# **Regions & Chapters News**

### **EIRC**

EIRC for the first time had participated in the 37th International Kolkata Book Fair from 30th January, 2013 to 10th February, 2013 which a major event is considering the average number of visitors which is more than two lakhs per day and our stall having a prominent location was visited by many.

A short film narrating about the CMA Profession was run in the Book Fair in front of the stall and was appreciated by all who have seen it. A Quiz Contest was also organised on 9th & 10th February, 2013 at Kolkata Book Fair. CMA S.P. Padhi, Regional Council Member, EIRC conducted the quiz in a lively manner which was responded very warmly.

A Panel Discussion on "Inclusive Growth – Prospects and Challenges Ahead" as also organised on 9th February 2013 at SBI Auditorium. Eminent panellists like Dr. Abhirup Sarkar, Chairman, WBDIFC, CMA Dr. Asish Bhattacharyya, Director, Board of Advanced Studies of the Institute, and Dr. Partha Ray, Professor of Economics, IIM-Calcutta had participated with scholarly deliberations and enriched the programme.



CMA S. P. Padhi conducting quiz at the book fair



Queries at the EIRC stall in the book fair



Students visiting the stall in the book fair



CMA Dr. Asish Bhattacharyya addressing a gathering at the book fair

# Cuttack-Bhubaneswar Chapter of Cost Accountants

The Chapter had organized series of Career Awareness Programs in different colleges at Bhubaneswar and nearby during the month of January, 2013 by making quiz programs amongst the shortlisted students at their Campus. Quiz Competition had been held at Ramadevi Womens College, Bhubaneswar on 8th January, 2013. Thirty shortlisted students actively participated in the program. Out of them best four students consisting of two teams were selected for Mega Quiz Program. Apart from the shortlisted students there were around 100 other students participated the same from the audience and they had been awarded some prizes also. CMA Soumya Ranjan Singh, member of the Chapter conducted the quiz in a nice manner. CMA Sudhansu Kumar Sahu, Chairman of the Chapter coordinated the same. All the participants were distributed certificate of participation.

Another quiz programme was held at Prananath College at Khurda on 10th January, 2013, Hundred and eighty (180) candidates actively participated the program. Out of them 06 students consisting three (03) teams shortlisted for mega quiz. CMA B.K. Das, Member, Coaching Committee coordinated the same.





### **Guwahati Chapter of Cost Accountants**

A seminar on "Corporate Governance & IFRS" was held at Hotel Brahmaputra Ashok, Guwahati on 09.02.2013. The welcome speech was by CMA Rana Bose, Chairman of the Guwahati Chapter of Cost Accountants. Others present were CMA Swapan K. Saha, Vice Chairman of the Chapter. Dr. S. K. Gupta, Director (Technical), Delhi office was the Faculty for the Seminar.



# NIRC

The first induction programme was organised for CAT qualified students from Northern Region. The programme was held in New Delhi on 17th February, 2013. CMA Amit Apte, Chairman of Committee for Accounting Technicians and CMA L. Gurumurthy, Directory – CAT had addressed the students on the occasion.



## Lucknow Chapter of Cost Accountants

The Lucknow Chapter organized Convention 2013 for CMA students on the theme of "SMALL OPPORTUNITIES ARE THE BEGINNING OF GREAT ENTERPRISES" on 3rd February, 2013 at Indira Gandhi Pratishthan Vibhuti Khand, Gomti Nagar. Hon'ble Minister of State, Shri Narendra Singh Yadav was the Chief Guest of this CONVENTION 2013 FOR CMA STUDENTS. The President of the Institute, CMA Rakesh Singh, Council Member CMA Sanjay Gupta and CMA Saurabh Srivastava Regional Council Member were also present to grace the occasion.

In the speech, the Chief Guest Hon'ble Shri Narendra Singh Yadav had deliberated the importance of Cost and Management Accountants (CMA) as a profession and as a career and that the CMAs are competent to pace the Indian economy & control the inflation of our nation.

Eminent speaker Shri S. B. Agarwal, Secretary General, Assocham explained about the Foreign Direct Investment in India to the CMA member and students. CMA Sanjay Gupta, Council Member of the Institute briefed about the Cost Accounting Records Rules to the members and students present at the occasion. CMA Sunil Singh, Chairman of Lucknow Chapter briefed the students of about the importance of cost and management profession and its future. He explained the demand for cost and management accounting services in all the sectors of economy. A large number of new & old students of Lucknow Chapter were present for the occasion.

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#### **INSTITUTE NEWS**







# SIRC

A faculties' meet to deliberate on the new syllabus, exam registration etc was held at the SIRC. About 28 oral coaching faculties participated in the interactive session with CMA T.C.A. Srinivasa Prasad, Council Member and CMA Chiranjib Das, Joint Director Studies along with CMA H. Padmanabhan, Secretary SIRC. A communication and soft skills training program was also arranged attended by around 155 inter students of SIRC.





# Ukkunagaram & Visakhapatnam Chapters of Cost Accountants

Ukkunagaram & Visakhapatnam Chapters of The Institute of Cost Accountants of India in association with Rashtriya Ispat Nigam Limited (RINL), Visakhapatnam Steel Plant had organised a Seminar on "COST AUDIT IN STEEL INDUSTRY" on 11th February, 2013 at Nagarjuna Hall, HRD Center, Ukkuhouse, Ukkunagaram.

CMA Rakesh Singh, President of the Institute had been invited as Chief Guest and he emphasized on the role of Cost

#### **INSTITUTE NEWS**

& Management Accountants in the changed scenario of new Companies Bill, 2012. He termed the new Companies Bill as the intent of the Government in view of the experiences of the Indian Corporate world. The CMAs have greater opportunities as well as responsibilities in the new system of Cost Accounting Records maintenance as well as in the Cost Audit Reports.

CMA S. C. Mohanty, Vice President of the Institute had been invited as Guest of honour. He has advised the CMA professionals to update their skills to cater the needs of the industry. The seminar was presided over by Shri G. N. Murthy, Executive Director (F&A), RINL. He appreciated the efforts by the Institute in bringing out the management perspective in the functions of the Cost Accountants in his opening remarks. CMA T.C.A. Srinivasa Prasad, Council Member & Chairman, Training & Educational Facilities Committee of the Institute highlighted the importance of the Performance Appraisal Report to be given by the Cost Auditors in his Cost Audit report. He explained the need for better corporate governance, raising financial literacy and the need for ensuring confidentiality of cost data. CMA A. S. Durga Prasad, Council Member and Chairman of Infrastructure and Information Technology Committee of the Institute congratulated the Ukkunagaram Chapter for laying down the foundation stone for 'Management Accountants Hall' on CMA Bhavan of Ukkunagaram Chapterand he also informed that the Institute is spending about Rs. 20 crores in various parts of the country for the development of infrastructure at Regional councils and chapters. CMA Dr. P.V.S. Jagan Mohan Rao, Council Member and Chairman of Corporate Laws Committee, explained the proposed changes in the Companies bill 2012 and the need of the CMAs in taking up the challenges like accepting the posts of Independent Directors in the Companies.

CMA Kunal Benerjee, Past President, of the Institute explained in detail about the provisions of Cost Accounting Record rules and the intricacies of the Cost Audit report rules relating to Steel industry. The session was very interactive. CMA G.V.S. Subrahmanyam, Chairman, SIRC informed about the various initiatives taken by SIRC in promoting the professional developmental activities in the region and about conducting of Industry specific seminars. The session was facilitated by CMA P. Mohan Rao, GM (Company Affairs) & Company Secretary, RINL, and CMA B.R. Prabhakar, immediate Past Chairman of SIRC.







# WIRC Indore-Dewas Chapter of Cost Accountants

A program was organized by Indore-Dewas Chapter of Cost Accountants on 9th January 2013, at Jagdale School, Indore. Chapter Chairman CMA Dr. Niranjan Shastri welcomed all the students and introduced the scheme of oral coaching provided by Indore-Dewas Chapter along with furnishing formal introduction of the faculty members. CMA Vijay P. Joshi (Ex Chairman WIRC) elucidated the facilitating role of chapter in the learning process of students. He also highlighted the growing opportunities and challenges for CMAs in the changing world of business. Treasurer CMA Ashish Jain expressed vote of thanks. The program was covered by local media.



# Advisory for Renewal of Certificate of Practice 2013–14

The members of the Institute holding Certificate of Practice having validity upto 31st March, 2013 are requested to comply with the following guidelines for renewal of their Certificate of Practice:

- 1. The following changes consequent to amendment of the Cost and Works Accountants Regulations, 1959 vide Notification dated 4th February, 2011 published in the Gazette of India may be noted:
- The validity of a Certificate of Practice (COP) is for the period 1st April to 31st March every year unless it is cancelled under the provisions of the Cost and Works Accountants Act and Regulations, 1959 as amended.
- The Certificate of Practice issued shall automatically be renewed subject to submission of prescribed Form M-3 and payment of renewal fee and annual membership fee.
- From the year 2011-12 onwards, no renewal Certificate of Practice would be issued. However, the members concerned may download the renewal status from the Institute's website www.icmai.in.
- 2. It may please be noted that under Section 6 of the Cost and Works Accountants Act, 1959, both the **Annual Membership** Fee and Fee for Renewal of Certificate of Practice falls due on 1st April each year.
- 3. Special attention is invited to the fact that the validity of a Certificate of Practice expires on **31st March** each year unless it is renewed on or before the date of expiry in terms of amended Regulation 10 of the Cost and Works Accountants Regulations, 1959. Hence, a member shall be required to renew his certificate within **31st March** every year.
- 4. If the Certificate of Practice of a member is not renewed within 31st March, 2013, his/her status of COP from 1st April 2013 till the date of renewal would be "Not Active" and he will neither be able to affix his digital signature on any cost audit report or compliance report nor will he be able to get approval of Form 23C or Form 23D and the forms will get rejected on the MCA Website.
- 5. Subject to what is mentioned in Sl. No. 4 above, a member can get his/her Certificate of Practice for 2013-14 renewed within **30th June, 2013**.
- 6. It may please be noted that mere payment of fees alone will not be sufficient for renewal of Certificate of Practice. Application in prescribed Form M-3 (New Form from 2013-14 onwards to be used) for Renewal of Certificate of Practice duly filled in and signed is **mandatory**. Soft copy of prescribed Form M-3 for Renewal of Certificate of Practice can be downloaded from Institute's website www.icmai.in.
- 7. The Institute has introduced a scheme of Continuing Education Programme (CEP) and the same is mandatory in accordance with proviso to sub-regulation (1) of Regulation 10 of the Cost and Works Accountants Regulations, 1959, as amended, whereby no Certificate of Practice and renewal thereof shall be issued unless a member has undergone minimum number of hours of such training.

As per the said scheme, the following should be complied with:

- i. The member should undergo minimum mandatory training of 10 hours per year.
- ii. The certificate of attendance for training will have to be enclosed with the application for renewal of Certificate of Practice.

The detailed guidelines in this connection are available on Institute's website www.icmai.in.

# The requirement specified above does not apply to a member in practice who has attained the age of 65 years as on 1st April 2013.

## Other relevant issues for Renewal of Certificate of Practice are as follows:

- Application for renewal of Certificate of Practice upto **31st March 2014** has to be made in prescribed **revised Form M-3** which may be filed online or through hard copy of form duly filled in and signed on both sides together with Renewal Certificate of Practice fee of Rs.2,000/- and all other dues to the Institute on account of annual membership fees and entrance fees.
- The annual membership fee for Associate and Fellow members are Rs.1,000/- and Rs.1,500/- respectively. The entrance fee for Associate and Fellow members is Rs. 1,000/- each payable at a time at the time of application for admission to Associateship or advancement to Fellowship, as the case may be.

- The fees may be paid online or by Demand Draft/Pay Order/Cheque payable at Kolkata if remitted by post to the Headquarters of the Institute. In case remittance is made through outstation cheque, Rs. 30/- is to be included towards bank charges. The fees may also be paid directly by cash at the Headquarters, Kolkata or by Cash/Demand Draft/pay Order/Cheque at the Regional Councils or Chapters of the Institute.
- Members should note that the **renewal of Certificate of Practice can be effected only after receipt of the prescribed fees along with duly filled in form and CEP credit hours certificate at the Headquarters of the Institute** and mere submission of the same at the Regional Councils or Chapters will not be sufficient. Members are advised to make payment directly to the Headquarters or use the online facility of submission of application and payment to avoid any delay.

