

**NATIONAL
EMBLEM**

WORLD OF WORK SERIES

**CAREER
IN
COMPANY SECRETARYSHIP**

**CAREER STUDY CENTRE
CENTRAL INSTITUTE FOR
RESEARCH & TRAINING IN EMPLOYMENT
SERVICE (D.G.E.&T)
MINISTRY OF LABOUR, GOVERNMENT OF INDIA,
PUSA, NEW DELHI – 110 012**

DEPARTMENT
MONOGRAM

PREFACE

With the growth of the Corporate Sector particularly after Privatization, Liberalization, Globalization policies of the Government, business houses are becoming more professional. Company Secretaries have emerged as indispensable adjuncts to the corporate establishments. A cadre of practicing Company Secretaries has also been nurtured and developed to render effective secretarial, legal and management assistance to the small and medium sized companies and other business establishments which are not required to appoint mandatorily whole-time company secretaries.

In the present publication, attempts have been made to provide information in respect of Admission, Education & Membership, Training, Employment and Self-Employment opportunities, etc.

Suggestions for improvement are welcome.

Pusa, New Delhi-110012

(S.K. GUPTA)
DIRECTOR
C.I.R.T.E.S.

Dated: 16th October, 2002

ACKNOWLEDGEMENT

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CHAPTER - I

INTRODUCTION

The Vision of ICSI

“An Institute dedicated to develop professionals with specialized knowledge and training in the areas of corporate governance and corporate laws management to protect the interests of stakeholders and optimize resource utilization for contributing to the public good.”

The Institute of Company Secretaries of India (ICSI) is at present a premier national professional body established by an Act of Parliament constituted (the Company Secretaries Act 1980) to develop and regulate the profession of Company Secretaries in India.

Earlier the Company Law Board started a course in Company Secretaryship in 1960 leading to the award of Government Diploma in company Secretaryship. Since the number of students taking up the company secretaryship course grew the Government, promoted on 4th October, 1968 the Institute of Company Secretaries under Section 25 of the Companies Act, 1956 for taking over from the Government of India, the conduct of company secretaryship examination.

The ICSI has since been converted into a statutory body with effect from 1st Jan., 1981 under the Company Secretaries Act, 1980. The Institute has its headquarters at New Delhi while its Regional Offices are at Mumbai, Kolkata, New Delhi and Chennai. Its 37 Chapters and 22 Satellite Chapters are located in various cities all over India (List at Appendix A).

The Institute is working under the administrative control of the Department of Company Affairs of the Ministry of Finance, Government of India.

Objectives and functions

- The Institute registers students with 10+2 and graduate qualifications for Foundation and Intermediate Courses of Company Secretaryship respectively with course contents in Law, Management, Accounting and Finance disciplines.

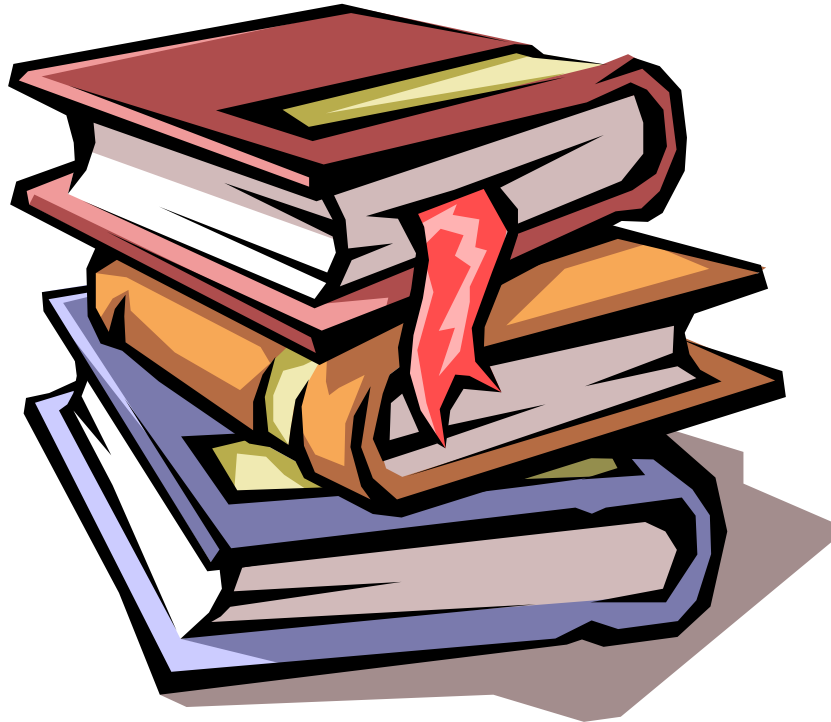


- Conducts Company Secretaryship examination twice a year in June and December, at 55 centres spread all over India and an overseas center at Dubai.
- Provides postal/oral coaching and training enabling students to qualify as Company Secretaries.
- Arranges practical training for Inter / Final pass students in companies/with Practising Company Secretaries especially empanelled for the purpose.
- Enrolls qualified persons as Associate / Fellow members of the Institute and issues Certificate of Practice to members taking up practice.

CHARTERED SECRETARY	STUDENT COMPANY SECRETARY
1	1
WTO SPECIAL	
	STUDENT COMPANY SECRETARY
CHARTERED SECRETARY	2
2	
CSP SPECIAL	STUDENT COMPANY SECRETARY
	3
CHARTERED SECRETARY	THE INSTT. OF COMPANY SECRETARIES OF INDIA
3	CS FOUNDATION COURSE

- Services Conducts Post Membership Qualification Course in Capital Markets and Financial for members of the Institute.
- Publishes 'Chartered Secretary', a professional journal popular among all professionals.
- Publishes 'Student Company Secretary' and also 'C.S. Foundation Course Bulletin' for the benefit of students
- Publishes mid month 'CSP Update' for Practising Members.
- Exercises professional supervision over the members of the Institute, both in employment and in practice in matters pertaining to professional ethics and code of conduct.
- Undertakes research in Law, Management and Finance disciplines and brings out research publications.
- Formulates Secretarial Standards and Guidance Notes.

- Gives expert advisory opinion to members on intricate issues relating to various corporate laws.



- Organizes Professional Development Programmes, Continuing Education and Participative Certificate Programmes, International/National Regional Conventions and Conference directly or through its Regional Councils and Chapters.
- Organizes Professional Development Programmes in collaboration with Chambers of Commerce, Department of Public Enterprises, Sister Professional Institutes and other Professional Development/Management Bodies.
- Interacts with various National and Regional Chambers of Commerce with regard to various Government Policies and Legislations.

CHAPTER – II

JOB PROFILE OF A COMPANY SECRETARY

The Company Secretaries (C.S.) have emerged as indispensable adjunctments, to the Indian Corporate Sector due to their thorough knowledge base in areas such as corporate laws, capital market operations, stock exchange and trading etc. They have contributed significantly to the growth of Indian Corporate Sector by rendering effective secretarial, legal and management assistance to the small, medium sized companies and other business establishments.

For nearly three decades the ICSI has been playing a key role in the growth and development of the Indian Corporate Sector by producing a cadre of highly qualified Company Secretaries as corporate managerial professionals for efficiently and professionally managing the administrative, secretarial, legal as well as financial activities, thus enabling and unhindered growth of the corporate sector.

