

Student's Services-Contact Details

In keeping with our goal to provide efficient services to our students, we have compiled the contact details of ICAI Officials dealing with students matters in the respective departments. Students are requested to contact the concerned officers/departments depending upon the nature of their query. Generally, in respect of all administrative matters relating to registration, articles training etc. students are advised to contact with Regional office under which they have been registered. All queries relating to examination matters be referred to appropriate level in the Examination Department. All academic and specified matters be referred to the Board of Studies.

WESTERN REGIONAL OFFICE

ICAI Bhawan, 27, Cuffe Parade, Colaba, Mumbai - 400 005.

Phone: 022-3989-3989; e-mail: wro@icai.org

Overall In-charge - Shri Y. S. Rawat, Joint Secretary, (Tel. No. 022-39802903; 9324282696) email: ysrawat@icai.in

Activity	Name of dealing Official	Designation	Tel. No.	Alternate No.	E-mail ID
			STD Code - 022		
CPT Registration / Final Registration	Mrs Deepali Dhule	Assistant	39802932	39802939	deepali@icai.in
IPCC Registration	Ms. Rupali Sore	Data Entry Operator	39802918/948	39802939	rupali@icai.in
Issuance of Study Material	Mr. Sandeep Pawar	Data Entry Operator	39802937	39802939	sandeep.pawar@icai.In
Function in-charge Board of Studies	Mr. P.Mahalingam	Assistant Secretary	39802939	39802932	mahalingam@icai.in
Article Fees/Student Fees	Mrs Smita Velekar	Data Entry Operator	39802935	39802919	smita.velekar@icai.in
Articles Registration	Mrs.Geeta Unni	Executive Officer	39802926	39802915	geeta@icai.in
Articles Re-registration					
Articles Termination					
Transfer of Articles					
Permission to Study other Courses	Mrs. Chetana Rajappa	Executive Officer	39802969	39802915	chetana@icai.in
Articles completion & Industrial Training	Mrs. Surekha Bagwe	Assist Secretary (Incharge Article related)	39802915	39802926	surekha@icai.in
Supplementary Registration	Mrs. Srabani Kapoor	Sr. Faculty	39802921	39802911	kapoor@icai.in
Matters related to ITT					
In-charge BOS & Articles	Mr. H M Jorapur	Deputy Secretary	39802910	9321239893	jorapur@icai.in
GMCS	Mr. George A. Sequeira	Executive Officer	39802933/946	39802952	george.sequeira@icai.in
Orientation Programme	Mr. P.Mahalingam	Assistant Secretary	39802939	39802932	mahalingam@icai.in
Student Counsellor					
Sale Counter	Mr. R V Raja	Section Officer (SU)	39802929	39802952	raja@icai.in

SOUTHERN REGIONAL OFFICE

ICAI Bhawan, 122, Mahatma Gandhi Road, Post Box. No. 3313, Nungambakkam, Chennai - 600 034

Phone: 044-3989-3989; e-mail: sro@icai.in

Overall In-charge - Dr. P. T. Giridharan, Joint Director, (Tel. No. 044-30210303; 9381950020) email: giridharan@icai.org

Activity	Name of dealing Official	Designation	Tel. No.	Alternate No.	E-mail ID
			STD Code - 044		
CPT Registration	Mr. R Sivakumar	Assistant Secretary	30210312	30210310	sroboscpt@icai.in; siva@icai.in
IPCC Registration	Mr. T Balasubramanian	Assistant Secretary	30210311	30210310	srobosipcc@icai.in; tbalu@icai.in
Final Registration	Mr.M N Sathyamurthy	Section Officer	30210312	30210310	srobosfinal@icai.in; sathy@icai.in

Activity	Name of dealing Official	Designation	Tel. No.	Alternate No.	E-mail ID
			STD Code - 044		
Issuance of Study Material	Mr. P. Chandran	Assistant Secretary	30210310	39893989	srobos@icai.in
Article Fees/Student Fees	Mr S. Ravichandran	Executive Officer	30210326	39893989	ravichandrans@icai.in
Articles Registration	Mr. K. Arumugam	Sr. Exe. Officer	30210317	30210315	sroartregn@icai.in; karumugam@icai.in
Articles Re-registration / Articles Termination	Mr. K. Vijayarangan	Sr. Exe. Officer	30210317	30210315	sroartregn@icai.in; vijay@icai.in
Industrial Training Registration					
Transfer of Articles	Mr. G. Sukumar	Assistant	30210315	30210315	sroartcoa@icai.in
Permission to Study other Courses					
Supplementary Registration	Mr V. Narayanan	Assistant Secretary	30210316	30210315	sroartcomp@icai.in
Articles completion	Mr. D.R. Sainathan	Sr. Exe. Officer	30210315	30210315	sroart@icai.in; sainathan@icai.in
Matters related to ITT	Mr. S. Sabarigreesan	Assistant Secretary	30210314	30210328	sroitt@icai.in
GMCS	Mr. R. Rajendran	Assistant Secretary	30210322	30210321	sircclases@icai.in
Orientation Programme	Mr.M N Sathyamurthy	Section Officer	30210312	30210310	sro-orientation@icai.in sathy@icai.in

