



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA - NEW DELHI

September 17, 2010

ANNOUNCEMENT FOR EMPANELMENT OF MEMBERS OF THE INSTITUTE TO ACT AS OBSERVERS
IN THE CENTRES WHEREIN CHARTERED ACCOUNTANTS EXAMINATIONS ARE CONDUCTED

The Institute intends to draw a Panel from amongst its Members for acting as Observer at the examination centres in various cities during the examination days.

Members who are interested to act as Observer at the examination centres during the examination days may download the attached Empanelment Form and send the same to: Shri G. Somasekhar, Additional Secretary (Exams), The Institute of Chartered Accountants of India, Post Box No. 7112, Indraprastha Marg, NEW DELHI - 110002 or e-mail to: examcoob@icai.in on or by fax on (0120) 3054843/ 841 so as to reach us on or before 25th September, 2010.

REQUIREMENTS FOR APPOINTMENT AS OBSERVERS:

- (i) The member needs to be in practice or in service.
- (ii) The member must not have any conflict of interest (as per the definition of relative finalized by the Examination Committee) in the ensuing examinations for students and members at any examination centre either in the country or abroad.
- iii) The member must not be associated with coaching of Chartered Accountants students anywhere in the country in any capacity in any organ of the Institute or any institution or private coaching.

=====

Definition of "Relative": *The term "relative" for the purpose of examination shall include in relation to an individual, the wife, husband, son, daughter-in-law, daughter, son-in-law, grand son, 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".*

HONORARIUM PAYABLE:

Honorarium of Rs. 1500/- **per day / per session** and Rs. 350/- as conveyance reimbursement for A class cities and Rs. 250/- for B & C class cities per session (to cover cost of local travel) besides reimbursement of postal, stationery, telephone expenses.

THE OBSERVER SHOULD BE PRESENT IN THE EXAMINATION CENTRE FROM THE TIME THE CODE KEY IS OPENED IN THE BANK AND TILL THE CONCLUSION OF EXAMINATION viz. THE ANSWER BOOKS ARE POOLED, RECONCILED AND PACKED AND THE ANSWER BOOKS PARCELS ARE HANDED OVER TO THE COURIER AGENCY FOR DISPATCH TO EXAMINATION DIVISION , ICAI .

SELECTION/ ALLOCATION OF ASSIGNMENT FOR OBSERVERS:

The Member in the panel will be offered assignment for a specific examination provided they meet the eligibility requirements. While accepting the assignment for specific exam the concerned member has to convey his acceptance of the assignment and declaration relating to conflict of interest at least one month before the commencement of examination (Eg: for November,2010 examination, they have to convey acceptance of assignment by 1st October,2010 in response to our letter sent in this regard).

Once the assignment is accepted by a member for acting as a Observer in a particular examination centre, he should attend to the said assignment and send his report in the prescribed format **within one week** from the completion of the examinations. In case any member does not discharge the duties assigned, he is liable for action under the provisions of Chartered Accountants Act and Regulations framed there under.

Mere getting one's name included in the proposed panel will not entail any member that he should be given the assignment and the Institute reserves the right to give the said assignment to any Member including even those not in the Panel depending on the actual requirement and as may be approved by the Competent Authority.

----- (o) -----



**APPLICATION FOR EMPANELMENT AS OBSERVER AT EXAMINATION CENTRES
CONDUCTING THE CHARTERED ACCOUNTANTS EXAMINATIONS**

1	NAME AND ADDRESS FOR COMMUNICATION OF THE MEMBER (IN CAPITAL LETTERS)	
2	MEMBERSHIP NUMBER	
3	WHETHER ACA or FCA	
4	DATE OF ENROLMENT AS MEMBER	
5	STATUS / DETAILS SERVICE () / PRACTICE () (Please tick)	
5	<u>COMMUNICATION DETAILS:</u>	
	E-MAIL ID:	
	MOBILE:	
	PHONE (O) (WITH STD CODE):	
	PHONE (R) (WITH STD CODE) :	
	FAX NO. (WITH STD CODE):	
	PAN NO.:	
6	CITY / ZONE WHERE YOU WISH TO BE ASSIGNED EXAMINATION DUTIES (Please refer enclosed centre list)	CITY NAME (including Zone, if any)