The Need

The liberalization of Indian economy has brought about a sea change in the role and profile of a Company Secretary. The job of a Company Secretary involves diverse responsibilities. The company secretary's role has assumed significance in the present situation as, in the liberalized economy, the thrust is on self-regulation and self-discipline in which the concept of management by exception plays a pivotal role.

Company Secretaries are also seen as corporate development planners who explore expansion opportunities such as arranging various collaborations, amalgamations, mergers, acquisitions, takeovers, setting up of subsidiaries and joint ventures within and outside India. The capital market has witnessed a rapid growth and this has opened new vistas for company secretaries.

The Position

In fact, many company secretaries are already holding key positions in the capital markets and financial service industries. "A Company Secretary is in fact better equipped than a person holding an MBA (Finance) in accountancy and documentation in financial services. The role of a company secretary becomes more pertinent as the corporate houses are laying emphasis on investor relations and setting up investor grievance Cells."

Functions

Why engage a Company Secretary?

Company Secretary has been recognized by various enactments as the Principal Officer of the company. He not only meets the legal requirements and ensures statutory compliances by the company but also by virtue

of his integrated knowledge of multiple disciplines of law, management, finance and corporate governance, acts as an interdisciplinary corporate manager and inhouse legal counsel for giving advice and guidance to the company on legal aspects of business, which basically concern areas such as production, sales, marketing and administration.

- The Company Secretary is a vital link between the company, its Board of Directors, Shareholders and other regulatory agencies.
- He acts as a confidant of the Board of Directors. He counsels the Board of Directors and other functional head on implications of any proposal under consideration.
- He takes part in the formulation of long-term and short-term corporate policies and programmes, besides performing legal accounting and finance functions.
- He serves as a useful link between the Board and the operating executives and contributes in policy formulation.
- He is fully involved with every facet of raising funds through public issues, private placement, GDR, ADR, Euro issues and public deposits, etc.
- He acts as registrar for the company, looking after secretarial functions, such as filing of various forms and returns with Registrar of Companies, stock exchanges and other authorities, registration of transfer and transmission of shares, correspondence with shareholders, etc.
- Company Secretaries are also called upon to act as corporate development planners, assisting for identifying opportunities for expansion, arranging various collaborations, amalgamations, mergers, acquisitions, takeovers, setting up of subsidiaries and joint ventures within and outside India.
- He renders services in the fields of Merchant Banking, Direct and Indirect taxation, International Business, Dispute Resolution,

Forex Management, Risk Management, Property Management including Intellectual Property Rights, HRD etc.

By virtue of his professional education and training, a Company Secretary has thus become an important fixture in management hierarchy. Almost every organization whose affairs are conducted by boards, councils and other corporate structures, be it a company, co-operative society, trust, registered society, association, federation, authority, commission or the like, finds it useful to appoint a professional secretary in key administrative position.

The company secretaries also take care of tax planning and tax management for the company. He/she advises the company on the tax concessions, incentives and reliefs.

Almost every kind of organization, whose affairs are conducted by boards, councils and other corporate structures, whether it is a trust, society or a co-operative society, association, federation, authority, commission, board or the like find it useful to appoint company secretary. A qualified CS has access to openings in the private and public sector, financial institutions, stock exchanges & the Central/State Government.

The Scope

Company Secretaries are the only interface between management and the investing public, that is what makes them important in the corporate hierarchy. A company secretary's expertise in handling three areas management, accounting and law makes him the right choice for a place on the Board of Directors. He is to a company what a Secretary to the Government of India, is to a Ministry.

A Company Secretary as a competent professional comes into existence after extensive exposure provided by the ICSI through comprehensive study material, compulsory coaching, highly exacting examination, rigorous compulsory training and continuing professional development programmes. The Company Secretaryship curriculum encompasses almost every aspect which an industrial commercial and service organization has to interface relating to economic, tax and commercial law, consumer protection laws, industrial and labour laws, finance and accounts raising of funds from domestic and international capital markets, joint ventures and foreign collaborations, corporate restructuring etc.

Even in the public sector, liberalization has seen the role of a Company Secretary becoming more and more multidimensional. 'A Company Secretary besides promoting the traditional task of assisting the board of directors and preparing the minutes of the AGMs, has to look after issues pertaining to disinvestments. With more and more public sector companies going in for floating of bonds and Euro issues, the role of a CS is becoming diverse as well as important as INTEGRATED CORPORATE MANAGERS.'

The role of company secretary would, therefore, be far more crucial in future with the growing legal regulatory framework as he would be called upon to safeguard the interests of the employees, investors, financial institutions and public at large.

CHAPTER - III

ADMISSION, EXAMINATION AND MEMBERSHIP

A. FOUNDATION COURSE

- **Objective**

1. To offer an opportunity to students passing the senior secondary examination, the stage at which they decide their career to have wider options towards their career building.
2. To attract talented students to the profession at the right age having requisite aptitude to plan their future at the right age.
3. To enable students, desiring to take up Company Secretaryship profession to enter early in the profession to be able to stay longer.

- **Eligibility**

10+2 or its equivalent examination in any stream of a recognized board.

- **Last date for seeking Admission**

31st March for appearing in December examination for the same year.

30th September for appearing in June examination in the next year.

- **Course fee**

Total fees of Foundation Course under admission, postal tuition is Rs.1800at present. Besides the student has to pay Examination fee of Rs.350. For further details the readers may refer to Appendix 'B' "Particulars of Fees for Company Secretaries".

- **Admission period**

Admission is open throughout the year by making an application in prescribed form FC-I together with proof of date of birth and educational qualification & photograph.

- **Duration of the Course**

8 Months excluding the months of registration and the examination.

- **Subjects of Examination**

New Syllabus for CS Course as approved by the Central Government w.e.f. 1st October, 2001 for CS Foundation Course.

- **Foundation Course**

1. English and Business Communication.
2. Basic Economics and Business Environment
3. Financial Accounting
4. Elements of Business Laws and Management; and
5. Information Systems and Quantitative Techniques.

- **Qualifying Marks**

Minimum qualifying marks in the Foundation examination is 40% marks in each subject and 50% marks in the aggregate of all subjects.

Candidates passing the Foundation examination are eligible to seek registration as students for the intermediate course of the Company Secretary Course.

- **Coaching Facilities**

The Institute imparts compulsory postal tuition. Students are provided with study material on each subject at the time of admission. In addition to compulsory postal tuition, students will have the option to attend oral coaching classes organized by the Institute at selected places through its Regional Councils and chapters on payment of extra fee (for oral coaching). A student is required to successfully complete postal or oral coaching to become eligible for appearing in the examination.

- **Exemption from Foundation Course**

All graduates in any discipline (other than fine arts) and persons who have passed the final examination at ICAI or ICWAI will, however, be eligible to seek exemption from Foundation Examination and can seek direct registration as a student for the Intermediate Course of the Company Secretaryship.

- **Foundation Course Examination**

Candidates admitted upto and including the month of March are eligible to take Foundation Examination earliest in December in the same year and those admitted upto and including September can take up the examination in June next year subject to satisfactory completion of coaching and other formalities.

A copy of prospectus of the Foundation Course can be obtained on payment of Rs.110 including postage by way of Demand Draft/Pay Order/Postal Order drawn in favour of the Institute of Company Secretaries of India payable at New Delhi or by tendering Rs.70 in cash at the Reception Counter of the Institute's Headquarters or at offices of the Regional Councils.

