

TRAINEE SCHOLARSHIP AND HOSTEL SUPPORT SCHEME

G.V. and Associates, Company Secretaries, Coimbatore and Chennai

Version	1.0	Effective from	01 / 06 / 2026
Approved by	Partners	Policy owner	Partners

1. BACKGROUND AND OBJECTIVE

- 1.1 Many capable CS students come from villages and small towns, and moving to Coimbatore or Chennai for practical training places a heavy burden on their families, mainly because of the cost of accommodation.
- 1.2 G.V. and Associates, Company Secretaries ("the Firm") has therefore introduced this Scheme so that financial hardship does not prevent a deserving student from receiving quality practical training and qualifying as a Company Secretary.

2. WHO MAY APPLY

- 2.1 The Scheme is open to students who have passed the ICSI Executive Programme and completed the EDP and are selected by the Firm for long-term practical training. It is meant mainly for students from economically weaker families whose native place is far from the office of training and who have to stay in a hostel or paying guest accommodation to undergo the training.

3. SUPPORT UNDER THE SCHEME

- 3.1 A trainee selected under the Scheme receives the following monthly support.

Component	Amount	Remarks
Trainee stipend	Rs. 5,000 per month (ICSI minimum), as per the Training Policy Manual	Paid to every trainee
Hostel fee support	Actual hostel fee or Rs. 5,000 per month, whichever is lower	Selected trainees only
Maximum monthly support	Rs. 10,000 per month	

- 3.2 The hostel fee support is linked to actual accommodation expenses. It does not form part of the stipend and is not payable where the trainee stays with family or in free accommodation. If the ICSI revises the minimum stipend, the revised amount shall apply.

4. ELIGIBILITY

- 4.1 To be considered under the Scheme, an applicant shall:

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- (a) be selected by the Firm as a CS trainee under its Training Policy Manual;
 - (b) have a satisfactory academic record, including in the ICSI examinations;
 - (c) belong to a family whose annual income from all sources does not exceed **Rs. 3,00,000** or does not have a stable/regular income;
 - (d) have a permanent residence that is at least **50 km** away from the office of training; and
 - (e) need to pay for hostel or paying guest accommodation in order to undergo the training.

5. SELECTION

- 5.1 Applications are considered by a committee of at least two Partners, and selection is not based on marks alone. The committee considers the applicant's performance in the ICSI examinations, family income and circumstances, rural background, distance from the native place, the cost of accommodation, aptitude for secretarial practice and performance at the interview. The committee decides the weight given to each factor.
- 5.2 The number of trainees supported in a year depends on the resources of the Firm and is decided by the Partners. Its decision is final.

6. APPLICATION AND DOCUMENTS

- 6.1 The applicant shall submit the application in the form given in the Annexure, along with copies of the ICSI registration and Executive Programme result, proof of permanent address, an income certificate issued by the Tahsildar or a declaration of family income signed by the parent or guardian, and details of the proposed hostel or paying guest accommodation with its fee structure.

7. PAYMENT OF HOSTEL SUPPORT

- 7.1 The accommodation shall be a recognised hostel or paying guest accommodation, or other accommodation approved by the Partners. The trainee shall submit the receipt for the hostel fee paid for each month by the 5th of the following month.
- 7.2 The hostel support is paid along with the stipend by the 7th of the month, by bank transfer to the trainee's account. Where the Partners consider it appropriate, the Firm may pay the hostel fee directly to the hostel or accommodation provider. No payment is made in cash.

8. DURATION AND CONTINUATION

- 8.1 Support is sanctioned for the period of training with the Firm, so long as the trainee continues to stay in paid accommodation. It continues during leave allowed under the Training Policy Manual, but not during leave beyond that limit.
- 8.2 The Partners review each case every six months. Continuation depends on satisfactory attendance, work performance, conduct and progress in the ICSI examinations. If performance

or conduct remains unsatisfactory after a written caution, the support may be reduced or withdrawn.

9. VERIFICATION AND MISUSE

- 9.1 The Firm may verify any information or document furnished. If any information or receipt is found to be false or inflated, the Firm may reject the application or stop the support, recover the amount wrongly paid and take action under the Office Code of Conduct.

10. CONFIDENTIALITY

- 10.1 Information on family income and personal circumstances shall be kept confidential and used only for this Scheme, in line with the Digital Personal Data Protection Act, 2023. The names of beneficiaries shall not be disclosed to others without their consent.

11. GENERAL

- 11.1 The Scheme is a discretionary benefit, and meeting the eligibility conditions does not by itself create a right to support. The support is personal to the trainee, cannot be transferred and ends when the training with the Firm ends. No bond or repayment is required from a trainee who completes the training in the normal course.
- 11.2 The Partners may review the terms of the Scheme once a year and may modify or discontinue it, without affecting support already sanctioned.

ANNEXURE

APPLICATION FOR SCHOLARSHIP AND HOSTEL SUPPORT

Name of the applicant	
ICSI Student Registration No.	
Executive Programme result (month / year, marks)	
Permanent address (village, taluk, district)	
Distance from Coimbatore / Chennai office	
Name and occupation of parent / guardian	
Annual family income (Rs.)	
Proposed hostel / PG and monthly fee (Rs.)	
Bank account details for payment	

Documents enclosed

- (a) ICSI registration and Executive Programme result
- (b) Proof of permanent address
- (c) Income certificate / declaration of family income
- (d) Hostel or PG details with fee structure

Declaration

I declare that the information given above is true and complete. I understand that support under the Scheme is discretionary, and that the Firm may stop the support and recover any amount paid if any information is found to be incorrect. I agree to submit the monthly hostel fee receipt by the 5th of every month.

Signature of applicant: _____ Signature of parent / guardian: _____

Place: _____ Date: _____

For office use

Recommended / Not recommended _____ Hostel support sanctioned: Rs. _____ per month From: _____

Partner: _____ Partner: _____ Date: _____