Date:

Signature of Member _____

Place:

Details of the cities in which the ensuing examinations will take place is 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 Havali and Daman & Diu)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Ahmedabad –I @	Goa	Mumbai – VII +	Rajkot
Ahmedabad –II @	Jalgaon	Mumbai – VIII +	Sangli
Ahmednagar	Jamnagar	Mumbai – IX +	Satara
Akola	Kolhapur	Mumbai – X +	Solapur
Amravati	Latur	Mumbai – XI +	Surat
Anand	Mumbai – I +	Nagpur	Thane
Aurangabad	Mumbai – II +	Nanded	Vadodara
Bharauch	Mumbai – III +	Nasik	Vapi
Bhavnagar	Mumbai – IV +	Panvel	
Bhuj	Mumbai – V +	Pimpri-Chinchwad	
Gandhidham	Mumbai – VI +	Pune	

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

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

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

- Zone I - Churchgate / Charni Road area
- Zone II - Parel/ Dadar area
- Zone III - Vile Parle/ Andheri
- Zone IV - Jogeshwari (W)/ Goregaon (W)/ Malad (W)/ Kandivali (W)
- Zone V - Jogeshwari (E)/ Goregaon (E)/ Malad (E)/ Kandivali (E)/ Borivali (E)/ Dahisar (E)
- Zone VI - Borivali/ Dahisar (West)
- Zone VII - Mira Road/ Bhayandar
- Zone VIII - Vasai Road/ Nallasopara/ Virar
- Zone IX - Ghatkopar/ Bhandup/ Mulund
- Zone X - Dombivli area/ Kalyan
- Zone XI - Vashi (Navi Mumbai)

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	Coimbatore	Kozhikode	Thrissur
Bangalore –I @@	Ernakulam	Kumbakonam	Tiruchirapalli
Bangalore –II @@	Erode	Madurai	Tirupati
Belgaum	Guntur	Mangalore	Tirupur
Bellary	Hubli	Mysore	Tuticorin
Chennai – I #	Hyderabad – I *	Palghat	Udupi
Chennai – II #	Hyderabad - II *	Pondicherry	Vellore
Chennai – III #	Kollam (Quilon)	Salem	Vijayawada
Chennai – IV #	Kottayam	Thiruvananthapuram	Vishakhapatnam
Chennai – V #	Rajamahendravaram	Nellore	

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

- Zone I - Bangalore (East & North) comprising of Basaveshwaranagar, Frazer Town, Gandhinagar, M G Road, Majestic, Malleswaram, Rajajinagar, Richmond Town, Shivajinagar, Tumkur Road and Yelahanka.
- Zone II - Bangalore (West & South) comprising of Banashankari, Basavangudi, Chamrajpet, Domlur, J P Nagar, Jayanagar, J.C. Road and Mysore Road.

Chennai is divided into five Zones, namely Zone I to Zone V. The Zone numbers given to different areas (i.e. possible locations of centres in the Zones) are as under:

- Zone I - Nungambakkam, Gopalapuram, Triplicane, George Town, Anna Salai
- Zone II - Kodambakkam, T.Nagar, Vadapalani, Ashok Nagar, West Mambalam, K K Nagar, Porur
- Zone III - Royapettah, Mylapore, Mandaveli, Adyar, Besant Nagar, Tiruvanmiyur
- Zone IV - Arumbakkam, Anna Nagar, Ambattur, Avadi, Villivkkam, Poonamallee.
- Zone V - Tambaram , Chrompet , Nanganallur , Pallavaram , St. Thomas Mount

***Hyderabad** Centre is divided into two zones namely Zone I and Zone II. The possible locations of the centres of respective Zones will be:

