

VERIFICATION OF MARKS OF COMPANY SECRETARIES EXAMINATIONS

In terms of Regulation 46 (2) of the Company Secretaries Regulations, 1982, as in force, a candidate can seek "Verification of Marks" in any subject(s) of CS examination within 30 days from the date of declaration of results. The application for verification of marks should be made by interested candidates in the prescribed mode with requisite **fee @ Rs. 250/- per subject within 30 days (one month)** from the date of declaration of results. Interested candidates can apply for verification of marks either through **on-line** mode or **off-line** mode.

Application of Verification of Marks – On-Line Mode

In case any candidate intends to apply for verification of marks, he/she is encouraged to apply through **On-line Services** of the Institute as it shall provide the following benefits to the candidates:

- (i) Instant receipt of application for verification of marks in the Institute.
- (ii) Loss of application in transit is avoided.
- (iii) Postal delay, if any, is nil.
- (iv) Fee for verification of marks can be paid through credit card/debit card/net banking.
- (v) Application for verification shall be disposed of within the minimum period.
- (vi) Preparation of Demand draft and dispatching of application through speed post/courier service can be avoided.
- (vii) Candidates can confirm the receipt of their application at an early date.

In order to optimize the use of on-line mode of application for verification of marks, candidates in their own interest are advised to submit their application for verification of marks through on-line mode as per the specified procedure at the link given below:

[Module > Exam > Verification of Marks / Certified / Inspection of Answer Books](#)

Application of Verification of Marks – Off-Line Mode

If the candidates find any difficulty in submitting their application for verification of marks through on-line mode, they can apply for the same by submitting the application in the prescribed form given below together with the requisite **fee @ Rs. 250/- per subject within 30 days (one month)** from the date of declaration of results.

The application for seeking verification of marks should invariably include — (i) Name; (ii) Roll Number; (iii) Registration Number; (iv) Stage of examination; (v) Subject(s) in which verification of marks is sought; (vi) Amount of fee paid; (vii) Demand Draft Number, Date, and Drawee's Bank; and (viii) Complete postal address of candidates with Phone/Mobile Number(s) and E-mail ID(s). The amount of fee for verification 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 application for verification of marks duly completed in all respects should be super-scribed "**Application for Verification of Marks**" and sent within one month from the date of declaration of results, addressed to **The Joint Secretary, Dte. of Examinations, The Institute of Company Secretaries of India, C-37, Sector 62, Institutional Area, NOIDA – 201 309 (U.P.)**. Candidates can also submit their applications at Regional/Chapter/Head Office (Noida). Candidates in their own interest are advised to send the application by Speed/Registered Post or Courier to ensure the receipt of the same at the Institute and may keep the photocopy of the application and demand draft/receipt of application fee for future reference, if any. To facilitate an early reply, candidates are advised not to club any other query/matter or remittance of fees along with their application for Verification of Marks.

If any student has applied for Verification of Marks and simultaneously applies for providing Inspection and/or supply of Certified Copy (ies), the details should be provided in the application form by ticking the appropriate choice as specified thereunder in this regard.

Response Time

The response time to candidates' requests for verification of marks is normally *two months* from the date of receipt of their applications complete in all respects in the Directorate of Examinations of the Institute. On receipt of the applications in the Directorate of Examinations, the status/outcome of verification of marks will be shown on the Institute's website: www.icsi.edu and the candidate concerned can enquire about the status/outcome of his/her application by entering his/her Roll No. or Student Registration Number. In case of no change in his/her marks or result position, the candidate can also download a copy of the reply letter instantly from the link given to this effect and no other communication will be sent in this regard. However, in case of any change/revision in marks in any subject(s) and/or result of a particular Module/Stage of Examination, separate communication to that effect will be sent to the candidate concerned through Speed Post.

Further, if a candidate does not receive any information from the website/communication within *sixty days* from the date of dispatch of application he/she may send an e-mail at: exam@icsi.edu or write to the *Joint Secretary, Directorate of Examinations* giving relevant details along with the scanned/photo copy of application and demand draft/receipt of application fee.

****Students are advised to enroll for the next session of examination in time without waiting for the outcome of their verification of marks. In case there is change in result, the examination fee paid shall be either refunded or adjusted against future payments.***

APPLICATION FOR VERIFICATION OF MARKS
(To be filled in by the candidate in his/her own handwriting)

Date: _____

FOR ACTION OF DTE. OF EXAM.

The Joint Secretary
Dte. of Examinations
The Institute of Company Secretaries of India
C – 37, Sector 62, Institutional Area
NOIDA – 201 309.

Sub: Company Secretaries Examination, June/ December, 20
reg. Verification of Marks under Regulation 46(2)

Dear Sir,

I hereby request you to carry out “Verification of Marks” in the following subject(s) of June/December, 20____ Examination under Regulation 46(2) of The Company Secretaries Regulations, 1982:

Stage of Examination: _____ Roll No.: _____
Student Registration No.: _____

PART-A

<i>Sl No.</i>	<i>Subject (s)</i>	<i>Marks Obtained</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

PART-B

Have you applied for providing Inspection and/or supply of Certified Copy (ies) also?
YES/NO (Tick the appropriate choice)

The requisite Verification Fee of Rs. _____, i.e., @ Rs. 250/- per subject, has been paid by way of Cash/Demand Draft drawn on _____ (Bank Name) favoring “The Institute of Company Secretaries of India” payable at New Delhi, vide No. _____ dated _____.

Yours faithfully,

.....
(SIGNATURE)

Name:

Address for Correspondence:

.....

..... PIN:

Mobile No. :

E-mail ID: