

Guidelines Career Counselling Programmes

**Organized by Regional Councils/Branches/CPE Study Circles/
CPE Study Chapters/CPE Study Groups of ICAI**

Objective: Popularise CA Course.

Programme Organizing Units (POUs): Regional Councils /Branches/ CPE Study Circles/CPE Study Chapters/CPE Study Groups of ICAI.

A. Grant

S. No.	Particulars	Lumpsum Grant (₹)	GST @18% (₹)	Total Grant (₹)
1.	Career Counselling Programme organised by POUs	9,000/-	1,620/-	10,620/-

Notes:

- Total expenditure shall not exceed the eligible Grant per programme. Expenditure includes all items like cost of Banner, Memento to School/College Head, Photographs, Conveyance, etc.
- Lumpsum Grant of Rs. 9,000 + GST per programme will be given to the POUs irrespective of the actual expenditure incurred by the POUs.
- The POUs shall pay honorarium to the Counsellors directly. However, the honorarium shall not exceed Rs. 6500/- per programme.
- The POUs shall ensure that the Counsellors engaged will be experienced and quality of the Programme should be ensured at all levels. In case, the Committee receives any complaint or grievance from any quarter regarding the programme, the payment / non-payment of the grant for the programme shall be at the discretion of the Committee.
- More than one Counselling Session conducted in one School/ College in a single day shall be treated as one session only and the grant also shall be restricted to Rs. 9,000/- to the respective POUs.
- Career Counsellors who are directly / indirectly engaged in private coaching centers shall not undertake the aforesaid career counselling programmes. The Counsellor shall not publicize the credentials or any sort of canvassing for the private coaching centers or Centers in the aforesaid career Counselling programmes. It may be stated that a member of the Institute, whether in practice or not, shall be deemed to be guilty of professional misconduct if he contravenes any provision of the Chartered Accountants Act, 1949 or the Regulations framed thereunder or any guidelines issued by the Council/ Committee, ICAI.



B. Other Details

1.	Resources from the CCC.	Flyers will be provided by the Committee. In case, bulk Flyers are required, kindly inform CCC well in advance.	
2.	Documents for claim of the Grant	<ul style="list-style-type: none"> ➤ Tax Invoice of the concerned POU. ➤ Annexure-I details of programme should be provided by the POU. ➤ Photographs of the programme. ➤ Attendance sheet of the students. 	<p>Photographs to be taken as per the following instructions:</p> <p>Front view: The picture should be captured from the front and the maximum audience to covered.</p> <p>Back view: Picture to be captured from audience where the career counselling banner, stage & the counsellor taking the session is visible.</p> <p>Diagonal view: picture should be captured via diagonal view.</p>
3.	Target Audience		Students of class VIII, IX, X, XI, XII & Graduation & PG.
4.	Total Audience		Preferably 200 Students per programme but not less than 100 students.
5.	Permission/ Approval of the programme		The proposal for the counselling session to be conducted by POUs shall be uploaded in the Online Portal at least 5-7 days in advance.

Guidelines - Major Mega/Mega Career Counselling Programmes

Objective: Popularise CA Course

Programme Organising Units (POUs): Regional Councils /Branches of ICAI

Major Mega Career Counselling Programme

POUs	Minimum No. of Students	Maximum Eligible Grant (Rs.)
Regional Councils/Branches OR in association with State Education Boards/Councils/other Organisations	3000	1,00,000
	4000	1,50,000
	5000	2,00,000

Mega Career Counselling Programme

Category of the Branch	Members Structure in Branch	Minimum No. of Students	Maximum Eligible Grant (Rs.)
Micro	Upto 200 Members	500	20,000
Small	201-500 Members	1000	30,000
Medium	501-1000 Members	1500	40,000
Large	1001-2500 Members	1750	50,000
Mega	2501 and above Members	2000	60,000

Notes:

- Maximum eligible Grant or Actual Expenditure incurred whichever is less will be considered. Actual expenditure shall not in any case exceed the Maximum eligible Grant.
- Reimbursement will be done on receipt of the signed Statement of Expenses by the POU along with all supporting documents.
- Press Meet/Press Release is mandatory for all the Major Mega/Mega Career Counselling Programmes.
- GST is payable extra at actuals.