



22nd July, 2011

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 Chartered Accountants Examinations to be held from 1st – 17th November, 2011 and the Common Proficiency Test (Paper-Pencil Mode) proposed to be held on 18th December, 2011.

Members who are interested to act as Observer at the examination centres during the examination days may download the attached Empanelment Form and e-mail the same to: examcoob@icai.in on or before **22nd August, 2011**.

Appointment as Observer is Examination wise. Accordingly, those who have done their Observership duty earlier should apply once again.

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

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 BOOK PARCELS ARE HANDED OVER TO THE COURIER AGENCY FOR DISPATCH TO EXAMINATION DIVISION, ICAI.

SELECTION/ ALLOCATION OF ASSIGNMENT FOR OBSERVERS:

Observers panel will be prepared by the Institute city wise and would be forwarded to the concerned Examination Coordinator appointed by the Institute (at the Regional Council level and Branch of Regional Council level). The Member in the panel will be offered assignment by the concerned Examination Coordinator for a specific examination provided they meet the eligibility requirements. While accepting the assignment for specific exam the concerned member has to convey his/her acceptance of the assignment and declaration relating to non-conflict of interest at least one month before the commencement of examination.

Once the assignment is accepted by a member 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 the examinations **to the concerned Examination Coordinator through whom he got the appointment/specific duties as Observer.** In case any member does not discharge the duties assigned, he/she 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/she 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 TO BE HELD IN
[NOVEMBER / DECEMBER-2011]**

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	<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 +	Ratlam
Ahmednagar	Jamnagar	Mumbai - IX +	Sangli
Akola	Kolhapur	Mumbai - X +	Satara
Amravati	Latur	Mumbai - XI +	Solapur
Anand	Mumbai - I +	Nagpur	Surat
Aurangabad	Mumbai - II +	Nanded	Thane

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

@@ **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 four Zones, namely Zone I to Zone IV. The Zone numbers given to different areas (i.e. possible locations of centres in the Zones) are as under:

- Zone I - Nungambakkam, Gopalapuram, Mount Road, Triplicane, George Town
Zone II - Kodambakkam, T.Nagar, Chrompet, Pallavaram, 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

EASTERN REGION:

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

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

^ **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	Dehradun	Kanpur	Ranchi
Aligarh	Dhanbad	Kota	Saharanpur
Ajmer	Durg	Lucknow	Sikar
Allahabad	Ghaziabad	Mathura	Sri Ganganagar
Alwar	Gorakhpur	Meerut	Udaipur
Bareilly	Gwalior	Moradabad	Ujjain
Beawar	Indore	Muzaffarnagar	Varanasi
Bhilwara	Jabalpur	Noida	
Bhopal	Jaipur	Pali-Marwar	
Bilaspur	Jamshedpur	Patna	
Bikaner	Jodhpur	Raipur	

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

\$ 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.