

Frequently Asked Questions on, supply of certified copies/inspection of evaluated answer books

Please note that this paper is merely an attempt to provide answers to questions on the subject, posed to us, by the candidates from time to time, to the extent possible and with reference to the extant scheme of examination. However, this compilation is neither exhaustive nor does it purport to be a source of complete information on the subject. Hence, candidates are advised, in their own interest, to refer to the announcement dated 19th January 2012 hosted on www.icaai.org, besides referring to the Chartered Accountants Regulations, 1988.

1. I want to apply for certified copies/inspection of my evaluated answer books. How do I proceed?

You can apply in the prescribed format and send the same along with the demand draft for the amount of fees applicable, (i.e. Rs 500/- per paper) at the following address, by speed post or registered post:

The Additional Secretary (Exams)
The Institute of Chartered Accountants of India
ICAI Bhawan
Indraprastha Marg
New Delhi 110 002

Your application should reach us within 75 days from the date of declaration of result of the relevant exam.

Please superscribe the envelope with the name of the exam, i.e Final or PCE or IPCE as the case may be.

You can also submit your application after 75 days are over, with a late fee of Rs 250/- per paper, upto 90 days from the date of declaration of results.

For the prescribed format/more details, refer to the announcement dated 19th January 2012 on the subject hosted on www.icaai.org.

2. When do I get the copies of the answer books, once I submit an application?

We endeavour to provide you the certified copies of your answer books within 30 days from the date of receipt of your application at ICAI. However, applications for verification of marks are handled on priority. Applications for certified copies are handled thereafter. Hence, there could be some delay, in case you have applied for both.

3. Can I submit my application for certified copies online?

Yes. You can submit your application on-line at <http://icaiaexam.icaai.org> (For PCE/IPCE/Final) and also pay the applicable fees online by debit/credit card, master/visa/maestro, or by post.

There is no difference in the amount of fees payable, between the two channels.

However, we encourage you to submit your applications online, since, it expedites the process.

4. Why should I use the portal?

Submission of application for certified copies/inspection and making payment of fees on-line is more convenient. You also save on the time and money spent on purchasing a draft, as also postage for despatch. You are also sure that your transaction is successful.

5. I have already applied for inspection/certified copies of my evaluated answer books. Can the same application be treated as an application for verification also?

No. An application by an examinee seeking inspection of his/her evaluated answer books and/or certified copies thereof is independent of and distinct from an application made by him/her for verification of marks under the existing Regulation 39(4) of the Chartered Accountants Regulations, 1988.

An application for inspection/certified copies is not treated as a verification application.

6. Can I apply for verification after I inspect/get copies of my evaluated answer books?

By the time you get your certified copies of answer books, the time limit for applying for verification of marks, which is one month from the date of declaration of result, may be over.

Hence, you may make a separate application for verification of answer books, without waiting for inspection/certified copies of answer books.

7. Can I apply for, both, verification as well as inspection/copies of my evaluated answer books?

Yes. You can apply for both verification as well as inspection/copies of your evaluated answer books by following the prescribed procedure. However, in case you send them by post, do not send both the applications together in the same envelope. Send them by separate envelopes. Take care to superscribe the envelope with the name of the examination, the application relates to.

8. Is it necessary that my application for certified copies of answer books should be handwritten?

Yes. Your application seeking certified copies of answer books should be in your own handwriting and duly signed by you. In case you are a Hindi medium candidate, your application should be in Hindi. In case you are applying on-line you will be required to upload scanned copy of your signed handwritten request.

9. Is it necessary to submit the Declaration, contained in the prescribed application?

Yes. The Declaration in the prescribed format duly signed by you, should be sent along with the application. Failure to submit the same may result in correspondence and delay in getting the copies of answer books. In case you are applying on-line you will be required to upload scanned copy of the duly signed Declaration.

10. How do I come to know whether copies of answer books have been dispatched to me?

You can check the status of your application for certified copies (whether on-line or physical) at <http://icaiaexam.icaai.org> .

You can also send an email at the following email IDs, as per the exam:

cpt_exam@icaai.in
pce_examhelpline@icaai.in
ipce_examhelpline@icaai.in
final_examhelpline@icaai.in

You can also contact on the following telephone numbers:

Help Desk: 0120 3054 851, 852, 853, 835

CPT : 0120 3054 805, 806
PCE : 0120 3894 830, 831
IPCE : 0120 3894 810, 832
Final : 0120 3054 808, 809