



**INFORMATION PRESCRIBED
UNDER SECTION 4(1) (b) of
THE RIGHT TO INFORMATION ACT, 2005**



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

ITEM NO. (I)

PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

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

The headquarters of the Institute is located at New Delhi with 4 Regional Councils at Chennai, Delhi, Kolkata and Mumbai, a Centre for Corporate Governance Research and Training (ICSI-CCGRT) at Navi Mumbai, 67 Chapters located in the various parts of the country.

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

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

The Secretary is supported by the following heads of Directorates:

MEMBERSHIP, CSBF AND CO-ORDINATION CELL	ANKUR YADAV, JOINT SECRETARY (SG)
EXAMINATION	SANJAY PANDEY (DR.), JOINT SECRETARY
DISCIPLINE	MEENAKSHI GUPTA (Ms.), JOINT SECRETARY
HUMAN RESOURCES AND COUNCIL AFFAIRS	SANJAY KUMAR NAGAR, JOINT SECRETARY
FINANCE AND ACCOUNTS	SAMEER GUPTA, JOINT SECRETARY
INFRASTRUCTURE AND BUILDINGS MAINTENANCE	ASIT KUMAR RATH, DIRECTOR
VISION MONITORING AND EXECUTION	SONIA BAIJAL (Ms.), DIRECTOR
ACADEMICS (INCLUDING E-ACADEMIC CELL)	S K JENA (DR.) , DIRECTOR
TRAINING (INCLUDING PLACEMENT CELL)	
STUDENT SERVICES AND GRIEVANCE REDRESSAL (INCLUDING CAREER AWARENESS CELL AND ORAL COACHING AND ONLINE CLASSES CELL)	ASHVINI KUMAR SRIVASTAVA, DIRECTOR
INFORMATION TECHNOLOGY	NIKHAT KHAN (Dr.), DIRECTOR
BRANDING, PUBLIC RELATIONS AND CORPORATE COMMUNICATION	PREETI KAUSHIK BANERJEE (Ms.), DIRECTOR
PROFESSIONAL RESEARCH AND PUBLICATIONS AND REGISTERED VALUERS ORGANISATION	PRASANT SARANGI (DR.), DIRECTOR & CEO (DESIGNATE)
PURCHASE AND STORES	AMIT KUMAR GHOSAL , DIRECTOR
PROFESSIONAL DEVELOPMENT, PERSPECTIVE AND FUTURISTIC PLANNING	SAMIR RAHEJA, DIRECTOR
BOARDS, PMQ AND CERTIFICATE COURSES	BANU DANDONA (Ms.), JOINT DIRECTOR

LAW AND RTI	SURYA NARAYAN MISHRA, JOINT DIRECTOR
GENERAL ADMINISTRATION	DVNS SARMA, JOINT DIRECTOR
PRINTING CELL	ACHLA KULSHRESHTHA (MS.), DEPUTY DIRECTOR
INTERNAL AUDIT	MUKESH JINARA (DR.), ASSISTANT DIRECTOR
ICSI-CCGRT (NAVI MUMBAI)	RAKESH GOYAL, JOINT DIRECTOR
NORTHERN INDIA REGIONAL OFFICE (DELHI)	KAILASH CHANDER KAUSHIK, JOINT DIRECTOR
EASTERN INDIA REGIONAL OFFICE (KOLKATA)	TAPAS KUMAR ROY (DR.), ASSISTANT DIRECTOR
WESTERN INDIA REGIONAL OFFICE (MUMBAI)	RAJESH KUMAR AGRAWAL (DR.), DIRECTOR
SOUTHERN INDIA REGIONAL OFFICE (CHENNAI)	SARAH AROKIASWAMY (Ms.), JOINT SECRETARY
CENTRE OF EXCELLENCE FOR RESEARCH AND TRAINING, HYDERABAD	V SUBRAHMANYA SARMA, ASSISTANT DIRECTOR

Composition of Council

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

Functions of the Council ¹

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

Functions of Institute ²

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

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

The functions of the Institute shall include -

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

IMPARTING EDUCATION BY UNIVERSITIES AND OTHER BODIES ³

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

Officers and Employees, Salary, Allowances etc. ⁴

- (1) For the efficient performance of its duties, the Council shall -
 - (a) Appoint a Secretary of the Council to perform such duties as may be prescribed;
 - (b) Appoint a Director (Discipline) to perform such functions as assigned to him under this Act and the rules and regulations framed thereunder;
 - (c) Designate an officer of the Council or the Institute to carry out the administrative functions of the Institute as its Chief Executive.
- (2) The Council may also-
 - (a) Appoint such other officers and employees to the Council and the Institute as it considers necessary;
 - (b) Require and take from the Secretary or from any other officer or employee of the Council and the Institute such security for the due performance of his duties, as the Council considers necessary;
 - (c) Prescribe the salaries, fees, allowances of the officers and employees of the Council and the Institute and their terms and conditions of service;
 - (d) With the previous sanction of the Central Government, fix the allowances of the President, Vice-President and other members of the Council and members of its Committees;

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

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

(3) The Secretary of the Council shall be entitled to participate in the meetings of the Council but shall not be entitled to vote thereat."

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

Committees of the Council

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

1. Standing Committees
 1. Executive Committee
 2. Finance Committee
 3. Examination Committee

2. Non-Standing Committees
 1. Financial Services Committee
 2. Corporate Laws and Governance Committee
 3. Professional Development Committee
 4. Training & Educational Facilities Committee
 5. Practising Company Secretaries Committee
 6. Information Technology Committee
 7. Placement Committee
 8. PMQ Course Committee
 9. ICSI-CCGRT & COEs Management Committee
 10. Election Reforms Committee
 11. Disciplinary Committee
 12. Regulations and Chapter Guidelines Committee
 13. Brand Promotion Committee
 14. International Affairs Committee

3. Boards
 1. Peer Review Board
 2. Board of Discipline
 3. Quality Review Board
 4. Editorial Advisory Board
 5. Auditing Standards Board
 6. Secretarial Standards Board
 7. Expert Advisory Board

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

President and Vice-President

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

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

Powers and duties of the President and Vice-President⁵

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

Secretary

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

Powers and duties of the Secretary⁶

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

- (a) Being incharge of the office of the Institute as its Executive head, managing it and attending to all correspondences;
- (b) Maintaining registers, documents and forms as required by the Act and the regulations;
- (c) Being incharge of all the property of the Institute;
- (d) Making necessary arrangements for receiving money due to the Council and also issuing receipts therefor;
- (e) Incurring all revenue expenditure within the limits sanctioned by the Council or the committee and incurring capital expenditure including for the purpose of purchasing books for the library of the Institute within the limits sanctioned by the Council or the Committees;
- (f) Causing proper accounts to be maintained and delivering of account books, or furnishing information to the auditor appointed by the Council for the purpose of audit of the accounts of the Institute;
- (g) Making all other payments as sanctioned by the Council, Committees or the President;
- (h) Paying salary and allowances to the members of the staff, granting of leave to them, and sanctioning their increments within the prescribed scales;
- (i) Exercising disciplinary control over the staff except dismissal in respect of which the sanction of the President shall be necessary;

⁵ See Regulation 156 of the CS Regulations, 1982

⁶ See Regulation 156 of the CS Regulations, 1982

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

Secretary

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

ITEM NO. (II)

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
1.	Academics	<ul style="list-style-type: none"> • New curriculum and updating of existing curriculum in the CS • Course • Syllabus Review • Review and Updating study material • Preparation of Guideline answers • Preparation of hints • Preparation of model question papers • Coordination with Universities/ AICTE/UGC for Ph.D and other recognitions • Any matter incidental to or connected with the above • Other assignment(s) that may be entrusted by the Secretary from time to time.
2.	E- Academic Cell	<ul style="list-style-type: none"> • E-Learning Modules, Video Lectures and Webinars for Students • Bringing out electronic publications • Computer based examination-Foundation Programme • Online pre-examination test • e-library • Online assessments • Any matter incidental to or connected with the above
3.	Professional Development	<ul style="list-style-type: none"> • Coordination with the Committees and Task forces constituted for and under Companies Act, 2013 and CS Act, 1980 • Coordination with MCA and other Ministries, Departments of GOI • Corporate Laws • Governance & CG Awards • Maintenance of e-Book and material related to the Companies Act, 2013 and the profession of Company Secretaries • Co-ordinating and providing academic/ administrative assistance to GST, POSH and DTC Core Groups • Academic support for the webinars/ seminars • Work related to Governance and Compliance Board Reporting statements (GCBRS) • The Committees, Boards and Groups i.e. CLG, PCS, FSC, GST, POSH, CG Jury, CRC, GRKF, MOUS etc. • Any matter incidental to or connected with the above
4.	Perspective and Futuristic Planning	<ul style="list-style-type: none"> • ICSI Vision 2022 and Strategic Action Plan of the Institute • MoUs with National and other foreign bodies • Futuristic Research, International Affairs. • Recognitions (Indian and Global) • Representation on Foreign Meetings/ Conferences • Co-ordination with Institutes of Company Secretary profession in Foreign countries • International Fellowship Development Programme • Academic inputs/ support in organization of Professional Development Programmes including National Convention, PCS Conference, Seminars/ Workshops

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> • Any matter incidental to or connected with the above • Other assignment(s) that may be entrusted by the Secretary from time to time.
5.	PMQ, Boards and Certificate Courses	<ul style="list-style-type: none"> • PMQ Course and other Certification Courses • ASB,SSB,ORB, PRB • Certified CSR Professional Course, GST Course, MSME • Conducting training and examination for Courses and Coordination relating to these Boards • Any matter incidental to or connected with the above • Other assignment(s) that may be entrusted by the Secretary from time to time
6.	Professional Research and Publications	<ul style="list-style-type: none"> • Framing of Research schemes in the areas of interest to Company Secretaries and Corporates • Conducting Research on behest of Government and Regulatory authorities • Taking up Research on Segment wise Role of Company Secretary Profession in various sectors • To conduct and facilitate research work related to Academics Research, Analytical Research, Comparative Research, Compilation, Applied Research & Empirical Research • To set up Research Committee and Sub Committees and domain based research groups • To bring out research codification manual • To create knowledge repository • To establish research library with ultra modern facilities • To devise policy for fund raising • Bring out publications of the Institute including study material for PMQ • Guidance Notes • Any matter incidental to or connected with the above • Other assignment(s) that may be entrusted by the Secretary from time to time.
7.	Printing Cell	<ul style="list-style-type: none"> • Printing of publications, material of the Institute including Chartered Secretary Journal • Administrative arrangements related to the above • Any matter incidental to or connected with the above
8.	Training	<p>Major Responsibilities and other Routine tasks assigned to the Directorate :-</p> <ul style="list-style-type: none"> • Registration of companies, firms etc. for imparting training • Placement of trainees • Monitoring of quarterly reports • Evaluation of project report • Various Training Programmes for Students • Residential Training • Implementation and Monitoring of the training guidelines and regulations • Coordination with Regions and chapters for training related activities • Approval of exemption related matters, ACS matters • All work related to TEFC. • Any matter incidental to or connected with the above • Other assignment(s) as may be entrusted by the Secretary from time to

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		time.
9.	Placement Cell	<ul style="list-style-type: none"> • Skill set identification (Know your Stakeholder- in depth analysis i.e. unique vs general) • Job specific inventory • Maintaining skill directory of members and continuous updation • Creating and analysing futuristic and historical data • Campus placement • Placement drives, HR Conclave etc, • Updation of placement portal • Framing placement guidelines • Maintain training placement portal and updating • Job profile mapping of corporates for exploring future employment opportunities • Any matter incidental to or connected with the above; and as may be assigned by the Management from time to time
10.	Human Resources	<p>This Directorate is responsible for manpower planning and human resource development of the Institute. Its activities include:</p> <ul style="list-style-type: none"> • Manpower Planning • Recruitment • Induction of New Entrants • Induction Manual • Reservation Roster • Training & Development • Transfer and Postings • Disciplinary and Conduct Matters • Redressal of Grievances of Employees • Permission for pursuing Higher Studies / CS Course • Forwarding of Applications for outside employment • Performance Appraisal • Promotion • Retirement functions • Attendance • Leave Management • Employee Records • ERP updation • Identity Cards • Pensioners Cards • Smart Cards • Annual Increments • Ex-gratia • Performance Linked Incentive (PLI) • Service Awards • Service Rules • Issue of Office Orders and Circulars • Holiday List • HR Audit • Empanelment of Hospitals • Preventive Medical Health Check-up • Contractual Engagement of Employees

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> • ICSI Employees Benevolent Fund meeting • Items for Council/ Executive Committee Meeting • Website updation of matter related to HR • Work Study of various Directorates at HQs, CCGRT, ROs & COs • Annual Budget • Annual Report • Implementation of Pay Commissions • Pay Fixation of newly joined / promoted employees/pensioners • Pay Anomalies of newly joined / promoted employees • Revision of pension of the ICSI Pensioners • RTI Replies related to HR • Any matter incidental to or connected with the above • Any other matter as may be assigned by Competent Authority
11.	Council Affairs	<p>This Directorate is responsible following activities:</p> <p>A) <u>Council/ Executive Committee Meetings:</u></p> <ol style="list-style-type: none"> 1. To prepare and get approval of the Notice for Council/Executive Committee Meetings 2. To issue communication to HODs regarding meetings of the Council/Committee and to request them to send agenda items pertaining to their directorates for consideration of the Council/Executive Committee 3. To communicate Directorate of Administration for making necessary travel and stay arrangements for the Members of the Council /Committees for attending the meetings. 4. To follow-up with the different Directorates for Agenda items and Action Taken Report for placing before the Council/Committee 5. To compile agenda items received from various Directorates and to place the same for approval of the HOD/Secretary/ President 6. To coordinate with the office of the President for getting the approval of the President. 7. After the approval of the President- <ol style="list-style-type: none"> a. Numbering of each and every item b. Proper checking of all Annexures c. Editing of Items as per the direction of the HOD/Secretary/President d. Page Numbering e. Photocopy of agenda items f. Spiral Binding 8. To prepare Notes on agenda for dispatch

