

Duplicate Result-cum-Marks Statement

Result-cum-Marks Statement for all the previous Examinations have been dispatched to all the students soon after declaration of results. As a matter of policy and due to security reasons Marks Statement can not be sent on the basis of e-mail. For obtaining duplicate marks-statement you are advised to send a DD for Rs.100/- for each marks statement favouring the Institute of Company Secretaries of India payable at New Delhi along with an application in the prescribed form (copy attached) to Dr. S. K. Dixit, Joint Secretary (Exams.), ICSI, C-37 Institutional Area, Sector-62, Noida-201 309, to enable us to send you the duplicate marks-statement.

Many a times Marks statement sent by ordinary post is not received by the students. In case in your own interest you want that marks statement should be sent by Speed Post, you may send a self-addressed envelope with postal stamp of Rs.40/- affixed on the same along with your application for duplicate marks-statement or alternatively you may also send DD including the speed post charges.

APPLICATION FOR ISSUE OF DUPLICATE RESULT-CUM-MARK SHEET

(To be submitted in candidate's own handwriting)

The Chief Executive
The Institute of Company Secretaries of India
C-37, Sector 62, Institutional Area
NOIDA – 201 309.

Date: _____

For Action by EXAM. DEPTT

Sub: Company Secretaries Examination, June/December, 20_____.
reg. Duplicate Result-cum-Marks Sheet _____.

Dear Sir,

I hereby request you to issue me a Duplicate Copy of "Result-cum-Mark Statement" as per particulars furnished below:

(TO BE FILLED IN CAPITAL LETTERS)

1.	Name of Student:		
2.	Registration No.:	3.	Roll No:
4.	Stage of Exam:	5.	Exam Session: June/Dec., 20.....
6.	Postal Address:		
			PIN CODE:

NOTE: Prescribed fee @ Rs.100/- per Duplicate Result-cum-Mark Statement of previous examination(s) is payable [after expiry of 3 months from the date of declaration of results of that examination] in Cash/by Demand Draft in favour of the "Institute of Company Secretaries of India" payable at New Delhi .
(DD/Cash Receipt No. dated.....For Rs. enclosed).

Yours faithfully,

.....
(SIGNATURE)

Mobile:
e-mail id:

NOTE:

- (i) From June 2011 session onwards, for the Foundation / Executive Programme Examinations, candidates are advised to download their e-result-cum-marks statement from the website of the Institute
- (ii) In case of non-receipt of "Result-cum-Mark Statement" of immediate preceding examination, within a period of three months from the date of declaration of results, a written request, giving above particulars should be submitted for issuance of Duplicate Result-cum-Mark Statement without payment of any fee.
- (iii) Duplicate Result-cum-Mark Statement will normally be sent within 10 working days by Ordinary Post.
- (iv) For obtaining duplicate Result-cum-Mark Statement by Speed Post, the candidate should send a self-addressed envelope affixing postal stamp of Rs.40/- or DD including Rs.40/ for postal charges along with the application in the manner indicated above.