



Job Fair for Chartered Accountants

Exclusively Structured for Small and Medium sized CA Firms & Small & Medium sized Enterprises (SMEs)

[2nd May-16th May 2012]

The Committee for Members in Industry (CMII) provides opportunity to the employers to interact with newly qualified Chartered Accountants and makes all arrangements at its centres, thereby providing a cost effective mode of recruiting newly qualified Chartered Accountants.

The Committee for members in Industry (CMII) and Committee for Capacity Building of CA Firms and Small & Medium Practitioners (CCBCAF&SMP) of The Institute of Chartered Accountants of India (ICAI) is pleased to welcome all Firms of Chartered Accountants (CAs) and all leading companies to the forthcoming Exclusively Structured Campus Placement Programme for Small and Medium Sized CA Firms and Small & Medium Sized Enterprises (SMEs). In its endeavor to provide quality Accounting, Finance, Tax, Audit and Management Consultancy personnel to small and medium sized industries and to provide a platform to the newly qualified Chartered Accountants, CMII would be conducting Job Fair as per below mentioned schedule.

Job Fair Schedule

The Job Fair will be organised at various centres viz. Ahmedabad, Bangalore, Chennai, Hyderabad, Kolkata, Mumbai, New Delhi, and Pune. The schedule of programme is given below.

Eligibility for Job Fair May 2012

A) All the Chartered Accountants who have taken the membership of ICAI as on 15th April, 2012 and
B) Candidates registered for Campus Placement Programme conducted during Feb-Mar, 2012 and could not be placed are automatically eligible for this Campus Placement Programme and also received their membership number.

INVITATION TO EMPLOYERS

Organisations intending to recruit Newly Qualified Chartered Accountants through the scheme given below are requested to get in touch with Dr. Surinder Pal, Secretary, Committee for Members in Industry, Indraprastha Marg, New Delhi - 110002, Tel. No. (011) 30110430. E-mail: spal@icai.in, placements@icai.org; Fax- +91(11) 30110583 (or) Mr. Ajeet Nath Tiwari, Placement Coordinator at Tel +91(11) 30110450 or log on to www.cmii.icai.org or <http://www.icai.org>.

CA. Rajkumar S Adukia
Chairman, CMII

CA. Pankaj Tyagee
Chairman, CCBCAF&SMP

CA. Pankaj Tyagee
Vice Chairman, CMII

CA. Vijay K. Garg
Vice Chairman,
CCBCAF&SMP

Centres	Last date for Company Registration (Upto 05:00 PM)	Last date for Shortlisting by Companies (Upto 05:00 PM)	Consent sending by Candidates (Upto 11:00 PM)	Interview Dates
Ahmedabad	26 th April, 2012	28 th April, 2012	30 th April, 2012	2 nd May, 2012
Pune	26 th April, 2012	28 th April, 2012	30 th April, 2012	3 rd May, 2012
Bangalore	27 th April, 2012	1 st May, 2012	2 nd May, 2012	4 th May, 2012
Kolkata	2 nd May, 2012	3 rd May, 2012	4 th May, 2012	7 th May, 2012
Mumbai	2 nd May, 2012	3 rd May, 2012	4 th May, 2012	8 th May, 2012
Chennai	3 rd May, 2012	4 th May, 2012	7 th May, 2012	10 th May, 2012
New Delhi	9 th May, 2012	10 th May, 2012	11 th May, 2012	15 th May, 2012
Hyderabad	9 th May, 2012	10 th May, 2012	11 th May, 2012	16 th May, 2012



Commencement of Certificate Course on Indirect Taxes in all Regions

The Indirect Tax Committee wished to facilitate members in industry as well as in practice to gain specialised and updated knowledge in the area of indirect taxes in a systematic manner. Members interest in this area, particularly in service tax especially in cities is a reality. The focus on IDT in the past few budgets and GST in line in a few years has encouraged the Committee to organise the Certificate Course on Indirect taxes at the following locations:

Place	Date of Commencement
Bangalore	6 th May, 2012
Hyderabad	12 th May, 2012
Vasai	12 th May, 2012
Visakhpatnam	19 th May, 2012
Mangalore	26 th May, 2012
Delhi	27 th May, 2012
Guntur/ Vijaywada	May/June, 2012
Jaipur	2 nd June, 2012
Indore	3 rd June, 2012
Ghaziabad	9 th June, 2012
Ernakulam	21 st July, 2012
Baroda	July/August, 2012
Mumbai	Awaited
Thane	Awaited
Pune	Awaited
Jamnagar/ Rajkot	Awaited
Chennai	Awaited
Combiator	Awaited
Erode	Awaited

Eligibility

Members of ICAI

Course Duration

12 days (Saturday and Sunday)

Faculty

Eminent experts of the field and erudite speakers drawn

from all over the country will share their knowledge and wisdom with the participants of this Certificate Course.