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>9. To confirm delivery of agenda papers to the respective members</p> <p>10. To coordinate with the Directorate of Administration for travel and stay arrangements</p> <p>11. To compile additional items, received after the dispatch of the agenda papers</p> <p>12. To get the approval of the Secretary/President</p> <p>13. To make sets of additional agenda items</p> <p>14. To make arrangements for the meeting like distribution of additional items, stationery, tea-snacks</p> <p>15. To make necessary arrangements for audio recording of the proceedings of the meetings</p> <p>16. To ensure attendance of HODs at the venue of the Council/Committee Meetings</p> <p>17. To prepare draft gist of discussions held at the Council /Committee Meetings.</p> <p>18. To prepare draft minutes of the meetings of the Council/Executive Committee</p> <p>19. To keep records of the audio CDs of the Council Meetings.</p> <p>20. To coordinate with the office of the Secretary/the President for approval of the Minutes</p> <p>21. To ensure timely circulation of Minutes to the members</p> <p>22. To provide extracts of the draft Minutes to all concerned for implementation</p> <p>23. Once the Minutes approved by the Members, final extracts are sent to all concerned HODs.</p> <p>24. To prepare format of Action Taken Report and to circulate to all concerned for informing the action taken.</p> <p>25. To compile Action Taken Report received from various Directorates to place before the Council/Committee</p> <p>26. Regular coordination with the Departments to take updates on the decisions of the Council</p> <p>27. It's a matter of routine to provide extracts of the Minutes of the Council/Committee to various Directorates which takes a lot of time. Sometime</p>

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		<p>all the minutes are to be read for providing correct and required extracts of the Minutes.</p> <p>28. To take Annual Disclosure of all the Council Members and follow-up with them for the same.</p> <p>29. To take printout of the final minutes on the Loose leafs of the Minutes book and get it singed and to put the same on the Minutes book.</p> <p>30. To coordinate with all the Directorates to ensure singing of Minutes of the Committee Meetings on regular basis.</p> <p>31. To ensure binding of Notes on Agenda and Minutes book</p> <p>32. To maintain proper records of the Minutes and Notes on Agenda</p> <p>33. All the most : To ensure confidentiality of all the documents/discussions in respect of the Department.</p> <p>B) Maintenance of Coffor</p> <ul style="list-style-type: none"> - Property Papers - Minutes of Council/ Various Committee - MOUs - Bank Guarantees - Agreements - FDRs - Record of other important items like CDS of Council Meetings, Gold Medals etc. <p>C) Preparation of Annual Report</p> <ul style="list-style-type: none"> - Co-ordination with directorate of CC for arranging vendor for annual Report - E-mail to all the Hods for data to be published in the Annual Report - Compilation of <i>Data</i> - Go through the entire draft Annual Report and Gazette in Hindi as well as in English language, - After getting the draft Annual Report approved from Secretary, placed it in the agenda of the Council Meeting - Thorough co-ordination with printing press - Co-ordination with Civil Lines and Mayapuri Press (Submit the Gazette to Department of Publishing, Govt of India) - Send a request to Dte. Of Publication for printing of Annual Report - Upload the annual report on the website - Mail/ SMS to all the member of ICSI - Publish in the Gazette of India not later than 30th day of September of the year next following a copy of the audited accounts and the report of the said accounts and report shall be forwarded to the Central Government.

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
12.	Branding, Public Relations and Corporate Communication	<p>Major Responsibilities and other Routine tasks assigned to the Directorate :-</p> <ul style="list-style-type: none"> • Media planning and management • Liaison with the Print & Electronic Media • TV/Radio/Press Publicity vide., Press Releases / Exclusive Interviews / Authored articles. • Press Conferences • Handling entire Social Media of ICSI • Scanning of news related to ICSI/CS profession • Photographic memoirs • Managing media gallery • Appointments with dignitaries • Liaison with Govt, Industry, Ministries and other professional bodies • Liaison with various National & International bodies • Liaison for Corporate Membership of the ICSI • Designing & Release of Advertisements for Students in National / Regional Newspapers/magazines • Designing & Release of Corporate Advertisements in National / Regional Newspapers /magazines • Tender notice/recruitment ads in News papers • Advertorials in National / Regional Newspapers & Magazines • Career Features on CS Course & Profession in National / Regional Newspapers & Magazines • Production of Corporate Films & Films on Career Awareness / TV & Radio Spots/ Motto song/ Whatsapp Video • Organising Media Partnership for ICSI events • Organising Sponsorship for major ICSI Events • Designing & Production of ICSI Brochures / ICSI Profile / Sponsorship Brochures / ICSI Publications etc. • Branding collaterals for ICSI events • Empanelment and Coordination with empanelled Advertising Agencies • Coordination with Regional Councils/ Chapters for Media Visibility • Graphic Standards Manual for uniform branding • Media Guidelines • Advertisement Policy and its Execution <p>Budgeting and billing of Directorate</p>
13.	Infrastructure and Buildings Maintenance	<p>This Directorate is responsible for developing, providing and maintaining infrastructure, including premises, of the Institute. Its activities include:</p> <ul style="list-style-type: none"> ▪ Acquisition of premises/ construction of new building/ renovation of premises/ additional construction in existing building for COs/ ROs/H.Qrs ▪ Hiring of Space on rent. ▪ Preparation of Notes on Agenda/ Minutes for different Infrastructure Committee/ EC/ council. ▪ Payment of Property tax. ▪ Execution of Agreement for hiring of space on rent and for execution of works. ▪ According In-principle approval for procurement of Capital items (other than IT related items) for COs and ROs. ▪ Disposal of existing land / premises of COs and ROs.

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> ▪ Preparation of Capital Budget related to Infrastructure. ▪ Attending the queries of the Auditors. ▪ Any other matter as may be assigned by Competent Authority
14.	General Administration	<p>This Directorate is responsible for administration and establishment of the Institute. Its activities include :-</p> <ul style="list-style-type: none"> ▪ General Administration ▪ Establishment ▪ Estate Management ▪ Receipts and Issue of Dak ▪ Reception ▪ Security and Safety ▪ Travel and Stay Arrangements ▪ Transportation ▪ Pantry Services ▪ Administrative Arrangement for various Programmes of HQs ▪ Maintaining related records ▪ Any matter incidental to or connected with the above ▪ Any other matter as may be assigned by Competent Authority
15.	Purchase and Stores	<p>This Directorate is responsible for purchase and stores (other than purchases for ROs and COs) of the Institute. Its activities include :-</p> <ul style="list-style-type: none"> ▪ Procurements of Goods and Services, including Maintenance Contracts ▪ Purchase related rate contracts ▪ Purchase Manual ▪ Inventory Register ▪ Management of Stores at HQs, and Monitoring of Stores at ROs and COs ▪ Maintaining related records ▪ Any matter incidental to or connected with the above ▪ Any other matter as may be assigned by Competent Authority
16.	Co-Ordination	<p>This Directorate is responsible for enhancing visibility and brand value of the profession of company secretaries. Its activities include :-</p> <ul style="list-style-type: none"> ▪ Coordination with Regional Councils and Chapter Management Committees, Regional Offices and Chapter Offices. ▪ Advice on establishment and closure of Regional Offices, Chapter Offices, ▪ Review of Rules, Regulations and Guidelines relating to Regional Councils and Chapter Management Committees, Regional Offices and Chapter Offices, ▪ Preparing ICSI Directory ▪ Coordination for identification of Best Regional Office and Chapter Office –clarify if relating to Award ▪ MIS on RC/Chapters
17.	Examination	<p>This Directorate is responsible for conduct of examination and declaration of results. Its activities include :-</p>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> ▪ All matters relating to Conduct of CS and PMQ Examinations ▪ Setting Question Papers for Paper Based Examinations ▪ Printing of Questions Papers and Answer Books ▪ Setting up Examination Centres ▪ Selection, Appointment and Monitoring of Paper Setters, Moderators, Examiners, Translators, Reviewers, Superintendents, Invigilators, General Observers and other Examination Functionaries ▪ Conduct of Examination (Manual/Online) ▪ Evaluation of Answer Books ▪ Dealing with Malpractices in Examinations ▪ Preparation and Declaration of Results ▪ Payments to all Examination Functionaries ▪ Verification of Marks ▪ Issue of Mark Sheets ▪ Supply of Certified Copies of Answer Books ▪ Processing and Release of Payments related to Examinations ▪ Administration of Scholarships and Awards ▪ Framing of scheme for Award of Merit scholarship, Merit-cum-means assistance and Prize award ▪ Serving Committee: <ul style="list-style-type: none"> I. Examination Committee ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above <p>Any other matter as may be assigned by Competent Authority</p>
18.	Finance and Accounts	<p>This Directorate is responsible for finance, treasury, accounts of the Institute. Its activities include:-</p> <ul style="list-style-type: none"> ▪ Budget and Budgetary Control ▪ Books of Accounts ▪ Tax Compliances ▪ Statutory Audit ▪ Costing of Major Services ▪ Payroll ▪ Receipt of Contributions – Domestic / Foreign ▪ Grants and Reimbursements to ROs / Chapters ▪ Payment to third parties ▪ Payments to employees ▪ RTI Replies ▪ Serving Finance Committee ▪ Maintaining & Managing following Trusts:- <ul style="list-style-type: none"> I. ICSI Employees Pension Fund Trust II. ICSI Employees Group Gratuity Trust III. ICSI Employees Medical Hospitalisation Trust IV. ICSI Employees Provident Fund Trust ▪ Maintaining Books of Accounts of following Trusts:- <ul style="list-style-type: none"> I. Company Secretaries Benevolent Fund II. ICSI Employees Benevolent Fund Trust III. Student Education Fund Trust ▪ Maintaining books of accounts of :-

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		I. ICSI-IIP (Institute of Insolvency Professionals) II. ICSI-RVO (Registered Valuers Organisation) III. GRKF (Governance Research Knowledge Foundation) <ul style="list-style-type: none"> ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above ▪ Any other matter as may be assigned by Competent Authority
19.	Internal Audit	This Directorate is responsible for manpower planning and human resource development of the Institute. Its activities include: <ol style="list-style-type: none"> 1. Issuing Guidelines to the Regional Offices and A+, A, B,C & D Grade Chapters for conduct of Periodical Internal Audit as per ICSI Guidelines and follow up for submission of Internal Audit Reports. 2. Review of observations of the Internal Auditors and asking for submission of replies on the issues raised. Continuous follow up for removal of deficiencies/corrective actions required. 3. Issuing of advisory suggesting corrective actions to be taken by the Chapter/RO to remove deficiencies in operations. 4. Taking up the issues raised in the Internal Audit Report with other Directorates of Headquarters for settlement. 5. Coordinates with the Internal Auditors of the Head Quarters for conducting Internal Audit, follow up with various Directorates for submission of their replies for finalization of report and taking corrective actions required based on the Audit observations. 6. Internal Audit Division also conducts the Pre-Audit of all the Retiree/Resigned cases in the Institute. 7. Conducting periodical Proprietary Audit and Special Audit of the Regional Offices/Chapters as per the decision taken by the Competent Authority. 8. Compliance management in respect of Action taken report on the observations contained in the Internal Audit, Proprietary Audit & Special Audit Reports. 9. Any other special assigned given by the Competent Authority from time to time.
20.	Student Services (including Grievance Redressal Cell)	This Directorate is responsible for serving students from registration till enrolment. Its activities include: <ul style="list-style-type: none"> • Monitoring online registration, opening of Kiosks at Chapters • Post registration services viz. admit card, study material etc- • Exam Services & Guidance • Giri Sagar Project, Academic Helpdesk etc.

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> • Replying to the Queries on Grievance Portal & via telephone • Any matter incidental to or connected with the above • Other assignment(s) as may be entrusted by the Secretary from time to time.
21.	Career Awareness Cell	<ul style="list-style-type: none"> • Monitoring Career, Awareness Activities • Education Fairs • Monitoring Teachers Congress • Monitoring Mega Career events • Monitoring of Counsellors • CS Olympiad, ICSI Study Cenhe, ICSI Signature Award • Any matter incidental to or connected with the above; and as may be assigned by the Management from time to time
22.	Oral Coaching and Online Classes Cell	<ul style="list-style-type: none"> • Class room coaching for CS Courses • e-learning for Students • e.Interface • Video lectures, smart classes • Co-ordination and Monitoring of OT classes at Regional Offices and Chapters • Any matter incidental to or connected with the above
23.	Information Technology	<p>This Directorate is responsible for developing and maintaining IT facilities and IT enabled services for the Institute.</p> <p>Its major responsibility and routine activities include:</p> <ul style="list-style-type: none"> ▪ Information & Communication Technology (ICT) Planning and Management ▪ Managing Software Development & Maintenance jobs pertaining to all internal/external applications ▪ Managing development and Maintenance of the ICSI, RVO and IPA Websites ▪ Managing development and Maintenance of Mobile Apps pertaining to different sections/stake holders of Institute. ▪ Management of National Level events through online Portal ▪ Development and Maintenance of Integrated application (SMASH) for stakeholders of ICSI. ▪ Online Database Management & Administration ▪ Managing Online Payment Gateways ▪ Data Centre Management including DR ▪ Network Management that includes entire LAN, WAN covering the ROs and Chapters ▪ Implementation of Enterprise Resource Planning across all the offices of the Institute ▪ Implementation of Cosmic and Office Automation systems across all the offices of the Institute catering to the all Hardware and Software requirements of Regional Offices and Chapter Offices ▪ Ensuring IT related support to various Directorates, CCGRT, ROs and COs ▪ Policy framework ,study and implementation of new technologies for automation of process ▪ Implementation Video based conferencing solution for lectures and Board meetings. ▪ Technical support for conducting webinars.