B. INTERMEDIATE COURSE

- **Eligibility**

Candidates who have passed the Foundation examination or are eligible for exemption therefrom and are not less than 17 years of age may seek registration as a student for the Intermediate Course.

- All graduates in any discipline (except Fine Arts) are directly admitted.

- **Procedure**

The prescribed application form can be obtained from the Headquarters of the Institute or from the Offices of the Institute's Regional Councils/Chapters. Copy of the application can also be made out by the candidate himself from the proforma given in the prospectus. The application form can also be downloaded from Institute's web-site www.icsi.edu. Registration is open throughout the year.

The application is to be accompanied by attested copies of certificates in support of educational qualifications and date of birth & Photograph.

- **Exemption:**

All graduates in any discipline (other than Fine Arts) are exempted from Foundation Examination and are admitted directly as a student for the Intermediate Course of Company Secretaryship. However non-commerce graduates seeking exemption from Foundation Examination are required to successfully undergo postal/oral tuition which make them eligible to appear in an examination.

- **Course Fee**

Minimum amount payable along with the application for registration is presently Rs.3400 consisting of Rs.750 towards registration fee, Rs.250 towards exemption from the Foundation and Rs.2400 towards postal tuition fee for Intermediate course. Non Commerce Graduates seeking exemption from the Foundation examination are required to pay in addition, postal tuition fee @ Rs.120 per subject for those subject(s) of the Foundation Examination which they had not studied at the graduate or post-graduate level and for which they will be required to undergo satisfactorily a course of postal or oral tuition before becoming eligible for undergoing coaching for the Intermediate examination.

The fee should be remitted by way of crossed demand draft drawn in favour of 'The Institute of Company Secretaries of India' payable at New Delhi. (Ref. Appendix – 'B')

- **Papers of Intermediate Examination** (New Syllabus w.e.f. 1st September, 2001 as approved by the Central Government).

- **Group I**

1. General and Commercial Laws.
2. Company Accounts and Cost & Management Accounting.
3. Tax Laws.
4. Management Information Systems and Corporate Communication.

- **Group II**

5. Company law,
6. Company Secretarial Practice,
7. Economic Labour and Industrial Laws,
8. Securities Laws and Regulation at Financial markets

- **Exemption from individual paper(s) under Old Syllabus:**

Following paper-wise exemptions are available on the basis of qualifications mentioned under each paper subject to the condition that the candidate should have obtained fifty per cent or more marks in the aggregate in the examination on the basis of which the exemption is claimed. For details exemption fee readers may refer Appendix "B".

- 1. General Laws and Procedures**

A degree in Law or Master of Corporate Secretaryship.

2. Tax Laws

Master of Corporate Secretaryship.

3. Cost and Management Accounting

Master of Corporate Secretaryship/M.Com./MBA (must be offered . A full paper either in Cost Accounting or Management Accounting and secured fifty per cent marks in subject concerned)

4. Company Accounts – Theory and Practice

Master of Corporate Secretaryship/M.Com./MBA (with Accountancy. As one of the subjects at B.A. (C.S.)/B.Com. level with full paper in Cost Accounting/Management Accounting/Financial Management at Master of Corporate Secretaryship/M.Com./M.B.A. level and must have secured fifty per cent marks in the subject concerned of a recognized university or institution.

C. FINAL COURSE

A registered student is admitted to the final course after passing the Intermediate course.

Papers of Final Examination

Group –I

1. Advanced Company Law and Practice.
2. Secretarial practice relating to Economic Laws and Drafting & Conveyancing, and
3. Secretarial, management and Systems Audit.

Group –II

4. Financial Treasury and Forex management.
5. Corporate Restructuring - Law and Practice.
6. Banking and insurance – Law and Practice.

Group – III

7. World Trade Organisation – International Trade, Joint Ventures and Foreign Collaborations,
8. Direct and Indirect Taxation – Law and Practice; and

9. Human Resource Management and Industrial Relations.

Students registered under the existing syllabus will have the chance to complete the Intermediate examination under the old syllabus till December, 2003 and Final examination till June, 2005. The first examination under the new syllabus for the Foundation and Intermediate Course would be held in December, 2002 and that of Final Course in December, 2003. There is also an option for students to switch over to the new syllabus if they do desire. The details of the New syllabus and related guidelines have been hosted on the Institute Website www.icsi.edu.

- **Exemption from individual Paper(s)**

Candidate who has passed the Final examination of the ICWAI is eligible to seek exemption from the following papers of Final examination under the reciprocal arrangement between the two institutes:

1. Financial, Treasury and Forex Management.
2. Direct and Indirect Taxation – Law and Practice.

The examinations are currently held at the 52 Centres (List at Appendix C)

- **Registration period's Validity:**

A candidate who has passed the Foundation Course or exempted therefrom is registered as a student for a period of five years from the month in which his application is accepted by the Institute and is required to complete the examination, within the registration period. Foundation, Intermediate and Final Examinations are held twice a year in June & December. Each paper is of three hours duration and carries 100 marks. Medium of instruction is English or Hindi of writing the examination. However at present study material is supplied in English only.

(Details of fees for Intermediate and Final examination is at Appendix "B").

- **MEMBERSHIP**

Associate Member

A person who has passed the Final Examination of the Institute and has completed practical experience and practical training requirements shall be entitled to get himself enrolled as an Associate Member. On his admission to Associateship, he is entitled to use the descriptive letters "ACS" after his name to denote

that he is an Associate Member of the Institute and also to use the designation “Company Secretary” under his name.

Fellow Member

A person is entitled to get himself enrolled as a Fellow if he is an Associate member for atleast five years and fulfils the other conditions stipulated in the Regulations in this behalf. Upon his advancement to Fellowship, he is entitled to use the descriptive letters “FCS” after his name to denote that he is a Fellow Member of the Institute.

- **ORAL TUITION AND LIBRARY FACILITY**

Such facility is also available for the student at various Centres to facilitate their study process. The list of such Centres is made available at Appendix “D”.

CHAPTER – IV

TRAINING

With a view to equip the students suitably in all respects of the functions of Company Secretary, the students besides passing the Intermediate and Final Examinations are required to possess the specified practical experience and undergo practical training. Those who do not possess the specified practical experience are required to undergo on-the-job management training for a period of 15 months in a recognized company or under a Company Secretary in practice. Every candidate passing the final examination of the Institute is compulsorily required to attend and complete the Secretarial Modular Training Programme (SMTP) designed by the Institute for 15 days as a part of the practical training programme.

The main purpose of SMTP programme is to apprise the students with the various practical aspects of some of the important areas of a Company Secretary's functions besides giving them a first hand exposure to some topics of general management. During the programme, the participants interact with the senior members of the Institute, Government officials, officers of the Financial and other Institutes. Candidates have also to undergo training for fifteen days in a specialized agency such as the office of the Registrar of Companies Act, Stock Exchanges, Financial or Banking Institution or Management Consultancy firm.

CHAPTER V

EMPLOYMENT OPPORTUNITIES

In accordance with Section 383-A of the Companies Act, 1956, companies with a paid up share capital of Rs. 2 crores or more must have a whole-time Company Secretary. In case of a company with a paid up capital of less than Rs. 2 crores, a CS with an Intermediate pass is also eligible for appointment. All companies seeking a listing on stock exchanges are required to have a full time CS.

