



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

12, SUDDER STREET, KOLKATA – 700 016

Information under Section 4(1)(b) of the Right to Information Act, 2005

1. The particulars of organization, functions and duties:

The Institute of Cost Accountants of India (ICAI) is incorporated, by a special Act of Parliament, namely, The Cost and Works Accountants Act, 1959 (As amended by The Cost and Works Accountants (Amendment) Act, 2006). It is the only statutory Institute in India for training and education of Cost & Management Accountants and for developing and regulating the profession of Cost & Management Accountancy in India.

The Headquarters of the Institute is at Kolkata with 4 Regional Councils based in the four metropolises— Delhi, Kolkata, Chennai and Mumbai and 93 different Chapters & 6 Overseas Centres. The Institute has 1.65 lakh students, around 40,000 members spread all over India and abroad in strategic & top positions in Industry, Service, Government, Consulting as well as Education & Research.

There are around 2000 Practicing Members playing very significant role in the national economy.

The Institute is also recognized by the Government of India as a premier Scientific and Industrial Research Organization (SIRO) of the country.

2. The main objectives of the Institute are:

- to develop the cost and management accountancy function as a powerful tool of management control in all spheres of economic activities;
- to promote and develop the adoption of scientific methods in cost and management accountancy;
- to develop the professional body of members and equip them full to discharge their functions and fulfill the objectives of the Institute in the context of the developing economy;
- to keep abreast of the latest development in cost and management accounting principles and practices, to incorporate such changes as essential for sustained vitality of Industry and other economic activities;
- to organise seminars and conferences on subjects of professional interest in different parts of the country and abroad for cross-fertilisation of ideas for professional growth;
- to exercise supervision for the entrants to the profession and to ensure strict adherence to best ethical standards by the profession;
- to carry out research and publication activities covering various economic spheres and the publishing of books and booklets for disseminating information of professional interest to members in industrial, commercial and educational units in India and abroad.

The Institute is a member of the International Federation of Accountants (IFAC), The Confederation of Asian and Pacific Accountants (CAPA) and the South Asian Federation of Accountants (SAFA). In the IFAC, the Institute is represented in different Committees and in CAPA in the Executive Committee

The Institute, as a leader in the field in the South Asian Region, is also imparting training to accountants from overseas countries.

The functions of the Institute shall include –

- a) the examination of candidates for enrolment;
- b) the regulation of training of students;
- c) the maintenance and publication of a Register of persons qualified to practice as Cost Accountants;
- d) collection of fees from members, examinees and other persons;
- e) subject to the orders of the appropriate authorities under this Act, the removal of names from the Register and the restoration to the Register of names which have been removed;

- f) the maintenance of a library and publication of books and periodicals relating to accountancy and allied subjects;
- g) the conduct of elections to the Council of the Institute; and
- h) the granting or refusal of certificates of practice as per guidelines issued by the Council.

The Institute of Cost Accountants of India Organisation Chart



2. The powers and duties of officers and employees:

The Secretary is the Secretary to the Council and the Executive Head of the Institute. Manifold functions of the Institute are performed through fourteen well equipped Directorates viz. C.E.O.'s Office, Directorate of Examinations, Directorate of Administration ,Directorate of Finance, Directorate of Studies, Directorate of Membership, Directorate of Discipline, Directorate of Research & Journal, Directorate of Professional Development & Programmes, Directorate of Technical, Directorate of Training, Placement & Accounting Technicians, Directorate of Information Technology, Directorate of Advanced Studies, Directorate of Continuing Education Programme.

Regulation 99 of "The Cost and Works Accountants Regulations, 1959" stipulates the powers and duties of the Secretary as under:

Subject to the general supervision of the President and the Committee concerned, the Secretary shall exercise and perform, in addition to the powers and duties specially assigned to him in the Act or these Regulations, the following powers and duties, namely:

- a) Being in charge of the Office of the Institute as its Executive Head, managing it and attending to all correspondences.
- b) Removal from the membership owing to death and restoration to membership and issuing notification therefor.
- c) Sanctioning and renewing of Certificates of Practice for associates and fellows and canceling Certificate of Practice at the request of members.

- d) Granting of permission to members to be engaged in other occupations besides the practice of the profession of accountancy within the categories permitted by the Council under Regulation 111.
- e) Maintenance of registers, documents and forms as required by the Act and these Regulations.
- f) Being in charge of all the properties of the Institute.
- g) Making necessary arrangements for receiving moneys due to the Council and also issuing receipts therefore.
- h) Incurring of all revenue expenditures within the limits sanctioned by the Council or the Committees and incurring capital expenditures for purpose of purchasing books for the Library of the Institute within the limit sanctioned by the Council or the Committees.
- i) Causing proper accounts to be maintained and delivering Books of Accounts or furnishing information to the Auditors appointed by the Council for the purpose of audit of the accounts of the Institute.
- j) Making all other payments as sanctioned by the Council, Committees or the President.
- k) Payment of salary and allowances to the members of the staff, granting of leaves to them and sanctioning their increments within the prescribed scales subject to the approval of the President.
- l) Exercise of disciplinary control over the staff except dismissal which should have the sanction of the President.
- m) Admitting candidates to the examinations held under these Regulations and making all necessary arrangements for conduct of the examinations.
- n) Refunding or transferring of fees received in accordance with these Regulations for the examinations, enrolment, issue of Certificate of Practice and allied matters.
- o) Registering and noting of suspension, cancellation or termination of registration of students.
- p) Permitting Registered Students to engage in other occupations as approved by the Council or the Committees.
- q) Signing and issuing of (i) all notifications as provided in clause (b) above and (ii) all other notifications on behalf of the Council, subject to the approval of the President.
- r) Signing Vakalat Namas on behalf of the Council, appointing Solicitors or Advocates on behalf of the Council and filing papers in Courts on behalf of the Council, subject to the approval of the President.
- s) Calling of such information and particulars as he may consider necessary in furtherance of the above duties.
- t) Performing such other duties and functions as are incidental and ancillary to and may be required for the performance of the above duties and exercising such other powers as may be delegated to him by the Council, any Committee or the President from time to time.

