

Ref. No. DOS/CIRCULAR/10-01//2026

Date: October 26, 2026

CIRCULAR

Subject: Submission of necessary documents to clear pending requirements for appearing in the December 2026 Term Examinations

It has been observed that a number of students scheduled to appear in the December 2026 term examinations have certain pending requirements to be fulfilled.

The Directorate of Studies has been regularly sending email reminders to the concerned students regarding the submission of the requisite documents for examination clearance, including documents relating to **Provisional Admission (Foundation and Intermediate), Practical Training (Final) and IOTP Training (Final)**.

All concerned students are advised to check their registered email addresses and mobile numbers regularly for such reminders and ensure that all pending requirements are duly fulfilled **on or before 16 November 2026**. Failure to submit the required documents by the prescribed deadline may result in the Examination Department being unable to issue a regular Admit Card for the December 2026 term examinations

Students may check their pending requirements through the following link:

<https://eicmai.in/Eligibility-Checking/>

This circular is issued for the information and necessary action of all concerned students intending to appear in the December 2026 term examinations.



CMA Avijit Mondal
Joint Director and H.O.D - Studies
(Academics and Administration)

e-Distribution:

- 1) President's Office
- 2) Secretary, T&EF Committee
- 3) All HODs at Headquarters, Kolkata Office and Hyderabad Centre of Excellence
- 4) Regional Councils of the Institute
- 5) All Chapters of the Institute
- 6) All Accredited Institutions
- 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