPENDIX NO. (8)

METHOD OF PAYMENT OF FEES

The Council has passed the following Resolution under Regulation 158**, in supersession of the previous decision:-

"All payments to the Institute should be made by crossed Demand Drafts or Cheques or Postal Orders payable at Delhi or New Delhi drawn in favour of the Secretary, The Institute of Chartered Accountants of India."

* Corresponding to Regulation 1SS of Chartered Accountants Regulations 1964 **and** 179 of Chartered Accountants Regulations 1988.

** Regulation 155 of the Chartered Accountants Regulations, 1964. Regulation 182 of the Chartered Accountants Regulations, 1988.

APPENDIX NO. (9)

** Resolution under Regulation 166 of the Chartered Accountants Regulations, 1964*

In pursuance of Regulation *166 of the Chartered Accountants Regulations, 1964, and in supersession of the earlier resolutions on the subject, it was resolved that:

Permission granted generally

(A) Members of the Institute in practice be generally permitted to engage in the following categories of occupations, for which no specific permission from the Council would be necessary in individual cases:-

1. Employment under Chartered Accountants in practice or firms of such Chartered Accountants.
2. Private tutorship.
3. Authorship of books and articles
4. Holding of Life Insurance Agency Licence for the limited purpose of getting renewal commission.
5. Attending classes and appearing for any examination.
6. Holding of public elective offices such as M.P., M.L.A. & M.L.C.
7. Honorary office-bearership of charitable, educational or other non-commercial organisations.
8. Acting as Notary Public, Justice of the Peace, Special Executive Magistrate and the like.
9. Part-time tutorship under the Coaching Organisation of the Institute.
10. Valuation of papers, acting as paper-setter, head-examiner or a moderator for any examination.
11. Editorship of professional journals.
12. Acting as surveyor and Loss Assessor under the Insurance Act, 1938.
13. Acting as Recovery consultant in the Banking Sector.

- **Regulation 190A of the Chartered Accountants Regulations, 1988.**

Permission to be granted specifically

(B) Members of the Institute in practice may engage in the following categories of business or occupations, after obtaining the specific and prior approval of the Council in each case:-

1. **Full-time or part-time employment in business concerns provided that the member and/or his relatives do not hold substantial interest in such concerns.**
2. **Full-time or part-time employment in non-business concerns.**
3. **Office of a Managing Director or a whole-time Director of a body corporate within the meaning of the Companies Act, 1956, provided that the member and/or his relatives do not hold substantial interest in such a concern.**
4. **Interest in family business concern or concern in which interest has been acquired as a result of relationship and in the management of which no active part is taken.**
5. **Interest in agricultural and allied activities carried on with the help, if required of hired labour.**
6. **Interest in an educational institution.**
7. **Part-time or full-time lecturer ship for courses other than those relating to the Institute's examination conducted under the auspices of the Institute or the Regional Councils or their Branches.**
8. **Part-time or full-time tutorship under any educational institutions other than the Coaching Organisation of the Institute.**
9. **Editorship of journals other than professional journals.**
10. **Any other business or occupation for which the Executive Committee considers that permission may be granted.**

Further resolved that the Council may refuse permission in individual cases though covered under any of the above categories.

It was also decided that for the purpose of the above resolution:

(i) the expression "relative", in relation to a member means the husband, wife, brotlier or sister or any lineal ascendant or descendant of that member; and

(ii) a member shall be deemed to have a "substantial interest" in a concern—

(i) in a case where the concern is a company, if its shares (not being shares entitled to a fixed rate of dividend whether with or without a further right to participate in profits) carrying not less than twenty per cent of voting power at any time, during the relevant years are owned beneficially by such member or by any one or more of the following persons or partly by such member and partly by one or more of the following persons:

   (a) One or more relatives of the member;

   (b) Any concerns in which any of the persons referred to above has a substantial interest;

(ii) in the case of any other concern, if such member is entitled or the other persons referred to above or such member and one or more of the other persons referred to above are entitled in the aggregate, at any time during the relevant years to not less than twenty per cent of the profits of such concern.

