

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
NEW DELHI
CA EXAMINATIONS – DECEMBER - 2021**

R E P O R T O F T H E O B S E R V E R

Examination Date: _____

Exam Centre no. _____

City _____

**Report A - Specific Observations on the Covid-19 related
(Yes / No)**

1	Name	
2	Membership Number	
3	Examination Centre (Name & Place)	
	Observations	Yes / No
4	Was all the staff on examination duty wearing Gloves and Mask for their safety and that of others during the examination exercise?	
5	a. Were masks available at the centre for any candidate(s) who report to require face mask or in case of malfunctioning of mask during appearance for examinations? (Maximum 2% of the students allotted) b. Was Hand Sanitizer available at the venue entry and inside the examination centres in sufficient quantity on prominent places during the conduct of examination?	
6	Was deep sanitization of the examination rooms, common areas and washroom, to ensure safety and hygiene, done after the conclusion of the examination so that safety requirements are met for the next day of examination?	
7	Sufficient quantity of liquid hand wash / soap was made available in washrooms for washing of hands?	
8	Was sufficient number of thermo guns deployed for temperature check of candidates and all staff on duty at the entry point? (Did any examinees/staff reported with temperature beyond the prescribed limit with RTPCR Report of not more than 72 hours showing non Covid report to Centre and allowed entry? (give details if yes). Yes / No	
9	Was adequate staff deployed at the exam centre to ensure that there is no crowding at the entry point and due social distancing is maintained?	
10	Was consent taken by the candidates to follow the various guidelines issued by the Governmental authorities as also the ICAI by way of an undertaking and that they are appearing in this examination with the full consent and permission of their parents/guardian? (Applicable to Minor candidates only)	

11	Was the exit of the candidates from 4 pm (IST) onwards was planned on the basis of room-wise occupancies to ensure that exit is in a staggered manner by keeping appropriate time gap difference between exit of candidates of two rooms?	
12	All examination staff were carrying No Risk status in Aarogya Setu App installed in their Mobile?	
13	As an exception due to COVID -19 precautions, were the candidates allowed entry to the examination centre from 1.00 PM onwards and leave the examination centre from 4:00 PM onwards for DECEMBER 2021 Examination?	
14	In case Invigilator is required to help a candidate to resolve any issue, he / she has sanitized his / her hands before and afterwards (without removing gloves)?	
15	Arrangements for informing the candidates of the items they are not allowed to take inside the examination hall such as bags, mobile phone, smart watch, written material/books, electronic/IT gadgets or equipment capable of being used as communication / copying device and safe keeping of these materials, if any, was made at the examination Centre.	
16	Proper / Adequate Social distancing maintained among the candidates while appearing for examinations as per guidelines issued by the Government of India. Physical distancing / social distancing was ensured while planning the seating arrangement.	
17	All candidates and examination staff arrived at examination centre wearing a face mask and continued wearing it all through examination, especially when in examination hall.	
18	Whether backdrop containing covid instructions outside the venue to be installed or not.	
19	Whether the exam started on scheduled time.?	
20	Whether the exam concluded on scheduled time?	
21	Are you overall satisfied with the Covid-19 arrangement at the centre.	

Report B – General Observations

1	Name	
2	Membership Number	
3	Examination Centre (Name & Place)	
4 (a)	Time when the Observer entered the premises of the designated Branch of BANK OF BARODA	