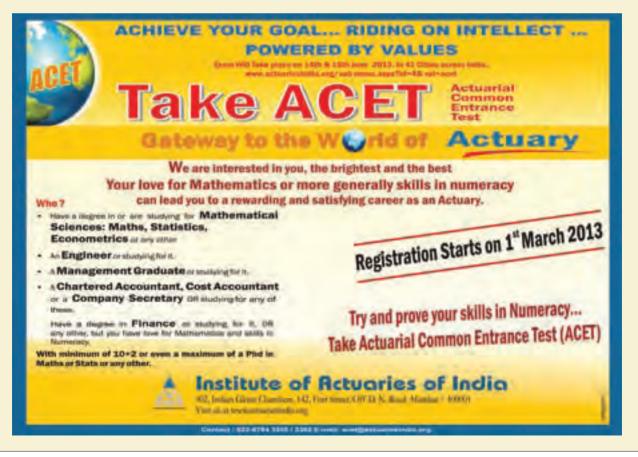
All practicing members are advised to send their application for renewal of Certificate of Practice for the year 2013-14 along with other requirements as indicated above immediately so as to reach the Institute's Office at Kolkata by 27th March 2013 to enable the Institute to issue the renewal certificate by 31st March, 2013.

### **Renewal of Part-time Certificate of Practice**

1. For renewal of part-time Certificate of Practice, it is also essential to furnish a certificate from the employer in the following form or in a form as near thereto as possible if the practising member has undertaken any employment or there has been a change in employment:

Signature of Employers with seal of Organisation"

2. It may be noted that members holding Part-time Certificate of Practice (COP) are not eligible to undertake statutory assignments like Cost Audit, Central Excise Audit, Certification of Compliance Reports etc.



### THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

ISTATUTORY BODY UNDER AN ACT OF PARLIAMENTI

#### EXAMINATION TIME TABLE & PROGRAMME - JUNE 2013

### FOUNDATION COURSE EXAMINATION (Multiple Choice Question Mode)

| Day & Date                         | Time & Session                                  | Foundation Course Examination  |
|------------------------------------|---|--|
| Sunday, 23 <sup>nd</sup> June 2013 | 10.00 A. M. to 12.00 P. M.<br>(Morning Session) | Paper - 1 & 2 (100 Marks)<br>Paper 1 Organisation and Management Fundamentals<br>( 50 Marks)<br>Paper 2 : Accounting ( 50 Marks)                                 |
| Sunday, 23ª June 2013              | 02.00 P.M. to 04.00 P.M.<br>(Afternoon Session) | Paper - 3 & 4 (100 Marks)<br>Paper 3 Economics and Business Fundamentals<br>(50 Marks)<br>Paper 4 Business Mathematics and Statistics<br>Fundamentals (50 Marks) |

|                               | Examination Fees |          |  |
|-------------------------------|------------------|----------|--|
| Foundation Course Examination | Inland Centres   | ₹ 1000/- |  |
| Foundation Course Examination | Overseas Centres | US \$ 60 |  |
|                               |                  |          |  |

- 1. The Foundation Examination will be conducted in Multiple Choice Question Mode.
- Total Questions : 100 (Multiple Choice Questions), Maximum Marks : 100 (Each Question will carry 1 Mark). There will be no negative marking for wrong answers.

(a) Students can login to the website <u>www.icmat.in</u> and apply online through payment gateway by using Credit/Debit card.
 (b) Application Forms for Intermediate and Final Examinations are available from Institute's Headquarters at 12. Sudder Street, Kelkata, Regional Councils and Chapters of the Institute on payment of ₹50<sup>2</sup>- per form. In case of overteas candidates, forms are available at Institute's Headquarters only on payment of US \$10 per form.

(c) Students can also download the Examination Form from ICAI Website at www.icmai.in.

4 Last date for receipt of Examination Application Forms without late fees is 31st March, 2013 and with late fees of ₹300/- is 10th April, 2013. In case of online Examination Application with payment galeway by using Credit/Debit Card, the late fees of ₹300/- will be waived if applied within 10= April, 2013.

- Examination less to be paid through Bank Demand Draft of requisite fees drawn in favour of "The Institute of Cost Accountants of India" and payable at Kolkata.
- Students may submit their Examination Application Forms along with the fees at ICAI, CMA Bhawan, 12 Sudder Street, Kolkata 700016 or Regional Offices or Chapter Offices, Any query in this regard may be addressed to Examination Directorate at 12, Sudder Street, Kolkata – 700016.
- 7. Examination Centres: Adipur-Kachchh(Gujarat), Agartala, Ahmedabad, Akurdi, Allahabad, Asansol, Aurangabad, Bangalore, Baroda, Bertumpur(Ganjam), Bhilai, Bhilwara, Bhopal, Bhubaneswar, Bilaspur, Bokaro, Calicut, Chandigarh, Chennai, Coimbatore, Cuttack, Dehradun, Delhi, Dhanbad, Durgapar, Ernakulam, Faridabad, Ghaziabad, Guwahati, Hardwar, Howrah, Hyderabad, Indore, Jaipur, Jabbalpur, Jalandhar, Jammu, Jamshedpur, Jodhpur, Kalyan, Kamur, Kampur, Kolhapur, Kolkata, Kota, Kottayam, Lucknow, Ludhiama, Madurai, Mangalore, Mumbai, Mysore, Nagpur, Naihati, Nasik, Nellore, Neyveli, Noida, Panaji (Goa), Patiala, Patna, Pondicherry, Pune, Rajahmundry, Ranchi, Rourkela, Salem, Sambalpur, Shillong, Siliguri, Solapur, Srinagar, Surat, Thrissar, Tiruchirapalli, Tirumelveli, Trivandrum, Udaipur, Vapi, Vashi, Vellore, Vijayawada, Vindhyanagar, Waltair and Overseas Centres at Bahrain, Dubai and Muscat.
- 5. A candidate who is completing all conditions will only be allowed to appear for examination.
- 9. Probable date of publication of result : Foundation 16th July 2013.

A Das Director (Examination)

# NOTIFICATION

The examination Committee of the council of the Institute decided to open New Examination Centers at from June 2013 Examination:

- a. Siligure–(Centre Code–324)
- b. Sambalpur–(Center Code–325)
- c. Srinagar–(Center Code–431)

A. Das Director (Examination)

# FOR ATTENTION OF MEMBERS

"CD of List of Members, 2012 will be made available for sale to the Members at a price of Rs.100/- per copy. Members interested to procure the same may remit Rs.100/- by Demand Draft drawn in favour of 'The Institute of Cost Accountants of India', payable at Kolkata, addressed to the Secretary, The Institute of Cost Accountants of India."



# At The Helm

Shri P. N. Shankar has taken over as the Chief Financial Officer (CFO) of Madras Medical Mission, Chennai, with effect from December 1st, 2012. Prior to this he was serving as General Manager – Finance & Accounts in the organization. He is a fellow member of the Institute of Cost Accountants of India. Shri Shankar has about 35 years of professional experience in the area of Accounting, Finance and Internal Audit. He has worked in various industries such as Paper and Projects, Polymer,

Infrastructure, Pharmaceutical, Packaging, Electronic, Bulk Drugs and Automobile. He has also been a part-time faculty member in SIRC, an examiner and paper setter of Financial Accounting additional charge as Director (Finance)-I/C of the company from Dec 13, 2011 to Oct 14, 2012. Our heartiest congratulations to Shri P. N. Shankar.

# NOTIFICATION

# **CHAPTER BYE-LAWS, 2013**

No. CMA (11)/2013:

Kolkata, the 20th February, 2013

In exercise of powers conferred by Regulation 146 of the Cost and Works Accountants Regulations, 1959, the Council of the Institute of Cost Accountants of India hereby issues The Cost Accountants' Chapters Bye-laws, 2013 with effect from 20th February, 2013 modifying the earlier Bye-laws called The Cost Accountants' Chapters Bye-laws, 2013 issued with effect from 1st January, 2013 as follows:

- 1. Short Title-These Bye-laws may be called "The Cost Accountants' Chapters Bye-laws, 2013".
- 2. Definitions—In these Bye-laws unless there is anything repugnant in the subject or context
  - a. 'Council' means the 'Council of the Institute of Cost Accountants of India'.
  - b. 'Chapter' means the 'Chapter of Cost Accountants' constituted under Regulations 146 of the Cost and Works Accountants Regulations, 1959.
  - c. 'Regional Council' means the Regional Council constituted under the Cost and Works Accountants Act, 1959, having territorial jurisdiction over the Chapter.
  - d. 'Student' means a Registered Student of the Institute studying for the examinations conducted or undergoing training under the Cost and Works Accountants Regulations, 1959, and not admitted as a Member of the Institute.

#### **Explanation:**

- e. For the purpose of these Bye-laws, a student shall also include a "Grad. CWA"
- f. 'Managing Committee' means the governing body of the Chapter constituted in accordance with Clause 2 (b) of these Bye-laws.
- g. The definition of words and phrases given in the Cost and Works Accountants Act, 1959 and the Rules & Regulations, 1959 made thereunder shall apply to these By-laws also.
- 3. Extent and commencement—These Bye-laws shall come into force from 20th February, 2013 and shall apply to all Chapters of Cost Accountants constituted under The Cost Accountants' Chapters Bye-laws.
- **4. Removal of difficulty**—If any difficulty arises in giving effect to any of the provisions of these Bye-laws, the Council may make such provisions or give such directions as appear to be necessary for the removal of the difficulty.
- 5. Objects and functions—The functions of the Chapters shall include -
  - 1. The Chapters shall advice and assist the Council through the Regional Council in carrying out the provisions of the CWA Act, 1959 and Regulations framed there under;
  - 2. In particular the functions of the Chapters shall include
    - i. Organizing classes, refresher courses, lectures, meetings, debates, seminars, workshops, training, visits and excursions, study circles, research groups and other means of attainments towards meeting the needs of students and Members of the Institute of Cost Accountants of India.
    - ii. Provide facilities for interacting among the members and students of the chapter by regular meetings, arrangement of lectures, talks and for the acquisition and dissemination of useful information in connection with progressive developments in technology, trade, commerce and industry generally and

with reference to Cost and Management Accountancy in particular.

- iii. Establishing and maintaining libraries and reading rooms for the benefit of its members and students.
- iv. Developing social contacts and a spirit of fellow feeling among its members and students and those of other Chapters as well as other bodies interested in Cost and Management Accountancy and other allied disciplines.
- v. Promoting social, cultural and intellectual development of the students and Members of the Institute and providing opportunities for exchange of ideas amongst them and for the acquisition and dissemination of useful information connected with the profession.
- vi. Making representations to the Regional Council concerned and through the Regional Council to the Council on matters concerning the standard and status of the profession.
- vii. Advising the Council/the Regional Council concerned on all matters referred to it by the Council or Regional Council, as the case may be, and offering such other suggestion as may be required.
- viii. Maintain a Register of Members and Students of the chapter and carrying out all other incidental, supplementary and consequential matters and such other functions as may be entrusted from time to time by the Council or by the Regional Council concerned for the attainment of the above objectives.
- ix. Arrange and/or assist the Regional Council and Council for the Practical Training of the Registered Students of the Chapter.
- ix. Arrange and/or assist the Regional Council and Council for the Practical Training of the Registered Students of the Chapter.
- x. Maintain a data base for the qualified Cost Accountants for securing suitable employment.
- xi. Maintain contacts with the various departments of the Governments and other bodies within the State in which the Chapter is operating with a view to enlisting their support in the furtherance of the interest of the members and students of the Institute.

