

***PROCEDURE* FOR VERIFICATION OF ANSWER SHEET OF IPCC / PCC EXAMS**

BY-

MAYANK P

[4CASONLY TEAM MEMBER]

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NOTIFICATION OF VERIFICATION OF ANSWER SHEET BY ICAI: -

Candidates who are desirous of applying for verification of the marks obtained by them in the Nov. 2010 exams are requested to note and follow the procedure detailed below

The application for verification of marks must be in the handwriting of the candidate. If the candidate had appeared in Hindi medium, his/her application should be in Hindi. Typewritten applications will not be entertained.

There is no standard format as such for such application. However, the application should clearly indicate the following details and should be duly signed by the candidate.

- Examination appeared-such as Final (Old)/Final New/PCE/IPCE/CPT
- Roll no.
- Paper(s)/subjects to be verified
- Student Registration No
- Address for communication

Candidate should not write their e-mail IDs or mobile number or landline numbers in such verification requests.

There is no provision for re-valuation of papers

- For Final, PCE, IPCE/ATE, IPCE/ATE-units: The verification fee is Rs 100/- per paper subject to a maximum of Rs 400/- for all the papers of a group/both groups.
- For CPT: The verification fee is Rs 200/-

The fees is payable by way of a demand draft drawn in favour of "The Secretary, The Institute of Chartered Accountants of India" payable at New Delhi.

Though it will be our endeavour to inform the outcome of verification in respect of Nov. 2010 exams, as sought by the candidates latest by 20th April 2011, yet the same cannot be assured, due to time consuming processes involved. However, all such candidates who do not receive the response latest by 20th April 2011, are advised to send an email to Sr Deputy Director

(Examination) at exam@icai.org for necessary action.

Candidates are advised to submit their examination form for the forthcoming examination, if they so wish, pending receipt of the outcome of verification of answer books of the Nov. 2010 exams.

The application along with the demand draft should be sent at any one of the following addresses so as to reach us within a period of one month from the date of the declaration of results.

The Sr Dy Director (Exams)
The Institute of chartered Accountants of India
ICAI Bhawan
Indraprastha Marg
New Delhi 110 002

OR

The Sr Dy Director (Exams)
The Institute of chartered Accountants of India
C-1, Sector -1, NOIDA- 201301

Dr T Paramasivan
Sr Dy Director (Exams)

-:Performa of Application: -

To,
The Sr Dy Director (Exams)
The Institute of chartered Accountants of India
C-1, Sector -1, NOIDA- 201301

Subject: -Verification of Answer Books of [your examination name like CA IPCC/ PCC, 2010]

Respected Sir,

I am a registered student of ICAI institute having registration no. xxxxxxxxxx. I had appeared in xxxxxxxx [eg. CA IPCE / PCE (Nov, 10)] exams and want to apply for verification of my Answer Books of the said exams.

Therefore, I am enclosing herewith the Demand Draft and other details of subjects in which I am applying for verification of the marks as follows: -

- Examination appeared- PCE/IPCE (Nov, 2010)
- Roll no.
- Paper(s)/subjects to be verified
- Student Registration No
- Address for communication
- DD Details

Please find enclosed the aforesaid attachments and do the needful for my bright future.

Waiting for reply from your good office....

Yours Sincerely,
<Candidate's Signature>
[NAME OF THE CANDIDATE (like MAYANK)]
[Registration No. XXXXXXXX]

POINTS TO BE NOTED BEFORE SENDING THE APPLICATION: -

- 1) The application for verification of marks must be in the handwriting of the candidate. Typewritten applications will not be entertained.
- 2) If the candidate had appeared in Hindi medium, his/her application should be in Hindi.
- 3) There is no standard format as such for such application. (The above application is just a sample copy)
- 4) Candidate should not write their e-mail IDs or mobile number or landline numbers in such verification requests.
- 5) There is no provision for re-valuation of papers. Only Re-Verification is there.
- 6) The verification fee is Rs 100/- per paper subject to a maximum of Rs 400/- for all the papers of a group/both groups.
- 7) The fees is payable by way of a demand draft drawn in favour of "The Secretary, The Institute of Chartered Accountants of India" payable at New Delhi.
- 8) Application must be sent to the aforesaid address within one month of date of declaration of the respective exams. (for example- in case of IPCC/PCC exams the last date of receiving such application is 7th March, 2011)
- 9) The application along with the demand draft should be sent at any one of the following addresses: -

The Sr Dy Director (Exams)
The Institute of chartered Accountants of India
ICAI Bhawan
Indraprastha Marg
New Delhi 110 002

OR

The Sr Dy Director (Exams)
The Institute of chartered Accountants of India
C-1, Sector -1, NOIDA- 201301