

Written by A. Amogh

For further information call at 0-9666460051, 0-8019604131.

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Instructions for revaluation of answer sheets

1. The format of applying the revaluation of answer sheet is given below.
2. It is requested to go through Points 3 to 13 to understand the procedure for revaluation of answer sheets.
3. The Words CA-Final and CA-IPCE Examinations can be interchanged below as required/ or as the case may be.
4. After declaration of result the candidate may apply for verification of his / her answer books, within one month from the date of declaration of result.
5. The verification fee is Rs. 100/- per paper subject to the maximum of Rs. 400/- for all the papers payable through demand draft in favor of **"The Secretary, The Institute of Chartered Accountants of India"**, payable at New Delhi 110002. Cash should not be sent with the application.
6. The application, with Demand draft of any nationalized bank sent by Speed Post/Registered Post only.
7. Candidates are advised to retain the receipt issued by Post Office till the receipt of Verification of answer sheets, **Candidates are advised not to send the application through private courier.**
8. Only one application is required to be submitted irrespective of number of answer books for which verification sought.
9. Do not send separate application for each paper.
10. **Typed/printed applications and applications written by others are not entertained. Write the application in one's own hand writing with reference to the format given below. Candidates who have written the exam in Hindi are preferably advised to write in Hindi and candidates who have written in English are preferably advised to write in English.**
11. There is no provision for revaluation of papers.
12. E-mails are not entertained.
13. Candidates are advised to fill up the examination form for the forthcoming examination, if they so desire, without waiting for and pending receipt of the outcome of verification of answer books of the previous examination.
14. **Format of the application is given below.**
15. **The details in the format which is marked in yellow mark should be changed as per the student details.**
16. An application for verification can be made online on <http://icaiaexam.icai.org> in case of student opts for submission of application online, he would be required to scan the handwritten reevaluation application and upload it on the above mentioned website. The payment would be made through Debit card/Credit Card/Internet Banking. After uploading the scanned copy online. He won't be required to send the hard copy to ICAI.
17. Address to send the application by post is as follows: **The Additional Secretary (Exams), ICAI Bhawan, Post Box Number: 7112. Indraprastha Marg, New Delhi-110002.**

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Wednesday, July 24, 2013.

To,
The Additional Secretary (Exams),
ICAI Bhawan, Post Box Number: 7112.
Indraprastha Marg, New Delhi-110002

Sub: Re-totaling of answer sheet for May 2013 CA Final Examination

Student Registration Number:
Roll No. :

Dear Sir/Madam,

In reference to the above captioned subject it is humbly submitted that as per the results announced on Wednesday, July 24, 2013 for CA-Final (May 2013), the marks obtained in the subjects is as tabulated below:

Sl. No.	Subject	Group	Marks Obtained
1.			
2.			
3.			
4.			

Therefore, it is unsure so as to why such unfavorable result emanated in this examination.

It is a humble request to this dignified office to kindly consider a re-totaling of answer sheet in subjects mentioned in the table above so that an inadvertent error if any gets duly rectified.

Please find enclosed a Demand Draft No. 25000 dated July 19, 2013 drawn on State bank of India amounting to Rs.400 towards the re-totaling fees as per the as per the rules of The Institute of Chartered Accountants of India.

Request you to approve from your end at the earliest convenient opportunity.

Thanking you in anticipation,

Yours sincerely

Mr./Ms. XXX. (Write the name as per Admit Card only).

Student Registration Number:

Contact Number:

Address for communication:

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