Explanation:

(a) The relevant years in the context of clause (4) of Part I of the First Schedule to the Chartered Accountants Act, 1949 read with Appendix (17) mean the year/period which the report/certificate relates and the year/period during which the said report/certificate is signed.

(b) The relevant years in the context of clause (11) of Part I of the First Schedule to the Charatered Accountants Act, 1949 read with Appendix (10) mean the year/period in which not less than 20% of voting power/20% share of profits were owed beneficially.

Attention of the members is also invited to ;/ara 3 of the above Resolution relating to the holding of office of a managing director or a whole time director in a company. In such cases, a member can accept the office of a managing director or a whole-time director only after obtaining the specific and prior approval of the Council. Attention of the members is also invited to the provisions of Section 2(26) of the Companies Act, 1956 under which even where a person is not designated as a managing director or a whole-time director, he can be deemed to be a managing director or a whole-time director if he is entrusted with the whole or substantially the whole of the management of the affairs of the company.

It may be pointed out that a member cannot accept and hold the office of a managing director or a whole-time director in a company if the member and/or his partners and relatives hold substantial interest in such a company.

*APPENDIX NO. (10)

GOVERNMENT OF INDIA
MINISTRY OF FINANCE

Department of Company Affairs & Insurance,
New Delhi-110001, the 26th March 1965

NOTIFICATION

(Chartered Accountants)

S.O. In pursuance of paragraph 1 of Schedule B to the Chartered Accountants Regulations, 1964, and in supersession of the Notification of the Government of India in the late Ministry of Commerce and Industry (Department of Company Law Administration) No. S.O. 2330 dated the 29th November 1961, the Central Government hereby recognises the following examinations as equivalent to the Intermediate Examination of a University as defined in clause (vii) of regulation 2 of the said Regulations, namely:

1. The Intermediate Examinations of a Board of Intermediate Examination in India established by a Government Resolution.

2. A pass in the First Year Examination of the Three-year degree course of any Indian University which offers the Three Year Degree Course.

3. The Final Examination of the Government Commercial Institute, Calcutta.

4. A pass in the pre-professional and pre-engineering courses of one year duration after Higher Secondary/pre-University stage.

5. The Cambridge Higher School Certificate Examination.

6. The Higher Oxford Certificate Examination with a combination of subjects, considered by the Academic Council to be equivalent to that prescribed for the Intermediate Arts and Science Examination of the Nagpur University.

7. The Commercial Diploma Examination of the Board of High School and Intermediate Education, Uttar Pradesh.

as modified from time to time.

8. The Diploma in Commerce, awarded by the Late Government Commercial Institute, Delhi.
9. The Degree Examination of Shreemati Nathibai Damodar Thackersey, Indian Women University, Bombay.
10. Diploma of the Government Commercial Examination of West Bengal, Delhi, Madras, Maharashtra and Gujarat.
11. The Diploma Examination in Secretarial Practice of the Gauhati University.
12. Jamia Senior Examination of Jamia Millia Islamia, Delhi.
13. Madhyama awarded by the Gujarat Vidyapith, Ahmedabad.
14. Successful completion of two years' course at the Joint Service Wing of the National Defence Academy.
15. Diploma in Commerce awarded by the Government of Andhra Pradesh and Mysore.
16. Diploma in Accountancy awarded by the Sydenham College of Commerce & Economics, Bombay.
17. Diploma in Public and Business Administration of the Government of Maharashtra.
18. Diploma in Commerce awarded by the Indian Merchants' Chamber, Bombay.
19. Diploma in Commercial Practice awarded by the Government of Madras.
20. Diploma in Commerce (L.Com.) of the University of Mysore.
21. The Intermediate/Final Examination of the Corporation of Secretaries, London.
22. The Intermediate/Final Examination of the Chartered Institute of Secretaries, London.
23. The Intermediate/Final Examination of Company Secretaries conducted by the Government of India.
24. The Higher Secondary Certificate Examination in Academic as well as Vocational Education (12 years.)