#### 6. Constitution of Chapter-

- 1. A Chapter may be constituted by the Council on the recommendation of a Regional Council operating in its area and the Chapter so constituted shall be governed by these Bye-laws. The Chapter so constituted shall operate within the area specified by the Council.
- 2. No Chapter shall be constituted
  - a. within the municipal or corporation limits of a city where a Regional Council of the Institute is having its headquarters: or
  - b. within a radius of 20 km of any Chapter constituted under these Bye-laws provided however a chapter can establish extension centers with the prior approval and concurrence of the Council to meet the needs of the students and members of the locality, and
  - c. unless there are at least 50 Members in the Chapter of whom at least 25 should be Members of the Institute and at least 25 should be students, provided, however, that the Council may specify different minima for the number of Members and students of the Institute for different Chapters.

Provided however minimum number of members of a proposed Chapter shall not include members under Clause 9(2).

- 3. Notwithstanding anything contained hereinbefore under sub-clauses (1) and (2), the Council may recognize formation of Chapter, under Regulation 146 of the Cost and Works Accountants Regulations, 1959 based on merit on case to case basis by relaxing the conditions laid down hereinbefore as necessary and in the opinion of the Council such constitution would be conducive to the fulfillment of the objects of the Institute.
- 7. Name and Address of the Chapter—

The Chapter shall be known by such name and shall operate from the address as shall be specified in the notification in the Journal of the Institute at the time of constitution of a Chapter by the Council and the same shall not be changed without the prior approval of the Council. The name of the Chapter should be 'The Institute of Cost Accountants of India -..... Chapter.

### 8. Financial Year—

The financial year of the Chapter shall be the period commencing from the first day of April of any year and ending on thirty-first day of March of the succeeding year.

### 9. Membership—

1. Membership of the Chapter shall be open to every Member, Grad. CWA and student of the Institute of Cost Accountants of India whose residential or occupational address fall within the area of the Chapter: provided that such Member or student of the Institute is not a member of another Chapter.

Provided however that name of such members whose name has been removed from the register of members of the Institute shall not be allowed to continue the membership or be admitted as a member of the Chapter.

Provided further that a Chapter may, with written approval of the Secretary of the Institute, admit to its membership such members of the Institute whose address falls beyond the area of the Chapter and such member has no other chapter operating in the area of his address.

- 2. Membership of the Chapter shall also be open to eminent persons belonging to other business and profession, industrialists, educationists, representatives of trade, commerce, research and business organizations interested in the profession of Cost and Management Accountancy, its promotional activities and its utility for business community, production and trading operations and such persons shall have residential or occupational address within the area of the Chapter.
- 3. Register of Members :
  - a. The Chapter shall maintain in the prescribed manner a Register of the members of the Chapter.
  - b. The Register shall include the following particulars about every member of the Chapter, namely:
    - i. Membership number/Student Registration Number for such members of the Chapter admitted to membership under Clause 9(1)
    - ii. his/her full name, date of birth, domicile, residential and professional address
    - iii. the date on which his/her name is entered in the Register
    - iv. his/her qualifications
    - v. Any other particulars which may be prescribed

Provided further that every member at the time of admission as a member to the Chapter shall give a declaration that he/she is not a member of any other Chapter.

Provided further that no member can be granted the status of a Life Member of any Chapter

4. Register of Students: The Chapter shall maintain a Register of Grad CWA/Students which shall contain all the particulars indicated under sub-clauses (i) to (v) of Clause 3(b) above as applicable.

#### 10. Fees-

- 1. Every person admitted to the membership of a Chapter shall pay an admission fee of Rs.300/- and shall also pay an annual fee of Rs. 300/-.
- 2. The annual fee shall become due and payable at the time of admission and thereafter on 1st day of April every year.

Provided however, a member of the Institute shall not be eligible to be admitted as a member of the Chapter or continue to be a member of the Chapter unless the member continues to be a member of the Institute and is not a defaulter as on 1st day of April every year.

Provided further that the annual fee of the Chapter shall become due and payable at the time of admission and thereafter on 1st day of April every year.

- 3. A member or a Grad. CWA failing to pay his/her annual fee, Institute's membership fee & other dues for a year on or before 30th of September of that year shall be deemed to have vacated his/her membership or Grad. CWA respectively.
- 4. A member may restore his membership with the Institute and upon restoration of his membership with the Institute in prescribed manner, he may take fresh membership of the Chapter.
- 5. A student failing to pay his/her annual fee for a year on or before 30th of September of that year shall be deemed to have vacated his/her membership of the Chapter. However, a student may restore his/her membership of the Chapter by paying the prescribed annual fee in arrears and a restoration fee of Rs. 10/-.

#### 11. Managing Committee—

- a. There shall be a Managing Committee for the management of the affairs of the Chapter and for discharging the functions assigned to it under these Bye-laws.
- b. The Managing Committee shall consist of not less than 5 and not more than 10 members of the Chapter elected from Members and students of the Institute as hereinafter provided.
- c. The Managing Committee shall be elected every two years at the Annual General Meeting of the Chapter.
- d. The number of students to be elected to the Managing Committee shall at no time exceed one-fifth of the total membership of the Managing Committee provided that at least one student shall be elected to the Committee.
- e. Students and Members of the Institute to be elected to the Managing Committee shall be elected by the students and Members of the Institute respectively, provided they are members of the Chapter.
- f. There shall also be included in this Committee one Member each of the Regional Council operating in the area of the Chapter and/or of the Council, so long as, one such Member of the Regional Council and/or of the Council is available within the limits of the Chapter and is a member of the Chapter concerned and is willing to act and who shall be nominated every two years for the purpose by the concerned Regional Council and of the Council respectively.
- g. A member of Chapter under Clause 9(2) shall not be eligible to be a member of the Managing Committee.
- h. The members of the Managing Committee shall hold office for a period of two years from the conclusion of the Annual General Meeting of the Chapter, which shall in no case extend beyond 31<sup>st</sup> May of the second year.

#### 12. Office-Bearers-

1. Every Managing Committee of a Chapter at its first meeting to be held on the same day and immediately after the Annual General Meeting shall elect from among the elected members a Chairman, a Vice-Chairman, a Secretary and a Treasurer thereof for not exceeding one year' tenure, and so often as any of these offices becomes vacant, the Managing Committee of the Chapter shall elect another person from among its members to hold that office for remaining tenure only.

Provided that the Chairman, the Vice-Chairman, the Secretary and the Treasurer shall be Members of the Institute;

Provided further that a Member of the Council or Regional Council shall not be elected to any of these offices.

Provided further that retiring office-bearers shall be eligible for re-election to any of the offices if they continue to be a member of the Managing Committee subject to the condition that no office bearer shall be elected to any of the offices for more than two consecutive years of office.

2. In the absence of the Chairman, the Vice-Chairman shall act in his place. The Chairman may at any time resign his office by writing under his hand and signature addressed to the Vice-Chairman and the Vice-

Chairman or Secretary or Treasurer may like-wise do so addressed to the Chairman. If the office of the Chairman, Vice-Chairman, Secretary or the Treasurer becomes vacant, the remaining members of the Managing Committee shall elect within one month thereafter another person(s) from amongst its members to hold that office.

- 3. Functions and Duties of Office Bearers :
  - i. Powers and Duties of Chairman of a Chapter:
    - a. The Chairman of a Chapter shall exercise such powers and perform such duties as are conferred or imposed on him by the Chapter Bye-laws, or as may be delegated to him by the Managing Committee of the Chapter from time to time.
    - b. The Chairman may direct any business to be brought before the Managing Committee or any Committee for consideration.
    - c. If the office of the Chairman is vacant or if the Chairman is unable to exercise the powers or perform the duties of his office, the Vice-Chairman shall act in his place and shall exercise the powers and perform the duties of the Chairman.
  - ii. Functions of Secretary: The Secretary of the Chapter shall be responsible for the performance of general duties of the Chapter under the guidance of the Chairman or in his absence, the Vice- Chairman.
  - iii. Functions of Treasurer: The Treasurer shall cause proper accounts to be maintained and prepare Annual Accounts as per Accounting Policies as approved and communicated by the Council from time to time under the guidance of the Managing Committee.
- 13. Vacancies-
  - 1. Any member of the Managing Committee may at any time resign his membership by writing under his hand and under his signature addressed to the Chairman and the seat of such member shall become vacant when such resignation is accepted by the Management Committee.

Provided however the Chairman shall communicate the decision of the Management Committee of either accepting or rejecting the resignation of the member in writing under his hand and under his signature within 15 days from the date of receipt of such letter of resignation by the member of the Managing Committee and the seat of such member shall become vacant when such resignation is accepted and communicated.

- 2. A member of the Managing Committee shall be deemed to have vacated his seat if he is declared by the Managing Committee to have been absent without sufficient cause for three consecutive meetings of the Committee or if his name for any cause has been removed from the membership Register of the Chapter or if the member is for any reason disqualified to be a member under Clause 9 or Clause 10 of these Bye-laws.
- 3. Any casual vacancy in the Managing Committee shall be filled by co-option by the Committee from amongst the members of the Chapter or by nomination by the Regional Council or the Council as the case may be, according as the vacancy is caused by the resignation or the vacation of the seat by a member elected or nominated. The person co-opted shall continue as a member of the Managing Committee until the completion of tenure of existing managing committee subject to a maximum of two years.

Provided however that no such casual vacancy shall be required to be filled in if the vacancy is caused before 90 days of the completion of tenure of two years of managing committee of the Chapter.

14. Term of Office—The Chairman, Vice-Chairman, Secretary and Treasurer shall hold office for a period of one year from the conclusion of the Annual General Meeting of the Chapter, which shall in no case extend beyond 31<sup>st</sup> May of the second year. The retiring office-bearers shall be eligible for re-election subject to Clause 12 of these Bye-laws.

#### 15. Sub-Committees-

- 1. The Managing Committee may constitute from amongst its members such sub-committees as it deems necessary for carrying out its activities and for effectively discharging the functions of the Chapter.
- 2. A sub-committee so constituted may co-opt with the approval of the Managing Committee any of the

members of the Chapter, provided that at no time the total number of co-opted members shall exceed one-third of the elected members of the sub-committee.

3. The sub-committees shall exercise such functions and subject to such conditions in the exercise thereof as may be decided by the Managing Committee.

#### 16. Functions of the Managing Committee-

- The Managing Committee shall prepare a Quarterly/Half-yearly/Yearly budget, both for Revenue Expenses and Capital Expenses and place the same before the Finance Committee of the Council for their approval for the incoming year and shall also send copies thereof to the Regional Council concerned for their information. However, any expenditure in excess of 10% of the approved Budget shall be placed again before the Finance Committee of the Council with approval of the Managing Committee of the concerned Chapter.
- 2. The Managing Committee shall meet all other Revenue Expenses & capital Expenses of the Chapter in accordance with the Revenue Budget & Capital Budget of the Chapter duly approved by the Finance Committee of the Council.
- 3. The Managing Committee shall advise and assist the concerned Regional Council in carrying out provisions of the Act, in particular, the Chapters may:
  - i. Provide facilities for interaction among members of the Chapter by regular meetings, arrangement of talks and lectures and for the acquisition and dissemination of useful information in connection with the profession of accountancy
  - ii. Advise the Regional Council on all matters referred to them by the concerned Regional Council and offer such help as may be required.
  - iii. Make representations to the Regional Council concerned in connection with matters of professional and business interest in the area where the Chapter is operating and offer for suggestions for raising standard and status of the profession;
  - iv. Maintain Register of Members belonging to the Chapter and the Register of Students, both oral and postal, in the area of operation of the Chapter.
  - v. Propagate among the members the advisability and necessity of observing the rules of professional etiquette and the provisions of the Act and Regulations;
  - vi. Collect news from the members of the profession for publication in the Journal of the Institute and forward the same to the Regional Council concerned.
  - vii. Arrange for coaching of students subject to the approval of Directorate of Studies for organizing classes and to strictly adhere to the norms of coaching as directed by the Directorate of Studies from time to time.
  - viii. Run study-circles and refresher course camps for the benefit of the Registered Students and members of the Chapter.
  - ix. Carry out such other functions as may be entrusted from time to time by the Council and/or the Regional Council concerned.
- 4. The Managing Committee or any Member of the Chapter shall at no time make any direct or indirect communication with the Central Govt. or any of the State Govt. or any Statutory Authority, unless the same is specifically authorized by the Council in writing.
- 17. Meetings of Managing Committee—The Managing Committee shall meet at least once in every three months. A copy of the minutes of each meeting shall be forwarded to the Regional Council operating in the area within 15 days from the date of the meeting.