EASTERN REGIONAL OFFICE
(ICAI Bhawan, 7, Anandilal Poddar Sarani (Russell Street), Kolkata - 700 071.
Phone: 033-3989-3989; e-mail: ero@icai.org

Overall In-charge - CA. Atis Basu, Sr. Deputy Secretary, (Tel. No. 033-30211102; 9331791596) email: abasu@icai.in

Activity	Name of dealing Official	Designation	Tel. No.	Alternate No.	E-mail ID
			STD Code - 033		
CPT Registration	Mr. A. K. Santra	Sr. Executive Officer	30211122	3021 1123	eroexam@icai.in
IPCC Registration					
Final Registration	Mr. B. K. Dasgupta	Assistant Secretary	30211121	3021 1120 30211123 (For ITT)	erocct@icai.in
Matters related to ITT					
Issuance of Study Material	Mr. P. K. Dasgupta	Assistant Secretary	30211120	3021 1121	eroelig@icai.in
In-charge of Board of Studies	Mr. S. Bardhan	Deputy Director	30211127	9332561250	sbardhan@icai.in
Article Fees/Student Fees	Ms. Susmita Sen	Student Counsellor	30211123	3021 1127	erobos@icai.in
Student Counsellor		(Gr. E.O.)			
Articles Registration	Mr. Utpal Basu	Assistant Secretary	30211113 30211112	3021 1108	utpal.basu@icai.in eroreg@icai.in
Articles Re-registration	Mr. Manabendra Chowdhury	Assistant Secretary	30211112 30211115	3021 1108 3021 1113	eroterm@icai.in
Articles Termination					
Transfer of Articles					
Supplementary Registration					
Industrial Training Registration					
Permission to Study other Courses	Ms. Sutapa Das	Section Officer (SU)	30211107, 30211114	3021 1108 30211112	erocompl@icai.in
Articles completion					
In-charge of Articles	Dr. Alok Kumar Ray	Sr. Deputy Secretary	30211108	9330001192	alokray@icai.in
GMCS / Orientation Programme	Mr. A. K. Santra	Sr. Executive Officer	30211122	30211123	eroexam@icai.in
Sale Counter	Mr A. N. Bhaduri	Assistant Secretary	30211101	3021-1147	psc_ero@icai.in

ANNOUNCEMENT

CENTRAL REGIONAL OFFICE

ICAI Bhawan, Post Box No.314, 16/77B, Civil Lines, New No. 16/191, (Behind reserve Bank of India), Kanpur - 208 001.

Phone: 0512-3989-398; e-mail: cro@icai.org

Overall In-charge - Shri E. P. James, Deputy Secretary, (Tel. No. 0512-3011053; 9389922881) email: epjames@icai.in

Activity	Name of dealing Official	Designation	Tel. No.	Alternate No.	E-mail ID
			STD Code - 0512		
CPT Registration	Mr. M R Choudhary	Sr.Executive Officer	3011166	3011157	crobcc@icai.in
IPCC Registration	Mr. Sunil Garg	Assistant	3011154	3011160	croisa@icai.in
Final Registration without Articles	Mr. Sumit Luthra	Section Officer	3011155	3011157	crocct@icai.in
Final Registration with Articles	Mrs. Renu Gera	Assistant Secretary	3011161	3011190	croartjour@icai.in
Issuance of Study Material CPT COURSE	Mr. R.K. Tiwari	Section Officer	3011172	3011157	crostudy@icai.in
Issuance of Study Material IPCC COURSE	Mr. Sunil Garg	Assistant	3011154	3011160	croisa@icai.in
Issuance of Study Material FINAL COURSE	Mr. Sumit Luthra	Section Officer	3011155	3011157	crocct@icai.in
Matters related to ITT				(for ITT related queries) 3011215, 9696411312	
Article Fees/Student Fees	Mrs. Sushma Dwivedi	Assistant	3011191	3011158	crocptca@icai.in
Articles Registration	Ms. Renu Gera	Asstt. secretary	3011161	3011164	croartjour@icai.in
Articles Re-registration	Mr. S.K.Tandon	Assistant Secretary	3011159	3011190	cromemfee@icai.in
Articles Termination					
Transfer of Articles					
Supplementary Registration	Mr. G.P. Mishra	Sr. Executive Officer	3011162	3011190	croart@icai.in
Permission to Study other Courses					
Industrial Training Registration					
Articles completion					
GMCS	Mr. Sulabh Dubey	Section Officer	3011181	3011215, 9696411312	circ@icai.in
Orientation Programme	CA Sourav Agrawal	Executive Officer	3011181	3011215, 9696411312	circppe@icai.in
Sale Counter	Mr. S M Bhakta	Section Officer (S.U)	3011173	3011159	circpubn@icai.in
Student Counsellor	Mr. Shailendra Saxena	Sr. Executive Officer	3011182	3011215, 9696411312	shailendra.saxena@icai.in