Fees for the Course

₹20,000 for Delhi, Kolkata, Chennai and Mumbai

₹15,000 for other cities

[Including fees for the immediate examination to be held after completion of the Course]

Certificate

A certificate will be awarded to the members on successful completion of course and passing the examination.

CPE Hours

70 Hours (50 Structured and 20 Unstructured)

Registration

Members desirous of attending the said Course may convey their interest and deposit the duly filled Registration Form along with the demand draft to-wards the prescribed fee at the earliest to the address given in the announcement for the particular centre.

Demand Draft should be made in favor of '**The Secretary, The Institute of Chartered Accountants of India**' payable at New Delhi. Alternatively, members may register by making online payment of the prescribed fees and sending the hard copy of the duly filled registration form to the address given in the announcement for the particular centre.

For further Details about the course may kindly visit the following link:

http://www.icaai.org/post.html?post_id=7382

For further details

Secretary, Indirect Taxes Committee, may be contacted at 0120-3045954, E-mail Id: ccidt@icaai.org

Please visit: www.icaai.org for further information

Note: The commencement of certification course is subject to the minimum number of participants as prescribed by the Committee. It may be noted that due to limitation of seats, the registration will be on 'first come first serve' basis.





**Committee on Management Accounting
Invites Applications for Visiting/Regular Faculty
for Certificate Course in MBF
[At New Delhi, Mumbai, Chennai, and Kolkata]**

The Institute of Chartered Accountants of India (ICAI) conducts one year Certificate Course in *Master in Business Finance* (MBF) for Qualified Chartered Accountants. The course comprehensively covers expert level of knowledge and practical expertise in Finance. This is a one year course with class room teaching on Saturdays and Sundays with two weeks mandatory Residential Course in ICAI's Centre of Excellence, Hyderabad. The course has 3 Levels with 6 papers. The course content include basic Financial Management, Applied Financial Analysis, Forecasting, Financial Planning, Capital Budgeting, Project Financing, Merchant Banking, Investment Banking, Fund Raising, Business Valuation, Merger and Acquisitions, Portfolio Management, Banking, Forex Risk Management, Treasury Management, Financial Markets, Corporate Structuring, Equity Research and International Finance. Detailed Prospectus is available at www.icai.org.

The course is currently being addressed by renowned financial and management experts including, professors of IIMs, XLRI, IIT and other Top Management Institutes and Universities, Leading Bankers, Merchant Bankers, CFOs, PE Fund Managers, Highly Experienced Forex & Treasury Managers, Senior Chartered Accountants as visiting Professors.

Expression of interest is invited from leading financial experts in India/overseas for full time / visiting faculty. Please send your detailed profile by email or in hard copy at the address given below. Suitable attractive remuneration/honorarium and travel cost/allowances as per rules on contractual/hourly basis will be paid to the faculty.



**The Institute of Chartered
Accountants of India
Indraprastha Marg, New Delhi**

**SECRETARY, COMMITTEE ON MANAGEMENT ACCOUNTING
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA,
ICAI BHAWAN, A- 29, SECTOR 62, NOIDA—201 309
PH: (0120) 3045905; MOBILE No. 9310542607
E-Mail: cma@icai.org, vinodjainca@gmail.com**

***Indicates level of Expertise and not a Post Graduate Degree.**



Certificate Course on Concurrent Audit of Banks

Delhi	Hyderabad	Mumbai	Chennai	Kolkata
May 4, 5 & 6, 2012	June 22, 23 & 24, 2012	July 13, 14 & 15, 2012	August 24, 25 & 26, 2012	September 21, 22 & 23, 2012

The Internal Audit Standards Board of the ICAI is pleased to offer Certificate Course on “**Concurrent Audit of Banks**” to enable members to understand the intricacies of concurrent audit of banks.

Course Objectives

The Certificate Course on Concurrent Audit of Banks has been designed to help the members:

- To supplement the effort of the banks in carrying out internal check of the transactions and other verifications and compliance with the procedures laid down.
- To improve the effectiveness of concurrent audit system in banks;
- To improve quality and coverage of concurrent audit reports.

Eligibility :

Only the members of ICAI and the student of ICAI, who have passed the CA Final Examination are eligible to pursue this Course.

CPE Hours :

18 hrs (Structured)

Evaluation

Participants who successfully complete the course in line with the evaluation criteria mention below and qualify the evaluation test will be awarded Certificate.

- **Eligibility :** A candidate will have to attend at least 80% of classes failing which, he/ she will not be entitled to appear in the evaluation.

- **Number of attempts:** There is no limit on the permissible number of attempts for the evaluation tests. A candidate will be allowed to re-appear for the evaluation test only after six months of the previous attempt.

Further Details and Registration Form Link

http://www.icai.org/post.html?post_id=8236

The commencement of Certificate Course is subject to the minimum number of participants as prescribed by the Board. It may be noted that due to limitation of seats, the registration will be on ‘first come first served’ basis.