#### 18. General Meeting-

- The Managing Committee shall convene every year an Annual General Meeting to be held not later than 31<sup>st</sup> May each year to transact the following business:
  - i. To consider and receive the report of the Managing Committee.

- ii. To consider and adopt annual accounts of the Chapter on or before 31<sup>st</sup> May positively which shall include audited Income & Expenditure and Balance Sheet drawn according to the approved Accounting Policy prescribed by the Council from time to time.
- iii. To appoint an auditor and fix his remuneration.
- iv. To elect a Managing Committee every two years at the Annual General Meeting.
- v. To transact any other business as may be brought before the meeting with the permission of the Chair.
- 2. The Managing Committee may also convene an Extraordinary General Meeting as often as it may consider necessary.
- 3. An Extraordinary General Meeting shall be convened by the Chairman of the Managing Committee within four weeks of the receipt of a request in writing stating the purpose of the meeting, signed by not less than 8 members or one-fifth of the total membership of the Chapter having voting rights, whichever is higher.

#### 19. Election to the Managing Committee:

- 1. Date of Election
  - a. The election to the Managing Committee shall be held on or before 31st May every two years.
  - b. The Managing Committee in its last quarter meeting just before the Annual General Meeting of the second year shall appoint an Election Officer, who shall be the Executive Officer of the Chapter by whatever name called or any other full time employee of the Chapter concerned, who is at least a Graduate but who shall not be a member of the Managing Committee.
  - c. Chapters not having any full time employee as defined in sub-clause (b) above shall appoint some other competent person of repute with prior approval of the Secretary of the Institute or in the absence of the Secretary, any such officer as designated in this behalf by the Council.
  - d. Notwithstanding anything contained above, the Council shall have the power to appoint any of its fulltime employees, not below the rank of Deputy Director to act as Election Officer and/or observer even when the Chapter is having a full-time employee and has appointed an Election Officer.

The Managing Committee in its last quarter meeting just before the Annual General meeting of the second year shall further decide and cause to notify on notice board of the Chapter the following dates and list related to the election of the Chapters, namely:-

- i. List of voters eligible to vote in the election on or before 31<sup>st</sup> May, which shall indicate in alphabetical order the names, membership number/student registration number full address with e-mail and a voter serial no.
- ii. the last date and time for receipt of nominations, which shall not be less than 21 days from the date of the notification;
- iii. date or dates and place of scrutiny of nominations within the area of the Chapter, the last day of which shall not be more than ten days from the last date for receipt of nominations fixed under subclause (ii);
- iv. the last date and time for withdrawal of nominations, which shall be seven days from the last date for scrutiny of nominations fixed under sub-clause (iii);
- v. the date of polling, which shall not be less than 60 days before the date of publication of list of voters eligible to vote in the election on or before 31<sup>st</sup> May.;
- vi. the date of counting;
- vii. the date of declaration of results.
- 2. Members eligible to vote and stand in election.- Every member of the Chapter who is a member of the Institute and who is otherwise not disqualified to continue as a member under Clause 9 or Clause 10 of these

Bye-laws or student of the Institute and whose respective entrance fees, membership fees, annual fees of the Chapter and other dues are not in arrears as on 30<sup>th</sup> September of the previous year in which the election of the Chapter is to take place, shall be eligible to vote in the election and stand in the election.

Provided that each candidate for election shall submit his nomination duly proposed and seconded by a member who is eligible to vote at the election of the Chapter

Provided further that his name has not been removed from the Register of members of the Chapter on the date of publication of the list of voters;

Provided that no person shall be eligible to stand for election to the Chapter, if

- a. he has been found guilty of any professional or other misconduct and his name is removed from the register or he has been awarded penalty of fine,
- b. he has been auditor of the Institute during the last three years.

Explanation: A member of the Chapter not being a member or student of the Institute shall have no voting right.

- 3. Nomination Form.- A candidate for election shall file a nomination form in the Annexure I or Annexure II as applicable duly signed by the candidate and by one proposer and one seconder, both of whom must be a valid member of the Chapter concerned and shall be persons entitled to vote in the election. The maximum number of nominations that can be submitted by a candidate shall be ten only.
- 4. Fee for election.-
  - 1. A candidate for election shall pay a nomination fee as mentioned below:
    - a. Member of the Institute: Rs 1,000/- irrespective of the number of nominations.
    - b. Student of the Institute: Rs.500/- irrespective of the number of nominations.
  - 2. The fee shall be paid by a demand draft drawn in favour of the Chapter and payable at the office of the Chapter concerned.

Explanation : (1) The fee payable and method of payment of such fee shall be included in the notification issued and displayed on the notice board of the Chapter.

(2) A candidate whose nomination is held to be invalid shall be entitled to receive refund of fifty percent of the fee payable.

- 5. Scrutiny of nominations.
  - a. The Election Officer appointed by the Chapter shall scrutinize the nomination papers of all the candidates.
  - b. The Election Officer shall have the power to regulate the procedure including the designing of forms and ballot papers to be used for the purpose of election in such manner as he considers just and expedient.
  - c. The Election Officer shall scrutinize the nomination papers of all the candidates and shall endorse on each nomination paper his decision, whether he accepts or rejects the nomination.
  - d. The Election Officer shall record a brief statement of reasons if he rejects a nomination.
  - e. The Election Officer shall reject a nomination if it is satisfied:
    - i. that the candidate was ineligible to stand for election under these Bye-laws; or
    - ii. that the proposer or the seconder was not qualified to subscribe to the nomination of the candidate; or
    - iii. that the signature of the candidate or of the proposer or the seconder is not genuine; or
    - iv. that there has been a failure to comply with the Bye-laws and instructions issued in this behalf.

**Explanation I.** - The Election Officer shall not reject a nomination paper on the ground of a technical defect which is not of a substantial character.

**Explanation II.** - The rejection of the nomination of a candidate by reason of any irregularity in respect of that nomination shall not be a bar to the acceptance of another nomination submitted and is also valid in respect of the same candidate.

**Explanation III.** - If a proposer or a seconder incurs a disability by reason of the operation of the provisions of the Cost and Works Accountants Act, 1959 and the Rules & Regulations made thereunder subsequent to the date of signing the nomination, it shall not invalidate the nomination.

- 6. Preparation of list of valid nominations.-
  - 1. On completion of the scrutiny of the nominations, the Election Officer shall forthwith prepare a list of valid nominations and cause a copy of the list to be displayed on the notice board of the Chapter and also submit a copy of the list to the Secretary of the Institute or in the absence of the Secretary, to any such officer as designated in this behalf by the Council:

Provided that such list should be displayed at least three days before the last date of withdrawal of nominations as provided under these Bye-laws.

- 2. The list shall contain full names in alphabetical order and the addresses, as published in the list of voters, of the validly nominated candidates.
- 7. Withdrawal of candidature.
  - a. A candidate may withdraw his candidature by giving a notice in his own hand and duly signed by him and have it delivered to the Election Officer any time before 6.00 p.m. of the last date notified by the Managing Committee.
  - b. No candidate who has given a notice of withdrawal of his candidature under sub-rule (1) shall be allowed to cancel or withdraw that notice.
  - c. A candidate who has withdrawn his candidature shall be entitled to the refund of fifty percent of the fee paid by him under these bye-laws.
- 8. Intimation of final list of nominations to candidates and voters.-

The Election Officer shall omit from the list of valid nominations the names of candidates who have withdrawn their candidature and display the final list of nominations on the notice board of the Chapter and also submit a copy of the list to the Secretary of the Institute or in the absence of the Secretary, to any such officer as designated in this behalf by the Council.

9. Appeals and Election Code of Conduct.-

With a view to maintain a healthy and peaceful atmosphere during the election process for ensuring a free and fair election, the Election Officer, shall receive the appeals and complaints with regard to election and forward it by Speed Post to the Secretary of the Institute or in the absence of the Secretary, to any such officer as designated in this behalf by the Council within 3 days of receipt of the appeal or complaint for disposal. The decision of the Secretary of the Institute or in the absence of the Secretary, any such officer as designated in this behalf by the Council, shall be final in this regard.

The time limit for filing appeal or complaint on any matter relating to the conduct of election shall be 7 days from the date of occurrence of an incident pertaining to the election.

- 10. Mode of election.
  - a. The election shall be held in accordance with the system of simple majority.
  - b. Every election where a poll is taken, vote shall be given by secret ballot and every voter in any election, shall cast his vote personally in the booth provided for the purpose.
  - c. A voter shall put a tick (✓) mark against the name of the candidate(s) not exceeding the number of candidates to be elected, in whose favour the vote is cast and may put a cross (⊠) mark against the names of candidates in whose favour the votes are not cast.
- 11. Appointment of Election Observers.-

The Council may appoint such number of election observers as may be required, who shall not be members of the Institute, for all or any of the polling booths and for counting venue or venues, as may be deemed appropriate and such observers shall perform such duties as may be decided by the Council.

- 12. Secret Chamber.
  - a. There shall be a secret chamber or chambers in each polling booth.
  - b. The chamber shall be so arranged that no person may be able to see how a voter has recorded his vote.
- 13. Ballot paper.
  - a. The ballot paper shall contain, in alphabetical order in English, a list of the candidates validly nominated for an eligible post of the office and shall be printed on one side only
  - b. Each such ballot paper shall contain the Institute's emblem printed in such manner, as may be decided by the Election Officer having regard to the security considerations of the ballot paper. (A specimen of ballot paper is annexed as Annexure III).
- 14. Grounds for declaring ballot papers invalid.- A ballot paper shall be invalid :
  - a. if a voter signs his name or writes any word or figure upon it or makes any mark other than a tick (✓) mark against the name of the candidates more than the number of candidates to be elected in whose favour the vote is cast and not being a cross (⊠) mark put against the name of the candidates in whose favour the votes are not cast, by which the ballot paper becomes recognizable or by which the voter can be identified; or
  - b. if it is not printed by or under the authority of the Managing Committee of the Chapter or it is different in any manner from the ballot papers printed; or
  - c. if it is unmarked or the marks made are void or cannot be unambiguously determined; or
  - d. if it is so damaged or mutilated that its identity as a genuine ballot paper cannot be established.
- 15. Presence of candidates at the time of counting of votes.- A candidate for election shall be entitled to be present in person or to appoint a member of the Chapter concerned as his representative to be present on his behalf at the time of counting of votes.
- 16. Counting of votes.- The counting of votes shall be made by the Election Officer and for this purpose he may depute one or more assistants, who shall not be members of the Managing Committee.
- 17. Declaration of results.- The names of the candidates declared elected shall be notified and displayed on the notice board of the Chapter by the Election Officer. A copy of such notification shall be forthwith sent by Speed Post to the Secretary of the Institute or in the absence of the Secretary, to any such officer as designated in this behalf by the Council.
- 18. Election Officer to decide on certain matters.- If any question pertaining to or incidental to the procedure for conduct of election including matters not specifically covered in these Bye-laws arises, it shall be decided by the Election Officer.

### 20. Notice of meetings-

- 1. In the case of a General Meeting at least fourteen days' notice of the meeting specifying the date, place and hour of the meeting and in case of special business, the general nature of such business shall be given. Copies of notice of all General Meetings shall be sent to the Regional Council concerned at the same time as they are sent to the members of the Chapter
- 2. In the case of a meeting of Managing Committee or of any sub-committee, at least seven days' notice specifying the date, place and hour of such meeting shall be given to the members.
- 21. Quorum— The quorum shall, in the case of a General Meeting, be eight members, and in the case of a meeting

of Managing Committee or sub-committee, one-third of the total membership of the Managing Committee or the sub committee, as the case may be. If the quorum is not present within half an hour of the time fixed for meeting, the meeting shall stand adjourned to such date, time and place as may be fixed by the Chairman of the General Meeting, Managing Committee or sub-committee, as the case may be:

Provided that where a meeting has been adjourned for want of a quorum, any business which was intended to be transacted at the original meeting may be transacted at such adjourned meeting, notwithstanding that there is no quorum.