Enquiry Helpline Nos. of Kanpur Decentralised Office - (0512) -3989398 , 3011198, 3011200 , 3011201 , 3011202 , 3011203

NORTHERN REGIONAL OFFICE

ICAI Bhawan, 52-53-54, Institutional Area, Vishwas Nagar, Shahdara, New Karkardooma Courts, Delhi - 110 032

Phone: 011-3989-3989; e-mail: nrodco@icai.org

Overall In-charge - Shri H. K. Jain, Deputy Secretary, (Tel. No. 011- 30210654; 9350799941) email: hkjain@icai.in

Activity	Name of dealing Official	Designation	Tel. No.	Alternate No.	E-mail ID
			STD Code - 011		
CPT Registration	Mr. S.K. Vaid	Assistant Secretary	30210624	30210627	nrobos@icai.in, nrobos@icai.org
IPCC Registration	Ms. Sunita	Assistant Secretary	30210631	30210634	nroipccart@icai.in
Final Registration	Ms. Neelam Mann	Sr. Assistant Secretary	30210608	30210614	nroart@icai.in

ANNOUNCEMENT

Activity	Name of dealing Official	Designation	Tel. No.	Alternate No.	E-mail ID
			STD Code - 011		
Issuance of Study Material	Mr. S.K. Vaid	Assistant Secretary	30210624	30210627	nrobos@icai.in, nrobos@icai.org
Article Fees/Student Fees	Ms. Sunita	Assistant Secretary	30210631	30210634	nroipccart@icai.in
Articles Registration	Ms. Kiran Chowdhary	Sr. Executive Officer	30210610	30210623	nroipcc@icai.in
Articles Re-registration	Mr. H.B. Joshi	Section Officer	30210632	30210623	hbjoshi@icai.org
Transfer of Articles					
Permission to Study other Courses					
Articles Termination / Industrial Training Registration	Ms. Anju Grover	Section officer	30210661	30210634	nrotermination@icai.in
Articles completion	Mr. P.C. Ghosh	Assistant	30210615	30210615	nrocompletion@icai.in
Supplementary Registration					
Matters related to ITT	Ms. Karuna Gulati	Assistant Secretary	30210682	30210635	Karuna.gulati@icai.org
GMCS	Mr. Ajay Jain	Assistant Secretary	30100504	011-30100539	nirc@icai.in
Orientation Programme	Mr. Amit Threja	Deputy Secretary	30100503	011-30100500	amit.threja@icai.in
Sale Counter	Mr. Vinod Negi	Section Officer	30210616	-	vnagar_stores@icai.in
Student Counsellors	Ms. Neena Vijayvergiya Ms. Taruna Kohli,	Assistant Secretary Assistant Secretary	30210649	-	nrocounseling@icai.in nro_counseling@icai.in

Monitoring & Co-ordination - Members Students Services (M&C MSS)

Activity	Name of the dealing official	Designation	Tel. No. STD Code- 011	Email id
Disputes and grievances related to Students	Mr. Shivam Kumar	Joint Secretary	30110535	shivam@icai.in
Condonation Cases	Ms. Suman Arora	Assistant Secretary	30110426	msr@icai.in
S. Vaidyanath Aiyar Memorial Fund (SVAMF), Chartered Accountants' Students Benevolent Fund (CASBF)	Mr. Bhushan Sood	Assistant Secretary	30110553	cabf@icai.in
Permission for Transfer/Termination of Articles	Ms. Monika Gupta	Sr. Executive Officer	30110426	monika.gupta@icai.in
Verification of status of students Enquiry	Mr. Dinesh Mishra	Executive Officer	30110426	dinesh.mishra@icai.in