Address for sending the Registration Form :

Secretary, Internal Audit Standards Board
The Institute of Chartered Accountants of India
ICAI Bhawan, First Floor, Research Block
A-29, Sector 62,
NOIDA – 201 309 (U.P.)

Further Details and Assistance

Chairman,
Internal Audit Standards
Board
Mob:09820061049,
09323061049
Email: radukia@icai.org

Secretary,
Internal Audit
Standards Board
Mob:09310542606,
09350799932
Ph. No: 0120-3045949
Email:cia@icai.org;
iasb.prgam@icai.in



Invitation to Contribute Articles for E-Newsletter – “Internal Audit and Beyond”

The Internal Audit Standards Board (IASB) of the Institute of Chartered Accountants of India issues quarterly E-Newsletter “**Internal Audit and Beyond**” featuring articles, case studies, write-ups, latest updates and other similar material in the areas of internal audit, risk management, internal control, governance and related areas. The first issue of the E-Newsletter is available at the URL

http://www.icai.org/new_post.html?post_id=8142&c_id=241.

The Board invites experts, researchers and writers to contribute articles for publication in the July-September, 2012 issue of its E-Newsletter. If the article is published, honorarium of ₹ 3000/- per article shall be paid. Discretion of the Board regarding publication/ non-publication of the article shall be final and abiding therewith under copyright of the Board. Material of this E-Newsletter may not be reproduced, whether in part or in whole, without the consent of Editorial Board of the Board. Authors may only submit original work that

has not been appeared elsewhere in any publication. A formal signed undertaking in the form of a letter stating that "the article is original and does not infringe any copyright and has not been published elsewhere or has not been sent for publication" should be sent along with the article.

The article (up to 1500 words) may be sent to us latest by 30th June, 2012 in the form of soft copy through mail/ CD or in printed format through post giving details of the subject matter.

Those desirous may please contact at the following address:

Secretary
Internal Audit Standards Board (IASB)
The Institute of Chartered Accountants of India
ICAI Bhawan, A-29, Sector-62
NOIDA - 201 309
DeskTel: 0120-3045 949
Email: cia@icai.org, auditing@icai.org



Invitation for empanelment as Resource Persons for the programmes to be organised by CCBCAF&SMP

The Committee for Capacity Building of CA Firms and Small & Medium Practitioners (CCBCAF&SMP) of the Institute of Chartered Accountants of India proposes to organise the following programmes during the year 2012-2013 which are broadly relevant to the Members of ICAI in Practice.

1. **Workshop on Capacity Building Measures of CA Firms & New Professional Avenues**
2. **Seminar/Conference on Capacity Building Measures of CA Firms**
3. **Interactive/ Brainstorming session with CA Firms**
4. **Networking Summit**
5. **Management Development Programmes / Executive Development Programmes**
6. **Other Programmes**

Indicative Topics

- i. IFRS
- ii. Taxation
- iii. Corporate Governance
- iv. Investment
- v. Information Technology
- vi. Auditing
- vii. Accounting Standards
- viii. Revised Schedule VI
- ix. Valuations
- x. Capital Market
- xi. Portfolio Management
- xii. A Roadmap to GST
- xiii. A Roadmap to DTC
- xiv. Networking/Merger/Corporate form of Practice
- xv. Limited Liability Partnership
- xvi. Service Tax

- xvii. Income Tax
- xviii. Professional opportunities/avenues
- xix. Practice Management
- xx. Other topics relevant for the Practitioners

Experts who have more than three years of experience in the relevant area and who have delivered lectures at various forums of Chartered Accountants are eligible for the enlistment in the Panel of Experts.

Experts who are interested to be associated with The Institute of Chartered Accountants of India as Resource Persons are requested to send/e-mail their resume at the following address:

Dr. Sambit Kumar Mishra
Secretary, CCBCAF&SMP
The Institute of Chartered Accountants of India
ICAI BHAWAN
I.P. Marg,
New Delhi –110 002
E-Mail: sambit.mishra@icai.org
Tel. No. 011-30110497

It would be appreciated if the resume including all details regarding qualification, Membership no. of ICAI (if any), Experience, areas of specialization, contact address, etc. is sent at the earliest, preferably within 15 days.

CA. Pankaj Tyagee
Chairman,
Committee for Capacity Building of CA Firms and
Small & Medium Practitioners (CCBCAF & SMP),
ICAI



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Premier professional body set up by an Act of Parliament)

ICAI Bhawan, Indraprastha Marg, Post Box No. 7100, New Delhi 110 002.