A freshly qualified candidate is appointed as a Company Secretary, or Assistant Company Secretary or at an Administrative position depending upon the size of the Company.

Openings are also available in Public Sector Undertakings, Govt. of India, State Government, Stock Exchanges, Nationalized Banks etc.

The Ministry of Human Resources Development, Deptt. of Education has recognized membership of the ICSI for appointment to superior posts and services under the Central Govt. It is one of the essential qualifications for recruitment from Grade I to Grade IV in the accounts branch of the Central Company Law Service of the Department of Company Affairs. The Indian Banks Association has recommended to Banks to consider appointment of company secretaries as specialists in the fields of finance, accounts, law and merchant banking.

The Department of Personnel and Administrative Reforms of the Central Government empanels company secretaries for assignments in the developing countries

Almost every kind of organization whose affairs are conducted by boards, councils. and other corporate structures, be it a company, cooperative society, trust, society, association, federation authority commission board or the like finds it useful to appoint a person who hold the qualification of company secretaryship in key administrative position.

CHAPTER VI

SELF-EMPLOYMENT/SELF-GROWTH OPPORTUNITY AS A PRACTISING COMPANY SECRETARY

A member of the Institute may also practise as a practising company secretary after obtaining a certificate of practise from the Institute provided in the Company Secretaries Act. The Act Section 2(2) provides that a company secretary in practice may be called upon to arrange the promotion, formation and incorporation of a new company or amalgamation recognition or winding of others. He may act as authorized representative of a company with respect to filing, registering presenting, attesting or verifying any document (including forms, applications and returns) by or on behalf of the company. He may also act as a share transfer agent and issue house, a share and stockbroker, a secretarial auditor or consultant or an adviser to a company or management including any legal or procedural matter falling under Companies Act, 1956 and various other Corporate Laws.

COMPLIANCE CERTIFICATE BY PRACTISING COMPANY SECRETARY

The Company (Amendment) Act, 2002, which has become into force with effect from 13th December, 2000 has opened up a core area of Practice for Practising Company Secretaries. It has ushered in a new era of good corporate governance, investor protection, shareholders' democracy and better compliance of the provisions of the Companies Act, 1956.

Amongst the various provisions to promote good corporate governance and better compliance of law, the newly inserted proviso to sub-section (1) of section 383 A of the Companies Act, 1956 makes it obligatory for every company not required to employ a whole-time secretary and having a paid-up share capital of 10 lakh rupees or more to file with the Registrar of Companies a Certificate from a Secretary in Whole-time Practice as to the compliance of the provisions of the Companies Act, 1956 and also attach a copy of that certificate with the Directors' Report.

The Institute also appoints its members to act as part-time examiners to evaluate students' response sheets under its postal tuition scheme, or as part-time lecturers for its various oral tuition centres.

The members are also given various academic assignments such as preparation revision/review etc. of postal coaching material.

Many professional institutes and educational bodies also consider utilization of the services of company secretaries, on full or part-time basis for academic or research assignments in the fields of accountancy law or management, as very useful.

SCOPE FOR FURTHER STUDIES

The Company Secretaryship qualification has been recognized by more than 27 universities in India for the purpose of admission to the Ph.D. Course.

- **The ICSI conducts Post-Membership Qualification course in Capital Markets & Financial Services for Members of the Institute.**
- **ICSI in keeping with the commitment to benchmark good corporate governance introduced National Award for Excellence in Corporate Governance from 2001.**

CHAPTER VII

EMPLOYMENT OUTLOOK/FUTURE PROJECTIONS

The globalization of Indian industry and the advent of multinational companies has been a boon for company secretaries in India. The responsibilities of company secretaries have been considerably extended and their status is now that of the chief functionary of the corporate sector. They are indispensable to the efficient management of the corporate sector, particularly in cases of mergers and acquisitions, joint ventures and so on. Moreover, with a growing legal regulatory framework in order to ensure the protection of the interests of employees, consumers, creditors, government financial institutions and the public at large, the role of company secretaries has, therefore, become established as that of conscience keeping of their respective organizations.

Presently there are over 16,000 company secretaries (Members of ICSI) in India including in full-time and in Practice (self-employment) but with the concerted liberalization efforts and massive reforms initiated by the Government, the demand for company secretaries is expected to be more than the number of persons passing the Final Examination of Institute of Company Secretaries of India in near future.

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

ADDRESSES OF HEADQUARTERS, REGIONAL COUNCILS AND THEIR CHAPTERS AND SATELLITE CHAPTERS.

The Institute of Company Secretaries of India has its Headquarters at New Delhi at I.C.S.I. House, 22 Institutional Area, Lodi Road, New Delhi-110003. In addition, the Institute has four Regional Councils and under their jurisdiction are 37 Chapters and 21 Satellite Chapters located in various cities. Their addresses are given below:

CODE NO. PLACE REGIONAL COUNCILS & CHAPTERS

(A) EASTERN INDIA REGIONAL COUNCIL (E.I.R.C.) at Kolkata covers Arunchal Pradesh, Assam, Bihar, Meghalaya, Manipur, Mizoram, Jharkhand, Nagaland, Orissa, Sikkim, Tripura and West Bengal States.

19	Kolkata	3-A, Ahiripukar 1st lane, Kolkata-700 019, Fax: 033-2816542 Grams: COMPSEC E-Mail: icsieirc @cal2.vsnl.net.in
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(A – I) CHAPTERS OF E.I.R.C.

Code No.	Chapter at	Address
01	Bhubaneswar	Block No.1 (Heera), Flat No.B-001, Toshali Apartment, Satyanagar, Bhubaneswar-751 007
02.	North Eastern (Guwahati)	‘Satyadip’, Dr. S.K. Bhuyan Road, Dighlipukhuri East, Guwahati-781001.
03.	Jamshedpur	C/o Tata Yodogawa Ltd., XLRI Campus, C.H.Area(E), Jamshedpur-831001.
04.	Patna	H/o Dr. Arun Kumar, Dadijee Sweets Lane (opp. Samaroh Hall), Boring Road, Patna – 800 001.

05 RANCHI 445, Pee Pee Compound ,
Ranchi-834001

(B) **NORTHERN INDIA REGIONAL COUNCIL (N.I.R.C.)** at New Delhi covers Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Rajasthan, Uttar Pradesh, Uttaranchal States & Union Territory of Chandigarh.