EXAMINATION DEPARTMENT ICAI Bhawan, C-1, Sector-1, Noida-201 301 Phone: 0120-3989-398; e-mail: exam@icai.org

Department Head - Shri G. Somasekhar, Additional Secretary, (Tel. No. 0120- 3054815; 9350799919) email: somasekhar@icai.in

Activity	Name & Designation of dealing official	Tel. No. (STD Code-0120)	E-mail ID
Common Proficiency Test (CPT) (i) Result Card/Duplicate Result Card / Rank Certificate (ii) CPT examination application form submission, Admit Card, Centre /Medium change requests, withheld result related queries, verification / certified copies of answer sheets and merit list etc.	Mrs. Manju Sharma Section Officer (SU)	3054836/3054842	dms_examhelpline@icai.in
	Shri I.D. Joshi Assistant Secretary	0120-3054806	cpt_exam@icai.in
	In-charge CPT : Shri Rajiv Seth, Deputy Secretary, Tel. Nos. 3054806, 9350799940, e-mail ID. rajivseth@icai.in		
Intermediate/PE-II/ PCE/IPCE examinations (i) Duplicate marks sheets/Pass Certificate/Rank Certificate etc. (ii) IPCE examination application form submission, Admit Card, Centre /Medium change requests, withheld result related queries, verification / certified copies of answer sheets and merit list etc.	Shri Kishan Singh Bisht, LDC	3054836/3054842	dms_examhelpline@icai.in
	Shri Hatinder Kumar, Assistant Secretary	3894832	ipce_examhelpline@icai.in
	Shri Radha Kishan, Assistant Secretary	3894810	ipce_examhelpline@icai.in
	In-charge IPCC : CA. B. Muralidharan, Deputy Secretary, Tel. Nos. 3894819, 9310598719, e-mail ID. bmurali@icai.in		

ANNOUNCEMENT

Activity	Name & Designation of dealing official	Tel. No. (STD Code-0120)	E-mail ID
Final Examination			
(i) Duplicate marks sheet/Pass Certificate/Rank Certificate etc.	Ms. Preeti Goyal, Assistant	3054836/3054842	dms_examhelpline@icai.in
(ii) Final examination application form submission, Admit Card, Centre /Medium change requests, withheld result related queries, verification / certified copies of answer sheets and merit list etc.	Shri J. P. Saini Assistant Secretary	3054808/3054809	final_examhelpline@icai.in
	In-charge Final : Shri Sanjay Kumar Garg, Joint Secretary, Tel. Nos. 3054819, 9350852388, e-mail ID. skgarg@icai.in		
Issuance of Accounting Technician Certificate	Mrs. Manju Sharma Section Officer (SU)	3054836/3054842	dms_examhelpline@icai.in
Post Qualification Courses in MAC/TMC/CMC, DIRM, ITL&WTO and ISA-AT Examination matters (like exam form, admit card, result, Mark Sheet, Pass Certificate, Rank Certificate etc.)	Mrs. Geetha Sreejit, Assistant	3054836/3054842	examhelpline@icai.in
Confirmation of CA Students'/ Members' passing details, to Govt./PSUs	Ms. Preeti Goyal, Assistant	3054836/3054842	dms_examhelpline@icai.in
Transcripts of CA qualification for the purpose of higher studies abroad/immigration etc.			
On-line submission Form enquiry related to PDF generation/duplicate payment etc.	Shri Ashutosh Arora, Deputy Secretary	3054834	ashu@icai.in

Examination Help Desk - 0120-3054835, 3054851, 3054852 & 3054853.

BOARD OF STUDIES

ICAI Bhawan, , A-29, Sector-62, Noida-201 309, Dist. Gautam Budh Nagar (U.P.)