- Zone I - Hyderabad
- Zone II - Secunderabad, Tarnaka, Uppal

EASTERN REGION:

(Covering States of North East States, Orissa, West Bengal and U.T. of Andaman & Nicobar Islands)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Asansol	Cuttack	Kolkata II ^	Tinsukia
Bhubaneswar	Guwahati	Kolkata III ^	Rourkela
Berhampur	Kolkata I ^	Sambalpur	Siliguri

^ **Kolkata** is divided into three zones namely Zone I to Zone III. The possible locations of the centres in the respective Zones will be:

Zone I - Kolkata South

Zone II - Kolkata North

Zone III - Howrah

CENTRAL REGION:

(Covering States of Bihar, Chhattisgarh, Jharkhand, M.P., Rajasthan, Uttarakhand and U.P.)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Agra	Dhanbad	Jodhpur	Raipur
Ajmer	Durg	Kanpur	Ranchi
Allahabad	Ghaziabad	Kota	Saharanpur
Alwar	Gorakhpur	Lucknow	Udaipur
Bareilly	Gwalior	Mathura	Ujjain
Beawar	Indore – I%	Meerut	Varanasi
Bhilwara	Indore – II%	Moradabad	Sri Ganganagar
Bhopal	Indore – III%	Muzaffarnagar	Aligarh
Bikaner	Jabalpur	Noida	Bilaspur
Dehradun	Jaipur	Pali-Marwar	Ratlam
Sikar	Jamshedpur	Patna	Bhagalpur

% Indore is divided into three Zones. The possible locations of the Centres in the respective Zone will be:

Zone I - Vijay Nagar, Nanda Nagar, MIG / LIG Colony, Patnipura, Scheme No. 54, Scheme No. 74, Scheme No. 78, Shalimar Township, Mahalaxmi Nagar, Kanadia Road, Tilak Nagar, Saket, Telephone Nagar, Goyal Nagar, Bengali Square, Khajrana, Dewas Naka, Malviya Nagar, Nehru Nagar.

Zone II - Chawni, South Tukoganj, Geeta Bhawan, Chhoti Gwal Toli, MTH Compound, Sneh Nagar, Kanchan Bagh Bhawankuwa, M.Y Hospital Road, RNT Marg, Malwa Mill, Janjir Wala Square, Nasia Road, Naulakha, Sapna Sangeeta, Khatiwala Tank, Palsikar Colony, Sanchar Nagar, Agrawak Nagar, Juni Indore, Jail Road, Joara Compound, Rajwada, Devas, Mhow.

Zone III - Rajendra Nagar, Annapuran Road, Vaishali Nagar, Gumasta Nagar, Suadma Nagar, Usha Nagar, Raj Mohalla, Mahesh Nagar, Bada Ganpati, Aerodrome Road, Kalani Nagar, Gandhi Nagar, Banganga, Marimata Chouraha, Lokymanya Nagar.

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-IV \$	Jammu	Sirsa
Amritsar	Delhi/ New Delhi-V \$	Ludhiana	Sonepat
Bathinda	Delhi/ New Delhi-VI \$	Panipat	Yamunanagar
Chandigarh	Faridabad	Karnal	Rewari
Delhi/ New Delhi-I \$	Gurgaon	Patiala	
Delhi/ New Delhi-II \$	Hisar	Rohtak	
Delhi/ New Delhi-III \$	Jalandhar	Shimla	

\$ **Delhi/ New Delhi** is divided into six Zones, namely Zone I to Zone VI. 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

Zone II - Pitampura, Rohini, Punjabi Bagh, Paschim Vihar

Zone III - Nizamuddin, Yusuf Sarai, Jangpura, Lodhi Road

Zone IV - Trans Yamuna Area – Mayur Vihar, Priyadarshini Vihar (Bank Enclave), Vivek Vihar

Zone V - Model Town, Civil Lines, Darya Ganj

Zone VI - Janakpuri, Dwarka.