39. New Delhi ICSI-NIRC Building, 4, Prasad Nagar
Institutional Area (Behind Kalindi College)
Rajendra Place, New Delhi-110005,
Grams: COMPSEC Fax: 5772662.
E-mail: nircicsi @ nde. Vsnl.net.in

(B-I) **CHAPTERS OF N.I.R.C.**

21 Chandigarh GGSDS College, Sector –32 C,
Chandigarh.

22 Faridabad House No. 139, Sector-15A,
Faridabad-121007.

23 Ghaziabad B-23, Nehru Apartments,
Nehru Nagar,
(Near Nasirpur Railway Crossing)
Ghaziabad-201001

37 Gurgaon C/o Hitender Mehta Telestra V. Comm
SCO-21, Sector-14,
Old Delhi Road,
Gurgaon-122001.

24 Jaipur 'CISI House'
A-5/A, Institutional Area,
Jhalana Doongri,
Jaipur-302004.

25 Kanpur Gumti Plaza (2nd Floor),
118/90, Kaushalpuri
Kanpur-208012.

26 Ludhiana S.C.O. 11-B, 2nd Floor,
Gurdwara Shaheeda Pheruman,
(Near Dholewal Chowk), G.T.Road,
Ludhiana-141001.

27	Lucknow	C/o Saraswati Shishu Mandir, A-Block, Indira Nagar (Near Meena Market) Lucknow-226016.
28	Modinagar	Above Lord's Tailor, Ist Floor, Gurudwara Road, Near Janta Band, Modi Nagar – 201 204.
29	Shimla	C/o Sh. P.S.R. Murthy, Company Secretary, Nathpajhakri Power Corporation Ltd., Himfed Building, New Shimla-170009 (H.P.)
30	Udaipur	C/o Company Secretary, Hindustan Zinc Ltd., Yashad Bhawan, Udaipur – 313 003.
31	Noida	H-42, Sector –41, Noida –201 301.

C. SOUTHERN INDIAN REGIONAL COUNCIL (S.I.R.C.) at Chennai covers Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Pondicherry States and Union Territories of Andaman & Nicobar Islands and Lakshadweep.

59	CHENNAI	New No.9 (Old No. 4) Wheat Crofts Road, Nungambakkam, Chennai – 600 034. Fax: 044-8253016 Grams: COMPSEC E-Mail: icsisirc @ md3.vsnl.net.in
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(C-I) **CHAPTERS OF S.I.R.C.**

41	Bangalore	Sheriff Chambers (Rear Block-3 rd Floor) 14, Cunningham Road, Bangalore – 560 052.
42	Coimbatore	217, New Scheme Road, Near Mani Higher Sec. School, Pappanaickenpalayam, Coimbatore – 641 037.
43	Cochin	Door No. 25, Mather Square, 2 nd Floor, (opp. North Railway Station) Cochin - 682 018.

44	Hyderabad	278, Anand Nagar Colony, Khairatabad, Hyderabad – 500 004.
45	Madurai	C-3, III Floor, A.R. Plaza, 16/17, North Veli Street, Madurai – 625 001.
46	Mysore	Behind Swami Vivekanada Hall, SBRR Mahajan Pre-University College Premises, Jayalakshmipuram, Mysore – 570 012.
48	Tiruchirapalli	34-A, Promenade Road, Cantonment, Tiruchirapalli – 620 001.
49	Thiruvananthapuram	Utsavamadom Building, Fort Thiruvananthapuram – 695 023.
50	Visakhapatnam	Visakha Tutorial College Premises Dwarakanagar, Visakhapatnam – 530 016.
51	Mangalore	Grace Towers, 2 nd Floor, Bejai , Mangalore – 575 004.
52	Pondicherry	18, V.O.C. Street, Kamraj Nagar, Vallalar High Road, Pondicherry – 605 011.

D. WESTERN INDIA REGIONAL OFFICE(W.I.R.C.) at Mumbai covers Goa, Gujarat, Madhya Pradesh, Maharashtra States and Union Territories of Dadra & Nagar Haveli, Diu & Daman.

79	Mumbai	13, Jolly Maker Chambers No.II, (First Floor), Nariman Point, Mumbai – 400 021 Fax: 022-2850109 Grams: WIRCOMPSEC. E-Mail:wircicisi@bom5,vsnl.net.in
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(D-I)

CHAPTERS OF W.I.R.C.

61	Ahmedabad	ICSI-Maneklal Mills Complex, S-2,'B' Tower,Chinubhai Towers, Opp. Handloom House, Ashram Road, Ahmedabad – 380 009 Fax; 079-658 7965
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62	Vadodara	Office No. 1(2 nd Floor) Stop-N-Shop Plaza, (Offtel Tower-II) R.C.Dutt Road, Vadodara – 390 007
63	Bhopal	Flat No.4, Second Floor, Anchor Mansion, Zone –2. Plot No.148, Maharana Pratap Nagar, Bhopal – 462 001.
64	Dombivli	Satchidanand Coop. Hsg. Society Ltd., (Ground Floor), Madan Thakare Chowk, Near Old Post Office, Dombivil East – 421 201.
65	Goa, (Panaji)	Indraprastha, 6 th Floor, Opp. Govinda building, Panaji, Goa – 403 001.
66.	Indore	B/1-2-3, Ashray Apartment, 2/1, Manoramaganj, Indore – 452 001.
67.	Nagpur	C/o A.B. Panchapakesan, 413, Utkarsha Nirman, Mangalwati Road, Sadar, Nagpur – 440 001.
68	Pune	23, Mukund Nagar, Comer of Lane No.1, Above Dr. Joshi Hospital, Gupte Market, Pune – 411 037.
9	Surat	B-209, Tirupati Plaza, Near Collectors Office Athwagate, Surat – 395 001.

(E) **SATELLITE CHAPTERS**

(E– I) **NORTH REGION**

CODE NO. PLACE ADDRESS

32	Meerut	The Chairman,, Meerut Satellite Chapters of the ICSI,111, Hari Priya, , Shivaji Road, MEERUT – 250 001.
33	Yamuna Nagar	The Chairman, Yamuna Nagar Satellite Chapter of the ICSI. 368/14, Govindpuri Road, Professor Colony , YAMUNA NAGAR –135 001.

- 34 Agra The Chairman,
Agra Satellite Chapter of the ICSI,
'Nakshatra', 35, Pandav Nagar,
AGRA – 282 010.
- 35 Allahabad The Chairman,
Allahabad Satellite Chapter of the ICSI,
C/o M/S A.H. Wheeler & Co.(P) Ltd.
23, Lalbahadur Shastri Marg,
ALLAHABAD – 211 001.
- 36 Jodhpur The Chairman,
Jodhpur Satellite Chapter of the ICSI,
C/o NIIT, Jodhpur Centre, Abhay Chamber,
Jalori Gate, JODHPUR – 342 003.
- 38 Beawar The Chairman,
Beawar Satellite Chapter of the ICSI,
Hotel Vikrant, Near Old Bus Stand,
Sampumanand Marg, BEAWAR – 305 901.
- 81 Varanasi The Chairman,
Varanasi Satellite Chapter of the ICSI,
'F' Block, 2nd Floor, Gurukripa Colony, Nadesar,
VARANASI – 221 002.
- 82 Bhilwara The Chairman,
Bhilwara Satellite Chapter of the ICSI,
6-C-1, New Housing Board Shastri Nagar,
BILWARA – 311 001(Raj.)
- 83 Bareilly The Chairman,
Bareilly Satellite Chapter of the ICSI,
C/O P.K. Tiwari & Co., Chartered Accountants,
C-59 , IInd Floor, Butler Plaza, Civil Lines,
BAREILLY – 243 001.
- 84 Dehradun The Chairman,
Dehradun Satellite Chapter of the ICSI,
12, Dronpuri, General Mahadev Singh Road,
DEHRADUN – 248 001.
- 85 Jammu The Chairman,
Jammu Satellite Chapter of the ICSI,
C/o 204, South Block,
Bahu Plaza, Rail Head Complex,
JAMMU – 180 012.

