



**THE INSTITUTE OF
Company Secretaries of India**

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

'ICSI House', C-37, Sec-62 Noida-201309

To

Date: 29.05.13

Mr. R. K. Pandey
Under Secretary to Government of India
Ministry of Corporate Affairs
Shastri Bhawan
New Delhi 110001

Sub: Company Secretaryship Course for Officers of ICLS

Dear Sir,

Thank you very much for your letter No.A-42011/38/2013-Ad.II dated May 01, 2013 advising us to urgently initiate follow up action on the above matter. We discussed the matter internally within the Institute and also with Mr. Alok Kumar, Director (Administration), MCA to take the initiative forward.

We would like to clarify that the company secretaryship course is a correspondence / distance learning programme and it generally does not interfere with the other commitment of the student. However, the student would need off from work to take the examinations.

We are attaching a copy of the prospectus on "Company Secretaryship Course", which details the CS course, syllabus, admission formalities, fees payable, and examination requirements. The admission is open throughout the year and examinations are held twice in a year. The Institute has exempted course fee (registration fee, education fee, paper-wise exemption fee, and examination fee for first attempt) for Indian Company Law Services (ICLS) officers. However, they would be bearing the examination fee for second attempt onwards, de-novo registration fee, extension fee, etc..

We are attaching ten copies of "Registration Form" for use by the officers of the ICLS officers. We request you to kindly advise the ICLS officers to submit registration forms duly filled in through MCA. They may contact Mr. A. K. Srivastava, Deputy Director (Student Services), Tel: 0120-4522083 / or e-mail: ashvini.srivastava@icsi.edu for any clarification. Further details about the Institute and Course are available at our web site www.icsi.edu.

With regards,

Yours sincerely

(Sohan Lal)
Director