

For the Kind Attention of Members and Students Know Your Institute's Offices in Southern Region

It is brought to the attention of the members and students that the Institute has its offices at Chennai, Hyderabad and Bangalore complete details of which are given below. Office at Chennai has two functional areas, one the Southern India Regional Council and the other the Southern Regional Office.

The Southern India Regional Council of ICAI (SIRC of ICAI) is dealing with the following areas of activities in relation to servicing the members and students queries and related activities.

• Conducting CPE and other Programmes
• Conducting Coaching Classes
• Conducting MCS Classes
• Sale of Publications
• Library

The Southern Regional Office (Decentralized Office of ICAI) is dealing with the following areas of activities in relation to servicing the members and students (and queries & guidance) and related activities.

• Board of Studies Section (deals with Registration for the Foundation, Intermediate and Final Courses and Orientation Programme for Students).
• Articles Section (deals with Registration of Articles, Re-registration of Articles, Registration of Industrial Training, Termination and Completion of Articles, Eligibility to train articled assistants, Permission to study other courses) and Change of Address of Students
• Members Section (deals with Enrolment of Members, Grant of Certificate of Practice, Grant of Fellowship, Removal of Membership, Cancellation of COP, Restoration, Change in Name, Employment Updation, Additional Qualification, Registration of Firms, Reconstitution of Firms, Registration and Conversion of LLP, Merger, De-merger, Networking, Management Consultancy Services (CA Firm), Branch Opening and Closure, Second Office Opening and Closing, Recording of starting and closure of Sole Practice, Closure of Firms Joining and Leaving of Partners/Paid Assistants in the firm of Chartered Accountants and Change of Address of Members and Firms).
• Accounts Section (dealing with membership and students fees)
• EDP & ITT Section (deals with the conduct of Information Technology Training (ITT))
• Human Resource Department Section (HRD) (dealing with the display of vacancy for articles / employment for qualified members and semi-qualified

It is an earnest appeal that the members / students should approach (for seeking clarification on their queries by sending e-mails) to relevant departments which would ensure timely response to the members /students.

We are therefore bringing to the kind attention of the members and students the relevant contact details of the respective departments and request them to approach in the relevant e-mail ids for any queries.

Activity	Email ID
Regional Head (SRO)	giridharan@icai.in
SECTION: BOARD OF STUDIES	
Section Incharge Registration for the Foundation/Intermediate and Final Courses	balaji@icai.in
Registration and Revalidation of Final/ATC/Incharge of Orientation Course/RMC (SRO)	ravifca@icai.in
Registration, Conversion and Re-validation of IPCC / IIPCC, Address Change/Name Change of Students	reshma.begum@icai.in
SECTION: ARTICLES	
Overall Incharge of Articles Section	sivanesan@icai.in
Registration of Articles both IPCC - Direct Entry Final cum Articles Registration and excess fee refund	karumugam@icai.in
Termination within one year and after one year - Re-registration of articles.	sathy@icai.in
Completion of Articles, Supplementary deed of articles, etc. Registration of companies for Industrial Training, registration of Industrial Training and completion of Industrial Training	srinathi.prakash@icai.in
Transfer in and Transfer out file. Change of Address, Name and Principal (Form 118) Examination Eligibility and File movement and permission to study other course	kalai@icai.in
MEMBERS / FIRMS	
Task Allocated / Performed	Email ID
Incharge of Firms. Reconstitution of Firms, Firm Change of address, Opening and Closing of branches, Change in Firm Name, Firm Closure, Conversion of LLP. Merger and Demerger, Networking and MCS. Death of member	padmabalaji@icai.in
Incharge of Members, Member Removal & Restoration, Fellow Admission, Transfer of files, Members Change of address, Change in Name, PAN Updation.	bharani@icai.in

Fresh Member Enrollement, Membership Certificates. Granting of Certificate of Practice, Additional Qualification	ambika@icai.in
Campus Coordination, Certificate Courses, Issue of Duplicate Certificate, Updation of Member Employment, Other engagement, Members ID card/Duplicate ID card.	balakrishnan@icai.in
Constitution of firms, Constitution of fresh LLP, Joining and Leaving of paid assistant, Sole Practice. Cancellation and Restoration of Certificate of Practice.	h.vanitha@icai.in

EDP & ITT SECTION

Task Allocated / Performed	Email ID
Datacentre & EDP & ITT and Advanced ITT Post qualification course - ISA Incharge	sabari@icai.in
ITT Queries	yasmeen.thanveer@icai.in
Advanced ITT Queries	sheeba@icai.in
Post Qualification Courses - ISA	deepalakshmi.ramakrishnan@icai.in
ITT/EDP/General Queries	vimal@icai.in

ACCOUNTS/HRD/PRO

Task Allocated / Performed	Email ID
Accounts Related	padmashankar.t@icai.in
HR and Administration	kirubakartl@icai.in
Members Fee Entry	azeez@icai.in

SIRC OF ICAI

Task Allocated / Performed	Email ID
Overall administrative in charge of SIRC of ICAI and all grievances addressed to Regional Council. Any queries relating to Regional Council and not covered below	tparamasivan@icai.in ; sirc@icai.in
Incharge of Accounts SIRC	babu.raghvan@icai.in
Coaching Classes, SICASA and Career Counselling Programme	ravichandrans@icai.in
GMCS Course and SIRC Newsletter CPE Conference/ Seminar / Program and Credit Hours related queries. All correspondence regarding Non-CPE Events/Activities.	rahman@icai.in
Library Services, Members & Students Services (Grievances). All correspondence relating to CPE Study Circle, Chapter, Study Group Affairs	yamuna@icai.in
SIRC Publication Sales Counter (For) Sale of Members and Students Publications	r.ramu@icai.in

SIRC Branches Coordination

ramakrishnan@icai.in

Members and students belonging to the States of Andhra Pradesh and Telangana are requested to approach the Hyderabad DCO Office in the following mail ids.

Section	Email id
DCO and COE in-charge	spal@icai.in
Help Desk	srinivas.reddy@icai.in
Members	srujana@icai.in
Firms	uma.suresh@icai.in
Students & Articles	ramkumar@icai.in ; naveen.goli@icai.in
Board of Studies Foundation Intermediate Final	srinivas.reddy@icai.in; uma.suresh@icai.in; ramkumar@icai.in

Members and students belonging to the State of Karnataka are requested to approach the Bangalore DCO Office in the following mail ids.

Section	Email id
DCO in-charge	nydin@icai.in
Accounts, Foundation and Inter registration & General Enquiry	jyoti.luharuka@icai.in
Certificate Courses, Campus, All HO Programmes & General Enquiry	kulashekhar@icai.in

For details about Name and Designation of officials, please refer www.sircoficai.org under Contact Us

Kindly avoid sending email to multiple ids.

We solicit your support to serve you **FASTER AND BETTER.**

SIRC OF ICAI