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> ▪ Procurement and Infrastructure related activities related to FMS services for data centre, IT asset allocation to various Directorates, Wifi Set Up, domain name registration and renewal. ▪ Development and Implementation of E-learning Modules for the Students and Members of the Institute. <ol style="list-style-type: none"> 1. Developing an integrated e-platform (integrating it with SMASH system)for Online Pre Examination Test 2. Management of E-platform for smooth conduction of Online Pre Examination Test. It involves continuous Migration of users on the platform, Managing users, Technical up-gradations, Coordination with ICSI Academic team for Question Bank development, system testing and continuous vetting of the Question Bank. 3. Preparing/Configuring System for Computer Based Examination for Foundation Programme and development of e-Question Bank 4. Maintaining E-library for the ICSI students and Members. 5. Development and maintenance of E-MSOP system for offering e-MSOP services to the ICSI students across the country: Contracting with third party, contract renewals and development of the EMSOP contents; Continuous monitoring the progress, Bill processing and ensuring ICSI's share. Coordination with Dte. of Training for smooth functioning. 6. Implementation of IT Vision 2022: Working on many small and big projects in compliance to the directions contained in the vision 2022. Notwithstanding with whatever is included in this document it includes offering e-learning to ROS/Chapters in blended mode, CSEET, and optimizing IT infra at ICSI through cloud hosting. <ul style="list-style-type: none"> • Arrangement for Computer Training for Stakeholders • Filing / defending related legal matters through LD • Maintaining related records • Any matter incidental to or connected with the above • Any other matter as may be assigned by Competent Authority
24.	Membership & CSBF	<p>Major Responsibilities and other Routine tasks assigned to the Directorate</p> <ul style="list-style-type: none"> ▪ Database of Members / COP Holders ▪ Admission/ Renewal /Cancellation /Restoration of Members and Licentiatees ▪ Receipt and Reconciliation of Annual Membership Fee/ Certificate of Practice fee with F&A ▪ Removal of name of Members for non-payment of fees as per regulations and as disciplinary measures ▪ Maintenance of Register of Members/ Licentiatees/ Firms and Offices / Certificate of Practice Holders ▪ Publication of Admission / Renewal/ Cancellation/ Restoration of Members/ Licentiatees /Cop holders/ CSBF Life members in the Chartered Secretary Journal / Institute's website on monthly basis ▪ Publication of list of Members and list of Certificate of Practice Holders annually ▪ Issue of Transcripts/ Identity Cards ▪ Printing and Issue of ACS/FCS/CoP/CSBF/Licentiate/CCE Certificates ▪ Issue of replacement copies to Members in case of non-receipt of Chartered Secretary Journal

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> ▪ Approval of Concern/ Firm Name of Company Secretaries/ LLPs, Change in firm status (reconstitution, dissolution, conversion) ▪ Honorary Fellow Members ▪ Holding of region-wise Convocations for awarding certificates to newly admitted Associate and Fellow members twice a year ▪ Assistance in Elections and publication of List of Voters ▪ Welfare Activities for Members ▪ Providing statistical information for Practising Company Secretaries ▪ Issue of Unique Code Numbers to PCS ▪ Requests for change in name/surname from members and making entry in database ▪ Issuing password to the members for online use of portal ▪ Requests for change in address/contact details from members and making entry in database ▪ Issuing password to the members for online use of portal ▪ Verification of educational credentials ▪ Any matter incidental to or connected with the above <p><u>Company Secretaries Benevolent Fund (CSBF)</u></p> <ul style="list-style-type: none"> ▪ Maintenance of Database of Life Members of CSBF ▪ Co-ordination with the Insurance company for premiums and claiming cover upon demise of the member ▪ Payment of annual premium to the Insurance agency and top up premium for the additional members enrolled into the life membership. ▪ Verification and maintenance of records for giving financial assistance to the dependents of the deceased member. ▪ Verification and maintenance of records for giving financial assistance to the members upon his sickness ▪ Verification and Maintenance of records for giving financial assistance for children education of the life member. ▪ Propagation for the CSBF through CS Journal, website, emails and SMS regularly ▪ Enrolment to CSBF. ▪ Receipt and Reconciliation of subscription for Life Membership of CSBF with F&A ▪ Publication of enrolment of CSBF Life members in the Chartered Secretary Journal / Institute's website on monthly basis ▪ Printing and Issue of CSBF Certificates on admission. ▪ All matters relating to CSBF (Enrolment, Financial Assistance, Insurance, Fund Raising, etc.) ▪ Meetings of the CSBF Managing Committee and Core Groups ▪ Maintenance of Minutes of the Committee and the Core Groups ▪ Revision in Model Bye-Laws of CSBF. ▪ Sensitising ROs and Chapters for enrolling the members for life membership of CSBF through various programs, seminars, events and also through personal reach which helped increase in life membership. ▪ Quantum of financial assistance for CSBF life members. ▪ Initiative taken for Medical Insurance cover for Life Members on anvil.

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
25.	Discipline	<p>This Directorate is responsible for regulation of the profession of Company Secretaries and proceedings against the members, in accordance with the Company Secretaries Act, 1980 read with the Company Secretaries (Procedure of Investigations of Professional and Other Misconduct and Conduct of Cases) Rules, 2007 (the Rules). Its activities include:</p> <ul style="list-style-type: none"> (i) Scrutiny and Registration of Complaints against Members (ii) Maintaining Register of Complaints (iii) Maintaining dak Register for Inward- dak received in the Directorate (iv) Maintaining separate physical file for each compliant received in the Directorate (v) Sending letter pursuant to Rule 7 (Form I letter). (vi) Processing of Complaints for Pleadings as per Rule 8. (vii) Investigation & Examination of Complaints against Members (viii) Calling for additional documents as per Rule 8(5). (ix) Formation of Prima Facie Opinions as per Rule 9. (x) Arranging Prima-facie Opinion (spiral bound) with relevant documents from case files (xi) Preparing brief of cases. (xii) Issuing Notice to the parties for appearance before Disciplinary committee/Board of Discipline as per the Rules (xiii) Taking Oath from the parties as per the Rules (xiv) Presenting and defending Cases before the Disciplinary Committee (xv) Presenting and defending Cases before the Board of Discipline (xvi) Pleadings after PFO agreed by Disciplinary Committee/ Board of Discipline. (xvii) Preparation of Notes on Agenda (ranging from 500-1200 pages), minutes of the meeting and Action taken Report for each meeting of Disciplinary Committee/Board of Discipline (xviii) Assisting Disciplinary Committee in drafting Interim Orders/Orders/Final Orders (xix) Assisting Board of Discipline in drafting Interim Orders/Orders/Final Orders (xx) Sending certified copy of orders to parties. (xxi) Co-ordination with Dte. of Membership for details of Members (xxii) Co-ordination with Dte. of Membership for implementation of Orders of Disciplinary Committee/ Board of Discipline against Members (xxiii) Engagement of Advocates/PCS for legal inputs in the Disciplinary matter (xxiv) Fixing of Fees for Advocates/PCS (xxv) Recommending Payment of Bills of Advocates/PCS to F&A (xxvi) Coordination with Dte. of Administration for Transportation/Travel/Stay and Other Arrangements for members of Disciplinary Committee and Board of Discipline for attending meeting of Disciplinary Committee and Board of Discipline (xxvii) Coordination with Dte. of F&A for sitting allowance of Government Nominees to the Disciplinary Committee (xxviii) Assisting Legal Department for defence before Appellate Authority (xxix) Briefing Advocates on disciplinary matters before Courts (xxx) Serving Committees: <ul style="list-style-type: none"> I. Board of Discipline II. Disciplinary Committee

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>III. Council/ Executive Committee IV. High Level Committee V. Core Group constituted by Council for finalising comments of ICSI on HLC Report. VI. Assisting Legal Department for Regulation Committee related to Disciplinary Matters</p> <p>(xxxix) Filing / defending related legal matters through Legal Department (xxxii) Maintaining records of the Directorate (xxxiii) Drafting of reference for Legal Opinion on the issues arising out the deliberations of Disciplinary committee/ Board of Discipline (xxxiv) Compilation of data manually from each case files in the formats asked by the Disciplinary Committee and Board of Discipline or any other Committee (xxxv) Providing data to MCA on monthly basis in the format asked by the MCA (xxxvi) Coordination with Dte. of IT for uploading of Orders of Board of Discipline and Disciplinary committee (xxxvii) Coordination with Dte of IT for development of Online Module and software for Disciplinary Directorate (xxxviii) Attending various queries on Disciplinary mechanism in person, email, telephone etc. (xxxix) Taking Sessions on 'CODE OF CONDUCT' in MSOP batches (xl) Providing status of Disciplinary Matters / decided against member of the Institute for Peer Review (xli) Providing status of Disciplinary Matters pending/ decided against member of the Institute to IPA,SIFO,CBI etc. (xlii) Providing write- up for Chartered Secretary on FAQ pertaining to Disciplinary mechanism (xliii) Preparing draft for advisory to be issued by the Secretary on Disciplinary matters (xliv) RTI applications pertaining to Disciplinary Matters (xlv) Deputation of official/staff in Secretary Office and in Other Dte during exigencies (xlvi) Engagement of officials of Dte in the work pertaining to Election to Council/Regional Council (xlvii) Any matter incidental to or connected with the above (xlviii) Any other matter as may be assigned by Competent Authority</p>
26.	Law	<p>This Directorate is responsible for legal support to all units of the Institute. Its activities include:</p> <ul style="list-style-type: none"> ▪ All Legal matters, including Matters before Supreme Court, High Courts and other courts relating to HQ, ROs, Chapters, CCGRT, COEs. ▪ Filing / defending related legal matters on behalf of the Institute/Council ▪ Maintaining related records ▪ Vetting of Title Search report by external Advocate for procurement of Land and Building ▪ Amendments to the Act, Rules and Regulations ▪ Legal Vetting of Guidelines ▪ Vetting of Agreement, SLA, Tender, MoU etc. ▪ Litigation Management

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> ▪ Election Reforms ▪ Obtaining legal opinion ▪ Empanelment of Advocates ▪ Engagement of Advocates ▪ Fixing of Fees for Advocates ▪ Recommending Payment of Bills of Advocates to F&A ▪ Conduct of Elections with assistance from Others ▪ Any matter incidental to or connected with the above ▪ Any other matter as may be assigned by Competent Authority ▪ Replying to the Legal Notice through Advocate ▪ Draft Chapter Guidelines -2017 ▪ Suggested amendments in various rules
27.	RTI	<p>The activities includes:</p> <ol style="list-style-type: none"> I. Receipt of RTI applications (online & offline mode) and maintenance of register. II. New RTI file, scrutiny of application & identification of source of information i.e. concerned Directorate(s). III. Follow-up with concerned Directorate(s) for providing information. IV. Seeking third party consent and letter for RTI fee in correct mode, if required. V. Compilation of information/documents, preparations of draft reply for approval of CPIO and despatch of final reply to the RTI applicant duly signed by the CPIO. VI. Final reply to the RTI and uploading on the RTI portal of the Institute's website. VII. Maintenance of MIS/database. VIII. On appeals to Appellate Authority, reply to them. IX. Hearing of appeal/complaint at CIC (Central Information Commission), approval for appointment of advocate, preparation of case file for advocate, coordinating with advocate for preparation of reply, appearing before the CIC with advocate and processing of bills of the advocate. X. Maintaining the Quarterly MIS on online portal of CIC. XI. All other miscellaneous related to RTI Cell, as and when required

ITEM NO. (III)

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

1. Council

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

2. Meetings of the Council

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

3. Passing of resolution by circulation

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

4. Committees

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

Decision making process within the Institute:

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

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

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

ITEM NO. (IV)

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

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

ITEM NO. (V)

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

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

ITEM NO. (VI)

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

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

ITEM NO. (VII)

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

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

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

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

Council of the public authority. The Council considers the final draft of the proposed Secretarial Standard and finalizes the same in consultation with the Secretarial Standard Board. The Secretarial Standards is then issued under the authority of the Council.

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

ITEM NO. (VIII)

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

I. LIST OF COUNCIL

PRESIDENT

CS Ranjeet Pandey
President, The ICSI
Ranjeet Pandey & Associates
Company Secretaries
A-308, Basement, Defence Colony
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Tel : (O) 011-45341001

E-mail : president@icsi.edu
ranjeet.pandey@icsi.edu
cs.ranjeet@gmail.com

VICE PRESIDENT

CS Ashish Garg
Vice President, The ICSI
Practising Company Secretary
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CENTRAL GOVT. NOMINEE

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Mr. Gyaneshwar Kumar Singh
Council Member, the ICSI

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Dr. (Ms.) Madhu Vij,
Council Member, the ICSI
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Mr. S Santhanakrishnan
Council Member, the ICSI
Founder Partner,
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ELECTED MEMBERS

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OFFICIATING SECRETARY

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II COMPOSITION OF COMMITTEES

LIST OF COMMITTEES

STANDING AND NON-STANDING COMMITTEE OF THE COUNCIL/ BOARDS – 2019

List of Standing, Non-Standing Committees/ Boards of the Council for the Year 2019

Executive Committee		
S/Shri		
1	Ranjeet Pandey	Chairman
2	Ashish Garg	Member
3	Shri Anurag Agarwal	Member (Govt. Nominee)
4	Devendra V. Deshpande	Member
5	Manish Gupta	Member
6	Nagendra Rao D	Member
7	Siddhartha Murarka	Member
Finance Committee		
1	Ranjeet Pandey	Chairman
2	Ashish Garg	Member
3	Madhu Vij(Dr.)	Member (Govt. Nominee)
4	Chetan B. Patel	Member
5	Deepak Kumar Khaitan	Member
6	NPS Chawla	Member
7	Praveen Soni	Member
Examination Committee		
1	Ranjeet Pandey	Chairman
2	Ashish Garg	Member
3	Gyaneshwar Kumar Singh	Member (Govt. Nominee)
4	B Narasimhan	Member
5	Manish Gupta	Member
6	Ramasubramaniam C.	Member
7	Vineet K Chaudhary	Member
Financial Services Committee		
1	Chetan B Patel	Chairman
2	Anil Gupta	Member (Govt. Nominee)
3	B Narasimhan	Member
4	Devendra V. Deshpande	Member
5	Deepak Kumar Khaitan	Member
6	NPS Chawla	Member
7	Ramasubramaniam C.	Member
Corporate Laws and Governance Committee		
1	NPS Chawla	Chairman
2	Devendra V. Deshpande	Member
3	Manish Gupta	Member
4	Nagendra Rao D.	Member
5	Praveen Soni	Member
6	Ramasubramaniam C.	Member
7	Siddhartha Murarka	Member
Professional Development Committee		

