GUIDELINES, RULES AND PROCEDURES FOR SUPPLY OF CERTIFIED COPY (IES) OF ANSWER BOOKS TO STUDENTS

1. A student who wishes to obtain certified copies of his/her answer books of any subject(s) of a particular examination shall apply on the prescribed application form together with (a) requisite fee; and (b) self-attested photocopy of his/her Admit Card (Roll No.) or Student Identity Card so as to reach the Institute within 45 days from the date of declaration of the result.

2. The Application Fee for supply of certified copy(ies) of answer book shall be Rs.100/- per subject(s)/answer book(s). The fee shall be paid through Demand Draft drawn in favour of “The Institute of Company Secretaries of India”, payable at New Delhi.

3. The envelope containing student’s Application Form, duly completed in all respect, together with the requisite fee and photocopies of the supporting documents, as mentioned in para 1 above, shall be superscribed “Application for Supply of Certified Copies of Answer Books” and sent to:

   The Joint Director (Exams.)
   The Institute of Company Secretaries of India
   C-37, Institutional Area, Sector 62
   NOIDA – 201 309.

4. Application Form without requisite fee and supporting documents and complete particulars, as indicated above, shall not be entertained.

5. Before supplying certified copy(ies) of answer books, to a student on his/her request, if it is noticed that any sub-question/question of his/her answer book has inadvertently remained unevaluated or there is some posting or totalling error, the Institute would rectify such an omission and commission and communicate the revised/marks/result to the student. However, it may be noted that re-valuation of answers is not permissible under Regulation 46(2).

6. The certified copies of the answer books supplied to the student shall be for his/her exclusive personal reference and guidance.

7. On receipt of certified copies of the answer books, the applicant student shall be the sole custodian of it and he/she shall not part with the custody/possession of the same and shall not use the same for any other purpose(s).

8. If any error is discovered at any point of time as provided in para 5 above, the Institute shall have suo motu power to rectify the same.

Contd... 2.
APPLICATION FORM FOR SUPPLY OF CERTIFIED COPY(IES) OF ANSWER BOOKS

(Before filling-up this form, please go through the Guidelines, Rules and Procedures)

The Joint Director (Exams.)
The Institute of Company Secretaries of India
C – 37, Sector 62
Institutional Area
NOIDA – 201 309.

Dear Sir,

I, the undersigned, request you to supply me the certified copy(ies) of my answer books as per details given below:

1. Name of Student
2. Student Regn. No.
3. Complete Correspondence Address
   
   PIN CODE:

4. E-mail id

5. Details about appearance in the subjects of examination for which copy(ies) of answer book(s) is/are requested

<table>
<thead>
<tr>
<th>Stage &amp; Session of Exam</th>
<th>Roll No.</th>
<th>Name of the Subject(s)</th>
<th>Marks Obtained</th>
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6. Details of fee remitted [(Application Fee @ ₹ 100/- per subject(s) / answer book(s)]

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<th>Demand Draft No.</th>
<th>Date</th>
<th>Name of the Issuing Bank</th>
<th>Amount (Rs.)</th>
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I have read the guidelines, rules and procedures and the same are acceptable to me.

I hereby undertake that I am a bonafide student of the Institute and the copy(ies) of answer book(s) applied for, belong to me. For this purpose, I am enclosing self-attested photocopy of my Admit Card (Roll No.)*/Student Identity Card issued to me by the Institute. In case, any particular or statement is found to be false, the Institute may take appropriate action against me, as deemed fit.

Yours faithfully,

________________________
(Signature)

Place: __________

Date: __________

Name: ____________________

*Delete whichever is not applicable.