Committee on Management Accounting

REQUEST TO CONTRIBUTE ARTICLES FOR JOURNAL ON MANAGEMENT ACCOUNTING AND BUSINESS FINANCE

The Committee on Management Accounting (CMA) of ICAI invites articles having practical view, case studies, write-ups and other similar materials in the areas of Management Accounting and Business Finance for publishing in its journal i.e. *Journal on Management Accounting and Business Finance*. The objective of this Journal is to spread advanced knowledge on Management Accounting and allied areas which are relevant for the members of the accountancy profession and allied professionals. The Journal is to focus on publication of articles for practical, advanced and research oriented knowledge. An indicative list of topics on which contribution can be made is as follows:

- Recent Developments in Financial Management
- Role of CFO in an Organization
- CFO – A Controller or Value Creator
- Role of Finance Professional in Corporate Governance
- Management Accounting: A Tool of Decision Making
- Strategic Management and Management Accounting
- Management Information System – Aid to Decision Making
- Time Value of Money
- Study on Management of Working Capital
- Significance of CMA Data in Assessment of Working Capital
- Evolution in Working Capital Management: from Tondon Committee to Chore Committee... Consortium Funding through Multiple Banking and the Current Scenario
- Strategies of Negative Working Capital
- Latest Financial Products offered Internationally and in India for Working Capital Finance
- How to Manage Excess Cash and Liquidity?
- Latest Developments in Dividend Distribution Strategies
- Over Pricing of Public Issue: A Game for Self Destruction

- Financial Indicators for the Buy Back of Shares
- Creating Value, Valuation will Follow - A Right Management Objective
- Take Out Finance
- Infrastructure Funding: Strength and Weaknesses of Financial Institutional Framework
- Preparation of Techno-Economic Feasibility Report

The articles submitted for consideration of publication should be of 4000-6000 words (along with executive summary of about 150 words) typed double spaced on A4 size paper with 1 inch margin all around. In order to facilitate blind review process, the author should not mention his/her name on the body of the manuscript. The articles along with scanned photograph, detailed profile and complete contact details of the author (s) may be sent by email at cma@icai.org. Three hard copies of the manuscript along with executive summary and profile should be sent at the following address:



Secretary,
Committee on Management Accounting (CMA),
The Institute of Chartered Accountants of India,
ICAI Bhawan
Administrative Block, Third Floor
A-29, Sector 62
NOIDA - 201 309
Phone: 0120- 3045945

Authors may note that in appreciation of their contribution to the MABF journal an honorarium of Rs.5,000/- per article (on publication) would be paid to them. Detailed Guidelines for writing articles are available on the webpage of the Committee on Management accounting at www.icai.org

Chairman,
Committee on Management Accounting (CMA)
ICAI, New Delhi
Email: vinodjainca@gmail.com
Mobile: 09811040004

Billing & Accounting Software

Software on Accounting and Billing on Cash Basis for Chartered Accountants

An Initiative of Committee for Capacity Building of CA Firms and Small & Medium Practitioners (CCBCAF & SMP), ICAI

Salient Features

Billing & Accounting software for accounting requirements of Chartered Accountants. This is a complete package to manage the accounting and billing requirements of a CA Firm on Cash System of Accounting. This package provides you the facility to generate bills, receipts, vouchers and clients outstanding, some of the salient features are as follows:

Master Data

- Maintains Accounts of Multiple Firms
- Client Master

Accounting and Billing

- Accounting on Cash Basis i.e. client's ledger will not be part of account books
- Generates Bill with Different Series according to requirements
- Automatic Calculation of Service Tax on billing and receiving
- Multiple Services can be inserted in one bill
- Provision of TDS when receiving payment
- Automatic entry in Professional Receipts account, Service Tax Payable A/c and TDS A/c when feeding and receipt from client
- Provision to write off any outstanding balance in client's account
- Customization of Bill Format
- Bill wise receipt can be maintained
- Different series for each type of voucher can be maintained Billing Reports

- Client's Outstanding (Bill wise / Consolidated)
- Client's Ledger
- Receipt Register (Bill Wise / Service Wise / Monthly)
- Bill List (Full / Pending)
- Service Tax Collection Report
- TDS Register
- TDS Certificate List (Received / Pending)
- Reminder Letter to clients (Pending Bill / Pending TDS Certificates)
- Service Tax Report
- Facility to generate the Cleint Ledger for period more than 1 year Accounting Reports
- Listings (Cash / Bank Receipt / Payment / Journal)
- Voucher Printing
- Receipts (Cash / Bank)
- Cash Book
- Ledger
- Journal
- Trial Balance
- Balance Sheet
- Profit & Loss Account
- Daily Cash / Bank Report

About the Arrangement

- i. The MDA Softwares Ltd (hereinafter referred to as vendor) will provide initial license for Billing & Accounting software free of cost for 2 financial years i.e. upto 31st March, 2013
- ii. The license renewal charges will be Rs. 1000/- after 31st March, 2013. Statutory taxes on License Renewal shall be extra as applicable.
- iii. The Vendor will provide support which would be free up to 31st March, 2013 and include all upgrades up to Assessment Year 2013-14. Thereafter, support would be provided on payment of renewal charges.
- iv. The Vendor will provide free of cost patches up to two years and till renewed.