(E-II)

SOUTH REGION

- 53 Kottayam The Chairman,
Kottayam Satellite Chapter of the ICSI ,
Building No. VI/314, Pattasseril, Eranjal Road,
KOTTAYAM – 686 004.
- 54 Vijayawada The Chairman,
Vijayawada Satellite Chapter of the ICSI
ICWAI Bhawan, D. No. 58-6-14 Karanagaru Street,
Mahatama Gandhi Road, Patamata,
VIJAYAWADA – 520 010.
- 55 Thrissur The Chairman,
Thrissur Satellite Chapter of the ICSI,
XXVIII/603-14, Soorya Gardens Apartments
Paliyam Road, THRISSUR – 680 001 (Kerala)
- 56 Hubli - Dharwad The Chairman,
Hubli-Dharwad Satellite Chapter of the ICSI,
C/o D.G.Shetty Educational Area, 25/B-4,
Lakamanalalli Industrial Area, Near KMF,
DHARWAD – 580 004.
- 57 Salem The Chairman,
Salem Satellite Chapter of the ICSI,
No.30, Sugavaneswara Road, Balaji Nagar,
SALEM – 636 004.
- Calicut The Chairman,
Calicut Satellite Chapter of the ICSI,
1st Floor, "Shanthi,
Wayand Road, CALICUT – 673 001.

(E-III)

WEST REGION

- 70 Nasik The Chairman,
Nasik Satellite Chapter of the ICSI, 2nd Floor,
Prasanna Archade Near Hotel Mazda, Old Agra Road,
NASIK – 422 002.
- 71 Raipur The Chairman,
Raipur Satellite Chapter of the ICSI,
C/o Secretary, Agrawal Mahodara & Co.,
Chartered Accountants,
224 Rishab Complex (2nd Floor), M.G. Road,
RAIPUR – 492 001.

Aurangabad

The Chairman,
Aurangabad Satellite Chapter of the ICSI,
C/o Nilayam, 29, Vishva Karma Co.op. Housing Society,
CIDCO, N-8, E. Sector, AURANGABAD – 431 003.

Rajkot

The Chairman,
Rajkot Satellite Chapter of the ICSI,
513, Star Plaza, Opp. Hostel Ravi Phulchhal Chowk,
RAJKOT– 360001.

INSTITUTE OF COMPANY SECRETARIES OF INDIA
(Particulars of fees as determined by the Council relating to Students and Licentiates)

PARTICULARS	Fees in Rupees w.e.f. 01.04.2001
1. Registration:	750
2. Exemption Fee	
(a) Foundation:	250
(b) Intermediate:	250
Foundation Admission Fee	600
3. Postal Tuition Fee	
Foundation	1200
Intermediate	2400
Payable at the time of registration	
Payable at the time of registration by non-commerce Candidates who are seeking exemption from passing the Foundation examination under clause (ii) of regulation 38.	@ Rs. 120 per subject for those subjects of the Foundation Examination which the candidates had not studied at the graduate or post-graduate level and for which he is required to undergo coaching for the Foundation course pursuant to proviso to regulation 38.
Final	2500
Payable after passing the Intermediate examination	
4. Subjectwise exemption fee	80 per subject

Intermediate/Final

5. Fee for Registration De Novo

(a) If applying within 2 years from the date of expiry of former registration

(i) Registration Fee:	750
(ii) Postal Tuition fee (if completion certificate not obtained for both groups of intermediate/all groups of final examination).	Balance of Rs.2,400 for Intermediate course or Rs.2,500 for Final course after adjusting the postal tuition fee already paid for Intermediate or Final course, as the case may be.

(b) If applying after 2 years but within 5 years from the date of expiry of former registration

(i) Fees as stated under clause (a) above	
(ii) Exemption fee for Foundation examination	250
(iii) Exemption fee from Intermediate examination (if passed both the groups)	250
(iv) Subjectwise exemption fee	80 per subject

6. Extension of registration

(i) Extension of registration fee	300 per annum
(ii) Service charges	150 per group for which coaching completion certificate has not been issued.
(iii) Arrears of fee under the previous registration, if any.	

7. Examination Fees:

(i) Examination Fee:	
Foundation	350 lump sum
Intermediate	350 per group
Final	350 per group

(ii) Late fee for receipt of examination Application within 15 days of the scheduled last date	100
(iii) Change of Examination Centre fee	50
(iv) Change of Group fee	50
(v) Change of Medium fee	50
(vi) Verification of marks fee	100 per subject
8. Miscellaneous Fees:	
(i) Issue of Duplicate Identify Card	50
(ii) Issue of Duplicate Pass Certificate	50
9. Annual subscription of Licentiate ICSI	200
10. Apprenticeship Training Fee	50

Note:

- (i) Applicants/Students belonging to Scheduled Caste/Tribe shall be liable to pay half the fees only chargeable from other applicants/students.
- (ii) Fees in respect of such applications as are not accepted may be refunded; after deducting Rs.25 towards administrative expenses.

LIST OF THE CURRENT EXAMINATION CENTRES

EASTERN INDIA REGIONAL COUNCIL	NORTHERN INDIA REGIONAL COUNCIL	SOUTERN INDIA REGIONAL COUNCIL	WESTERN INDIA REGIONAL COUNCIL
101 Bhubane- shwar	201 Agra	301 Bangalore	401 Ahmedabad
102 Kolkata	202 Allahabad	302 Chennai	402 Vadodara
103 Guwahati	203 Ambala	303 Coimbatore	403 Bhopal
104 Jamshedpur	204 Chandigarh	304 Ernakulam	404 Indore
105 Patna	205 Delhi (East)	305 Hyderabad	405 Mumbai-I (CG)
106 Ranchi	206 Delhi (North)	306 Madurai	406 Mumbai-II (M)
	207 Delhi (South)	307 Mangalore	407 Mumbai-III (VP)
	208 Delhi(West)	308 Mysore	408 Nagpur
	209 Ghaziabad	309 Pondicherry	409 Panaji
	210 Jaipur	310 Tiruchirapalli	410 Pune
	211 Jammu	311 Thiruvanan- thapuram	411 Rajkot
	212 Jodhpur	312 Vijayawada	412 Raipur
	213 Kanpur	313 Visakha- patnam	
	214 Lucknow		
	215 Ludhiana		
	216 Meerut		
	217 Noida		

218 Shimla

219 Udaipur

220 Yamuna
Nagar

OVERSEAS

501 Dubai

APPENDIX –D

LIST OF ADDRESSES OF INSTITUTE’S ORAL TUITION CENTRES AND LIBRARIES.

