

Guidelines for inviting the dignitaries (Chartered Accountants at the influential positions, Central/State level Ministers as well as officials/ bureaucrats at Central/State levels) to participate in the Seminars/Conferences organized by the Programme Organising Units of the Institute

We would like to inform you that the Continuing Professional Education (CPE) Committee at its 270th meeting held in January 2008 has issued the Guidelines for inviting the dignitaries (Chartered Accountants at the influential positions, Central/State level Ministers as well as officials/ bureaucrats at Central/State levels) to participate in the Seminars/Conferences organized by the Programme Organising Units of the Institute in order to enhance brand image of the Institute, utility and acceptance of the profession, in general and avenues for new professional opportunities to the members, in particular, which is given as below. All the Programme Organising Units should follow the said Guidelines in letter and spirit.

Guidelines for inviting the dignitaries (Chartered Accountants at the influential positions, Central/State level Ministers as well as officials/bureaucrats at Central/State levels) to participate in the Seminars/Conferences organized by the Programme Organising Units of the Institute

1. To obtain the details of dignitaries (Chartered Accountants at the influential positions, Central/State level Ministers as well as officials/bureaucrats at Central/State levels).
2. To maintain Public Relations with Central/State level Ministers as well as senior officials/bureaucrats at Central/State levels to eliminate the perceived barrier between the Institute and the bureaucrats.
3. To maintain proper decorum while inviting Chartered Accountants at the influential positions, Central/State level Ministers as well as senior officials/ bureaucrats at Central/State levels to the programmes.
4. To ensure the involvement of Central/Regional Council Members/Branch Chairmen in line with the dignitaries (as mentioned above) invited.
5. To fix the date and venue of the programme well in advance.
6. To screen the faculty so that there are no variations in standards of delivery.
7. To distribute standardized background material in these programmes.
8. To have a reasonable level of participants to motivate the dignitaries (as mentioned above) and enable the participants to get the maximum benefits from experience and expertise shared by the dignitaries.

9. To ensure that the programmes shall always start at the announced time and punctuality shall be adhered to.

10. Introduction of dignitaries (as mentioned above) should be made as the occasion demands.
