



The Institute of Cost Accountants of India
(Statutory body under an Act of Parliament)
12, Sudder Street, Kolkata – 700016.

Ref. No.: Ch-BI/03/05/2013

2nd May, 2013

Sub: Clarifications/Guidelines with regard to the Chapter Bye-laws, 2013

1) Guidelines/Clarifications with regard to communication by Election Officer to all voters of Chapter for forthcoming Election of Chapter.

It is hereby clarified that the Election Officers of all Chapters should send communication regarding issue of 1) Election Notification, 2) List of Voters of Chapter, 3) Final List of Nominations to all voters of the Chapter through e-mail, SMS and by post.

Election Officers of Chapters concerned should also upload the above on Chapter's website, if the Chapter is having its website.

These requirements are in addition to displaying the aforesaid information on Chapter's notice board under Clause 19(1) & Clause 19(8) of Chapter Bye-laws, 2013.

2) Guidelines/Clarifications with regard to time of Annual General Meeting (AGM) of Chapter.

It is hereby clarified that the Annual General Meeting (AGM) of Chapters may be convened at any time on the date of AGM as decided by the Management Committee subject to the condition that election results will be declared by the Election Officer on the date of AGM only after 7 p.m. after counting of the votes or prior to that if all votes are polled.

Any Managing Committee member who is also a candidate for the Chapter Election may sit on the dais for conduct of the Annual General Meeting (AGM) only on the specified date and time, which will be considered a part of compliance of official duty of the Chapter. Hence, this will not tantamount to violation of Election Code of Conduct.

Kaushik Banerjee
Secretary (Acting)