1	Ranjeet Pandey	Chairman
2	Anil Gupta	Member (Govt. Nominee)
3	Ahalada Rao V	Member
4	Hitender Mehta	Member
5	Manish Gupta	Member
6	Praveen Soni	Member
7	Ramasubramaniam C.	Member
8	Siddhartha Murarka	Member
9	Vineet K Chaudhary	Member
Training & Educational Facilities Committee		
1	Ashish Garg	Chairman
2	Madhu Vij (Dr.)	Member (Govt. Nominee)
3	B Narasimhan	Member
4	Chetan B Patel	Member
5	Deepak Kumar Khaitan	Member
6	Devendra V Deshpande	Member
7	Nagendra Rao D	Member
8	NPS Chawla	Member
Practising Company Secretaries Committee		
1	Manish Gupta	Chairman
2	B Narasimhan	Member
3	Chetan B Patel	Member
4	Deepak Kumar Khaitan	Member
5	Nagendra Rao D	Member
6	Praveen Soni	Member
7	Vineet K Chaudhary	Member
Information Technology Committee		
1	Devendra V Deshpande	Chairman
2	S Santhanakrishnan	Member (Govt. Nominee)
3	B Narasimhan	Member
4	Chetan Patel	Member
5	NPS Chawla	Member
6	Praveen Soni	Member
7	Siddhartha Murarka	Member
Peer Review Board		
1	Ashish Garg	Chairman
2	Vineet K Chaudhary	Vice-Chairman
3	Ahalada Rao V	Member
4	GopalaKrishna Hegde	Member
4	Siddharth Murarka	Member
6	S K Agarwala	Member
7	Amit Rajkotia	Member
8	Ashish Shah	Member
9	Bhavin Mehta	Member
Placement Committee		
1	Praveen Soni	Chairman
2	Ahalada Rao V	Member
3	Deepak Kumar Khaitan	Member
4	Devendra V Deshpande	Member
5	Hitender Mehta	Member
6	Nagendra Rao D	Member
7	Ramasubramaniam C	Member

8	Vineet K Chaudhary	Member
PMQ Course Committee		
1	Nagendra Rao D	Chairman
2	Ahalada Rao V	Member
3	Devendra V Deshpande	Member
4	Hitender Mehta	Member
5	NPS Chawla	Member
6	Ramasubramaniam C	Member
7	Siddhartha Murarka	Member
Secretarial Standards Board		
1	Satwinder Singh	Chairman
2	Rajiv Bajaj	Vice Chairman
3	B Renganathan	Member
4	D C Jain	Member
5	Deepak Kumar Khaitan	Member
6	Dhananjay Shukla	Member
7	Dwaraka Nath C.	Member
8	Makarand Joshi	Member
9	Nandini Sarkar(Ms.)	Member
10	Narayan Shankar	Member
11	Praveen Soni	Member
12	R Kalidas	Member
13	R S Bhatia	Member
14	Rajveer Singh	Member
15	Rekha Nayak(Ms.)	Member
16	Rupesh Kumar Agarwal	Member
17	S C Vasudeva	Member
18	S K Aggarwal	Member
19	S Sudhakar	Member
20	Shukla Wassan(Ms.)	Member
21	T Venkat Ramana	Member
22	Ashok Kumar Yadav	Member –RBI
23	Debashis Mitra	Member - ICAI
24	N K Dua	Member – MCA
25	P Raju Iyer	Member - ICAI-Cost
26	Pankaj Tewari	Member – CII
27	Pradeep Ramakrishnan	Member – SEBI
28	Prajakta Powle(Ms.)	Member – BSE
29	Pramod Kumar Rai	Member – FICCI
30	S Madhavan	Member – NSE
31	Subhash C. Setia	Member – PHDCCI
32	Sunil Kumar	Member – IBBI
33	Sanjay Grover	Member – ASSOCHAM
Expert Advisory Board		
1	Ramasubramaniam C.	Member
2	Ahalada Rao V	Member
3	Anil Gupta	Member
4	Anil Sharma	Member
5	Ashok Kumar Kasera	Member
6	Avineesh Matta	Member
7	Deepak Arora	Member
8	Deepak Kukreja	Member

9	Gaurav Gunjan	Member
10	Kapil Kumar Sharma	Member
11	Pritesh Niranjan Majmudar	Member
12	Suresh Garg	Member
13	Rakesh Garg	Member
14	S . Santhanakrishnan	Member(Govt. Nominee)
15	Sachin Agarwal	Member
16	Sachin Bishnoi	Member
17	Sanjay Gupta	Member
18	Santosh Kumar Pradhan	Member
19	Shravan Kumar Vishnoi	Member
20	Tara Chand Sharma	Member
21	Tilak Raj Sethi	Member
22	Umesh H Ved	Member
23	Krish Narayanan	Member
24	Vasu Deva Rao Devaki	Member
25	Siva Kumar	Member
Editorial Advisory Board		
1	Chetan B Patel	Chairman
2	Anil Gupta	Member (Govt. Nominee)
3	A M Sherry	Member
4	Archana Shukla (Ms.)	Member
5	D K Jain(Dr.)	Member
6	G R Bhatia	Member
7	H M Dattatri	Member
8	Jai Prakash Sharma	Member
9	Jatin Jalundhwala	Member
10	Punit Handa	Member
11	R C Gupta	Member
12	Vinod Singhania(Dr.)	Member
ICSI-CCGRT & COEs Management Committee		
1	Praveen Soni	Chairman
2	Chetan B Patel	Member
3	Manish Gupta	Member
4	Nagendra Rao D	Member
5	Awaneesh Kumar Srivastava	Member
6.	Awanish Dwivedi	Member
7	Manish Ghia	Member
8.	Pawan Baid	Member
9.	Shweta Kharangate (Ms.)	Member
Election Reforms Committee		
1	B Narasimhan	Chairman
2	S Santhanakrishnan	Member (Govt. Nominee)
3	Ahalada Rao V	Member
4	Devendra V Deshpande	Member
5	Nagendra Rao D	Member
6	Siddhartha Murarka	Member
7	Vineet K Chaudhary	Member
Regulations and Chapter Guidelines		
1	Siddhartha Murarka	Chairman
2	Ahalada Rao V	Member

3	B Narasimhan	Member
4	Chetan B Patel	Member
5	Hitender Mehta	Member
6	NPS Chawla	Member
7	Praveen Soni	Member
Quality Review Board		
1	Kiran Oberoi Vasudev (Ms.)	Chairperson
2	Ashish Kushwaha	Member
3	Ritika Bhatia(Ms.)	Member
4	Ilam C Kamboj	Member
5	Vineet K Chaudhary	Member
Brand Promotion Committee		
1	Ashish Garg	Chairman
2	Deepak Kumar Khaitan	Member
3	Rahul Sharma	Member
International Affairs Committee		
1	Hitender Mehta	Chairman
2	B Narasimhan	Member
3	Devendra V Deshpande	Member
4	Manish Gupta	Member
5	NPS Chawla	Member
Auditing Standards Board		
1	Vineet K Chaudhary	Chairman
2	Manish Gupta	Vice Chairman
3	Amit Gupta	Member
4	Anshul Kumar Jain	Member
5	B K Sharma	Member
6	Deepak Sharma	Member
7	G V Srinivasmurthy	Member
8	O P Bagadia	Member
9	Nitin Kochhar	Member
10	Manoj Rajaram Hurkat	Member
11	Monika Arora	Member
12	Munish Kumar Sharma	Member
13	K. Sekhar	Member
14	Pankaj Virmani	Member
15	Prashant Balodia	Member
16	Rajiv Bhambri	Member
17	Sachin Agarwal	Member
18	S C Sharada	Member
19	R K Agarwal	Member
20	Shikha Rai (Ms.)	Member
21	Yukti Sharma(Ms.)	Member – NSE
22	Khushrao Bulsara	Member - BSE
Disciplinary Committee		
1	Ranjeet Pandey	Presiding Officer
2	Nalin Kohli	Member (Govt. Nominee)
3	Meenakshi Datta Ghosh (Ms.)	Member (Govt. Nominee)
4	B Narasimhan	Member
5	Nagendra Rao D	Member
Board of Discipline		
1	Deepak Kumar Khaitan	Presiding Officer

2	Manish Gupta	Member
3	Ashok Kumar Dixit	Member

III COMPOSITION OF REGIONAL COUNCILS

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

CHAIRMAN	VICE- CHAIRMAN
GURVINDER SINGH SARIN Practicing Company Secretaries Sharma Sarin & Associates Sco- 186/188, 1st Floor Adj. Ghazal Restaurant Sector-17c, Chandigarh-160017	SURESH PANDEY Practicing Company Secretaries RMG & Associates 201-202 & 207, Suchet Chamber 1224/5, Naiwala, Bank Street Karol Bagh, New Delhi-110005
SECRETARY	TREASURER
VIMAL KUMAR GUPTA Practicing Company Secretaries Vimal Gupta & Associates Shop No. 14, Palika Bazar Sector 9, Malviya Nagar Jaipur-302017	SUSHIL DAGA Partner Amicus Legal Advocates & Consultants, D-175, Amar Villa Apartment Bhrigu Marg, Banipark, Jaipur-302019
MEMBERS	EX-OFFICIO MEMBERS
AMIT GUPTA Company Secretaries Amit Gupta & Associates B-12, Basement, MurliBhawan 10-A, Ashok Marg, Lucknow-226001	HITENDER MEHTA Centrum Legal, 211, DLF Star Tower, Sector 30 NH# 8 (Exit #8), Gurugram-122 001
BHUPESH GUPTA Company Secretaries B K Gupta & Associates 49/65, Harpal Nagar, Near Hotel Gulmor Feozepur Road Ludhiana-141001	MANISH GUPTA RMG & Associates Company Secretaries 207, Suchet Chambers 1224/5, Bank Street Karol Bagh, New Delhi-110 005
DEVENDER SUHAG Company Secretary San Jose India, 602, Global Foyer Building Golf Course Road, Sector 43 Gurugram-122002	N.P.S.CHAWLA Associate Partner, Vaish Associates 11 th Floor, Mohan Dev Building, 13 th Tolstoy Marg, New Delhi-110001
HIMANSHU HARBOLA Managing Partner Corporate Juris Corporate Law Advisors K- 40, Second Floor B.K.Dutt Colony, Near JorBagh, New Delhi-110003	RANJEET PANDEY Ranjeet Pandey & Associates Company Secretaries A – 308, Basement Defence Colony, New Delhi-110 024
	VINEET K.CHAUDHARY V.K. Chaudhary & Co. Company Secretaries D-38, LGF (L/S), South Extn. , Part – II, New Delhi – 110 049

<p>MONIKA KOHLI Company Secretaries DMK Associates 31/36, Basement, Old Rajinder Nagar, New Delhi-110060</p> <p>SAURABH KALIA Partner Sastra Legal E-96,(LGF) Malcha Marg, Chanakyapuri New Delhi-110021</p> <p>SURYA KANT GUPTA Practicing Company Secretaries Surya Gupta & Associates Chamber No. 11 SaraswatiBhawan Basement 1/4 Lalita Park, Laxmi Nagar New Delhi-110092</p> <p>VINAY SHUKLA Principal Consultant - Director Whitespan Advisory, LGF - 152 – P, Sector 38 Near Medanata - The Medicity Gurugram-122002</p>	
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**EASTERN INDIA REGIONAL COUNCIL
ICSI-EIRC BUILDING, 3-A, AHIRIPUKUR 1ST LANE,
(NEAR BECKBAGAN NURSING HOME) KOLKATA-700019**

Chairman	Vice- Chairman
<p>RAJESH CHURA Company Secretary Mount Intra Finance Pvt. Ltd. (Dalmia Group) Ideal Plaza, Suite S 401, 11/1, Sarat Bose Road Kolkata-700020</p>	<p>PRIYADARSHI NAYAK Company Secretaries P. Nayak & Associates Janakee Industrial Products Private Limited, Plot No-84 Bhagabanpur Indus. Estate Bhubaneswar-751019</p>
Secretary	Treasurer
<p>ANIL KUMAR DUBEY Practising Company Secretary Todi Mansion 22 Madan Mohan Talla Street Kolkata-700005</p>	<p>RAJESH MITTAL Fin Controller & Company Secretary Apex Auto Ltd. M-1,2,3,20 Phase Vii Industrial Area, Adityapur Jamshedpur-832109</p>
Members	Ex-Officio Members
<p>BIMANDEB NATH Company Secretaries BimanDebnath& Associates Flat No 402 Block C Prakash Choudhury Housing Complex, Prasanti Pride Tarun Nagar, Abc, Dist - Kamrup Metro Guwahati-781005</p> <p>SUDHIR KUMAR BANTHIYA CS & Compliance Officer Visa Steel Limited, Visa House, 8/10, Alipore Road, Kolkata -700027</p>	<p>DEEPAK KUMAR KHAITAN Company Secretaries Gem House 5BRussel Street (Anandilal Poddar Sarani) Flat No. 7b, 7thFloor, Nr Jeevan deel Bldg Kolkata-700 071</p> <p>SIDDHARTHA MURARKA Company Secretaries Siddhartha Murarka & Co. Room 3T; 3rd Floor 4 Govt. Place (N), Kolkata-700 001</p>