25. Pre-University Examination conducted by any recognised Board or University in India.

26. Higher Secondary Examination (11 years) conducted by any recognised Board or University in India.

Sd/-

(N. Parasuraman)
Under Secretary to the Government of India
(No. 10/4/63-Inst.)

APPENDIX NO. (11)

**Order passed by the Council under Regulation 180*

"By virtue of the powers vested under Regulation 180 of the Chartered Accountants Regulations 1964, it is hereby ordered that a candidate who had been declared to have passed in one group of the Final Examination under the Auditor's Certificate Rules, 1932 shall be considered to have passed the Examination if he passes the remaining group at a subsequent examinations held under para 9 or para 10 of Schedule 'B' to the Chartered Accountants Regulations, 1964."

APPENDIX NO. (12)

*Order passed by the Council under Regulation 205***

•'By virtue of the powers vested Under Regulation 205 of the Chartered Accountants Regulations, 1988, it is hereby ordered that:

1. A member who has been allowed to train two articled clerks under sub-regulation (3) or (4) of Regulation 43 before his entitlement to train articled clerks under sub-regulation (2) or sub-regulation (5) of the said regulation, shall be allowed to continue to train the two articled clerks till such time as the member becomes entitled for one more articled clerk under Regulation 43(5)

   However, the total entitlement of the member to train articled clerks under Regulation 43(2) read with Regulation 43(6) shall not exceed three articled clerks.

* Corresponding to Regulation 205 of the Chartered Accountants **Regulations, 1988.**

** Applicable prior to amendment in Regulation 43 vide **Notification No. 1-CA(7)/19/92** published in Gazette of India dated 7th March, 1992.

2. A fellow member will be entitled to train one articled clerk in ordinary vacancy and two in additional vacancies as provided under Regulation 43(6) after having been in employment for a minimum period of five years in one or more undertaking/s referred to in Regulations 51 and 72 and having imparted industrial training to one or more articled/audit clerks for an aggregate period of atleast two years as soon as he completed practice as a chartered accountant for a minimum period of one year with practice as main occupation.

It is hereby clarified that the facility allowed under 1 above, will be given only in respect of the articled clerks who are registered with the Institute.

APPENDIX NO. (13)

** Order passed by the Council under Regulation 205*

"By virtue of the powers vested under Regulation 205 of the Chartered Accountants'Regulations, 1988, it is hereby ordered that:-

(a) the provisional registration as articled clerks be allowed in respect of the candidates passing Entrance examination upto and including November, 1992, subject to their furnishing proof of having passed the Final Graduate examination within nine months from the date of provisional registration.

(b) the paperwise exemptions available under the erstwhile Regulations 37(2) & (3) and 38(4) & (5) shall continue to be available in accordance with the provisions of those regulations till the last examinations under the old syllabus for Intermediate and Final examinations were held in May, 1994 and November, 1995 respectively.

(c) a candidate appearing in the Final examination under the existing syllabus specified in paragraph 3 of Scheduled 'B' to the Chartered Accountants Regulations, 1988 who is required to pass only one paper of a Group be declared to have passed that group if he secures minimum of 40% marks in that paper as provided for in the table under erstwhile Regulation 38(2).

Passed by the Council at its 156th meeting held in July, 1992.

(d) the students appearing in the Intermediate and Final examinations under the existing syllabus specified in paragraphs 2 and 3 of Schedule 'B' to the Chartered Accountants Regulations, 1988 shall continue to be governed by the provisions of the Chartered Accountants Regulations, 1988 as in force on 6th March, 1992 till the commencement of the Intermediate or Final Examination, as the case may be, to be held under the new syllabus.

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