Provided however in case a Chapter is constituted by relaxing the minimum requirement of members by the Council under Clause 6 of these Bye-laws, the Council may allow a lower quorum in writing on an application made in this respect by the Chairman of the Managing Committee.

**22.** Notice of Proposals—Every member of the Chapter shall be entitled to table any proposal(s) or resolution(s) for the consideration of the General Meeting or Annual General Meeting:

Provided that such proposal(s) or resolution(s) shall be sent so as to reach the Secretary of the Managing Committee at least seven days before the date of the meeting. Any such proposal(s) received after the specified time will be treated as proposals for the next following meeting unless admitted by the Chairman of the earlier meeting.

- **23.** Chairman of General Meeting—The Chairman of the Managing Committee shall be the Chairman of the General Meeting and in the absence of the Chairman, the Vice-Chairman. In the absence of both, the members may elect any one of the members present, having voting right as Chairman of the meeting.
- **24.** Decisions to be by majority—At all meetings, in the event of difference of opinion, the vote of the majority shall prevail and in case of equality of votes, the Chairman of the meeting shall have a casting vote in addition to his original vote.

### 25. Finance and Accounts-

 There shall be established a fund under the management and control of the Managing Committee into which shall be paid all monies received by the Managing Committee by way of membership fees, grants, donations, subscriptions and other incomes of the Chapter and out of which shall be met all expenses and liabilities properly incurred by the Managing Committee;

Provided that funds of the Chapter shall be applied only as per the approved budget by the Finance Committee of the Council and any fund required to be spent outside the budget shall be spent with the approval of the Chairman and any expenditure in excess of 10% of the approved Budget shall be placed again before the Finance Committee of the Institute with approval of the Managing Committee of the Chapter.

Provided that no funds of the Chapter shall be applied, either directly or indirectly for payment to the members of the Managing Committee of the Chapter except for reimbursing them for any expenses incurred by them in connection with the business of the Chapter.

- 2. The Managing Committee shall be responsible for the funds of the Chapter. The surplus funds of the Chapter shall be invested in the securities prescribed by the Council only. Any withdrawal from the fixed deposit or long term investment by the Chapter lying to the credit of the Chapter shall be placed before the Finance Committee of the Institute by the Managing Committee of the Chapters with due justification for its approval.
- 3. The banking account shall be maintained in the name of the Chapter and operated by any two members of the Managing Committee one of who shall be the Treasurer who may be authorized by the Committee in this behalf.

### 26. Accounts and Audit—

1. The Managing Committee shall cause to be prepared an Income and Expenditure account and a Balance

Sheet as at 31<sup>st</sup> March every year in accordance with the Accounting Policy and form prescribed by the Council.

- 2. The accounts of the Chapter shall be audited every year by the auditor who shall be a cost accountant in practice appointed for the purpose. The auditor should not be a member of the Managing Committee.
- 3. The auditor shall submit his report along with audited Income and Expenditure Account and Balance Sheet as at 31<sup>st</sup> March every year as per format prescribed by the Council.
- 4. Copies of the audited accounts, auditors' report and the report of the Managing Committee of the Chapter shall be sent to the members of the Chapter at least fourteen days before the date of the Annual General Meeting and shall be placed for adoption before the Annual General Meeting.
- 5. Members of the Managing Committee shall be jointly and severally responsible to forward copies of the audited accounts, auditor's report and the report of the Managing Committee of the Chapter to the Council and to the Regional Council concerned latest by 16<sup>th</sup> May every year in compliance of the provisions of Regulation 93 and Regulation 97(B) of the Regulations.
- **27. Quarterly Report of Chapter**—The Managing Committee shall forward to the Council as well as to the Regional Council concerned a quarterly report about its functioning and activities within ten days of the end of each quarter.

#### 28. Restriction on making representations etc.-

The Managing Committee or any member of the Chapter shall at no time make any direct or indirect communication with the Central Government or any of the State Governments or any statutory authority unless the same is specifically authorized by the Council in writing.

- **29.** Directions of the Council—A Chapter shall at all times function subject to the control, supervision and direction of the Council including such directions that may be exercised through the Regional Council concerned and shall be governed by such directions as may from time to time be issued.
- **30.** Dissolution of Chapter—If, in the opinion of the Council, any Chapter and its Managing Committee has persistently made default in giving effect to the directions of the Council, the Council may, after giving opportunity to the Managing Committee to state its case, by order, dissolve the Chapter or take action against the members of the Managing Committee as per sub-clause (2) of Part III of the First Schedule of the Act.

**Explanatory Note I:** All the provisions of these Bye-laws will come into effect from 1<sup>st</sup> January, 2013. However, for the purposes of members to be eligible to vote and stand in the election, the cut-off date for making payment of fees shall be 31<sup>st</sup> March 2013 instead of 30<sup>th</sup> September, 2012 for the election to be conducted on or before 31<sup>st</sup> May, 2013.

**Explanatory Note II:** "Annual General Meeting of the second year" shall be counted from 2013 and would mean Annual General Meeting to be held in 2015, 2017 etc., i.e. every second year starting from 2013.

**Explanatory Note III:** The revised fee of Rs 300 for Membership of a Chapter as mentioned in sub-clause (1) of Clause 10 shall not be applicable in respect of election to be conducted on or before 31<sup>st</sup> May, 2013. The earlier applicable fees shall be considered for this purpose.

**Explanatory Note IV:** The time frame of 60 days mentioned at sub-clause (1)(d)(v) of Clause 19 shall be read as 40 days for the election to be conducted on or before  $31^{st}$  May, 2013.

(Kaushik Banerjee)

Secretary (Actg)

Annexure I

## FORM OF NOMINATION OF A CANDIDATE (MEMBER) FOR THE INSTITUTE OF COST ACCOUNTANTS OF INDIA .....CHAPTER ELECTION

[See the Chapter Bye-laws clause 3,4 & 5 and other applicable clauses of Chapter Bye-laws 2013 as amended]

### NOMINATION

| Signature of Proposer :          | :   |  |
|----------------------------------|---|--|
| Name :                           | :   |  |
| Membership No of the Institute : | :   |  |
| Membership No of the Chapter     |   |  |
|                                  |   |  |
| :                                | :   |  |
| Address :                        | :   |  |
| Date :                           | :   |  |
| Signature of Seconder :          | :   |  |
| Name :                           | :   |  |
|                                  | :   |  |
| Membership No of the Chapter     |   |  |
|                                  |   |  |
| :                                | :   |  |
| Address :                        | :   |  |
| Date :                           | :   |  |
|                                  | Name<br>Membership No of the Institute<br>Membership No of the Chapter<br>Address<br>Date<br>Signature of Seconder<br>Name<br>Membership No of the Institute<br>Membership No of the Chapter<br>Address | Name:Name:Membership No of the Institute:Membership No of the Chapter:Address:Date:Signature of Seconder:Name:Membership No of the Institute:Membership No of the Chapter:Address:Address: |

### CONSENT

I declare that I am eligible to stand for election to the Managing Committee of ......Chapter in accordance with the Sub-Clause (2) of Clause 19 of the Chapter Bye-laws 2013 as amended.

I agree to abide by the provisions of the Chapter Bye-laws 2013 as amended & the Cost and Works Accountants Act, 1959 and the Cost and Works Accountants Regulations, 1959 and amendments thereof and other applicable Acts, Rules and Regulations as well as the decisions taken by the Council / Election Officer in regard to the Managing

Committee Elections from time to time.

Name in Full:

Membership No of the Chapter:

Membership No of the Institute:

Address :

Dated......day of......20....

Signature of the Candidate (Member)

Annexure II

## FORM OF NOMINATION OF A CANDIDATE (STUDENT) FOR THE INSTITUTE OF COST ACCOUNTANTS OF INDIA .....CHAPTER ELECTION

[See the Chapter Bye-laws clause 3,4 & 5 and other applicable clauses of Chapter Bye-laws 2013 as amended]

## NOMINATION

| 1. | Signature of Proposer        | : |  |
|----|------------------------------|---|--|
|    | Name                         | : |  |
|    | Membership No of the Chapter | : |  |
|    | Address                      | : |  |
|    | Date                         | : |  |
| 2. | Signature of Seconder        | : |  |
|    | Name                         | : |  |
|    | Membership No of the Chapter | : |  |
|    | Address                      | : |  |
|    | Date                         | : |  |

#### CONSENT

I,.....being a student & Member of the .....Chapter on the .....day of .....day of .........., 20....., belonging to the ......Chapter and not being in arrears of my entrance fees, annual membership fees of the ......Chapter and other dues on the .......day of ......, 20...., and having my name borne on the Register, agree to stand as a candidate for Managing Committee election notified to be held for the calendar year 20...& 20.....

I declare that I am eligible to stand for election to the Managing Committee of .....Chapter in accordance with the Sub-Clause (2) of Clause 19 of the Chapter Bye-laws 2013 as amended.

I agree to abide by the provisions of the Chapter Bye-laws 2013 as amended & the Cost and Works Accountants Act, 1959 and the Cost and Works Accountants Regulations, 1959 and amendments thereof and other applicable Acts, Rules and Regulations as well as the decisions taken by the Council / Election Officer in regard to the Managing Committee Elections from time to time.

Signature of the Candidate (Student)

Name in Full :

Membership No of the Chapter :

Address :

Dated......20....



Annexure III

## THE INSTITUTE OF COST ACCOUNTANTS OF INDIA .....CHAPTER ELECTION

### **SPECIMEN BALLOT PAPER**

## NUMBER OF CANDIDATES TO BE ELECTED (USE SEPARATE BALLOT PAPERS FOR ELECTION OF MEMBERS AND STUDENTS)

| Serial No | Name of Candidate | Please put (🖌) | Serial No | Name of Candidate | Please put (🖌) |
|-----------|-------------------|----------------|-----------|-------------------|----------------|
|           |                   |                |           |                   |                |
| 1         |                   |                | 9         |                   |                |
|           |                   |                |           |                   |                |

| 2 |                       |   | 10 |  |  |
|---|-----------------------|---|----|--|--|
| 3 |                       |   | 11 |  |  |
| 4 |                       |   | 12 |  |  |
| 5 |                       |   | 13 |  |  |
| 6 |                       |   | 14 |  |  |
| 7 |                       |   | 15 |  |  |
| 8 |                       |   | 16 |  |  |
|   | 3<br>4<br>5<br>6<br>7 | 3 | 3  | 3         11           4         12           5         13           6         14           7         15 | Image: series of the |

# Cost Accounting Standards Board

The Council has approved the release of following documents as recommended by Cost Accounting Standards Board, the standard setting body of the Institute :

- ➤ Cost Accounting Standard on Selling and Distribution Overheads (CAS 15)
- ➤ Guidance Note on Cost Accounting Standard on Administrative Overheads (CAS 11)

Both the documents have been uploaded on the website of the Institute.

# Cost Audit and Assurance Standards Board

The Council has approved the release of following documents as recommended by Cost Audit and Assurance Standards Board, the standard setting body of the Institute :

- Cost Audit and Assurance Standard on Overall Objectives of the Independent Cost Auditor and the Conduct of an Audit in Accordance with Standards on Auditing (CAAS – 103)
- Cost Audit and Assurance Standard on Knowledge of Business, its Processes and the Business Environment (CAAS - 104)

Both the documents have been uploaded on the website of the Institute.

# **CALL FOR PAPERS**

# Three Day National Conference

On

"Contemporary Issues of Cooperative Societies in India with Special Reference to its North Eastern Region"

19-21 April, 2013



Organized By

# Department of Commerce Tripura University

(A Central University)



In Collaboration with

# The Institute of Cost Accountants of India

(Statutory Body under an Act of Parliament)

# Tentative Sub Themes:

- ✓ Resource Management, Governance, Law and HRD in Cooperatives;
- Cooperative Production, Marketing and Branding;
- ✓ Cost and operating efficiency, Finance and Financial Management in Cooperatives;
- ✓ Accounting and Control in Cooperative; Training, Research and Development in Cooperatives.
- ✓ Any other theme not mentioned in the above but relevant to the broad purpose of the conference is most welcome.