Installation Support

The vendor will provide a web form to enable CA firms and members to request for support for Online Installation on "First Come, First Serve" basis.

Downloading the Software:

The Software may be downloaded free of cost from the website of Committee for Capacity Building of CA Firms and Small & Medium Practitioners, www.icai.org.in on request by members.

Support on use of Software:

The vendor will provide the technical support to the users and renewed customers via Phone, email and remote PC access from the date of registering the license.

E-mail : support@mdasoft.in, **Phone:** 09621813973, 09621813874



Committee for Capacity Building of
CA Firms and Small Medium Practitioners
The Institute of Chartered Accountants of India
(Set up by an Act of Parliament)
New Delhi

Payroll Software Software on Payroll Management

*An Initiative of Committee for Capacity Building of
CA Firms and Small & Medium Practitioners (CCBCAF & SMP), ICAI*

Features of Payroll Software

- **Recruitment Management** - Store and search resumes to Schedule interview. The complete recruitment management process is automated.
- **Time & attendance** - Attendance, integration with time & attendance devices, leave allotment, encashment, applying & approval system.
- **Payroll Management** - Recording attendance, processing salary, arrears, gratuity, loan, medical reimbursements etc.
- **Indian Labor Law Management** - PF, ESI, PT, TDS and all Indian Labor Acts forms
- **HR Communication Management** - An automated tool to update the each transaction with respect to HR activity to the staff and their higher-ups
- **HR Office Management** - An automated emailing & documentation process related to HR activity
- **Employee Information Portal** - A self login portal to have details about salary, leave etc. it allows employee to apply leave etc.

About the Arrangement

1. The Relyon Softech Ltd. (hereinafter referred to as vendor) will provide initial license for Payroll software free of cost for 2 years i.e. up to 31st December, 2013
2. The license renewal charges will be Rs. 1300/- after 31st December, 2013. Statutory taxes on License Renewal shall be extra as applicable.
3. The Vendor will provide support which would be free up to 31st December, 2013 and thereafter, support would be provided on payment of renewal charges.
4. The Vendor will provide free of cost patches up to two years and till renewed.

Installation Support

The vendor will provide a web form to enable CA firms and members to request for support for Online Installation on "First Come, First Serve" basis.

Downloading the Software:

The Software may be downloaded free of cost from the website of Committee for Capacity Building of CA Firms and Small & Medium Practitioners, www.icai.org.in on request by members.

Support on use of Software:

The vendor will provide the technical support to the users and renewed customers via Phone, email and remote PC access from the date of registering the license.

E-mail: info@reylonsoft.com; **Phone:** 1860-425-5570



Committee for Capacity Building of
CA Firms and Small Medium Practitioners
The Institute of Chartered Accountants of India
(Set up by an Act of Parliament)
New Delhi



Invitation to Contribute Articles for E-Newsletter 'Prudence'

The Committee on Public Finance & Government Accounting of The Institute of Chartered Accountants of India is regularly coming up with its E-Newsletter -'Prudence' featuring various articles on economic issues and measures on bi-monthly basis. The February-March 2012 issue of the E-Newsletter is available at the URL http://www.icai.org/new_post.html?post_id=3825&c_id=241.

The Committee invites experts, researchers and writers to contribute articles in different areas of Public Finance and Government Accounting preferably on *Public Debt, Public Expenditure, Fiscal Policy, Monetary Policy, Accounting Reforms, Accrual Accounting, Accounting for Intangible Assets and Restructuring of Chart of Accounts in Accrual System in Public Sector* for publication in the April-May 2012 issue of its E-newsletter. If the article is published, a token honorarium of ₹3000/- per article shall be paid. Discretion of the Committee regarding publication/non-publication of the article shall be final and abiding therewith under copyright of the Committee. Material of this E-Newsletter may not be reproduced, whether in part or in whole, without the consent of Editorial Board of Committee. Authors may only

submit original work that has not been appeared elsewhere in any publication. A formal signed undertaking in the form of a letter stating that "the article is original and does not infringe any copyright and has not been published elsewhere or has not been sent for publication" should be sent along with the article.

The articles (up to 1500 words) may be sent to us latest by 10th May 2012 in the form of soft copy through mail/ CD or in printed format through post giving details of the subject matter.

Those desirous may please contact at the following address:

The Secretary
Committee on Public Finance and Government Accounting
The Institute of Chartered Accountants of India
'ICAI Bhawan', A-29, Sector-62,
Noida- 201 309
Phone: 0120-3045950
Email: cpf_ga@icai.org



Invitation for Expression of interest for Authoring Publications relevant to the Members in Practice of ICAI



Committee for Capacity Building of CA Firms and Small & Medium Practitioners (CCBCAF&SMP) is meant to encourage and enhance close links between the Institute of Chartered Accountant of India and the Chartered Accountants in Practice, so as to provide for them, a base of reference in terms of knowledge, expertise, skills and assistance in their professional growth, simultaneously pursuing the goal of providing newer opportunities to the practitioners & Firms.