Powers and Duties of Officers and Staff – All other Officers and Staff are to work under the general supervision of the Secretary.

3. The procedure followed in decision making process including channels of supervision and accountability

Act 15 of "The Cost and Works Accountants Act, 1959"(As amended by the Cost and Works Accountants (Amendment) Act, 2006) stipulates the functions of the Council as under:

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

In order to carry out the above duties efficiently and smoothly the Council has three Standing Committees as (1) Executive Committee, (2) Finance Committee and (3) Examination Committee.

Besides these Standing Committees the Council may also form Training & Educational Facilities Committee and such other Committees from amongst its members as it deems necessary for the purpose of carrying out the provisions of this Act.

Subject to the general supervision of the President and the Committee concerned, the Secretary shall exercise and perform duties specially assigned to him in the Act or these Regulations.

The Council and its Committees are policy makers and these are entrusted to the Secretary for implementation. The eleven Directorates as mentioned are responsible to the Secretary in carrying out his duties with the help of dedicated Officers and staff under their disposal as shown in the Organization Chart above.

4. The norms set by it for the discharge of its functions.

The implementation of the policies taken by the Council and its Committees are to be carried out by the Secretary with the help of Officers of this organization. The Secretary assigns a time frame within which all orders are to be carried out by all the concerned group of Officers and staff to render necessary assistance to the Secretary. The action taken report has to be placed before the respective Committee Meetings or at the Council Meeting.

5. The rules, regulations, instructions, manuals and records used by its employees for discharging its functions:

The Cost and Works Accountants Act and Regulations, 1959 along with Prospectus of the Institute, 'The Institute of Cost and Works Accountants of India Officers/Staff Service Rules, 1983', as amended from time to time, are the basic rules, regulations, instructions, manuals. Over and above the necessary Office Orders/Circulars/Notices are issued by the Competent Authority that are used by our employees for discharging its functions.

6. A statement of the categories of documents that are held by it or under its control:

The documents and records that are held by this organization are those related to its registered students, members, its Regional Councils and Chapters.

7. The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

The work of this organization is confined to the development of the Cost and Management Accountancy Profession and conduct of allied research work and that there exists no such consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof.

8. Statement of the Boards, Council, Committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to the public or the minutes of such meetings are accessible to the public:

LIST OF COUNCIL MEMBERS, ICAI FOR 2012-2013 **Standing and Other Committees of the Council of ICWAI for 2011-12**

Committee List 2012-13

Minutes are not generally open to the Public. However, requests for information under the Right to Information Act, 2005 will be considered as per law.

9. Directory of its officers and employees:

Kolkata Employees Contact Details

Delhi Employees Contact Details

10. The monthly remuneration received by each of its officers, employees including the system of compensation as provided in its regulations:

Details of PAY BAND / GRADE PAY as on November 1, 2012

11. The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

All figures are in Lacs

Sl.No.	Particulars	F.Y. - 2011-12	F.Y. - 2010-11	F.Y. - 2009-10
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1	Establishment	1388.80	1032.96	840.20
2	Coaching Expenses	326.82	229.60	265.18
3	Examinations	503.50	337.20	261.20
4	Publications & Journal	56.45	46.50	43.85
5	Professional Development & Programme Expenses	286.00	300.00	332.50
6	Regional Councils & Chapter	250.40	216.90	161.90
7	Other Administrative & Maintenance Expenses	1013.57	872.03	463.05
8	Depreciation	175.00	166.00	150.00
	Total	4000.54	3201.19	2517.88

12. The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes:

No subsidy programme is undertaken by this organization.

11. Particulars of recipients of concessions, permits or authorizations granted by it:

Does not arise.

14. Details in respect of the information, available to or held by it, reduced in an electronic form:

Information pertaining to students and members records as stated under (vi) are maintained in both physical and electronic forms.

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

The Institute has its website (www.icmai.in) from where interested persons can obtain information. The Institute at its Headquarters has a good Library for its members. All the Regional Councils and few Chapters have their own Library for the benefits of its students. These libraries are not accessible to the general public.

16. The names, designations and other particulars of the Public Information Officers.[S.4(1)(b)]

The following Officers of the Institute have been designated as Appellate Officer, Public Information

Officer and Assistant Public Information Officer respectively:

I. Appellate Officer

Shri R. N. Pal

Sr. Director (Studies)

The Institute of Cost Accountants of India

12, Sudder Street

Kolkata – 700 016

Tel. Nos.(033) 2252-1031/1034/1035/1062/1492/0024(D)/6520-8066(D)

Fax Nos. (033) 2252-7993/1026/1723

e-mail : studies.rnpal@icmai.in

II. Public Information Officer

Shri N. Mohan Swamy

Assistant Director (S)

The Institute of Cost Accountants of India

12, Sudder Street

Kolkata – 700 016

Tel.Nos. (033) 2252-1031/1034/1035/1062/1492 Ext.203

Fax Nos. (033) 2252-7993/1026/1723

e-mail : pio@icmai.in

III. Assistant Public Information Officer

Shri Gautam Basu

Assistant Director (S)

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Kolkata – 700 016

Tel.Nos. (033) 2252-1031/1034/1035/1062/1492 Ext.204

Fax Nos. (033) 2252-7993/1026/1723

e-mail : studies.gautam@icmai.in

17. Such other information as may be prescribed.