Venue: Department of Commerce, Tripura University Paper submission: Abstract having maximum 300 words should reach at <u>commerce.tu@gmail.com</u>

# **Important Dates**

- Submission of Abstracts of the paper: 10th March, 2013
- Submission of Full Paper: 25th March, 2013
- Review and Communication of confirmation of papers: 3th April, 2013
- Last Date of Registration for Participants and Authors: 12th April, 2013

For more details please visit the Institute's website: www.icmai.in



# The Institute of Cost Accountants of India

(Statutory Body under an Act of Parliament)

www.icmai.in

# Call for Research Papers/Articles for ICAI's Research Bulletin (ISSN 2230 9241)

With pleasure we invite you to contribute research paper/ article for "**Research Bulletin**", a peer-reviewed Bi-Annual Journal of **The Institute of Cost Accountants of India**. The aim of this bulletin is to share innovative achievements and practical experiences from diverse domains of management, from researchers, practitioners, academicians and professionals. This bulletin is dedicated to publish high quality research papers providing meaningful insights into the management content both in Indian as well as global context.

### Guide lines to submit full Paper:

- Soft Copy of the full paper should be submitted in double space, 12 fonts, Times New Roman, keeping a margin of 1 inch in four sides, MS Word 2003 (.doc) format.
- Each paper should be around 15 typed pages and preferably within 5000 words including all.
- An abstract of not more than 150 words should be attached.
- The cover page should contain the title of the paper, author's name, designation, official address, contact phone numbers, e-mail address.

## Papers are invited on the following topics, but not limited to:

- Corporate Sustainability
- Corporate Governance
- Financial Inclusion
- Strategic Cost Management
- Cost Competitiveness
- Micro, Small & Medium Enterprises
- International Trade
- Corporate Taxation
- Modern Business Reporting
- IFRS
- Emerging Issues in Finance and Management

Papers must be received within 30 April, 2013 in the following email id: research@icmai.in

# NOTIFICATION

#### Kolkata, the 11th February, 2013

18-CWR (1675-1689)/2013 : It is hereby notified in pursuance of amended Regulation 18 of the Cost and Works Accountants Regulations, 1959, that in exercise of the powers conferred by Regulation 17 of the said Regulations, the Council of the Institute of Cost Accountants of India has restored to the Register of Members, the names of :

- Shri P.B. Ramanujam, BSC, ACMA, Temple Trees-GD, 20/37, Venkatanarayana Road, T. Nagar, Chennai - 600 017, (Membership No. 4956) with effect from 8th January, 2013,
- Shri Shomnath Ray, BCOM, ACMA, Anandam Apts., GF-10, G.T. Road (West), Barabazar, Chandannagar - 712 136, (Membership No. 6699) with effect from 21<sup>st</sup> January, 2013.
- Shri K.S. Vasudevan, BSC, ACMA, Anu Apartment, Flat No. 8, 39C, South Boag Road, T. Nagar, Chennai - 600 017, (Membership No. 7145) with effect from 5<sup>th</sup> February, 2013.
- Shri Rohit Kumar Shah, MCOM, ACMA, 23/112, Swarn-Path, Mansarovar, Jaipur 302 020, (Membership No. 8104) with effect from 9th January, 2013,
- Shri B. Hariharan, BSC, ACA, ACMA, D-2/3, Paschimi Marg, Vasant Vihar, New Delhi - 110 057, (Membership No. 9363) with effect from 28th January, 2013,
- Shri Kamal Kumar Ghosh, BSC, ACMA, Flat No. B2, Karunamayee Apartment, Masper Para, Hirapur, Dhanbad - 826 001, (Membership No. 9607) with effect from 1# February, 2013.
- Shri Subhasish Dasgupta, BCOM(HONS), ACMA, Flat No. F (3<sup>rd</sup> Floor), 28/18, James Long Sarani, Kolkata - 700 008, (Membership No. 9794) with effect from 11<sup>th</sup> February, 2013,
- Shri Satyanarayan Das, BSC, ACMA, 39, Rakhal Ghosh Road, P.O. Rajpur, Kolkata - 700 149, (Membership No. 11574) with effect from 4<sup>th</sup> February, 2013,
- Shri Gagan Bihari Maharana, BA(HONS), FCMA, AGM (Finance), Upper Kolab Hydro Electric Proj., OHPC Ltd., At/P.O. Bariniput, Jeypore – 764 006, (Membership No. 16439) with effect from 2<sup>nd</sup> February, 2013,
- Shri T.S. Sankar Raman, BSC, ACMA, F-3, Block 'C', Vishnuchakra Apartments, Srirangam, Trichy - 620 006, (Membership No. 16880) with effect from 29th January, 2013,
- Shri Sunil Kumar Bhardwaj, MCOM, ACMA, Asstt. General Manager, F&A Dept., Bokaro Steel Plant, Main Admn. Bldg., Bokaro Steel City – 827 001, (Membership No. 18252) with effect from 11th January, 2013,
- Shri Vivek Damani, BCOM, ACMA, Q. No. 3/R 31, Hind Motor Colony, Hind Motor 712 233, Dt. Hooghly, W.B., (Membership No. 19164) with effect from 31<sup>st</sup> January, 2013.
- Ms. M.S. Sudha, MCOM, ACMA, Flat No. 3, Plot No. 1, PRR Homes, Ganesh Nagar Main Road, Adambakkam, Chennai – 600 088, (Membership No. 28161) with effect from 1<sup>st</sup> February, 2013.
- Shri T. Raj Kumar Jain, BCOM, ACMA, 31/16, Chakrapani Street, West Mambalam, Chennai - 600 033, (Membership No. 29318) with effect from 1<sup>st</sup> February, 2013, and
- Shri Tapash Senapati, BCOM(HONS), ACMA, 44, Bibek Park, 2<sup>nd</sup> Floor, Kamdahari, Garia, Kolkata - 700 084, (Membership No. 29540) with effect from 31<sup>st</sup> January, 2013.

Kaushik Banerjee Secretary (Actg.)

# NOTIFICATION

#### Kolkata, the 21st February, 2013

18-CWR (1690-1721)/2013 : It is hereby notified in pursuance of amended Regulation 18 of the Cost and Works Accountants Regulations, 1959, that in exercise of the powers conferred by Regulation 17 of the said Regulations, the Council of the Institute of Cost Accountants of India has restored to the Register of Members, the names of :

- Shri Radha Krishan Sarda, BCOM, LLB, ACMA, E.D. (F&A), SAIL, Bokaro Steel Plant, Bokaro - 827 013, (Membership No. 6514) with effect from 12<sup>th</sup> February, 2013,
- Shri Kolli Vidyasagar, BCOM, FCMA, C.G.M. (F&A), NCC Ltd., NCC House, Survey No. 64, Madhapur, Hyderabad - 500 081, (Membership No. 8161) with effect from 7th February, 2013.
- Shri R. Sethumadhavan, MCOM, FCS, ACMA, "Gangothri", Ramanunni Crossing, Krishnan Nair Road, Karuvasseri P.O. Karaparamba, Calicut - 673 010, (Membership No. 10561) with effect from 7<sup>th</sup> February, 2013,
- Shri Siddhartha Chatterjee, BSC, LLB, ACMA, Vice President, IFB Industries Ltd., 16, V.I. Estate, Mahadevapura, Bangalore - 560 048, (Membership No. 11379) with effect from 11<sup>th</sup> February, 2013,
- Shri Subhabrata Pal, BSC, ACMA, SAP Consultant, IBM India PVT. Ltd., Esteem Asrani, No. 3K, Sharjapur Road, Koramangala, Bangalore – 560 034, (Membership No. 11927) with effect from 13th February, 2013.
- Shri Birendra Nath Paria, ACA, ACMA, Sr. Manager (Finance), Bharat Coking Coal Ltd., P.O. Koyla Nagar, Saraidhela, Koyla Bhawan, Dhanbad, (Membership No. 12038) with effect from 14<sup>th</sup> February, 2013,
- Shri Udoy Shankar Sinha, MSC, LLB, ACMA, "Amropali Apartments", 52/1, K.M. Naskar Road, Tollygunge, Kolkata – 700 040, (Membership No. 12070) with effect from 14th February, 2013,
- Shri Hari Gopal Dutta, BCOM, ACMA, CFM, Indian Oil Corporation Ltd., P-68, Karl Marx Sarani, Paharpur, Kolkata – 700 043, (Membership No. 12150) with effect from 18th February, 2013,
- Shri Pravat Kumar Sahoo, BSC, ACMA, Dy. General Manager (F&A), Nuclear Power Corporation of India Ltd., Kaiga Generating Station, Via Karwar, Kaiga – 581 400, Karnataka, (Membership No. 12517) with effect from 4th February, 2013,
- Shri Pramod Sharma, MCOM, ACMA, 49, Surya Nagar, Budh Singh Pura, Near IIHMR College, Airport Road, Sanganer, Jaipur - 302 011, (Membership No. 12924) with effect from 12<sup>th</sup> February, 2013,
- Shri Badal Bagri, BCOM, ACMA, Chief Finance Controller, Bharti Airtel, Gurgaon 122 004, (Membership No. 14012) with effect from 8th February, 2013,
- Shri K.G. Nath, MCOM, ACMA, Financial Advisor & Chief Accounts Officer, Cochin Port Trust, Willingdon Island, Kochi – 682 009, (Membership No. 14468) with effect from 7th February, 2013.
- Shri Rajeev Gupta, BCOM, MBA, FCMA, House No. 66, Block C, Rajguru Nagar, Ludhiana – 141 012, (Membership No. 16072) with effect from 12<sup>th</sup> February, 2013,
- Shri Biraj Kumar Saha, BCOM(HONS), ACMA, Officer, The W.B. State Co-op. Bank Ltd., 24A, Waterloo Street, Kolkata – 700 069, (Membership No. 16234) with effect from 13<sup>th</sup> February, 2013,

- Shri V. Nandakumar, BCOM(HONS), ACMA, Director Finance, Saba Software India Pvt. Ltd., Level 5, Mutha Tower, Don Bosco Road, Yerwada, Pune - 411 006, (Membership No. 16985) with effect from 13th February, 2013,
- Shri Sabitabrata Pal, BSC, ACMA, Senior Manager (Finance), Bharat Heavy Electricals Ltd., Power Sector, Eastern Region, WBPDCL, Sagardighi, P.O. Monigram - 742 237, Dt. Murshidabad, W.B., (Membership No. 17200) with effect from 13<sup>th</sup> February, 2013,
- Ms. Daisy M. Alexander, MSC, ACMA, Senior Manager, Indian Bank, Central Tower, Cross Junction, Thiruvalla – 689 101, (Membership No. 18108) with effect from 11<sup>th</sup> February, 2013.
- Shri K. Poothapandi, BCOM, ACMA, Sr. Deputy Chief Accounts Officer, Finace Dept., Cochin Port Trust, Willingdon Island, Cochin - 682 009, (Membership No. 18179) with effect from 7th February, 2013,
- Shri V. Devendiran, MCOM, ACMA, No. 16, West Kodambakkam Road, West Mambalam, Chennai – 600 033, (Membership No. 18292) with effect from 15th February, 2013,
- Ms. Kirti Sinha, BCOM, FCA, ACMA, #6-3-1099/1/6, 1<sup>st</sup> Floor, Hotel Katruja Lane, Somajiguda, Hyderabad - 500 082, (Membership No. 19344) with effect from 6<sup>th</sup> February, 2013,
- Shri Vinod Mittal, BCOM, ACMA, A.G.M. Accounts, Tata Chemicals Ltd., K-2, Somdatt Tower, 6<sup>th</sup> Floor, Sector 18, Noida, U.P., (Membership No. 21469) with effect from 11<sup>th</sup> February, 2013,
- Shri Anup Selot, BCOM, ACMA, Manager (F&A), Chhattisgarh State Power Transmission Co. Ltd. (CSPTCL), Room No. 217, 2<sup>nd</sup> Floor, SLDC Building, Dangania, Raipur - 492 013, (Membership No. 21484) with effect from 11<sup>th</sup> February, 2013,
- Shri Ajay Kumar Sharma, MCOM, MBA, ACMA, Manager (F&A), Chhattisgarh State Power Transmission Co. Ltd. (CSPTCL), Ground Floor, Vidyut Sewa Bhawan, Dangania, Raipur - 492 013, (Membership No. 22022) with effect from 14<sup>th</sup> February, 2013,
- Dr. Jitendra Kumar Jain, MCOM, PHD, LLB, ACMA, General Manager Accounts, Arch Pharmalab Limited, Vill : Pathreri, Bilaspur Tauru Road, Gurgaon - 122 001, (Membership No. 22951) with effect from 14<sup>th</sup> February, 2013,
- Shri Suneel Kumar Munaga, BCOM, ACMA, Business Controller, ABB Limited, Nelmangala Industrial Estate, Bangalore, Karnataka, (Membership No. 23119) with effect from 15th February, 2013.
- Shri Ravi Kumar Saw, BCOM(HONS), ACMA, Junior Manager (F&A), MSTC Limited, Head Office, 5th Floor, 225C, A.J.C. Bose Road, Kolkata - 700 020, (Membership No. 25922) with effect from 14th February, 2013.
- 27. Ms. Era Bhardwaj, MCOM, LLB, FCS, ACMA, A.G.M. (Legal & Secretarial) -Company Secretary, Orient Craft Limited, 7D, Maruti Industrial Area, Sector 18, Gurgaon - 122 015, (Membership No. 26230) with effect from 18th February, 2013,
- Shri Ravishankar Krishnamurthy, BCOM, ACMA, Plant Controller, Par Formulations (P) Ltd., 1/58, Pudupakkam Main Road, Pudupakkam, Kelambakkam, Chennai – 603 103, (Membership No. 27760) with effect from 12<sup>th</sup>
- Shri Ajit Batra, BCOM, ACMA, DGM-Accounts, United Spirits Ltd., F-44, South Extension Part I, New Delhi – 110 049, (Membership No. 28663) with effect from 18th February, 2013,
- Ms. Sheelu Mittal, MCOM, ACMA, 300, Jai Narain Vyas Colony, Air Force Road, Jaisalmer - 345 001, (Membership No. 29047) with effect from 8th February, 2013.
- Shri Sanju Edappattu Varkey, MCOM, ACMA, Sr. Executive-Finance, CIMAC FZCO, P.O. Box 61314, Technopark, Jebel Ali, Dubai 61314, U.A.E., (Membership No. 30966) with effect from 17th February, 2013.

