



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**  
*[Set up by an Act of Parliament]*

13-CA (Exams)/Observer Empanel /Nov-Dec-2014

29<sup>th</sup> August 2014

**ANNOUNCEMENT**

**EMPANELMENT OF MEMBERS TO ACT AS OBSERVERS AT THE EXAMINATION CENTRES  
FOR THE CHARTERED ACCOUNTANTS EXAMINATIONS  
NOVEMBER / DECEMBER 2014.**

It is proposed to empanel members to act as Observers for the forthcoming Nov/Dec 2014 Chartered Accountants Examinations scheduled as under:

**Intermediate(IPC) and Final exams  
Common Proficiency Test(CPT)**

**From 7<sup>th</sup> November 2014 to 21<sup>st</sup> November 2014  
On 14<sup>th</sup> December 2014 (Sunday)**

**Eligibility criteria for empanelment:**

Members who fulfill the following criteria are eligible for empanelment, as Observers.

- i) He/she should not be more than 65 years of age as on 1<sup>st</sup> November 2014
- ii) His/her name should have been borne on the Register of Members as on 1<sup>st</sup> April 2012 and continues to be so;
- iii) None of his/her relatives\* or dependants\* is / will be appearing in the ensuing Chartered Accountants Examinations / CPT / Post – Qualification Course Examinations in November/ December 2014 in any examination centres in India or Abroad.

[\* the term "relative" or "dependant" for the purpose shall include, in relation to an individual, the wife, husband, son, daughter-in-law, daughter, son-in-law, grandson, grand daughter, brother, brother's wife, brother's son, brother's daughter, sister, sister's husband, sister's son, sister's daughter, wife's brother, wife's sister and husband's brother and husband's sister]

- iv) He/she is not coaching students for any of the examinations / test conducted by the Council of the Institute in any institutions / organization including Regional Councils / Branches of the Institute and also private coaching.
- v) He/she has not been convicted by any court of Law and no disciplinary proceedings are pending against him/her, either by the ICAI / Disciplinary Directorate or by any other organization, both in India or abroad.
- vi) He/she is not associated with the Institute as an elected/co-opted member of the Council / Regional Council / Managing Committee of any Branch of the ICAI.
- vii) He/she shall abide by the Guidelines for Observer and / or any other instructions.

**Honorarium**

Honorarium of Rs.1500/- **per day / per session** and Rs 350/- as conveyance reimbursement for 'A' class cities and Rs 250/- for other cities per day (to cover cost of local travel) besides reimbursement of postal, stationery, telephone expenses, if any, will be paid.

The list of A class cities is as under:

Ahmedabad, Bangalore, Chennai, Darjeeling, Delhi, Hyderabad, Jaipur, Kanpur, Kokata, Lucknow, Mumbai, Nagpur, Pune and Secunderabad. All other cities are categorized as B class cities.

**Duties of Observer:**

**A member will be allotted duties in the city of his professional address as per Institute's records.**

An Observer is required to be present in the assigned branch of the Bank/Examination Centre from the time when the code key is opened in the bank till the conclusion of the examination, i.e. till the answer books are pooled, reconciled, packed and handed over to the designated courier agency for dispatch to the Examination Department.

Once the duties are assigned for acting as an Observer in a particular examination centre, he/she should attend to the said assignment and send his/her report and bill in the prescribed format immediately after the completion of his / her assignment.

In case any member is unable to perform his / her assignment, the same may be communicated to the Examination Department well in advance. If a member neither informs the Examination Department nor discharges the duties assigned, he/she would be liable for such action under the provisions of the Chartered Accountants Act 1949 and the Regulations framed thereunder, as deemed fit.

Kindly note that giving false/misleading declaration regarding conflict of interest / involvement in coaching will lead to action under disciplinary provisions in accordance with the Chartered Accountants Act, 1949 and the Rules and Regulations framed thereunder.

**How to empanel:**

A member who fulfills the above mentioned eligibility criteria, desirous of empanelling himself for the assignment, may do so, online at <http://observers.icaiaexam.icaai.org>.

**Applications by any other mode will not be entertained.**

**The activity schedule of the portal is as under:**

<b>Opening of the window for empanelment</b>	<b>15<sup>th</sup> September 2014</b>
<b>Closing of the window for empanelment</b>	<b>30<sup>th</sup> September 2014</b>
<b>Hosting of the details of allotment of assignments</b>	<b>15<sup>th</sup> October 2014</b>

**Examination Department**

Details of the cities in which the November 2014 examinations will take place are as under.