4 (b)	Time when the Observer entered the premises of the EXAMINATION CENTRE.	
5	Whether Superintendent or his authorized representative was present at Bank (Please give name & designation of the person from Centre)?	
6	At what time the question paper packet/s were Collected from BANK OF BARODA?	
7	Who, apart from the Superintendent or his authorized representative and Chief Invigilator, were present when the Key to Codes was opened and seen?	
8	Whether the Observer verified and tallied that all the Code packets pertaining to the examination to be held on the day have been collected and taken by the Centre Superintendent/his authorized representative?	
8 (a)	Whether the Observer scanned all the sealed packet meant for the day in the Mobile App at the time of collection of question paper from the Bank?	
8 (b)	Whether any Discrepancy, noticed and immediately brought into the notice of the ICAI in scanning the sealed packet meant for the day in the Mobile App?	
9 (a)	Did the Observer verify the Codes on the sealed envelopes with the Key to Codes before the envelopes were collected from the branch of BANK OF BARODA? Were the Code(s) on and the number of sealed question packet(s), after bringing from the Bank again checked at the examination centre and found to be correct, i.e. the same pertaining to the Examination(s) of the day?	
9 (b)	Whether the Sealed packets of the question paper booklets were brought from the Bank of Baroda in covered vehicle?	
9 (c)	Whether the Centre Superintendent/ his authorized representative wrote down the Code printed on the Question Paper Packets, on the second layer of the Code Key Statement?	
9 (d)	Whether the Centre Superintendent/ his authorized representative sent a SMS to 9958556248 informing the Codes collected. ("ICAI<space> Centre No. <space> Code")	
10	At the exam centre, who signed Form-C and at what time question paper packets were opened?	
11	Whether the code(s) of the question papers for the session was/were announced and displayed on black board in the halls/rooms prominently?	
12	Time at which the question papers were distributed to the candidates	

13	Whether announcement* made by the invigilator? [*e.g. whether answer book given was alright, writing of roll number in answer books only at the specified place and also on question paper, write question/sub-question number clearly, indicate in the boxes provided on the cover page questions attempted, not to leave any full page blank in between answers, Will be allowed to leave the examination hall only after the conclusion of the exam, even if they have completed the paper.	
14	Whether the seating and other arrangements [like illumination, fans, toilets, drinking water facility etc.] made by the centre were up to your satisfaction?	
15	Time at which the answer books were collected from the candidates	
16	Whether the answer books collected and reconciled with the Attendance Register?	
17	Whether any case of resort/attempt to resort to unfair means noticed or reported? [If no case was noticed/reported, it may be so stated specifically] If yes, the following be furnished?	Yes <input type="checkbox"/> No <input type="checkbox"/> {Please tick one}
	a) Name of the candidate	
	b) Roll Number of the candidate	
	c) Name of Exam (Final/Intermediate) Old/New	
	d) Paper & Subject	
	e) Nature of Unfair Means Examination allotted to the centre.	(i) Possession of materials relevant to the examination. (ii) Copying from / interacting with fellow candidate. (iii) Left exam hall without submitting the Answer Book/OMR Sheet. (iv) Possession of Mobile phone / other Electronic Gadgets (other than permitted Calculator) inside Exam Hall. (Pls give specific details Model No. name of Company etc.)
		(v) Misbehaved with invigilator or other exam functionaries. (vi) Any other (Please specify)
	f) Time (when caught)	
	g) Whether any material found/confiscated (where applicable). In case of possession of mobile phone by the candidate, the Phone has to be seized and sent to the institute.	
	h) Whether written explanation of the candidate taken	
	i) Whether the invigilator concerned gave his report	
	j) Whether signature of any witnesses (preferably two neighboring candidates) was taken. [If no signature of witness was taken, it may be so stated specifically with reasons], if yes,	
	(i) Name of the First witness	