One of the major responsibilities of CCBCAF & SMP is to bring out publications on various topics relevant for the Members in Practice of the Institute of Chartered Accountants of India (ICAI).

The CCBCAF & SMP invites Expression of Interest from members of the Institute and other experts who are interested in developing / preparing basic drafts of the publications on topics relevant to the Members in Practice of ICAI. The intending authors of the CCBCAF & SMP publications are expected to have appropriate level practical experience in the relevant area along with the knowledge of various aspects of profession.

The CCBCAF & SMP publication has to be prepared as self-learning booklets in the form of handbooks with proper mix of theory and practical case studies.

Apart from getting recognition among their professional brethren, for their contribution in preparing the background materials, the authors of the accepted publication materials will get:

1. Their names printed in the Publications
2. Honorarium and reimbursement of incidental expenses as per the prevailing policy of the Institute. (Which will depend upon the size, time and efforts required to prepare such publication materials).

The intending authors are required to send a formal request letter with the following details:-

1. Brief profile of the author
2. Specific experience and expertise in the relevant topic for which they offer themselves to write the background materials which will enable the CMAI secretariat for allotting the preparation of material for them

3. Proposed coverage of the Publication (in about 2000 - 3000 words)
4. Sources of primary and secondary data based on which the Publication material will be written
5. Time frame within which they can submit the publication material.

Address:

Dr. Sambit Kumar Mishra
Secretary, Committee for Capacity Building of CA Firms and Small & Medium Practitioners (CCBCAF&SMP),
The Institute of Chartered Accountants of India,
Post Box No.7100, Indraprastha Marg,
New Delhi - 110 002
Email: sambit.mishra@icai.org, ccbcaf@icai.org

It may be noted that mere submission of the Expression of Interest may not lead to allotment of the particular publication materials to a particular applicant. The Institute reserves the right to request any other expert (though they may not have offered their expression of interest in this regard) to prepare publication materials. No communications will be entertained in this regard. Only selected authors will be individually communicated.

Indicative topics on which CCBCAF & SMP would like to bring out publications are given below:

1. Mentoring Guidelines for Small & Medium Practitioners
2. Evaluating and Improving Performance : A Guide for Small & Medium Practitioners
3. Handbook for the Practice Management

4. E-Business and the Small & Medium Practitioners
5. Handbook for Information Security Governance : Practitioner/ CA Firms perspectives
6. Issues & Perspectives of Financial Reporting by Small & Medium Practitioners
7. A study of Mergers & Acquisitions: An International Perspective
8. Implementing the Accounting Standards: Technical Issues pertaining to the Practitioners/CA Firms
9. Issues in Auditing Standards, Expectations, and compliance requirements Practitioner/CA Firms perspective
10. Cost & Financial Management: Practitioner/CA Firms perspective
11. LLP: Practitioner/CA Firms perspective
12. MDP : Practitioner/CA Firms perspective
13. A Roadmap to GST: Practitioner/CA Firms perspective
14. A Roadmap to Direct Tax Code: Practitioner/CA Firms perspective
15. Auditors' Report under the Companies Act – Issues on CARO, Documentation
16. Export Documentation : A Guideline for Small & Medium Practitioners
17. Professional Opportunities: A Snapshot for Small & Medium Practitioners
18. Other topics relevant to Practitioners/ CA Firms

CA. Pankaj Tyagee
Chairman

Committee for Capacity Building of CA Firms and Small & Medium Practitioners (CCBCAF & SMP),
ICAI



Certificate Course on Internal Audit

Hyderabad	Delhi	Mumbai	Chennai	Kolkata
June 25 to July 06, 2012	July 21 & 22, 28 & 29, 2012 and August 4 & 5, 11 & 12, 18 & 19, 2012	August 11 & 12, 18 & 19, 25 & 26, 2012 and September 1 & 2, 8 & 9, 2012	September 8 & 9, 15 & 16, 22 & 23, 29 & 30, 2012 and October 6 & 7, 2012	October 6 & 7, 13 & 14, 20 & 21, 27 & 28, 2012 and November 3 & 4, 2012

The Internal Audit Standards Board of the ICAI is pleased to offer "**Certificate Course on Internal Audit**" to enable members to understand various issues relating to the internal audit and in developing the necessary skills to provide value added services in this area.

Course Objectives

The objectives of the Certificate Course on Internal Audit are:

- Disseminating knowledge on the theory and practice of internal audit and allied functions.
- Reflect current internal audit thinking and practices and how they impact contemporary business enterprises.
- Enhancing the role of chartered accountants in the area of internal audit and allied functions.
- Building up internal audit as a core competence area of chartered accountants.