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

The information will be updated soon

Chairman	Vice- Chairman
ASHISH KARODIA Practising Company Secretary Ashish Karodia& Co 208, Trade House 14/3, South Tukoganj Indore-452001	RAHUL P SAHASRABUDDHE Company Secretary Rahul Padmakar Sahasrabuddhe & Associates D-703,Orchid CHS Unnati Gardens, Off Pokharan Road 1, Prabhakar Kunte Marg Thane (W)-400606
Secretary	Treasurer
PAWAN GHANSHYAMDAS CHANDAK Partner, KPRC & Associates, Company Secretaries Off No 1203-05, Kumar Surabhi Next to Laxminarayan Theater Pune - Satara Road Pune-411009	RAJESH CHHAGANBHAI TARPARA Company Secretaries R.C. Tarpara& Associates 208, Capital Corporate Opp.: Eknath Complex, NarodaKathwada Rd,Naroda Ahmedabad-382330
Members	Ex-Officio Members
AMRITA DINESH CHANDRA NAUTIYAL Company Secretaries 1, Bina Shopping Centre M V Road, Andheri (E) Mumbai-400069	ASHISH GARG Company Secretaries 107 Gold Arcade Opp Curewell Hospital 3/1, New Palasia Indore-452 001
HRISHIKESH SHIRISH WAGH Company Secretaries Kanjmag & Co. 1-2, Aishwarya Sankul Survey No:17. G.A. Kulkarni Path, Opp Joshi Railway Museum, Kothrud Pune-411038	BALASUBRAMANIAN NARASIMHAN Company Secretaries C/O Karvy Fintech Pvt. Ltd. 24 -B, Raja Bahadur Mansion, Ambalal Doshi Marg Fort Mumbai-400 023
SATISH KUMAR BATRA Company Secretaries Satish Batra& Associates 2nd Floor, Ashoka Plaza Ashoka Ratan P.O :Shankar Ngr. Raipur Chhattisgarh 492007	CHETAN BABALDAS PATEL Company Secretaries Chetan Patel & Associates 301, Akshar Stadia Opp. Symphony House B/H Armieda Cosmetic centre Bodakdev Ahmedabad-380 054

<p>SHILPA KEDAR DIXIT Company Secretaries Mrm Associates 1st Floor, DnyansudhaAppts 2147, SadashivPeth 77, Vijayanagar Colony Pune-411030</p> <p>SNEHAL CHANDRAKANT SHAH Company Secretaries SnehalShah & Associates 501, 5th Floor, Shreeji Arcade Premise, Junction Of S. V. Road & M. G. Road, Kandivali (West) Mumbai 400067</p> <p>TUSHAR SUDHIR PAHADE Company Secretaries T. S. Pahade & Associates Plot No. 104, Opp. South Indian Temple Ramnagar Nagpur-440033</p> <p>YOGESH CHOUDHARY Company Secretaries Yogesh Choudhary & Associates A/5-A, 2nd Floor, Satya Apartment, S.V. Road, Opp. Kandivali Telephone Exchange, Kandivali West, Mumbai- 400067</p>	<p>DEVENDRA VASANT DESHPANDE Company Secretaries DVD & Associates 3rd Floor, Samarth Building Plot No. 14, Pinak Colony, Nr. Bank Of India, Karve Nagar Pune-411 052</p> <p>PRAVEEN SONI Company Secretaries Cms Info Systems Limited 'CMS House' Silver Metropolis, 11th Floor Goregaon East, Mumbai-400 063</p>
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**SOUTHERN INDIA REGIONAL COUNCIL
'ICSI-SIRC HOUSE', OLD NO. 4, NEW NO.9
WHEAT CROFTS ROAD, NUNGAMBAKKAM,CHENNAI -600034**

Chairman	Vice- Chairman
<p>MOHAN KUMARAR AVAMUDHAN Company Secretaries Flat F 1, Sudarsan Apartments, 72, VGP Selva Nagar, Second Main Road, Velachery (Near Velachery Railway Station & PVR Cinemas), Chennai - 600042</p>	<p>S KANNAN Company Secretaries S. Kannan and Associates No.13. Gr.Flr., Kumara Krupa 1st Main,VenkateswaraLayout, Attiguppe,Vijayanagara Bengaluru-560040</p>
Secretary	Treasurer
<p>N BALASUBRAMANIAN Company Secretaries BVR & Associates Company Secretaries LLP, Swastika, IstFloor, ChittethHouse, Next To HDFC Bldg. PC Road, Vyttila, Kochi-682019</p>	<p>RAJAVOLU VENKATA RAMANA Company Secretaries RVR & Associates No. 1-10-18/G1, 1st Floor, Lakshmi Sree ParkView Apartments, Near AshokNagar Circle, Opp MunicipalPark, Ashok Nagar Hyderabad-500020</p>
Members	Ex-Officio Members
<p>ALLA VEERA VENKATA SATYA SURYA CHANDRA BHIMA SEKHAR BABU Company Secretaries Flat No. 104, Lakshmi Apts, Kailasmetta Waltair Uplands Visakhapatnam-530003</p> <p>DAMODARAN M Company Secretaries M Damodaran& Associates New No. 6, Old No. 12 AppavooGramani1st Street Mandaveli, Opp. To CSI Church Chennai-600028</p>	<p>AHALADA RAO VUMMENTHALA Company Secretaries Ahalada Rao V & Associates Flat No: 113, Block B, Sri Datta Sai commercial Complex, RTC X Roads, Opp: Sapthagiri Theatre Hyderabad -500 020</p> <p>C RAMASUBRAMANIAM Company Secretaries CR & Associates, Raji, SBI, 3rdFloor,Gaiety Palace, No.1L, Blackers Road, Mount Road Chennai-600 002</p> <p>NAGENDRA DATTATHREYA RAO Company Secretaries Nagendra D Rao & Associates 180, First Floor, 3rdMain 3rd Cross, S.L.Byrappa Road Hanumanthanagar Bengaluru-560 019</p>

**IV NON DISCLOSURE OF THE AGENDA AND MINUTES OF THE COMMITTEES AND
BOARDS OF THE COUNCIL / INSTITUTE**

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

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

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

EPABX NUMBER : (011) 45341000

Name S/Shri	Designation	DIRECT NO.
President's Office		
Sanjeev Kumar Dogra	Deputy Director	(011) 45341004
Secretariat		
CS Ashok Kumar Dixit	Officiating Secretary	(011) 45341003
Devender Kapoor	Deputy Director	(011) 45341006
Directorate of Branding, Public Relations and Corporate Communication		
Preeti Kaushik Banerjee	Director	(011) 45341022
Ranjana Gupta	Assistant Director	(011) 45341064
Sanjeet Kumar	Assistant Director	(011) 45341088
Directorate of Training (including Placement Cell) and Directorate of Academics (including E-Academic Cell)		
S K Jena (Dr.)	Director	(0120) 4082107
Directorate of Training		
Shruti Gupta	Assistant Director	(0120) 4082148
Nidhi Maikhuri	Assistant Director	(0120) 4082157
Priyanka Singh	Assistant Director	(0120) 4082154
Placement Cell		
Ritesh Kumar	Deputy Director (Strategies)	(0120) 4082177
Gunjan Sehgal	Assistant Director (Career Awareness & Placement)	(0120) 4082124
Directorate of Academics		
Anita Gupta	Deputy Director	(0120) 4082128
Manoj Kumar	Assistant Director	(0120) 4082142
Dr. Akinchan Buddhodev Sinha	Assistant Director	(0120) 4082141
Nishita Singhal	Assistant Director	(0120) 4082116
Chittaranjan Pal	Assistant Director	(0120) 4082167
Gargi Rajvanshi (Dr.)	Assistant Director (stationed at CCGRT)	(022) 41021510

Name S/Shri	Designation	DIRECT NO.
Govind Krishna Agarwal	Assistant Director	(0120) 4082171
Kalpesh Kumar Mehta	Assistant Director (Academics)	(0120) 4082116
Sarika Kumari	Assistant Director	(0120) 4082169
Mahesh Airan	Assistant Director	(0120) 4082138
Rahul Ratna	Assistant Director (F&A)	(0120) 4082138
Akansha Gupta	Executive (Academics)	(0120) 4082137
E-Academic Cell		
Rahul Chandra (Dr.)	Joint Director	(0120) 4522078
Nilesh Neelmani (Dr.)	Research Associate	(0120) 4082187
Directorate of Professional Development and Directorate of Perspective and Futuristic Planning		
Samir Raheja	Director	(011) 45341021
Directorate of Professional Development		
Saurabh Jain	Joint Director	(011) 45341055
Anamika Chaudhary	Deputy Director (Secretarial Standards Board)	(011) 45341066
Deepa Khatri	Deputy Director	(011) 45341038
Jagvinder Kaur Bedi	Assistant Director	(011) 45341037
Disha Kant	Assistant Director	(011) 45341081
Pooja Rahi	Executive (Academics)	(011) 45341070
Dheeraj Gupta	Executive (Academics)	(011) 45341028
Directorate of Perspective and Futuristic Planning		
Alka Arora	Joint Director	(011) 45341086
Khusbu Mohanty	Assistant Director	(011) 45341082
Sonu Lakhani	Assistant Director	(011) 45341065
PMQ, Boards and Certificate Courses		
Banu Dandona	Joint Director	(011) 45341030
Hema Babbar	Assistant Director	(011) 45341052
Rakesh Kumar	Assistant Director	(011) 45341055
Directorate of Professional Research and Publications		
Prasant Sarangi (Dr.)	Director	(011) 45341026
Harpreet Raman Bahl (Dr.)	Assistant Professor	(0120) 4082122
Vision Monitoring and Execution		
Sonia Baijal	Director	(0120) 4082104
Tapas Kumar Roy (Dr.)	Assistant Director	(0120) 4082186
Neeta Sehgal	Assistant Director	(0120) 4082116

Name S/Shri	Designation	DIRECT NO.
Directorate of Human Resource and Council Affairs		
Sanjay Kumar Nagar	Joint Secretary	(011) 45341019
Human Resource		
Gaurav Mehta	Deputy Director	(011) 45341036
Rajeev Mishra	Executive (Admin)	(011) 45341029
Beena	Executive (Admin)	(011) 45341040
Council Affairs		
Meena Khurana	Assistant Director	(011) 45341031
Directorate of General Administration		
DVNS Sarma	Joint Director	(011) 45341023
Vandana Mohindroo	Assistant Director	(0120) 4522015
B C Papney	Executive (Admin)	(011) 45341056
Rajeshwar Singh	Executive (Admin)	(011) 45341057
Infrastructure and Buildings Maintenance		
Asit Kumar Rath	Director	(0120) 4082108
Abhishek Raj	Assistant Engineer (Construction)	(0120) 4082126
Printing Cell		
Achla Kulshreshtha	Deputy Director	(0120) 4082123
Nitin Jain	Joint Director (Printing & Publications)	(0120) 4082123
Ranjith Krishnan (Dr.)	Assistant Director	(0120) 4082119
Manhar Malhotra	Assistant Director	(0120) 4082129
Kabir Chattopdyay	Executive (Admin)	(0120) 4082129
Directorate of Purchase and Stores		
Amit Kumar Ghosal	Director (Purchase)	(0120) 4522008
A K Pahwa	Assistant Director	(0120) 4082146
Jalad Agrawal	Assistant Director	(0120) 4522016
Anuj Kumar Gupta	Executive (Admin)	(0120) 4082144
Neelam Wadhwa	Executive (Admin)	(0120) 4082140
Directorate of Discipline		
Meenakshi Gupta	Joint Secretary	(011) 45341014
Vikash Kumar Srivastava	Deputy Director	(011) 45341027
Ritu Chawla	Assistant Director	(011) 45341073

Name S/Shri	Designation	DIRECT NO.
Anita Mehra	Assistant Director	(011) 45341032
Gaurav Tandon	Assistant Director (Law)	(011) 45341034
Rasbihari Nath Tiwari	Executive (Law)	(011) 45341061
Directorate of Membership , CSBF & Co-ordination		
Ankur Yadav	Joint Secretary (SG)	(0120) 4522012
Membership		
Subhashis Bagchi	Deputy Director	(0120) 4082131
Vidhya Ganesh	Assistant Director	(0120) 4082133
Saurabh Bansal	Executive (Academics)	(0120) 4082136
Vanitha Dhanesh	Executive (Admin)	(0120) 4082136
Co-ordination		
Jagdish Chander Sikka	Executive (Admin)	(0120) 4082131
Directorate of Law and RTI		
Surya Narayan Mishra	Joint Director	(011) 4522083
Chandra Prakash	Assistant Director	(011) 45341045
Satish Kumar	Assistant Director	(0120) 4082193
Kumar Navanit	Executive (Law)	(0120) 4082193
Directorate of Information Technology		
Nikhat Khan (Dr.)	Director	(0120) 4522019
Prabir Sarkar	Joint Director	(0120) 4082151
Praveen Kumar Veyikandla	Deputy Director	(0120) 4522066
Ravish Samota	Assistant Director	(0120) 4522045
Venkata Sudhakar Chinta	Assistant Director	(0120) 4522039
Birender Kumar	Senior Programmer	(0120) 4082147
Gaurav Bansal	Senior Programmer	(0120) 4522037
Praveen Kumar	Senior Programmer	(0120) 4522070
Santosh Kumar Jha	Senior Programmer	(0120) 4522043
Directorate of Finance and Accounts		
Sameer Gupta	Joint Secretary (F&A)	(0120) 4082149
Shree Prakash	Joint Director	(0120) 4522048
Tapash Bhattacharjee	Deputy Director	(0120) 4522047
Nikhat	Assistant Director	(0120) 4522051
Sunita Mehan	Assistant Director	(0120) 4522046
Amit Kumar	Assistant Director	(0120) 4082173
Lalit Kumar Chaudhary	Assistant Director	(0120) 4082143
Deepak Agarwal	Assistant Director (F&A)	(0120) 4082163
Shandilya Saroj	Executive (Admin)	(0120) 4522049
Directorate of Internal Audit		