	(ii) Roll/Registration Number of the first witness	
	(iii) Name of the Second witness	
	(iv) Roll/Registration Number of the second witness	
	k) Whether the answer book relevant to the unfair means case (with candidate's explanation, invigilator's report, material confiscated, witness statement, etc) forwarded by the Superintendent in a separate envelope kept in the answer book bundle of the session of the examination?	
	l) Whether the case(s) of resort/ attempt to resort to unfair means was reported by the Centre Superintendent?	
18	(i) Whether any differently abled- Physically and/ or Visually - Candidate(s) appeared from your centre? (ii) If yes, Name(s) and Roll No.(s) of the said candidate(s). (iii) Whether writer (scribe) was engaged out of the Panel of ICAI / brought by the candidate (Please tick any one) (iv) Whether writer Certification [declaration], in the given format is submitted by the candidate as well as by the writer engaged / brought by the candidate (v) What was the facility made available to the above candidate(s). (Candidatewise)	
		(a) Extra time of 1 hour.
		(b) Extra time of 1½ hour.
		(c) writer with extra time 1hour
(d) Writer with extra time 1½ hour		
(e) Accommodation on ground floor		
(f) Any other comments		
19	(a) Number of persons who were on duty (Invigilators, clerks and class-IV staff) and quality of invigilation. (b) Whether all invigilators and other staff on examination duty are employees of the School/ College. If not, state the number of invigilators and other staff from outside and also criteria of their engagement and about verification of their qualification, integrity, identification, credentials and their involvement in other examinations/ coaching for CA students.	
20	Under whose supervision the answer books were packed and sealed and at what time?	
20(A)	Whether Centre No., Name of the Centre, Date and Name of the Examination [Final/ Intermediate (IPC)] displays on the sealed Parcel?	
21	(i) Time at which the answer books were packed, duly sealed and handed over to representative of M/s Blue Dart (ii) Consignment(s) No. & Date (iii) No. of Bags/ Parcels (iv) were the Answer Books of differently abled- Physically and / or Visually - Candidate(s) forwarded separately	

	(v) If yes, Speed Post / Consignment No.	
22	Time at which the Observer left the premises of the Centre	
23	Whether the Centre provided/ arranged the following:	
	a) Whether signboard/ Banner near main entrance of the School/ College displayed?	
	b) Whether seating plan and arrow marks guiding the students to their respective Room/ Hall for easy access displayed?	
	c) Whether Shuffling of seating plan in each group and/ or shuffling of Invigilators on daily and regular basis done?	
	d) Whether the quality of lighting provided to students was adequate and whether the tube lights/ fans in the halls/ rooms were all functioning?	
	e) Whether lighting was proper in corridors/ staircases leading to the Halls/ Rooms where examinations are being held?	
	f) Whether the Centre had arranged for proper power back-ups such as generators, emergency lights etc. during exam days and also whether there was any power failure/ disruption when the examination was being held?	
	g) Whether the Centre engaged sufficient staff for keeping the examination premises, toilets neat and clean during the examination period?	
	h) Whether the Centre ensured supply of package drinking water (preferably 20 Ltr can) in disposable glasses to the candidates?	
	i) Are you satisfied with the handling of confidential material by the exam centre? i.e. whether the representative of Institute is responsible enough to collect the correct code packets and tally the same for safe transportation to the exam centre and also whether the Centre Superintendent /Chief Invigilator checked the packets at the centre before opening of the same.	
	j) Whether the Instructions to be read out to the candidates were read out by the Invigilator before the commencement of paper of the examination?	
	k) Whether the quality of furniture (Chair & Tables) was good / satisfactory	
24	Total No. of Answer books dispatched	
25	[To be filled in on conclusion of the examinations by the observer who is (or one of the observers, where more than one) assigned to act as observer on the last day of the examinations] (a) No. of unused answer books: (i) 36 pages booklet: (ii) 28 pages booklet (iii) 20 pages booklet: (iv) 4 pages booklet:	

26	Whether rubber stamps (Institutes stamp & date stamp) relating to DECEMBER, 2021 Exams were destroyed after the conclusion of the exam on the last day? (applicable only for the observer who is assigned the duty on the last day)			
27	Any other observations which require immediate attention/ further action of the Examination Department. (please attach additional sheet, if required)			
28	Overall assessment [Please tick] 1. Examination Centre 2. Bank of Baroda 3. Blue Dart	GOOD	SATISFACTORY	NOT UP TO THE MARK

(Signature of the Observer)

Date:

Name:

Time:

Membership No.:

Contact No.:

E-mail ID:

Date and time of submission of report:

Observers need not send their signed report to the Institute, only Bill format is required to be sent to the Additional Secretary (Examinations), The Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, New Delhi -110002.

Centre No.

Date of Examination

Re: Reconciliation of Used Answer Books / OMRs

As desired, I am furnishing below the details of used Answer Booklets / OMRs for today's Examination sent to Examination Department.