Sl. No.	Centre	Centre Name & Address	Whether Library Facility Available
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EIRC

1.	45	BERHAMPUR ICSI-SMIT Oral Coaching Centre, Hill Patna, Berhampur, Ganjam –760 005	Y
2.	02	BHUBANESHWAR Bhubaneswar Chapter of EIRC of ICSI, Block No. 1 (Heera), Flat No. B –001 Goshali Apartment Satyanagar Bhubaneswar – 751 007	Y
3.	01	KOLKATA EIRC of the ICSI 3-A, Ahiripukkur, 1st Lane, Near Beckbagan Nursing Home, Kolkata- 700 019	Y
4.	44	CUTTACK College of Accountancy & Management Studies, Cuttack –753 007	Y
5.	42	GUWAHATI Northen Eastern Chapters (Guwahati) of ICSI, “ Satyadip ”, Dr.S.K. Shuyan Road, Dighalipukhuri East, Guwahati – 781 001	Y
6.	70	JAMSHEDPUR Jamshedpur Chapter of EIRC of ICSI C/o Tata Yodogawa Ltd., XLRI Camps, Jamshedpur – 831 001	N

7.	43	PATNA Patna Chapter of EIRC of ICSI, H/o Dr. Arun Kumar, Dadijee Sweets Lane, Boring Road, Patna-800001.	Y
8.	54	RANCHI Ranchi Chapter of EIRC of ICSI 445, Pee Pee Compound Ranchi – 834 001	Y
9	46	ROURKELA Institute of Engineering Technology Shakti Nagar, IEI House Rourkela – 769 001	Y
NIRC			
1.	13	AGRA (SATELLITE) Chairman Commerce Faculty, St. John's College Agra –282 002	N
2.	57	ALLAHABAD (SATELLITE) Allahabad Satellite Chapter of ICSI C/o M/S A.H. Wheeler & Co.(P) Ltd., 23, Lal Bahadur Shastri Marg, Allahabad-211001.	Y
3.	12	AMBALA S.A. Jain College, Ambala City, Ambala	Y
4.	55	BAREILLY (SATELLITE) Bareilly Satellite Chapter of ICSI C/o P.K. Tiwari & Co., Chartered Accountant,C-59, IInd Floor, Butler Plaza, Civil Lines, Bareilly-243001.	Y
5.	76	BEAWAR (SATELLITE) Beawar Satellite Chapter of ICSI Hotel Vikrant, Nerar Old Bus Stand, Sampumanand Marg, Beawar – 305901	N
6.	71	BHILWAR (SATELLITE) Bhilwara Satellite Chapter of ICSI 6-C-1, New Housing Board, Shastri Nagar. Bhilwara – 311 001	N

7.	96	BIKANER ICSI Shri Jain PG College Oral Coaching Unit Shree Jain (PG)College, Rokha Road, Bikaner (Rajasthan)	N
8.	47	CHANDIGARH Chandigarh Chapter of NIRC of ICSI GGDSD college, Sector 32 – C Chandigarh	Y
9.	84	DEHRADUN 12, Dronpuri, General Mahadev Singh Road, Dehradun - 248 001	-
10.	41	DELHI (N IRO) NIRC of the ICSI No.4, Institutional Area, Prasad Nagar, Near Kalindi College, New Delhi – 110 005.	Y
11.	65	DELHI (PREET VIHAR) Mother Teresa Institute of Management C- Block, Preet Vihar Delhi – 110 092.	Y
12.	92	DELHI (ROHINI) ICSI – Technical Oral Coaching Centre, F-19/14, Sector –8, Rohini Delhi – 110 085.	N
13.	48	FARIDABAD Faridabad Chapter of NIRC of ICSI House No.139, Sector-15A, Faridabad – 121 007.	N
14.	03	GHAZIABAD Ghaziabad Chapter of NIRC of ICSI B-23, Nehru Apartments Nehru Nagar Ghaziabad – 201 001.	Y
15.	16	GORAKHPUR Department of Commerce University of Gorakpur Gorakhpur.	N

16.	74	GURGAON Gurgaon Chapter of NIRC of the ICSI SCO-21, Sector-14, Old Delhi Road, Gurgaon – 122 001.	N
17.	11	HAPUR Principal SSV College, Hapur Distt. Ghaziabad.	N
18.	89	HARIDWAR (SHARDA COLLEGE) Sharda Welfare Education Sansthan Chauhan Complex, Arya Nagar Chowk, Jwalapur, Haridwar – 249 407.	N
19.	04	JAIPUR Jaipur Chapter of NIRC of ICSI ICSI House, A-5/A, Institutional Area Jhalana Doongri Jaipur – 302 004.	Y
20.	10	JAMMU Company Secretaryship Course Centre of Adult Continuing Education & Extension, University of Jammu Jammu – 180 004.	N
21.	14	JHANSI Director ICSI and SGHK Oral Coaching Centre Gurudwara Tallaiya Jhansi – 284 002.	Y
22.	73	JODHPUR (SATELLITE) Jodhpur Satellite Chapter of ICSI C/O NIIT, Jopdhpur Centre Abhay Chamber, Jalori Gate Jodhpur – 342 003.	N
23.	05	KANPUR Kanpur Chapter of NIRC of ICS Gumti Plaza(Second Floor) No.118/90, Kaushalपुर Kanpur – 208 012.	Y
24.	95	KOTA ICSI TPS School, Oral Coaching Centre, Modi College Road, Dadabari, Kota.	N

25.	06	LUCKNOW Lucknow Chapter of NIRC of ICSI C/o Saraswati Shishu Mandir A-Block, Indira Nagar Near Meena Market Lucknow – 226 016.	Y
26.	58	LUDHIANA Ludhiana Chapter of NIRC of ICSI SCO 11-B, 2 nd floor, Gurudwara Shaheeda Pheruman, Near Dholewal Chowk, G.T. Road, Ludhiana – 141 003.	Y
27.	08	MEERUT (SATELLITE) Meerut Satellite Chapter of ICSI 111, Hari Priya, Shivaji Road, Meerut –250 001.	Y
28.	49	MODI NAGAR Modi Nagar Chapter of NIRC of ICSI Above Lord's Tailor, 1st Floor, Near Janta Band, Modi Nagar – 201 204.	Y
29.	50	NOIDA Noida Chapter of NIRC of ICSI H-42, Sector 41, Noida – 201301.	
30.	72	SHIMLA Shimla Chapter of NIRC of ICSI Flat No.894, Block No.56, Sector 2, New Shimla – 171 009 (H.P.)	N
31.	15	SONEPAT Principal Hindu College Sonapat.	Y
32.	09	UDAIPUR Udaipur Chapter of NIRC of ICSI C/o Company Secretary, Hindustan Zinc Ltd., Yashad Bhawan, Udaipur – 313003.	Y
33.	67	VARANASI (SATELLITE) Varanasi Satellite Chapter of ICSI 'F' Block, 2 nd Floor, Gurukripa Colony, Nadesar Varanasi – 221 002.	N

34.	75	YAMUNA NAGAR (SATELLITE) Yamuna Nagar Satellite Chapter of ICSI 368/14, Gobindpuri Road Professor Colony Yamuna Nagar – 135 001.	N
SIRC			
1.	18	BANGALORE Bangalore Chapter of SIRC of ICSI Sheriff Chambers, (III Floor, Rear Block) 14, Cunningham Road, Bangalore – 560 052.	Y
2.	17	CHENNAI – 1 SIRC of the ICSI, New No. 9(Old No.4), Wheat Crofts Road, Nungambakkam Chennai – 6000 034.	Y
3.	93	CHENNAI – 2 ICSI-Chetty's Hindu College OT Centre Chetty's Hindu College Dharmamurthi Nagar, Pattabiram Chennai – 600 072.	N
4.	20	COIMBATORE Coimbatore Chapter of SIRC of ICSI 217 New Scheme Road Near Mani Higher Secondary School Pappanaickenpalayam – 6641 037.	Y
5.	69	HUBLI-DHARWAD (SATELLITTE) Hubli-Dharwad Satellite Chapter of ICSI , C/o D.G. Shetty Educational Society, 25/B-4, Lakamanahalli Industrial Area, Near KMF, Dharwad – 580 004.	Y
6.	21	HYDERABAD Hyderabad Chapter of SIRC of The ICSI 278, Anand Nagar Colony Khairatabad Hyderabad – 500 004.	Y
7.	19	KOCHI Kochi Chapter of SIRC of The ICSI, Door No. 25, (2 nd Floor), Mather Square, (Opp. North Railway Station), Kochi – 682 018.	Y