 Shri Deep Dutta, BCOM, ACMA, 9/3, Netaji Nagar, Kolkata - 700 092, (Membership No. 31943) with effect from 18th February, 2013.

> Kaushik Banerjee Secretary (Actg.)

# NOTIFICATION

Kolkata, the 26th February, 2013

18-CWR (1722-1737)/2013 : It is hereby notified in pursuance of amended Regulation 18 of the Cost and Works Accountants Regulations, 1959, that in exercise of the powers conferred by Regulation 17 of the said Regulations, the Council of the Institute of Cost Accountants of India has restored to the Register of Members, the names of :

- Shri Raju Purushothaman, BSC, FCMA, No. B-4, BEML Apartments, 6<sup>th</sup> Main, Jayalakshmipuram, Mysore - 570 012 (Membership No. 8050) with effect from 21<sup>st</sup> February, 2013,
- Shri Venkatasubramanian Ramachandran, MCOM, ACMA, Flat 43, Block C28, Kendriya Vihar, Sector 38, Nerul West, Navi Mumbai – 400 706 (Membership No. 11491) with effect from 16th February, 2013.
- Shri Arup Das Gupta, MSC, ACMA, Sr. Divisional Manager, Life Insurance Corporation Ltd., KMDO-I, 16, C.R. Avenue, Kolkata - 700 072, (Membership No. 11493) with effect from 22<sup>nd</sup> February, 2013,
- Shri Jagannath Rao Parinam, BCOM, ACMA, Plot No. 27, Chandrapuri Colony, ECIL Post, Hyderabad – 500 062, (Membership No. 11732) with effect from 22<sup>nd</sup> February, 2013,
- Shri Surajit Das, BCOM(HONS), MBA, ACMA, Manager (Finance), Western Coalfields Ltd., O/o. The General Manager, Pench Area, Parasia - 480 441, Dt Chhindwara, M.P., (Membership No. 14663) with effect from 17<sup>th</sup> February, 2013,
- Shri Arup Kumar Chatterjee, BCOM(HONS), ACMA, B 3/5, Labony Estate, Salt Lake City, Sector 1, Kolkata - 700 064, (Membership No. 14879) with effect from 25<sup>th</sup> February, 2013,
- Shri Ramachandran Ramanakumar, BSC, ACMA, Block No. 3B, 1<sup>st</sup> Floor, Kamalalaya Enclave, Near AWHO Ved Vihar Back Gate, Trimulgherry, Secunderabad – 500 015, (Membership No. 15537) with effect from 14<sup>th</sup> February, 2013,
- Shri Shaju P.T., BCOM, ACMA, Pattathuparambil House, Sreevilasom Road, Edapally, Kochi – 682 024, (Membership No. 18210) with effect from 23<sup>rd</sup> February, 2013,
- Shri Sabyasachi Bagchi, MCOM, ACMA, Finance Superintendent, ITC Limited, India Tobacco Division, Easter District Office, 2, Lee Road, 1<sup>st</sup> Floor, Kolkata – 700 020, (Membership No. 20285) with effect from 21<sup>st</sup> February, 2013,
- Shri Konakanchi Bhaskar Rao, BCOM, ACMA, H. No. 269/3RT, D. No. 07-01-621/306, Flat No. 4, Sri Sai Apartments, S.R. Nagar, Hyderabad – 500 038, (Membership No. 20300) with effect from 5<sup>th</sup> February, 2013.
- Shri Tirthankar Basu Roy, MCOM, ACMA, 1/2A, Kalipur, Biren Roy Road (West), Sakuntala Park, Kolkata – 700 061, (Membership No. 20853) with effect from 22<sup>nd</sup> February, 2013,
- Shri Naveen Jain, BCOM(HONS), ACMA, B-2/103, Mayur Apartments, Plot No. 53, Sector 9, Rohini, Delhi – 110 085, (Membership No. 25670) with effect from 20<sup>th</sup> February, 2013.

#### **INSTITUTE NEWS**

- Shri Sibsankar Das, MCOM, ACMA, C/o. Kalipada Das, 170/1, Kalipur Road, Haridevpur, Kolkata - 700 082, (Membership No. 25839) with effect from 22<sup>nd</sup> February, 2013,
- Shri P. Satish Babu, BBM, ACMA, C/o. P. Narayana Rao, Plot No. 375, Netaji Housing Colony, Near Radio Station, SAP Camp Post, Kurnool - 518 003, A.P., (Membership No. 28076) with effect from 5th February, 2013,
- Shri Manish Kumar Sinha, BCOM, ACMA, C Type Quarter, Near Jain Mandir, Babu Line, Parasia – 480 441, Dt. Chindwara, M.P., (Membership No. 30935) with effect from 22<sup>nd</sup> February, 2013.
- Shri Manas Ranjan Sahoo, MCOM, ACMA, Dy. Manager, BHEL, BHEL-HERP, Tarna, Shivpur, Varanasi - 221 003, (Membership No. 31125) with effect from 18<sup>th</sup> February, 2013.

Kaushik Banerjee Secretary (Actg.)



# NUCLEAR POWER CORPORATION OF INDIA LTD. (A Govt. of India Enterprise)

Vikram Sarabhai Bhwan, Anushaktinagar, Mumbai - 400094. Phone No. : 022-25992811 / 25992847 Email : alaguvel@npcil.co.in / pkmishra@npcil.co.in Website: http://www.npcil.nic.in

## Expression of Interest (EOI) for Appointment of Cost Auditor in NPCIL

Nuclear Power Corporation of India Limited (NPCIL) is a Public Sector Enterprise under the administrative control of the Department of Atomic Energy (DAE), Government of India. The Company was registered as a Public Limited Company under the Companies Act, 1956 in September 1987 with the objective of operating atomic power stations and implementing the atomic power projects for generation of electricity in pursuance of the schemes and programmes of the Government of India under the Atomic Energy Act, 1962. NPCIL is presently operating 19 Nuclear Power Reactors with an installed capacity of 4680 MWe in the state of Uttarpradesh (Narora), Rajasthan (Rawatbhata), Gujarat (Kakrapar), Maharashtra (Tarapur), Karnataka (Kaiga) and Tamil Nadu (Kalpakkam). The company has reported an annual turnover of Rs. 7914 crore for the financial year 2011-12.

M/s NPCIL invites expression of interest for appointment / empanelment of Cost Audit Firms for Cost Audit of the Cost Accounting Records. The scope of works along with detailed terms and conditions are available at the NPCIL website **www.npcil.nic.in** under **Tender** section. The interested Cost Audit Firm may please visit the NPCIL website for more information and details about the application requirement.

# Announcement

The Institute's Convocation and the National Students' Convention will be held on Friday, the 22nd March 2013, at Science City Auditorium, Kolkata. This is for the information of all concerned.

## ICAI invites entries for participation in 10<sup>th</sup> National Award for Excellence in Cost Management-2012



A Questionnaire is designed to obtain information on Cost Management Practices and to assess performance of companies engaged in the manufacturing or service operations. We solicit your participation in the 10<sup>th</sup> National Award for Excellence in Cost Management-2012. Companies are welcome to participate in the Award Scheme only for company as a whole. Application(s) for unit(s) of companies cannot be submitted. The award categories are as follows:

 A)
 Public Sector- Manufacturing
 B)
 Private Sector-Manufacturing
 C)
 Service Sector

 Small, Medium and Large
 Small, Medium and Large
 Small, Medium and Large
 Small, Medium and Large

The Questionnaire can be downloaded from Institute's website: www.icmai.in

Duly filled-in and signed Questionnaire, alongwith all the enclosures and the prescribed fee should be sent to Mr. T.R.Abrol, Asst. Director, The Institute of Cost Accountants of India, Delhi Office: CMABhavan, 3, Institutional Area, Lodi Road, New Delhi-110003, latest by **31**<sup>st</sup> March,2013. Any queries relating to the Questionnaire/Cost Management Award 2012 may kindly be addressed to Mr.S.C.Gupta, Director. He can be contacted on telephone nos. (o) 011-24641230,24622156-58, Fax: 011-43583642, Mobile: 09313375254 email: <u>admin.gupta@icmai.in</u>

Your company is invited to participate in 10th Edition of the National Award for Excellence in Cost Management. Share your success story with the world, and win the prestigious national recognition through the award.