Eligibility

Only the Members of the Institute are eligible to pursue this Course.

CPE Hours :

100 hrs (50 hrs structured and 50 hrs unstructured)

Evaluation

Participants who successfully complete the course in line with the evaluation criteria mentioned below and qualifies the evaluation test will be awarded Certificate.

- **Eligibility** : A candidate will have to attend minimum of 42 hours of classes and complete the entire E-learning module, failing which, he/ she will not be entitled to appear in the evaluation.
- **Weightage** : the following weightage is assigned during evaluation:
 - Class room learning and tests : 50 per cent
 - E-learning : 20 per cent
 - Case Study/ Presentation : 20 per cent
 - Class room attendance : 10 per cent
- **Number of attempts**: There is no limit on the permissible number of attempts for the evaluation tests. A candidate will be allowed to re-appear for the evaluation test only after six months of the previous attempt.

Further Details and Registration Form Link:

http://www.icaai.org/post.html?post_id=7606

The commencement of Certificate Course is subject to the minimum number of participants as prescribed by the Board. It may be noted that due to limitation of seats, registration will be on 'first come first served' basis.

Address for sending the Registration Form :

Secretary, Internal Audit Standards Board
The Institute of Chartered Accountants of India
ICAI Bhawan, First Floor, Research Block
A-29, Sector 62,
NOIDA – 201 309 (U.P.)

Further Details and Assistance

Chairman, Internal Audit Standards Board Mob: 09820061049, 09323061049 Email: radukia@icaai.org	Secretary, Internal Audit Standards Board Mob: 09310542606, 09350799932 Ph. No: 0120-3045949 Email: cia@icaai.org ; iasb.program@icaai.in
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**Certificate Course on Enterprise Risk Management**

Hyderabad	Delhi	Mumbai	Chennai	Kolkata
May 07-14, 2012	July 28 & 29, 2012 and August 4 & 5, 11 & 12, 2012	August 4 & 5, 11 & 12 and 18 & 19, 2012	September 15 & 16, 22 & 23 and 29 & 30, 2012	October 13 & 14, 20 & 21 and 27 & 28, 2012

The Internal Audit Standards Board (IASB) of the Institute of Chartered Accountants of India (ICAI) has been constituted to reinforce the role of the Institute as a promoter and source of knowledge relating to internal audit. Having regard to the need for further educating the members of the Institute in the area of Enterprise Risk Management and as part of capacity building of members, the Internal Audit Standards Board of the ICAI is pleased to offer "**Certificate Course on Enterprise Risk Management**" to enable the members to develop competence in this emerging field and offer value added services.

Course Objectives

The overall objectives of the course are:

- To enhance the role of Chartered Accountants in the area of ERM; and

- To build ERM as one of their core competencies.

The main thrust of the course is to educate the participants on:

- Theory and concepts of ERM.
- Manner in which ERM is designed and implemented in practice.
- Current thinking on risk management and its impact on contemporary business enterprises.

Eligibility

Only the members of ICAI and the students of ICAI who have passed the CA Final Examination are eligible to pursue this course.

CPE Hours :

100 hrs (50 hrs structured and 50 hrs unstructured)

Evaluation :

Participants who successfully complete the course in line with the evaluation criteria mentioned below and qualify the evaluation test will be awarded Certificate.

- **Eligibility :** A candidate will have to attend minimum of 40 hours of classes and complete the entire e-learning module, failing which, he/ she will not be entitled to appear in the evaluation.
- **Weightage :** The following weightage is assigned during evaluation:
 - Class room learning and tests : 50 per cent
 - E-learning : 20 per cent
 - Case Study/ Presentation : 20 per cent
 - Class room attendance : 10 per cent
- **Number of attempts:** There is no limit on the permissible number of attempts for the evaluation tests. A candidate will be allowed to re-appear for the evaluation test only after six months of the previous attempt.

Further Details and Registration Form Link:

http://www.icai.org/post.html?post_id=4287

The commencement of Certificate Course is subject to the minimum number of participants as prescribed by the Board. It may be noted that due to limitation of seats, registration will be on 'first come first served' basis.

Address for sending the Registration Form :

Secretary, Internal Audit Standards Board
The Institute of Chartered Accountants of India
ICAI Bhawan, First Floor, Research Block
A-29, Sector 62,
NOIDA – 201 309 (U.P.)

Chairman,
Internal Audit Standards
Board

Mob: 09820061049,
09323061049

Email: radukia@icai.org

Secretary,
Internal Audit Standards
Board

Mob: 0931542606,
09350799932

Ph No. 0120-3045949

Email: cia@icai.org;
iasb.program@icai.in

**Invitation to become Checker for Chartered Accountants Examinations**

Examination Department of the Institute would like to avail the services of the members of the Institute (upto 15 years of Experience) to act as Checker, other details are as under:

The Examination Department of the Institute avails the services of resource persons (members of the Institute, academicians, executives, etc.) to act as Examiners to evaluate the answer books of Chartered Accountants Examinations (Final/IPCE/PCE). Each examiner is required to appoint a person as his checker to inter-alia perform the following functions besides assisting him in the preparation of Award List.

