

ATTENTION STUDENTS!

**PROVIDING INSPECTION OR SUPPLY OF CERTIFIED COPY (IES)
OF ANSWER BOOK(S) OF CS EXAMINATIONS – DECEMBER, 2019**

The Institute has been providing the facility of Inspection or Supply of Certified Copies of Answer Book(s) to the candidates on their request as per Guidelines, Rules and Procedures framed by the Institute in this regard.

A candidate who wishes to Inspect* and/or obtain Certified Copy(ies) of his/her Answer Book(s) of any subject(s) of a particular examination, can apply either through on-line or off-line mode as per the prescribed procedure **within 45 days from the date of declaration of the result.**

The on-line facility for applying for Inspection or supply of Certified Copies of Answer Book(s) will be operative from **Wednesday, the 26th February, 2020 from 00:01 hrs till Friday the 10th April, 2020 up to 24:00 hrs.**

The prescribed fee for supply of Certified Copy (ies) of Answer Book(s) is Rs. 500/-per subject and fee for Inspection* of Answer Book(s) is Rs. 450/- per subject. The last date of submitting applications is **10th April, 2020.**

If any candidate wishes to apply for Inspection or supply of Certified Copy(ies) of Answer Book(s) through off-line mode, he/she can download the prescribed Application Form available on the website and send the same duly filled in along with the requisite fee through Speed/Registered Post. The fee can be paid either by way of demand draft favouring “*The Institute of Company Secretaries of India*” payable at New Delhi; or in cash at the Regional/Chapter/Noida Office.

The "Guidelines, Rules and Procedures for Providing Inspection and/or Supply of Certified Copy (ies) of Answer Book(s) to students” are available on the website of the Institute under Examination Section at the link given below:

https://www.icsi.edu/docs/webmodules/Inspection_Certified_Copy.pdf

For applying Inspection or supply of Certified Copy (ies) of Answer Book(s) through on-line mode, the interested candidates can access the following link:

<https://smash.icsi.in/scripts/login.aspx>

**[For Inspection candidates have to personally visit ICSI Noida Office at C-37, Sector-62, Institutional Area, Gautam Budh Nagar, Noida 201309 to inspect his/her answer book (s).]*

Joint Secretary
Directorate of Examinations