# **Admission to Membership**

The Institute of CostAccountants of IndiaAdvancement to Fellowship

Date of Advancement : 31st January 2013

#### M/2500

Mr Samir Kumar Dutta, BSC, FCMA 13/2, Balak Dutta Lane KOLKATA 700007

#### M/2607

Mr Shri Krishan Bansal, BCOM(HONS), MCOM, FCMA Partner M.K. Singhal & Co. Panchvati Opp. M.M. College MODINAGAR 201204

#### M/4646

Mr Subhankar Seth, MCOM, LLB, FCMA General Manager (Internal Audit) Steel Authority of India Ltd. Steel Authority Of India Ltd. Scope Minar (18th Floor) Laxmi Nagar, Dist. Centre DELHI 110092

#### M/5592

Mr Asit Kumar Ganguly, BSC(HONS), FCMA Sr Vice President (Commercial) Reliance Industries Ltd B 501, Hermes Centre, Sector – 17, Vashi, NAVI MUMBAI 400703

#### M/6809

Mr Bishwanath Choudhary, MBA, ACS, FCMA President (Finance & Co. Secretary SPML Infra Ltd. 22, Camac Street A Block, 3rd Floor KOLKATA 700017

#### M/7196

Mr Koteswara Rao Gutta, BCOM, FCMA Vice President (Cost Audit) Gayatri Projects Limited B, 6–3–1090 T.S.R. Towers Rajbhavan Road, Sonajiguda HYDERABAD 500082

#### M/7242

Mr Satish Kumar Sharma, BCOM, MSC, ACS, FCMA Adviser (Cost) Department of Commerce, Govt. Of India 278, Udyog Bhavan NEW DELHI 110011

#### M/7291

Mr Sankar Prasad Paul, MCOM, FCMA Chief Manager Central Coalfields Limited C C L., EPR Department, Darbhanga House, RANCHI 834001

#### M/7952

Mr Ashok Gupta, BCOM(HONS), FCS, FCMA Proprietor (Practising Cost Accountant) A. Gupta & Co. A–57, DDA Sheds Okhla Industrial Area Phase II NEW DELHI 110020

#### M/8437

Mr Debajyoti Roy, BA(HONS), FCMA Chief Manager (Finance and Accounts) Lubrizol India Pvt Ltd Flat no C503, Moraj Prithvi Park CHS Ltd Plot no 4,5 & 6, Sanpada Vashi, Sector–30 Navi Mumbai NAVI MUMBAI 400705

#### M/8445

Mr Debajit Sen, BSC, FCMA Director – Finance Marathon Electric Motors (I) Ltd. 58, Taratala Road KOLKATA 700024

#### M/8701

Mr Timir Haran Mukherjee, BSC(HONS), FCMA Manager (Health Insurance) Life Insurance Corporation of India KMDO–1 Jeevan Prakash 16, C.R. Avenue KOLKATA 700072

#### M/8761 Mr Phore

Mr Bharat Bhushan Sharma, BA(HONS), FCMA Cost Accountants B S & Co F–223A Laxmi Nagar DELHI 110092 M/8939 Mr Sat Narain Sharma, BA, FCMA Manager Finance Centre For Development of Technology C-Dot Campus Mandi Road Mahrauli NEW DELHI 110030

#### M/9135

Mr Anil Kumar Dhingra, MCOM, FCMA Dy. Advisor (Economic & Financial Analysis) Telecom Regulatory Authority of India Mahanagar Door Sanchar Bhawan J.L. Nehru Old Minto Road NEW DELHI 110002

#### M/9198 Mr P Muthusamy, BCOM, FCMA Director (Finance) Fertilisers & Chemicals Travancore Ltd. Corporate Offic Udyogamandal P.O., Eloor Kochi KOCHI 683501

M/9257 Mr Auguru Subramanyam Venkata, BCOM, FCMA Group Vice President -Finance Freight Systems Co Ltd (LLC) P.O. Box No. 61243 Jebel Ali DUBAI 61243

#### M/9263 Mr V Viswanathan, FCMA Vice president - Finance Malladi Drugs & Pharmaceuticals Ltd No.9, G.S.T Road St Thomas mount CHENNAI 600016

M/9611 Mr Mahadev Prasad Goyal, MCOM, FCMA Vice President (Commercial) Jayshree Chemicals Ltd. 31, Chowringhee Road KOLKATA 700016

# M/10467

Mr Arun Kumar Srivastava, MA(ECO), FCMA Proprietor Arun & Co. 96, Harjinder Nagar, (Behind Old LIC Office, KANPUR 208007

#### M/10613

Mr Sunil Kumar Gupta, MCOM, FCS, FCMA Director - Technical Institute of Cost Accountants of India 3, Institutional Area, Lodi Road, NEW DELHI 110003

#### M/11035

Mr Vijay Mathur, BCOM(HONS), FCMA Sr. G.M. Finance Hi-Tech Gears Limited Millennium Plaza Tower-B, Sushant Lok-I Sector 27 GURGAON 122002

#### M/11229

Mr R K Jain, MCOM, FCMA Manager (F & A) NAFED,National Agricultural Co- op Marketing Federation of India Limited. Sidhartha Enclave, Ashram Chowk, Ring Road NEW DELHI 110014

M/11699 Mr Harpal Singh, BCOM, FCMA Chief Finance Officer Ernet India 10th Floor Jeevan Prakash Building Connaught Place, K.G. Marg NEW DELHI 110018

#### M/11770

Mr A Dasbiya, BCOM, FCMA Joint Director, Treasuries and Accounts Department Tamilnadu Watershed Development Agency 55, TANCOF Building Thiru. Vi. Ka. Industrial Estate Ekkattuthangal Ekkattuthangal CHENNAI 600037

#### M/12325

Mr Ram Jass Yadav, MCOM, PHD, ACS, MBA, FCMA Chief Manager & Faculty - Executive Cadre Bank of Baroda Bank of Baroda Staff College, Opposite Law Garden Elisbridge Opposite D M Campus, AHMADABAD 380006

#### M/12581

Mr Sunil Kumar Mittal, BCOM(H), FCMA Advocate Sunil Ram & Associates 105, Vikassheel Appartment, Plot No. 9, Sector - 13, Rohini, NEW DELHI 110085

#### M/12633

Mr Anil Rustogi, BCOM(HONS), FCA, FCMA President Aditya Birla Nuvo Limited A-4, Aditya Birla Centre, S.K.AHIRE MARG, Worli MUMBAI 400030

#### M/12714

Mr Tapas Kumar Tewari, MCOM, FCMA Santiban park Sanjib Sarani, P.O.-Durgapur Burdwan DURGAPUR 713201

#### M/12725

Mr Mohammed Shamim, BSC, BED, FCMA Chief Manager(F&A) Power Grid Corporation Of India Ltd. Kavadiguda Main Road Secunderabad SECUNDERABAD 500080

#### M/13173

Mr Sanjay Wamanrao Parnerkar, MCOM, LLB, ACS, FCMA Vice President (GRP Division) Graphite India Limited Gut No. 523/524 Village Gonde Tal Igatpuri NASIK 422403

#### M/13322

Mr R R Krishnamoorthy, MCOM, FCMA General Manager (F & A) Airports Authority Of India Regional Accounting Unit, Southern Region Meenambakkam CHENNAI CHENNAI 600027

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The Management Accountant | March 2013

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## The Management Accountant — April, 2013 will be a special issue on 'COST COMPETITIVENESS – ROLE OF CMAs'

Articles, views and opinions on the topic are solicited from readers/authors along with their passport size photographs to make it a special issue to read and preserve. Those interested may send in their write-ups by e-mail to **editor@icmai.in**, followed by hard copy to the Journal Department, 12, Sudder Street, Kolkata-700 016 to reach by 8th March, 2013.

## The Management Accountant — May, 2013 will be a special issue on 'EMPOWERING SMEs FOR SUSTAINABLE GROWTH'

Articles, views and opinions on the topic are solicited from readers/authors along with their passport size photographs to make it a special issue to read and preserve. Those interested may send in their write-ups by e-mail to **editor@icmai.in**, followed by hard copy to the Journal Department, 12, Sudder Street, Kolkata-700 016 to reach by 8th April, 2013.

## International Professional Summit—New Approach to Sustainable Growth

at

The Leela Kempinski Hotel, Gurgaon, India on 26th & 27th April 2013

## Chairman's Message



Sanjay Gupta Central Council Member and Chairman, WTO & IA Committee The Institute of Cost Accountants of India

Dear Members,

As we all know that sustainable business is an enterprise that has no negative impact on the environment, community, society or economy. It incorporates principles of sustainability into each of the business decisions. For the past decade sustainability has been an important specialized issue. Corporate board members and Senior Executives are looking at sustainability as a critical business issue. Some companies are transforming the entire business to be more sustainable. Because sustainability is in varying stages of maturity in an environment of regulatory uncertainty, many organizations cannot tell whether they are on track or falling behind.

I am happy to inform you that the WTO & International Committee of the Institute has taken the initiative to organise the **International Professional Summit-New Approach to Sustainable Growth** at The LeelaKempinski Hotel, Gurgaon, India on 26th & 27th April 2013 to throw more focus on the emerging trends on Sustainability.

In this summit, renowned speakers form International professional bodies, academics, industry, management consultants, foreign & national delegates are expected to participate.

The summit will start at 1900 hours on 26th April 2013 with registration. Thereafter a brief session on theme presentation will be organised. A cultural evening followed by dinner will be the highlight of the event on day one.

The second day will start with Technical Session one on **New Sustainability trends and opportunities**. The worldwide movement toward sustainability has made significant progress over the past few years as companies and cities have pursued strategies that balance future and current societal needs. Now, sustainable development is entering into a new phase, characterized by greater alignment within and between the public and private sectors.

Business organizations have realized that their partnerships and collaborative initiatives are often the best way to overcome obstacles to sustainability. These partnerships will help in satisfying the green goals of both the partners through carbon reduction and energy generation.

Today many companies disclose their sustainability information in sustainability reports. This encourages others who are not following sustainability practices to undertake it to have good public image. But the challenge for the public is how to measure the effectiveness of these activities. What are the standards needed to be developed, whether they should be having international acceptances or they should be regional. The issues are also about the verification of this sustainability information. The session will address these issues in detail.

In the second session the emphasis will be on **Integrating Sustainability into Strategy.** "Integrating sustainability" means environmental, social and broader economic factors, as well as more traditional financial factors are incorporated into business decision-making, actions and performance. Companies are increasingly integrating sustainability into their key business processes for different reasons, whether to manage new risks, gain business opportunity, or extend their role in society. They are integrating their strategy into the corporate governance and operating frameworks to have sustainability in their strategy.

Social and environmental risks are identified as business risk and formally embedded into enterprise risk management processes. As a result, sustainability decisions become an integral part of business decision making, commercialization and capital management processes, the business planning cycle, and customer and supplier relationships. They use standard business processes to run every aspect of their business.

But there are various issues to be considered before integrating sustainability into the strategy like: Level of integration, maintaining a balance between the profit and sustainability issues etc. The session will address these issues.

The third technical session will start after lunch and it will be on **Sustainable practices with case studies**. Sustainability-focused companies outperform their peers. They are more stable in times of crises. This is the conclusion of many studies done so far. So enterprises should learn about the good sustainable practices followed worldwide. This will help in incorporating sustainability in the enterprises strategy more effectively. It also helps in learning about the technical issues faced by following sustainability practices. The session helps in learning sustainability practices worldwide.

I am confident that the participants will take with them the following after attending the seminar:

- Ways to create, enable, preserve, and report sustainable value for their organizations.
- Examining their roles through organizational sustainability, and requirement to deliver economic, environmental, and social performance.
- Drivers of sustainable organizational success to consider how they can be positioned to support their organizations, and the professional skills and competences they will need.
- The sustainability strategy for improving investor relations, risk management, procurement, facilities, IT, human resources, supply chain, and more.

All the necessary details of the summit will be available to all of you very shortly on the website.

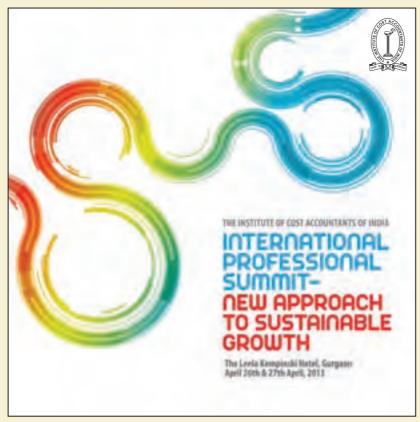
I request all the members to come forward and participate in this prestigious Summit of the Institute and make it a grand success.

Look forward to welcoming you at the Seminar.

With regards

## (Sanjay Gupta)

Chairman, WTO & IA Committee



# **Program Schedule**

| 26 <sup>th</sup> April 2013, Friday   |   |
|---------------------------------------|---|
| 18:30 – 19:00 Hours                   | • Registration  |
| 19:00 Hours onwards                   | Theme Introduction, Cultural Program and Dinner                         |
| 27 <sup>th</sup> April 2013, Saturday |   |
| 10:00 – 10:45 Hours                   | • Inauguration  |
| 10:45 – 12:00 Hours                   | • First Technical Session – New Sustainability trends and opportunities |
| 12:00 – 12:15 Hours                   | • Twitter Break   |
| 12:15 – 13:30 Hours                   | Second Technical Session – Integrating Sustainability into Strategy     |
| 13:30 – 14:30 Hours                   | Networking Lunch  |
| 14:30 – 15:45 Hours                   | • Third Technical Session – Sustainable practices with case studies     |
| 15:45 – 16:00 Hours                   | • Partnering Break  |
| 16:00 – 17:00 Hours                   | Open Session & Valediction  |