Examination → Details ↓	Intermediate [New Scheme]	Intermediate (IPC) [Old Scheme]	Final [Old Scheme]	Final [New Scheme]	Foundation	PQC [IRM, INTT – AT / ITL & WTO]
Students Allotted						
Students Present						
Students Absent						
Mention Roll Nos. of Students Absent						
Used Answer Booklets Sent						
Used OMRs Sent (Foundation Paper 3 &4)						
TOTAL * [A/Bs + OMR]						
*Kindly ensure that Total Answer Booklets / OMRs should be tallied with the Number of Students Present						

(Signature of the Observer)

Membership Number: _____

Member's Name _____

Counter Signature of the Centre Superintendent

(Rubber Stamp)

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA NEW DELHI
BILL – OBSERVER – DECEMBER- 2021 EXAMINATIONS

GST NO. of ICAI Exam Dept. : - 09AAAAT7798M3ZF

CLAIM DETAILS: Honorarium & Conveyance Charges for observer

Name of the Claimant (Observer)		CA.	
Centre No		Name of the Centre & City	

Particulars / Details/ dates of the duty performed	Honorarium `1500/-per day	Conveyance ` 350 (For A class cities)/ `250 (for	Postal expenses	Stationery/ Telephone/ other Expenses*	TOTAL Amount ()
Total No. of day/s	Amount (in words) `				
* (please specify) (supported by bill/vouchers, in original) (Reimbursement of food charges is not permitted)					

Declaration:- I, Shri/Ms./Dr./CA.....do hereby declare that, I have actually incurred the above said incidental expenses and relevant vouchers enclosed.

Signature of the Observer

Name:
Address:

Membership No:
 Contact phone Nos.:
 GST No.: (if applicable)
PAN:
 (Pl. attach copy of the Permanent Account Number and a cancelled leaf of a cheque)

Banking details for remittance of Honorarium and other expanses											
Name of the Bank											
Bank Branch with Address											
Bank A/c NO. (full digits)											
Type of Account	Saving () Current ()										
IFSC CODE											

Since the payment is to be made through NEFT mode, furnishing the address **and the Banking details and above** information is mandatory failing which payment would be inordinately delayed. Each letter/ numeral should be clear and legible. Please fill in Bank A/c No. from left to right and put [X] across the left over boxes.

After submission of this Bill take printout, sign and send them in one lot to the Additional Secretary (Examinations), The Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, New Delhi -110002.

Centre No.

To
The Additional Secretary (Exams.)
The Institute of Chartered Accountants of India
New Delhi – 110002

Dear Sir,

Re: Balance Answer Books immediately after the Conclusion of the Chartered Accountants Examinations held in DECEMBER - 2021.

As desired, I am furnishing below details of usable balance answer books in stock with us after conclusion of the Chartered Accountants Examinations held in DECEMBER 2021 i.e. 18th /19th /20th December 2021 by the observer who is assigned to act as observer on the last day of the examinations]

Type of Answer Books	Number of Answer Books				Remarks (if any)
	No of answer books brought forward from previous Exam(s)	No of Answer Books received for DECEMBER - 2021 Exams	No of Answer Books used for DECEMBER - 2021 Exams	No of Balance Stock of Answer books (i.e. after conclusion of DECEMBER-2021 Exams) to be carry forward to the next Exam(s)	
36 pages					
28 pages					
20 pages A	without	subject	Name		
20 pages B	without	subject	Name		
20 pages A	with	subject	Name		
20 pages B	with	subject	Name		
4 pages (Additional Sheets)					

Whether rubber stamps (Institutes stamp & date stamp) relating to DECEMBER 2021 Exams were destroyed after conclusion of the examination on the last day? (please √)	Yes	No
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Signature of the Observer who is or one of the observer(s) (where more than one are) is assigned to act as observer on the last day of the examinations:

Membership Number:

Name :

Address :

Date: _____

Place: _____

Tel No. :

Email Id :

Counter Signature of the Centre Supdt.

(Rubber Stamp)