Name S/Shri	Designation	DIRECT NO.
Mukesh Jinara (Dr.)	Assistant Director (F&A)	(0120) 4082195
Lakhi Kanto Gorai	Assistant Director (F&A)	(0120) 4522092
Himanshu Agarwal	Assistant Director (Internal Audit)	(0120) 4522059
Chandni Garg	Executive (Internal Audit)	(0120) 4082195
Navneet Kaur	Executive (Internal Audit)	(0120) 4522092
Directorate of Student Services (including Grievance Redressal Cell, Career Awareness Cell and Oral Coaching and Online Classes Cell)		
Ashvini Kumar Srivastava	Director	(0120) 4082109
Directorate of Student Services		
K P Sasi	Assistant Director	(0120) 4522056
Mohammad Aslam	Executive (Admin)	(0120) 4522175
Archana Sethi	Executive (Admin)	(0120) 4522082
Career Awareness Cell		
Arti J Shailendar	Joint Director	(0120) 4522077
Sonu Nahata	Assistant Director (Career Awareness & Placement)	(0120) 4522072
Laxman Dev	Executive (Admin)	(0120) 4082161
Rajiv Ranjan	Executive (Admin)	(0120) 4082161
Oral Coaching and Online Classes Cell		
Geetanjali Singh Rathore	Assistant Director	(0120) 4522065
Rajesh Kumar Sharma	Executive (Admin)	(0120) 4522074
Rajbir Singh Bhandari	Executive (Admin)	(0120) 4522062
Directorate of Examination		
Sanjay Pandey (Dr.)	Joint Secretary	(0120) 4522011
M A Joseph	Director	(0120) 4522029
Archana Kaul	Joint Director	(0120) 4522022
Santosh Kumar Sharma	Joint Director	(0120) 4522024
Rita Aswani	Deputy Director	(0120) 4522025
Ajay Sharma	Deputy Director	(0120) 4522025
Ghulam Haider	Assistant Director	(0120) 4522023
R P Bajaj	Assistant Director	(0120) 4522030
Animesh Srivastava	Assistant Director	(0120) 4522030
Shashi Dhar Sharma	Executive (Admin)	(0120) 4522030
Harvinder Kaur	Executive (Admin)	(0120) 4522028
Kamal Gururani	Executive (Admin)	(0120) 4522035
Mani Shankar Tiwari	Senior Programmer	(0120) 4522035
(ICSI-CCGRT) - Navi Mumbai		

Name S/Shri	Designation	DIRECT NO.
Rakesh Goyal	Joint Director	(022) 41021512
Deepak Saxena	Assistant Director (F&A)	(022) 41021511
Bhole Shankar Sikhwal (Dr.)	Research Associate	(022) 41021511
Ketan Kalyanbhai Bhalgamiya	Assistant Director	(022) 41021535
NIRO - Prasad Nagar (Delhi)		
Kailash Chander Kaushik	Joint Director	(011) 49343002
Ramesh Kumar	Deputy Director	(011) 49343003
Anil R Tale	Assistant Director	(011) 49343005
Deepak Kumar	Assistant Director (F&A)	(011) 49343008
Manish Agarwal	Executive (Admin)	(011) 49343008
Himanshu Sharma	Executive (Admin)	(011) 49343007
EIRO - Kolkata		
Tapas Kumar Roy (Dr.)	Assistant Director	(033) 22816541-42
S Sreejesh	Assistant Director	(033) 22832973
Gautam Mullick	Assistant Director	-do-
Tamal Kar	Assistant Director	-do-
Alok Kumar	Executive (Admin)	-do-
WIRO - Mumbai		
Rajesh Kumar Agrawal (Dr.)	Director	022-61307900-04
Sharad Kumar Jhunjhunwala	Assistant Director (Academics)	-do-
Lachmi Bhatt	Assistant Director	-do-
Naveen Kumar Bhageria	Assistant Director (F&A)	-do-
Sakshi Santosh Kadam	Assistant Director	-do-
SIRO - Chennai		
Sarah Arokiaswamy	Joint Secretary	044-28222212
Chitra Anantharaman	Deputy Director	044-28279898
Chenna Kesava Chebrolu	Deputy Director	-do-
Faridabad Chapter		
Suman Iyer	Executive (Admin)	0129- 4003761
Jaipur Chapter		
Rajesh Kumar Gupta	Assistant Director	(0141)-2707236
Noida Chapter		
Kushal Kumar	Executive (Academics)	(0120) 4522058
Bhubaneswar Chapter		

Name S/Shri	Designation	DIRECT NO.
U C Mishra	Executive (Admin)	(0674) 2552282
Ahmedabad Chapter		
Smita Subin	Executive (Admin)	(079) 26575334
Indore Chapter		
Pravin Gupta	Assistant Director	(0731) 4248181
Pune Chapter		
Garima Mehrotra	Assistant Director	(020) 25393227
Thane Chapter		
Kavita Pramod Chavan	Executive (Admin)	(022) 25893793
Vadodara Chapter		
Amit kumar Nagar	Executive (Admin)	(0265) 2331498 / 8980949075
Bangalore Chapter		
Juluri V L N R Maitreya	Assistant Director	080-23111861
Noor Sumayya	Assistant Director	080-23116574
Coimbatore Chapter		
Sreejith P	Assistant Director	(0422) 2237006
Centre of Excellence for Research and Training- Hyderabad		
Sapna Malhotra (Dr.)	Deputy Director	(040) 27177722
V Subrahmanya Sarma	Assistant Director	-do-
Hyderabad Chapter		
V Srinivas	Executive (Admn)	(040) 23399541
V P C Sharma	Executive (Admn)	-do-
P R V Sivaramakrishna	Executive (Admin)	-do-

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

Name S/Shri	Designation	EPABX No.
Kailsah Chandra Kaushik	Joint Director	(011) 49343002

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

Name S/Shri	Designation	EPABX No.
Tapas Kumar Roy (Dr.)	Assistant Director	(033) 22816541-42

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

Name S/Shri	Designation	EPABX No.
Rajesh Kumar Agrawal (Dr.)	Director	(022) - 61307915

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

Name S/Shri	Designation	EPABX No.
Sarah Arokiaswamy	Joint Secretary	(044) 28222212

ITEM NO. (X)

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

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

Abbreviations used for various Directorates

PD	Professional Development	F&A	Finance and Accounts
PFP	Perspective and Futuristic Planning	Exams	Examination
B,PMQ & CC	Boards, PMQ and Certificate Courses	IT	Information Technology
PRP	Professional Research and Publications	IBM	Infrastructure and Buildings Maintenance
Admin.	General Administration	ICSI-CCGRT	ICSI-Centre for Corporate Governance Research & Training
Prtg	Printing	NIRO	Northern India Regional Office
HR	Human Resources	EIRO	Eastern India Regional Office
B, PR & CC	Branding, Public Relations And Corporate Communication	WIRO	Western India Regional Office
SS	Student Services	SIRO	Southern India Regional Office
GR	Grievance Redressal	COE	Centre of Excellence for Research and Training
OC	Oral Coaching and Online Classes Cell	IIP	Institute of Insolvency Professionals
CA	Career Awareness Cell	RVO	Registered Valuers Organisation
VME	Vision, Monitoring and Execution		

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
JOINT SECRETARY(SG) [Level 14 (144200-218200)]				
1.	ANKUR YADAV	Membership, CSBF & Co-ordination	Noida	211800
2.	ALKA KAPOOR	IIP	Delhi	177400
JOINT SECRETARY [Level 14 (144200-218200)]				
3.	SANJAY PANDEY (Dr.)	Exams	Noida	167200

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
4.	MEENAKSHI GUPTA	Discipline	Delhi	172200
5.	SARAH AROKIASWAMY	SIRO	Chennai	172200
6.	ASHOK KUMAR DIXIT	Secretariat	Delhi/ Noida	172200
7.	SANJAY KUMAR NAGAR	HR & Council Affairs	Delhi	172200
8.	SAMEER GUPTA	F&A	Noida	153000
DIRECTOR [Level 13 (123100-215900)]				
9.	ASIT KUMAR RATH	IBM	Noida	142700
10.	M A JOSEPH	Exams	Noida	142700
11.	SONIA BAIJAL	VME	Noida	142700
12.	RAJESH KUMAR AGRAWAL(Dr.)	WIRO	Mumbai	138500
13.	S K JENA (Dr.)	Training (including Placement Cell) and Academics (including E-Academic Cell)	Noida	138500
14.	NIKHAT KHAN (Dr.)	IT	Noida	138500
15.	ASHVINI KUMAR SRIVASTAVA	SS, GR, OC & CA	Noida	138500
16.	PREETI KAUSHIK BANERJEE	B, PR & CC	Delhi	134500
17.	PRASANT SARANGI (Dr.)	PRP & RVO	Noida	130600
18.	AMIT KUMAR GHOSAL	Purchase and Stores	Noida	130600
19.	SAMIR RAHEJA	PD and PFP	Delhi	130600
JOINT DIRECTOR [Level 12 (78800-209200)]				
20.	ARCHANA KAUL	Exams	Noida	102800
21.	SANTOSH KUMAR SHARMA	Exams	Noida	96900
22.	RAHUL CHANDRA (Dr.)	E-Academic Cell	Noida	88700
23.	PRABIR SARKAR	IT	Noida	88700
24.	RAKESH GOYAL	ICSI-CCGRT	Navi Mumbai	99800
25.	SHREE PRAKASH	F&A	Noida	96900
26.	BANU DANDONA	B,PMQ & CC	Delhi	99800
27.	SURYA NARAYAN MISHRA	Law and RTI	Delhi	102800
28.	ARTI J SHAILENDAR	CA	Noida	94100
29.	KAILASH CHANDER KAUSHIK	NIRO	Delhi	96900
30.	DVNS SARMA	Admin	Delhi	91400
31.	SAURABH JAIN	PD	Noida	91400
32.	LAKSHMI ARUN	IIP	Delhi	91400
33.	NITIN JAIN	Prtg	Noida	83600
34.	ALKA ARORA	PFP	Delhi	88700
DEPUTY DIRECTOR [Level 11 (67700-208700)]				
35.	TAPASH BHATTACHARJEE	F&A	Noida	76200
36.	SUBHASHIS BAGCHI	Membership	Noida	76200
37.	ACHLA KULSHRESHTHA	Printing	Noida	85800
38.	CHITRA ANANTHARAMAN	SIRO	Chennai	85800
39.	RITA ASWANI	Exams	Noida	80900
40.	RITESH KUMAR	Placement Cell	Noida	74000
41.	ANAMIKA CHAUDHARY	PD	Delhi	74000

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
42.	SAPNA MALHOTRA (Dr.)	CERT	Hyderabad	74000
43.	AJAY SHARMA	Exams	Noida	74000
44.	DEEPA KHATRI	PD	Delhi	80900
45.	ANITA GUPTA	Academics	Noida	80900
46.	PRAVEEN KUMAR VEYIKANDLA	IT	Noida	74000
47.	SANJEEV KUMAR DOGRA	President's Office	Delhi	74000
48.	VIKASH KUMAR SRIVASTAVA	Discipline	Noida	78500
49.	CHENNA KESAVA CHEBROLU	SIRO	Chennai	83300
50.	DEVENDER KAPOOR	Secretariat	Delhi	83300
51.	RAMESH KUMAR	NIRO	Delhi	76200
52.	GAURAV MEHTA	HR	Delhi	78500

ASSISTANT PROFESSOR[Level 10A (57700-182400)]

53.	HARPREET RAMAN BAHL (Dr.)	PRP	Noida	63000
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ASSISTANT DIRECTOR [Level 10 (56100-177500)]

54.	NEETA SEHGAL	VME	Noida	77700
55.	JAGVINDER KAUR BEDI	PD	Delhi	77700
56.	MANHAR MALHOTRA	Prtg.	Noida	73200
57.	GHULAM HAIDER	Exams	Noida	75400
58.	GEETANJALI SINGH RATHORE	OC	Noida	71000
59.	R P BAJAJ	Exams	Noida	73200
60.	TAPAS KUMAR ROY (Dr.)	EIRO	Kolkata	73200
61.	RANJITH KRISHNAN(Dr.)	Prtg.	Noida	71100
62.	RITU CHAWLA	Discipline	Delhi	71100
63.	V SUBRAHMANYA SARMA	COE	Hyderabad	71100
64.	ANIL R TALE	NIRO	Delhi	69000
65.	MANOJ KUMAR	Academics	Noida	71100
66.	AKINCHAN BUDDHODEV SINHA (Dr.)	Academics	Noida	65000
67.	RAVISH SAMOTA	IT	Noida	63100
68.	ANITA MEHRA	Discipline	Delhi	71100
69.	NIKHAT	F&A	Noida	71100
70.	RAJESH KUMAR GUPTA	Jaipur Chapter	Jaipur	69000
71.	MUKESH JINARA(Dr.)	Internal Audit	Noida	63100
72.	KALPESH KUMAR MEHTA	Academics	Noida	63100
73.	DEEPAK SAXENA	ICSI-CCGRT	Navi Mumbai	63100
74.	SHARAD KUMAR JHUNJUNWALA	WIRO	Mumbai	61300
75.	LAKHI KANTO GORAI	Internal Audit	Noida	63100
76.	SUNITA MEHAN	F&A	Noida	73200
77.	K P SASI	SS	Noida	71100
78.	VENKATA SUDHAKAR CHINTA	IT	Noida	69000
79.	CHITTARANJAN PAL	Academics	Noida	69000
80.	SANJEET KUMAR	B, PR & CC	Delhi	71100
81.	NIDHI MAIKHURI	Training	Noida	69000
82.	S SREEJESH	EIRO	Kolkata	67000
83.	GAUTAM MULLICK	EIRO	Kolkata	69000
84.	RANJANA GUPTA	B, PR & CC	Delhi	73200
85.	SREEJITH P	Coimbatore Chapter	Coimbatore	67000
86.	GAURAV TANDON	Discipline	Delhi	67000