The services of the checkers are required at individual examiner level to check the following:

1. To ensure that the marks awarded to the sub parts of a question entered in the marks grid on the cover page of the answer book has been totaled correctly.
2. To ensure that the total marks written in numerals in the marks grid on the cover page of the answer book tallies with what is written in words therein below.
3. To ensure that total marks in the grid is carried forward correctly in numerals in the OMR portion on the right hand bottom corner of the cover page of the answer book.
4. To ensure that the darkening of the corresponding OMR circles on the cover page is done as per the

numerals written in the box there above.

5. To ensure that the total marks on the cover page of the answer book is carried forward correctly in the award list against the respective code number.
6. To ensure that the totals of the marks entered in each column of the award list is correct.
7. To ensure that the grand total of each award list is correct
8. To ensure that the total number of answer books is entered correctly in the relevant box in the award list.
9. To ensure that darkening of circles in the award list is in accordance with the marks written in numerals against the respective code number of the answer book.
10. To ensure that the page wise totals of marks awarded on the award list is carried forward correctly to the summary sheet
11. To ensure that totaling of marks of all the candidates carried forward to the **Summary Sheet** is correct.
12. To ensure that darkening of OMR circles is done completely in Cover page of the answer books as well as OMR Award List.

Overall scheme for members of the Institute to become checkers:

1. Members who would like to associate with the Examination Department to act as Checker have to fill up an online form available at

http://www.icai.org/app_forms/empanelment.html.

The Examination Department will not entertain any other mode of empanelment application form.

2. Based on the assignment given to individual examiners, reference of such examiners to whom the services of empanelled checkers are required would be provided to the empanelled checkers in due course.
3. Though the empanelment is open to members having upto 15 years of experience, first preference will be given to members having upto 5 years of post membership experience. Similarly second preference will be given to members with upto 10 years of post membership experience and so on.
4. The empanelled checkers have to visit the

examiners at their residence or official address for providing the services as aforesaid.

5. A token honorarium of ₹25 per full paper or ₹15 per half paper would be paid to the checkers.
6. It is anticipated that the number of visit of checker to the examiners' office/residence would be maximum 3 to complete the assignment for which a conveyance expenditure reimbursement of ₹1000 for A class cities or ₹500 for B class cities (per occasion) will be paid. Additional visits by the checkers to examiners, if found necessary may, also be eligible for reimbursement of the conveyance expenditure subject to necessary approvals.

Examination Department



EVENTS

Forthcoming Events¹

Sl. No.	Title of the Seminar/ Conference	Date	Place	CPE Hours	Topics (in brief without details of technical sessions, timings and speakers)	Contact Person
1.	National Conference on Empowerment of the Profession Through Excellence	9 th June, 2012	Chandigarh	6	<ul style="list-style-type: none"> • Emerging issues on Income Tax • Emerging issues on Service Tax • Capacity Through IT Tools 	CA. Sanjeev Sharma Chairman Chandigarh Branch of NIRC of ICAI Mobile: 09888484801 E-mail: casharmasanjeev@gmail.com
2.	Workshop on Capacity Building Measures for the Practitioners & CA Firms	5 th May, 2012	Mathura	6	<ul style="list-style-type: none"> • An Overview of Accounting Standards • An overview of Taxation • An overview of Revised Schedule VI 	CA. Mahendra Kumar Gupta Chairman Mathura Branch of CIRC of ICAI Mobile: 09414023117 E-mail: mahendra_co@icai.org
3.	Workshop on Capacity Building Measures for the Practitioners & CA Firms	5 th May, 2012	Raipur	6	<ul style="list-style-type: none"> • Revised Schedule VI • Emerging issues on Income Tax • Capacity Through IT Tools 	CA. M.M. Upadhyay Chairman Raipur Branch of CIRC of ICAI Mobile: 9981140015 E-mail: jsa1777@gmail.com
4.	Three Days National Residential Seminar	June 29, 2012 to July 1, 2012	The Raviz Resort & Spa, Lake Ashtamudi, Kollam, Kerala	12	Service Tax – Recent Admendments, Revised Schedule VI, Issues in Tax Deduction at source & Business Deductions	CA. Rajendra Kumar P. Central Council Member, ICAI Mobile: 09382303403 Email: rk@ssaca.in Chairman Quilon Branch of SIRC of ICAI Mobile: 099495114025 Phone No: 0474-2750583; 2763506 Email: quilon@icai.org

¹ For more details please refer the detailed announcements hosted on the ICAI website www.icai.org