The cities/ places where the examinations will be held are given below:

### WESTERN REGION:

(Covering States of Goa, Gujrat and Maharashtra and U. T. of Dadar & Nagar Haveli and Daman & Diu)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Ahmedabad -I @	Jalgaon	Mumbai - VIII +	Solapur
Ahmedabad -II @	Jamnagar	Mumbai - IX +	Surat
Ahmednagar	Kolhapur	Nagpur	Surendranagar
Akola	Latur	Nanded	Thane- I @@
Amravati	Mapusa (Goa)	Nasik	Thane - II @@
Anand	Margao (Goa)	Navi Mumbai	Thane - III @@
Aurangabad	Mumbai - I +	Navsari	Vadodara
Bharauch	Mumbai - II +	Panvel	Vapi
Bhavnagar	Mumbai - III +	Pimpri-Chinchwad	Vasai -I ++
Bhuj	Mumbai - IV +	Pune	Vasai -II ++
Dhule	Mumbai - V +	Rajkot	
Gandhidham	Mumbai - VI +	Sangli	
Gandhinagar	Mumbai - VII +	Satara	

@ Ahmedabad is divided into two Zones, namely Zone I and Zone II. The possible location of centres in the zones is as under:-

Zone I - Navrangpura, Ellis bridge, Ambawadi, Naranpura, Memnagar  
Zone II - Vastrapur, Thaltej, Sattellite, Gurukul Road

+ Mumbai is divided into nine Zones namely Zone I to Zone IX. The possible locations of the centres in the respective zones will be:

Zone I - Chrchgate / Charni Road, Mazgaon  
Zone II - Parel - east, Dadar-east, Matunga, Wadala, King Circle, Sion, Chembur  
Zone III - Vidyavihar, Ghatkopar, Bhandup, Mulund  
Zone IV - Dadar - West, Bandra West  
Zone V - Santacruz, Vile Parle, Andheri  
Zone VI - Jogeshwari W, Goregaon W, Malad W  
Zone VII - Jogeshwari E, Goregaon E, Malad E  
Zone VIII - Kandiwali W, Boriwali W, Dahisar W  
Zone IX - Kandiwali E, Boriwali E, Dahisar E

@@ Thane is divided into three Zones. The possible location of the centres in the respective zone will be:-

Zone I - Thane City, Kalwa  
Zone II - Dombivili, Kalyan  
Zone III - Ulhasnagar, Ambarnath, Badlapur

++ Vasai is divided into two zones. The possible location of the centres in respective zone will be: -

Zone I - Mira Road, Bhayander  
Zone II - Vasali, Nallasopara, Virar

Navi Mumbai: Vashi, Sanpada, Nerul

### SOUTHERN REGION:

(Covering States of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu and U. Ts. of Lakshadweep and Pondicherry)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Alappuzha	Chennai - VIII #	Kozhikode	Thiruvananthapuram
Anantapur	Coimbatore	Kumbakonam	Thrissur
Bangalore -I @@	Ernakulam	Kurnool	Tiruchirapalli
Bangalore -II @@	Erode	Madurai	Tirunelveli
Belgaum	Guntur	Mangalore	Tirupati
Bellary	Hubli	Mysore	Tirupur
Chennai - I #	Hyderabad - I *	Nellore	Tuticorin
Chennai - II #	Hyderabad - II *	Ongole	Udupi
Chennai - III #	Kakinada	Palghat	Vellore
Chennai - IV #	Kannur	Pondicherry	Vijayawada
Chennai - V #	Karimnagar	Rajamahendravaram	Vishakhapatnam
Chennai - VI #	Kollam (Quilon)	Salem	Warangal
Chennai - VII#	Kottayam	Sivakasi	





## **NORTHERN REGION:**

(Covering States of Delhi, Haryana, H.P., J & K, Punjab and U.T. of Chandigarh)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Ambala	Delhi/ New Delhi-V \$	Jammu	Sangrur
Amritsar	Delhi/ New Delhi-VI \$	Jind	Shimla
Bathinda	Delhi/ New Delhi-VII \$	Kaithal	Sirsa
Bhiwani	Delhi/ New Delhi-VIII \$	Karnal	Sonepat
Chandigarh	Faridabad	Ludhiana	Srinagar (J&K)
Delhi/ New Delhi-I \$	Fatehabad	Panipat	Yamunanagar
Delhi/ New Delhi-II \$	Gurgaon	Patiala	
Delhi/ New Delhi-III \$	Hisar	Rewari	
Delhi/ New Delhi-IV \$	Jalandhar	Rohtak	

**\$ Delhi/ New Delhi** is divided into eight Zones, namely Zone I to Zone VIII. The Zone numbers given to different areas (i.e. possible locations of centres in the Zones) are given below:

Zone I - Karol Bagh, Pusa Road, Patel Nagar, Kirti Nagar

Zone II - Pitampura, Rohini

Zone III - Paschim Vihar, Punjabi Bagh

Zone IV - Nizamuddin, Lajpat Nagar, Lodhi Road, Kalkaji

Zone V - Geeta Colony, Priyadarshini Vihar, Karkardooma, Vivek Vihar, I.P. Extension

Zone VI - Vasundhara Enclave, Mayur Vihar, Anand Vihar

Zone VII - Kingway Camp, Darya Ganj, Shalimar Bagh Saroop Nagar

Zone VIII - Janakpuri, Dwarka, Vikaspuri