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
87.	SHRUTI GUPTA	Training	Noida	71100
88.	KHUSBU MOHANTY	PFP	Delhi	65000
89.	DISHA KANT	PD	Delhi	63100
90.	GARGI RAJVANSHI (Dr.)	Academics	Navi Mumbai	61300
91.	HEMA BABBAR	B, PR & CC	Noida	59500
92.	GUNJAN SEHGAL	Placement Cell	Noida	61300
93.	SARIKA KUMARI	Academics	Noida	61300
94.	GOVIND KRISHNA AGARWAL	Academics	Noida	61300
95.	SONU NAHATA	CA	Noida	61300
96.	TAMAL KAR	EIRO	Kolkata	73200
97.	VANDANA MOHINDROO	Admin	Noida	69000
98.	ANIMESH SRIVASTAVA	Exams	Noida	65000
99.	JALAD AGRAWAL	Stores	Delhi	63100
100.	JULURI VLNR MAITREYA	Bangalore Chapter	Bangalore	63100
101.	LALIT KUMAR CHAUDHARY	F&A	Noida	63100
102.	KAVITA PRAMOD CHAVAN	Thane & Dombvli Chapter	Thane	63100
103.	A K PAHWA	Purchase	Noida	65000
104.	AMIT KUMAR	F&A	Noida	63100
105.	NISHITA SINGHAL	Academics	Noida	63100
106.	DEEPAK AGARWAL	F&A	Noida	63100
107.	NAVEEN KUMAR BHAGERIA	WIRO	Mumbai	59500
108.	HIMANSHU AGARWAL	Exams	Noida	59500
109.	DEEPAK KUMAR	NIRO	Delhi	59500
110.	RAHUL RATNA	Academics	Noida	56100
111.	CHANDRA PRAKASH	Law	Delhi	69000
112.	LACHHMI BHATT	WIRO	Mumbai	71100
113.	RAKESH KUMAR	B, PMQ & CC	Delhi	63100
114.	GARIMA MEHROTRA	Pune Chapter	Pune	61300
115.	KETAN KALYANBHAI BHALGAMIYA	ICSI-CCGRT	Navi Mumbai	63100
116.	NOOR SUMAYYA	Bangalore Chapter	Bangalore	61300
117.	MAHESH AIRAN	Academics	Noida	63100
118.	SONU LAKHANI	PFP	Delhi	63100
119.	PRIYANKA SINGH	Training	Noida	61300
120.	SAKSHI SANTOSH KADAM	WIRO	Mumbai	59500
121.	PRAVIN GUPTA	Indore Chapter	Indore	61300
122.	SATISH KUMAR	Law	Delhi	61300
123.	MEENA KHURANA	Council Affairs	Delhi	57800
124.	VIDHYA GANESH	Membership	Noida	57800
RESEARCH ASSOCIATE [Level 10 (56100-177500)]				
125.	BHOLE SHANKAR SIKHWAL (Dr.)	CCGRT	Navi Mumbai	61300
126.	NILESH NEELMANI(Dr.)	E-Academic Cell	Noida	61300
EXECUTIVE (ACADEMICS) [Level 8 (47600-151100)]				
127.	SAURABH BANSAL	Membership	Noida	56900
128.	AKANSHA GUPTA	Academics	Noida	56900
129.	KUSHAL KUMAR	Noida Chapter	Noida	56900
130.	POOJA RAHI	PD	Delhi	56900

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
131.	DHEERAJ GUPTA	PD	Delhi	56900
EXECUTIVE (ADMIN) [Level 8 (47600-151100)]				
132.	JAGDISH CHANDER SIKKA	Co-ordination	Noida	68000
133.	LAXMAN DEV	CA	Noida	68000
134.	RAJIV RANJAN	CA	Noida	64100
135.	ANUJ KUMAR GUPTA	Purchase	Noida	60400
136.	SHANDILYA SAROJ	F&A	Noida	60400
137.	SHASHI DHAR SHARMA	Exams	Noida	58600
138.	MOHAMMAD ASLAM	SS	Noida	53600
139.	RAJESH KUMAR SHARMA	OC	Noida	53600
140.	HARVINDER KAUR	Exams	Noida	53600
141.	SUMAN IYER	Faridabad Chapter	Faridabad	53600
142.	RAJEEV MISHRA	HR	Delhi	55200
143.	SMITA SUBIN	Ahmedabad Chapter	Ahmedabad	55200
144.	BEENA	HR	Noida	53600
145.	NEELAM WADHWA	Purchase	Noida	55200
146.	MANISH AGARWAL	NIRO	Delhi	53600
147.	B C PAPNEY	Admin.	Delhi	53600
148.	ARCHANA SETHI	SS	Noida	53600
149.	KABIR CHATTOPADHYAY	Prtg	Noida	53600
150.	V SRINIVAS	Hyderabad Chapter	Hyderabad	53600
151.	V P C SHARMA	Hyderabad Chapter	Hyderabad	52000
152.	ALOK KUMAR	EIRO	Kolkata	52000
153.	HIMANSHU SHARMA	NIRO	Delhi	52000
154.	P R V SIVARAMAKRISHNA	Hyderabad Chapter	Hyderabad	52000
155.	KAMAL GURURANI	Exams	Noida	52000
156.	VANITHA DHANESH	Membership	Noida	52000
157.	RAJBIR SINGH BHANDARI	OC	Noida	52000
158.	RAJESHWAR SINGH	Admin	Delhi	52000
159.	KUMAR NAVANIT	Law	Delhi	52000
160.	RASBIHARI NATH TIWARI	Discipline	Delhi	50500
161.	CHANDNI GARG	Internal Audit	Noida	49000
162.	NAVNEET KAUR	Internal Audit	Noida	49000
163.	AMIT KUMAR NAGAR	Vadodara Chapter	Vadodara	49000
164.	U C MISHRA	Bhubaneswar Chapter	Bhubaneswar	49000
SENIOR PROGRAMMER [Level 8 (47600-151100)]				
165.	BIRENDER KUMAR	IT	Noida	53600
166.	GAURAV BANSAL	IT	Noida	52000
167.	PRAVEEN KUMAR	IT	Noida	50500
168.	SANTOSH KUMAR JHA	IT	Noida	50500
169.	MANI SHANKAR TIWARI	Exams	Noida	47600
ASSISTANT ENGINEER (CONSTRUCTION) [Level 8 (47600-151100)]				

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
170.	ABHISHEK RAJ	IBM	Noida	52000
SENIOR EXECUTIVE ASSISTANT [Level 6 (35400- 112400)]				
171.	G RAMESHA	SIRO	Chennai	49000
172.	MAKKHAN LAL RAIGER	Ajmer Chapter	Ajmer	44900
173.	P S EMMANUEL	Navi Mumbai Chapter	Navi Mumbai	44900
174.	G C JOSHI	SS	Noida	44900
175.	ANJU GUPTA	Training	Noida	44900
176.	RITU DUA	HR	Delhi	43600
177.	VADALI SESHAM RAJU	Amaravati Chapter	Amaravati	43600
178.	CHELLIAH MURUGAN	SIRO	Chennai	43600
179.	N VENUGOPAL	Bangalore Chapter	Bangalore	42300
180.	RAJNI SHARMA	NIRO	Delhi	49000
181.	KUNWAR LAL KUSHWAHA	Lucknow Chapter	Lucknow	41100
182.	PARINITA	HR	Noida	42300
183.	MONIKA JOSHI	Training	Noida	38700
184.	TRUPTI NAYAK	Training	Noida	39900
185.	SIYA RAM	SS	Noida	39900
186.	PRIYANKA DAS	SIRO	Chennai	55200
PROGRAMMER [Level 6 (35400- 112400)]				
187.	ASHISH JAIN	IT	Noida	42300
188.	POOJA JUYAL	IT	Noida	35400
EXECUTIVE ASSISTANT [Level 4 (25500-81100)]				
189.	OMKAR DUTT	Modinagar Chapter	Modinagar	42200
190.	MADHU MITTAL	F&A	Noida	38600
191.	KARUNA SHARMA	Training	Noida	30500
192.	MINAKETAN SARANGI	Bhubaneswar Chapter	Bhubaneswar	33300
193.	SANDEEP KUMAR PARAS	Exams	Noida	30500
194.	PADMARAJAN E	Calicut Chapter	Calicut	30500
195.	RAM LAL DHANKA	Law	Delhi	30500
196.	NIRMALA DEVI	IBM	Noida	30500
197.	PRAMOD KEOT	WIRO	Mumbai	30500
198.	VISHAL BHASIN	RTI Cell	Noida	30500
199.	MANISH KUMAR	Amritsar Chapter	Amritsar	30500
200.	PRAFULLA KUMAR DASH	Raipur Chapter	Raipur	30500
201.	SUNDAR SWAMY S	Salem Chapter	Salem	30500
202.	N DHANABAL	Mysore Chapter	Mysore	30500
203.	JITENDRA KUMAR	Membership	Noida	30500
204.	NARSINGARAJU GANDLA	SIRO	Chennai	30500
205.	RAMKIRAN MUKHERJEE	IBM	Noida	30500
206.	SANKARA RAO BADI	Mangalore Chapter	Mangalore	30500

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
207.	RAJU KUMAR	Kota Chapter	Kota	30500
208.	GOVIND KUMAR TIWARI	Dhanbad Chapter	Dhanbad	30500
209.	NISHIKANT	HR	Noida	30500
210.	RISHI PRAKASH SINGH	Jammu Chapter	Jammu	30500
211.	DHARAVATHU RAMPRASAD	ICSI-CCGRT	Navi Mumbai	29600
212.	RAHUL	NIRO	Delhi	30500
213.	ANITA BHANDARI	Dehradun Chapter	Dehradun	30500
214.	AMIT LIKHANI	Gurgaon Chapter	Gurgaon	30500
215.	RATNESH KUMAR	Surat Chapter	Patna	30500
216.	ROBY JOSEPH	Pallakad Chapter	Pallakad	30500
217.	MRINAL MADHUR	Gorakhpur Chapter	Gorakhpur	30500
218.	SREEKANTH GADDAM	Hyderabad Chapter	Hyderabad	30500
219.	ARITRA KARMAKAR	Rajkot Chapter	Rajkot	30500
220.	YALLA MAHA VISHNUVU	SIRO	Chennai	30500
221.	AJAY N SAMBYAL	Exams	Noida	30500
222.	GANESH DATT SHARMA	Exams	Noida	30500
223.	GEETA	Training	Noida	30500
224.	DAISY JHUMAN	Stores	Noida	29600
225.	SANDIP BANSI BHINGARDIVE	Belagavi Chapter	Belagavi	30500
226.	CHANDRA NATH KUNDU	Hooghly Chapter	Hooghly	30500
227.	POOJA SHARMA	B, PR & CC	Delhi	30500
228.	SALIM AHMED	Meerut Chapter	Meerut	30500
229.	VINEET KISHORE SHARMA	Gurgaon Chapter	Gurgaon	30500
230.	MEENA BISHT	Membership	Noida	29600
231.	VINOD KUMAR S V	Thiruvananthapuram Chapter	Thiruvananthapuram	30500
232.	RUKMANI NAG	EIRO	Kolkata	30500
233.	RAJ KUMAR RAI	Jodhpur Chapter	Jodhpur	30500
234.	ANKITA BALDWA	Indore Chapter	Indore	30500
235.	UMA BANIK JOARDER	EIRO	Kolkata	30500
236.	UPENDRA KUMAR BISWAL	Patiala Chapter	Patiala Nagar	30500
237.	KAMAL KUMAR SONI	F&A	Noida	30500
238.	VIMALA VALJI JOGADIA	WIRO	Mumbai	30500
239.	JYOTI BAHL	Training	Noida	28700
240.	SANJAY JAKHMOLA	Ludhiana Chapter	Ludhiana	29600
241.	RAJEEV RANJAN JHA	Bhilwara Chapter	Bhilwara	29600
242.	PURNENDU KUMAR	Exams	Noida	29600
243.	ANAND KUMAR ARYA	Alwar Chapter	Alwar	29600
244.	VINAY KUMAR	Ghaziabad Chapter	Ghaziabad	29600
245.	RAVI KRISHNA SRIVASTAVA	Varanasi Chapter	Varanasi	29600
246.	SHALINI	SS	Noida	28700
247.	SANDEEP KUMAR RAPRA	Agra Chapter	Agra	29600
248.	SUBHASH BAPPI SINHA	Aurangabad Chapter	Aurangabad	29600
249.	GOUTAM KARMAKAR	Patna Chapter	Patna	29600
250.	AMIT KUMAR	Nashik Chapter	Nashik	29600
251.	CHANDAN KUMAR CHANDRA	Shimla Chapter	Shimla	29600