8.	59	KOTTAYAM (SATELLITE) Kottayam Satellite Chapter of ICSI, Building No. VI/314, Pattasseril, Eraniel Road, Kottayam – 686 004.	Y
9.	27	KOZHIKODE, ICSI Al-Farook Coaching Centre, Post Office Farook College, Kozhikode – 673 632.	Y
10..	22	MADURAI Madurai Chapter of SIRC of The ICSI C-3, 3 rd Floor, A.R. Plaza 16/117 North Veli Street Madurai – 625 001.	Y
11.	60	MANGALORE Mangalore Chapter of SIRC of The ICSI Grace Towers, 2 nd Floor, Bejai Mangalore – 575 004.	Y
12.	23	MYSORE Mysore Chapter of SIRC of The ICSI Behind Swami Vivekananda Hall, SBRR Mahajan Pre-University College Premises, Jayalakshmi Puram, Mysore – 570 012.	Y
13.	94	POLLACHI Principal ICSI-Sree Saraswathi Thyagarela College Oral Coaching Centre Thippampatti Pollachi – 642 102.	N
14.	77	PONDICHERRY, Pondicherry Chapter of SIRC of The ICSI 18, V.O.C. Street. Kamraj Nagar, Vallalar High Road, Pondicherry – 605 001.	N
15	57	SALEM (SATELLITE) Salem Satellite Chapter of The ICSI No.30, Sugar Vaneswara Road, Balaji Nagar, Fair Lands, Salem – 636 004.	-

16.	24	THIRUVANANTHAPURAM Thiruvananthapuram Chapter of SIRC of The ICSI, Utsavamadom Building, Fort, Thiruvananthapuram – 695 023.	Y
17.	61	THRISSUR (SATELLITE) Thrissur Statellite Chapter of ICSI XXVIII/603-14, Surya Gardens Apartments, Paliyam Road, Thrissur – 680 001.	Y
18.	25	TIRUCHIRAPALLI Tiruchirapalli Chapter of SIRC of ICSI 34A, Promenade Road, Contonment, Tiruchirapalli – 620 001.	Y
19.	68	VIJAYAWADA (SATELLITE) Vijayawada Satellite Chapter of ICSI ICWAI Bhawan, D.No.58-6-14, Karanamgaru Street, M.G. Road, Paltamata, Vijayawada – 520 010.	Y
20.	26	VISAKHAPATNAM Visakhapatnam Chapter of SIRC of The ICSI, V.T. College Premises, Dwarkanagar, Visakhapatnam – 530 016.	Y

WIRC

1.	64	AHMEDABAD (M.H. MILLS) Maneklal Nanavali Law College Campus, Lal Darwaja Ahmedabad – 380 001	Y
2.	34	AHMEDABAD (KANAIYALAL MOTILAL) ICSI Kanaiyalal Motilal School of Business Education, Law College Campus, Ellis Bridge Ahmedabad – 380 006.	Y
3.	38	AURANGABAD Dr. Ambedkar College of Law (Affiliated to Pune Chapter of ICSI) Nagsen Vana Aurangabad.	Y

4.	91	BHAV NAGAR Bhav Nagar University, University Campus, Gauri Shankar Road, Bhav Nagar – 364 002.	N
5.	32	BHOPAL Bhopal Chapter of WIRC of ICSI 148, II Floor, Anchor Mansion, M.P. Nagar, Zone II, Bhopal – 462 001.	Y
6.	33	DOMBIVILI Dombivili Chapter of WIRC of ICSI Satchidanand Coop. Housing Society Ground Floor, Madan chowk, Tilak Road, Near Old Post Office Dombivili (East) – 421 201.	Y
7.	78	GOA Goa Chapter of WIRC of ICSI Indraprasth, (6 th Floor) Opp. Govinda Building, Panaji, Goa – 403 001.	Y
8.	35	INDORE Indore Chapter of WIRC of ICSI B/1-2-3, Ashray Apartment 2/1, Manorama Ganj Indore – 452 001.	Y
9.	39	JABALPUR G.S.College of Commerce & Economics Civil Lines Jabalpur – 482 001.	Y
10.	90	JAM NAGAR Sh. Hansraj Gosrani Edu. Trust LG Haria College Building Indira Gandhi Marg, Behind Ranjit Nagar Jam Nagar – 361 008.	N
11.	62	MUMBAI (MULLUND COLLEGE) Parie Tilak Vidyalaya Association's in Management & Professional Studies, Mulund College of Commerce Campus, Sarojini Naidu Road, Mulund (W) Mumbai – 400 080.	Y

12.	29	MUMBAI (N.M. COLLEGE) Director ICSI – N.M. College Juhu Development Scheme Vile Parle (West) Mumbai – 400 020	Y
13.	28	MUMBAI (SYDENHAM COLLEGE) ICSI –Sydenham College Training Centre, B Road Church gate Mumbai – 400 020.	Y
14.	30	MUMBAI (MKES INSTITUTE OF MANAGEMENT) MKES Institute of Management Studies & Research, Oral Training Centre Road No. 1, Bhadran Nagar Malad (West) Mumbai – 400 064.	Y
15.	36	NAGPUR Nagpur Chapter of WIRC of ICSI 413, Utkarsha Nirman Mangalwari Road, Sadar Nagpur – 440 001.	Y
16.	40	NASIK (SATELLITE) Nasik Satellite Chapter of ICSI Second Floor, Prasanna Archade Near Hotel Mazda, Old Agra Road, Nasik – 422 002.	Y
17.	37	PUNE – 1 Pune Chapter of WIRC of ICSI 23, Mukund Nagar, Comer of Lane No. 1, Above Dr. Joshi Hospital, Gupte Market, Pune – 411 037.	Y
18.	51	PUNE – 2 Brihan Maharashtra College of Commerce, (In Collaboration with Pune Chapter of ICSI) Pune – 411 004.	Y
19.	66	RAIPUR (SATELLITE) Raipur Satellite Chapter of The ICSI C/o Agarwal Mahendra & Co. 224, Rishabh Complex, M.C. Road Raipur – 492 001.	N

20.	52	RAJKOT Shri P.D. Malviya College of Commerce (In Collaboration with Ahmedabad Chapter of ICSI) Malviya Road Rajkot – 360 004.	Y
21.	63	SURAT Surat Chapter of WIRC of ICSI B –209, Tirupati Plaza Near Collector’s Office, Athwa Gate Surat – 395 009.	Y
22.	53	THANE VPM’s Institute of Management Studies Creek Land, Chendani Bunder Road, Thane – 400 601.	Y
23.	31	VADODARA Vadodara Chapter of SIRC of ICSI Office No.1 (2 nd Floor) Stop-N-Shop Plaza (Offtel Tower II) R.C. Dutt Road Vadodara - 390 007.	Y