Phone: 0120-3045930/31; e-mail: bosnoida@icai.org

Overall in-charge : Shri Vijay Kapur, Director, Board of Studies, (Tel. No. 0120-3045901/02, 9350799908), e-mail ID: vijaykapur@icai.org; or psdos@icai.org

Sl. No.	Activity	Name & Designation of dealing official	Tel No. STD Code - 0120	E-mail ID
1.	Scholarships for Students & Articles Placement Portal	Shri Gagandeep Singh, Section Officer	3045930/31	GagandeepSingh@icai.org
2.	Four Weeks' Residential Programme & MOUs with University	Shri Ashok Kumar Dua, Assistant Secretary	3045935	ashokdua@icai.org
		Mrs. Srishti Gupta, Sr. Executive Officer	3045935	srishti@icai.org
3.	Students' Journal	Mr. Yashwant Singh Bisht, Assistant	3045903	nosj@icai.org

Board of Studies - Faculty

Accounting: CA. Seema Gupta , Assistant Director seema@icai.org CA. Shilpa Aggarwal , Assistant Secretary shilpa@icai.org CA. Asha Verma , Executive Officer Asha.Verma@icai.org Land line No. 0120-3045916	Auditing : CA.Karuna Bhansali , Assistant Director karuna.bhansali@icai.org CA. Rajeev Sachdeva , Assistant Director Rajeev.Sachdeva@icai.org Land line No. 0120 - 3045925
Direct Tax: CA. Priya Subramanian , Deputy Director priya@icai.org CA. Nidhi Agarwal , Executive Officer agarwalnidhi@icai.org Land line No. 0120 - 3045913	Indirect Tax : CA.Smita Mishra , Deputy Secretary smita@icai.org CA.Shefali Jain , Assistant Secretary shefali.jain@icai.in CA. Swati Aggarwal , Executive Officer swati.bos@icai.org; Land line No. 0120 - 3045906

Laws : Ms.Nisha Gupta, Executive Officer nisha.gupta@icai.org CA. Shraddha, Executive Officer shraddha.bos@icai.org Land line No. 0120 - 3045939 Ms.Megha Goel, Section Officer megha.goel@icai.in	Management Accounting / Cost Accounting : Dr. N.N. Sengupta, Assistant Director nnsengupta@icai.org Land line No. 0120 - 3045919 CA. Deepak Kumar Gupta, Assistant Director deepak.k.gupta@icai.org Land line No. 0120 - 3045937 CA. Sanjit Lal Sharma, Executive Officer sanjit.sharma@icai.org Land line No. 0120 - 3045937
Financial Management : CA. Ashish Gupta, Senior Assistant Director (Final) ashish.gupta@icai.org Land line No. 0120 - 3045956 Ms.Nidhi Singh, Assistant Secretary (IPCC) nidhi@icai.org Land line No. 0120 - 3045918	Information Technology: Ms. Sukriti Arora, Assistant Secretary (IPCC) sukriti.arora@icai.org Land line No. 0120 - 3045939 Dr. Santosh K Pandey, Executive Officer (Final) Santosh.pandey@icai.org Land line No. 0120 - 3045924
Strategic Management: (IPCC) Mr. Shaleen Suneja, Deputy Director ssuneja@icai.org Land line No. 011 - 30110540 Dr. Ruchi Gupta, Executive Officer ruchi.gupta@icai.org Land line No. 0120 - 3045925	Common Proficiency Test (CPT) Economics Ms. Prem Bhutani, Deputy Director prem@icai.org; Land line No. 0120 - 3045911 Mercantile Law C.A. Shraddha, Executive Officer shraddha.bos@icai.org; Land line No. 0120 - 3045939 Fundamentals of Accounting CA. Asha Verma, Executive Officer asha.verma@icai.org; Land line No. 0120 - 3045916 Quantitative Aptitude Dr. N.V. Ravi, Sr. Executive Officer nvravi@icai.org Land line No. 0120-3045949

Notification



The Institute of Chartered Accountants of India

[Set up by an Act of Parliament]

Post Box No.7112, 'ICAI BHAWAN', Indraprastha Marg

New Delhi – 110002

TO BE PUBLISHED IN PART III SECTION 4 OF THE GAZETTE OF INDIA

NOTIFICATION

15th October, 2012

No.13-CA(Exam)/N/2012/II: In partial modification of the Institute's Notification No. 13-CA(Exam)/N/2012 dated 4th July, 2012, it is notified for general information that in view of the Election to the Himachal Pradesh State Legislative Assembly, Group - 1, Paper - 2, Business Laws, Ethics and Communications of Integrated Professional Competence Examination and Group - 1, Paper - 3, Law, Ethics and Communication of Professional Competence Examination scheduled to be held on Sunday, the 4th November, 2012 at Shimla centre stand postponed and the examination in the said papers shall now be held at Shimla centre on Monday, 19th November, 2012 at the same venue and at the same timings i.e. 2.00 PM to 5.00 PM. Admit Cards already issued would remain valid.

(G. Somasekhar)

Additional Secretary (Examinations)