



**THE INSTITUTE OF  
COST ACCOUNTANTS OF INDIA**  
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)  
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Ref. No. DOS/CIRCULAR/10-2/2024

Date: October 24, 2024

**CIRCULAR**

Sub: **Necessary Documents to be submitted to resolve pending requirements for appearing in the Dec 2024 term examinations.**

A good number of students scheduled to take the Dec 2024 term examinations have few pending requirements. The Directorate of Studies has been actively sending reminders via email to the respective students, emphasizing the submission of essential documents needed for examination clearance, including those for **Provisional (Foundation & Intermediate) /Practical Training (Final) /IOTP Training (Final)**.

It is recommended to check your registered mobile number and/or email on a regular basis for these reminders and ensure the completion of clearance **latest by November 15, 2024**. Not providing the necessary documents by the designated date could lead to the Examination Department being unable to issue a regular admit card for the Dec-2024 term examinations.

Students may check their pending requirement through the following web link:  
<https://eicmai.in/Eligibility-Checking/Login.htm>

This is for information of all concerned students of the Institute for appearing in the Dec- 2024 term of examinations.

**CMA (Dr.) D.P. Nandy**  
**Additional Secretary & HoD - Studies**

**e-Distribution:**

- 1) President's Office
- 2) Secretary, T&EF Committee.
- 3) All HODs at Headquarters, Delhi Office and Hyderabad Centre of Excellence.
- 4) All Regional Councils of the Institute.
- 5) All Chapters of the Institute.
- 6) All CMA Support Centres of the Institute.
- 7) All Overseas Centres.
- 8) IT Department- for uploading on the website of the Institute.
- 9) Secretariat.
- 10) Notice Board

**Copy to:**

- 1) President, The Institute of Cost Accountants of India.
- 2) Vice President, The Institute of Cost Accountants of India
- 3) All Council Members