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
252.	ARCHANA KAMALAKAR SAWANT	WIRO	Mumbai	29600
253.	NAVEEN KUMAR	B, PMQ & CC	Noida	29600
254.	B MAHENDRAN	Training	Noida	39800
255.	KARTAR CHAND	Admin.	Delhi	35300
256.	S M SHEDGE	Thane Chapter	Thane	38600
257.	HARPREET SINGH WALIA	Exams	Noida	28700
258.	BHAVNA NARESH RAKTE	WIRO	Mumbai	28700
259.	CHITIJ	Council Affairs	Delhi	28700
260.	BHUWAN CHANDRA JOSHI	Exams	Noida	28700
261.	NIRANJAN SARKAR	SS	Noida	27100
262.	USHA DAYANAND SONAVANE	ICSI-CCGRT	Navi Mumbai	27900
263.	MANORAMA MAHESH RAUTELA	ICSI-CCGRT	Navi Mumbai	27100
264.	NEERU PANDEY	Membership	Noida	27100
265.	T RAJA	Madurai Chapter	Madurai	26300
266.	SURENDER SINGH RANA	Discipline	Delhi	26300
267.	MOHD. AABID	Membership	Noida	26300
268.	DINESH KUMAR DANGI	F&A	Noida	25500
269.	VIKAS BAIJAL	F&A	Noida	25500
270.	JOGINDER SINGH	NIRO	Delhi	26300
JUNIOR PROGRAMMER [Level 4 (25500-81100)]				
271.	SURENDRA SINGH	Exams	Noida	28700
272.	HRISIKESH KUMAR	HR	Delhi	27900
JUNIOR EXECUTIVE ASSISTANT [Level 2 (19900-63200)]				
273.	ASHISH KUMAR TIWARI	Kanpur Chapter	Kanpur	25200
274.	SHIKHA MITTAL	Chandigarh Chapter	Chandigarh	25200
275.	RAVIKANT	SS	Noida	24500
276.	ANKUR AGGARWAL	SS	Noida	24500
277.	SREEKUMAR T.S	Kochi Chapter	Kochi	23800
278.	GIRISH GANPAT KAMBLE	Pune Chapter	Pune	23800
279.	AMIT DALAL	Co-ordination	Noida	24500
280.	VINNY MEHTA	SS	Noida	24500
281.	MUNESH BINDAL	OC	Noida	23800
282.	AMITA MALVIYA	Bhopal Chapter	Bhopal	22400
283.	SUMANTA DUTTA	Ranchi Chapter	Ranchi	23100
284.	AMIT KUMAR	Bareilly Chapter	Bareilly	23100
285.	SUDIPTA DUTTA	Siliguri Chapter	Siliguri	23100
286.	M B PRAVEEN KUMAR	Hyderabad Chapter	Hyderabad	23100
287.	BHARATKUMAR B RATHOD	ICSI-CCGRT	Navi Mumbai	34000
288.	K T PUTTARAJU	Bangalore Chapter	Bangalore	33000
289.	O P SAINI	Jaipur Chapter	Jaipur	32000
290.	SOUMYA S	Thrissur Chapter	Thrissur	23100
291.	AMITABH SHUKLA	Allahabad Chapter	Allahabad	23100
292.	BISWA MOHAN MALI	EIRO	Kolkata	34000

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
293.	MOHAMMED ISMAIL	COE	Hyderabad	33000
294.	USHA KAPOOR	Admin.	Noida	30200
295.	J SANTHANA KRISHNAN	Exams	Noida	31100
296.	M N RAVIKUMAR	SIRO	Chennai	35000
CHAUFFEUR [Level 2 (19900-63200)]				
297.	JAWAHAR SINGH	Admin.	Delhi	28400
DESK ASSISTANT [Level 2 (19900-63200)]				
298.	INDER SINGH BISHT	Law	Delhi	41800
299.	RAVI M PAGAR	WIRO	Mumbai	34000
300.	MUKESH OJHA	EIRO	Kolkata	28400
301.	NEELAM PANWAR	SS	Noida	30200
JUNIOR ELECTRICIAN [Level 2 (19900-63200)]				
302.	AHMED SHER KHAN	Admin.	Noida	29300
HOUSEKEEPER [Level 1 (18000-56900)]				
303.	DEVENDER KUMAR	NIRO	Delhi	29700
SENIOR OFFICE ASSISTANT [Level 1 (18000-56900)]				
304.	MAHESH KUMAR SWARNKAR	Bikaner Chapter	Bikaner	20900
305.	P.C. SWAIN	Bhubaneswar Chapter	Bhubaneswar	20900
306.	ASHOK KUMAR AGARWAL	Stores	Noida	20900
307.	NAVEEN CHANDRA SINGH	Admin.	Noida	20900
308.	ARVIND KUMAR JHA	IBM	Noida	20900
309.	SANJEEV KUMAR SHARMA	Bareilly Chapter	Bareilly	20900
310.	MANISH JAIN	Bhilwara Chapter	Bhilwara	20900
311.	VASANT H. KERKAR	Goa Chapter	Goa	20900
312.	CHANDRA MOHAN MEENA	Jaipur Chapter	Jaipur	20900
313.	MUNNALAL SOLANKI	Indore Chapter	Indore	20900
314.	OM PRAKASH SHAW	Hooghly Chapter	Hooghly	20900
315.	RANI RAIZADA	Jalandhar Chapter	Jalandhar	20900
316.	RAJASHREE PRASHANT LAMBE	Kolhapur Chapter	Kolhapur	20900
317.	ANISHA RANI SIKDAR	Pune Chapter	Pune	20900
318.	ANAND MISHRA	Ajmer Chapter	Ajmer	20900
319.	ROHIT KHUNT	Ahmedabad Chapter	Ahmedabad	20900
320.	TAPAS KUMAR MAZUMDAR	Jamshedpur Chapter	Jamshedpur	20900
321.	ANIL KUMAR UPADHYAY	Ghaziabad Chapter	Ghaziabad	20900
322.	KIRAN A LUDBE	ICSI-CCGRT	Navi Mumbai	20900
323.	SUDHAKAR SOMESHWAR AISALWARU	Nagpur Chapter	Nagpur	20900
324.	NIKITA YADAV	Indore Chapter	Indore	20900

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
325.	NITI SRIVASTAVA	Prtg	Noida	20900
326.	MEERA SHARMA	Training	Noida	20900
327.	ABHISHEK KUMAR	Admin.	Delhi	20900
328.	GANESH SINGH	Admin.	Delhi	20900
329.	KEDAR SINGH	Membership	Noida	20900
330.	YOGESH KUMAR	Training	Noida	20900
331.	RAHUL VERMA	Ghaziabad Chapter	Ghaziabad	20900
332.	SANJAY KUMAR	Purchase	Noida	20900
333.	SANDHYA AUSTINE	Kochi Chapter	Kochi	20900
334.	ARVIND KUMAR	Faridabad Chapter	Faridabad	20900
335.	SHASHI BHUSHAN PRASAD	EIRO	Kolkata	20900
336.	SANDHYA K. BHAPKAR	Thane Chapter	Thane	20900
337.	SHIV MOORTI TIWARI	Varanasi Chapter	Varanasi	20900
338.	B.GUNASEKARAN	SIRO	Chennai	20900
339.	ANUPREET VERMA	Secretariat	Delhi	20900
340.	RICHA JAIN	NIRO	Delhi	20300
341.	DEEPAK KUMAR GUPTA	KarnalPanipatChapter	Panipat	20900
342.	MANOJ KUMAR	Patna Chapter	Patna	20900
343.	BIPIN KUMAR CHOUDHARY	EIRO	Kolkata	20900
344.	CHIRANJEEB SARMA ROY	Guwahati Chapter	Guwahati	20900
345.	K VIJAY KUMAR	VisakhapatnamChapter	Visakhapatnam	20900
346.	KRUTIKA KRISHNA KARGUTKAR	Bhayandar Chapter	Bhayandar	20900
347.	BANNASHANKAR HANUMANTA DASARI	WIRO	Mumbai	20900
348.	S.ASHOK	Coimbatore Chapter	Coimbatore	20900
349.	UMA DEVI GUPTA	Kanpur Chapter	Kanpur	20900
350.	SANTOSH SRIVASTAVA	Kanpur Chapter	Kanpur	20900
351.	KETKI KEDAR JOSHI	Dombivli Chapter	Dombivli	20900
352.	ARJUNSINH A SOLANKI	Vadodara Chapter	Vadodara	20300
353.	ASHOK KUMAR SHUKLA	Vadodara Chapter	Vadodara	20300
OFFICE ASSISTANT [Level 1 (18000-56900)]				
354.	VINOD RAWAT	Stores	Noida	20300
355.	RAJIV KUMAR	Siliguri Chapter	Siliguri	20300
356.	PARWATI	Stores	Noida	20300
357.	HEMANTA DAS	Guwahati Chapter	Guwahati	20300
358.	SHIVAJI K SHINDE	ICSI-CCGRT	Navi Mumbai	20300
359.	DINESH RAJARAM KADAM	WIRO	Mumbai	20300
360.	HARISH KUMAR KHURANA	Gurgaon Chapter	Gurgaon	20300
361.	DINESH BHIVAJI SHELAR	WIRO	Mumbai	20300
362.	NATHU LAL MEENA	Jaipur Chapter	Jaipur	20300
363.	RAJNISH KUMAR SURYA	HR	Delhi	20300
364.	GANESH SINGH CHAUHAN	Academics	Noida	20300
365.	MAHIPAL SINGH KORANGA	Discipline	Delhi	20300
366.	SHANKAR DUTT	NIRO	Delhi	19700
367.	DEVENDER SHAH	Training	Noida	20300
368.	RAM BAHADUR THAPA	F&A	Noida	20300

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
369.	NAGARAJ K	Bangalore Chapter	Bangalore	20300
370.	DEEPAK V BHOSALE	Bhayandar Chapter	Bhayandar	19700
371.	YADU NATH PANDEY	Lucknow Chapter	Lucknow	20300
372.	RAM LAKHAN	Kanpur Chapter	Kanpur	20300
373.	MANOJ KUMAR JUYAL	NIRO	Delhi	20300
374.	GOPI CHAND	Stores	Noida	20300
375.	GAUTAM BARMAN	EIRO	Kolkata	19700
376.	RAVI KUMAR	Jaipur Chapter	Jaipur	19700

System of Compensation

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

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

ITEM NO. (XI)

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

BUDGET ALLOCATION FOR THE YEAR 2018-19

PARTICULARS		AMOUNT (Rs. In Lakh)
1	ESTABLISHMENT (HQ ONLY)	3497.55
2	POSTAL TUITION	1507.95
3	EXAMINATIONS	1910.00
4	PUBLICATIONS AND JOURNAL / BULLETINS	224.35
5	PROFESSIONAL DEVELOPMENT PROGRAMMES	1166.20
6	SCIENTIFIC RESEARCH ACTIVITIES	161.12
7	REGIONAL COUNCIL & CHAPTERS	1613.35
8	OTHER ADMINISTRATIVE & MAINTENANCE EXPENSES	3557.37
9	DEPRECIATION (HQ ONLY)	484.26
10	CONTRIBUTIONS TO TRUSTS & FUNDS	1627.00
	TOTAL	15749.15

ITEM NO. (XII)

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

Does not have any subsidy programme.

ITEM NO. (XIII)

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

Does not arise.

ITEM NO. (XIV)

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

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

ITEM NO. (XV)

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

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

ITEM NO. (XVI)

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

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

I Appellate Authority

- 1 Mr. Ankur Yadav**
Joint Secretary (SG),
(Membership, CSBF & Coordination)
C-36, Sector 62 Noida -201301
Contact No. (0120) 4522012 (D)
E-mail : ankur.yadav@icsi.edu

II CPIO/ APIOs

- | | |
|---|---|
| <p>1 Mr. Surya Narayan Mishra
Joint Director
(Legal and RTI)
C-36, Sector 62 Noida -201301
Contact No. (011) 4522083 (D)
E-mail : surya.mishra@icsi.edu</p> | <p>CPIO
(For the ICSI)</p> |
| <p>2 Mr. K C Kaushik
Joint Director, NIRC of the ICSI
ICSI-NIRC Building, Plot No. 4,
Prasad Nagar Institutional Area
New Delhi – 110 005
Contact No. : (011) 49343002-06
E-mail : kailash.kaushik@icsi.edu</p> | <p>APIO
(For NIRC of the ICSI)</p> |
| <p>3 Mr. Gautam Mullick
Assistant Director, EIRC of the ICSI
ICSI-EIRC Building, 3-A,
Ahiripukur 1st Lane, Kolkata – 700019
Contact No. : (033) 22832973, 22816541-42
E-mail : gautam.mullick@icsi.edu</p> | <p>APIO
(For EIRC of the ICSI)</p> |

- 4 Ms. Sakshi Santosh Kadam** **APIO**
Assistyant Director, WIRC of the ICSI
13, Jolly Maker Chambers,
No. 2 (1st Floor), Nariman Point
Mumbai – 400 021
Contact No. : (022) 61307914, 22047604, 22047580
E-mail : sakshi.kadam@icsi.edu
(For WIRC of the ICSI)
- 5 Ms. Chitra Anantharaman** **APIO**
Deputy Director, SIRC of the ICSI
ICSI-SIRC House, No. 9
Wheat Crofts Road, Nungambakkam
Chennai - 600 034
Contact No. : (044) 28279898,28222212
E-mail : chitra.anantharaman@icsi.edu
(For SIRC of the ICSI)
- 6 Mr. Deepak Saxena** **APIO**
Assistant Director, ICSI-CCGRT,
Plot No. 101, Sector-15, Institutional Area
CBD Belapur, Navi Mumbai – 400614
Contact No. : (022) 41021511, 27577814-16
E-mail : Deepak.Saxena@icsi.edu
(For ICSI-CCGRT)

III Transparency Officer

- 1 Ms. Alka Kapoor**
Joint Secretary (SG)
(ICSI Institute of Insolvency Professionals)
'ICSI House', 22 Institutional Area,
Lodi Road, New Delhi – 110 003
Contact No. : (011) 45341018 (D)
E-mail : Alka.Kapoor@icsi.edu

Guidelines on Retention and Weeding out of Records, 2014

Preamble

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

Retention Schedule

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

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

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

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

Periodic Review

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

Weeding of Records

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

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

Committee for Approval

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

Methods of Destruction

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

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

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

[Performa for Certificate]

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

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

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

DTE. OF ACADEMICS

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

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

DTE. OF ADMINISTRATION

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

DTE. OF CORPORTATE COMMUNICATION

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

DTE. OF EXAMINATION

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

DTE. OF FINANCE & ACCOUNTS

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

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

DTE. OF HUMAN RESOURCE

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

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

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

DTE. OF INFORMATION TECHNOLOGY

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

DTE. OF INFRASTRUCTURE

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

DTE. of COUNCIL AFFAIRS, LAW AND DISCIPLINE

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

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

DTE. OF MEMBERSHIP

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

DTE. OF TRAINING

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

DTE. OF PLACEMENT

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

DTE. OF PROFESSIONAL DEVELOPMENT

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

DTE. OF PERSPECTIVE PLANNING

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

OFFICE OF CPIO

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

DTE. OF STUDENT SERVICES

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

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

REGIONAL AND CHAPTER OFFICES

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

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

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

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

CCGRT / CENTRES OF EXCELLENCE

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

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

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

MODERATION POLICY FOR CS EXAMINATION RESULTS

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

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