

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

**P R E - E X A M V I S I T O R
C E N T R E R E P O R T O F T H E
O B S E R V E R**

Exam. Centre No. _____ Place _____ Date _____

1	Name of the Observer	
2	Membership Number	
3	Examination Centre (Name & Place)	
4	Time when the Observer entered the premises of the Examination Centre	
5	Whether Superintendent or his authorized representative was present at the centre? (Please give name & designation of the person from Centre)	
6	Whether all the Exam Material (Answer Books, Attendance Register, Code Key, Packet Statement, Cheque, OMRs, stationary, etc) have been received by the Centre?	
7	Whether the Centre has arranged/will arrange the following properly:	
	a) Whether signboard/ Banner near main entrance of the School/ College displayed?	
	b) Whether the Centre Premises was found to be neat and clean.	
	c) Whether seating plan and arrow marks guiding the students to their respective Room/ Hall for easy access has been prepared to be displayed?	
	d) Whether proper seating arrangement has been made and sufficient space is available between two candidates from all side with adequate social distancing?	
	e) Whether the quality of furniture (Chair & Tables) is good / satisfactory?	
	f) Whether Centre has arranged for proper lighting in the Examination Hall/Rooms and are all the tube lights properly functioning?	
	g) Whether sufficient fans are installed in the Exam halls/ rooms and are all functioning?	
	h) Whether lighting arrangement is proper in corridors/ staircases leading to the Halls/ Rooms where examinations are to be held?	

	i) Whether separate toilets are there for Boys and Girls?	
	j) Whether Toilets are neat and clean and proper sanitation is available?	
	k) Whether the Centre has arranged for proper power back-ups such as generators, emergency lights etc. to face the difficulty in case power cut occurs and the same will be kept on standby mode?	
	l) Whether the Centre has arranged for supply of packaged drinking water (20 Ltr can) in disposable glass to the candidates?	
	m) Whether Centre has arranged for closed vehicle to collect the confidential material from the bank of Baroda, on daily basis?	
	n) Whether Sufficient No. of Invigilators have been /will be arranged by the Centre? (as per ICAI Norms i.e. 1:12)	
	o) Whether all Invigilators and staff for exam duty are appointed as per norms of ICAI and are employees of the centre. If not, whither sufficient safeguards have been taken to ensure smooth conduct and sanctity of the examination.	
8	a) Has facility of Hand Sanitizer is available at entrance and outside the washrooms at the Centre? Yes / No	
	b) Has sufficient number of thermo guns deployed for temperature check of candidates and all staff on duty at the entry point have been arranged? Yes / No	
	c) Has centre have adequate staff to be deployed at the exam centre to ensure that there is no crowding at the entry point and due social distancing is maintained? Yes /	
	d) Whether the Centre has taken all precautionary measures related to Covid -19 Pandemic?	

9	<p>Any other observations/suggestion which require immediate attention/ further action of the Examination Department. (please attach additional sheet, is required)</p>	
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(Signature of the Observer)

Date:

Name:

Membership No.:

Contact No.:

Time:

E-mail ID:

Date and time of submission of report:

P.S. This report is to be filled by the Observer who is assigned the duty at the exam centre to visit the centre few days prior to commencement of the December 2021, Examinations, preferably on a day between 1st to 3rd December, 2021 after having proper coordination with Centre Superintendent to see the facilities at the Exam Centre and send his report. He will be eligible for honorarium for ` 750/- for pre exam visit plus reimbursement of conveyance subject to a maximum of ` 350/- in A class cities and ` 250/- in other cities, as applicable.

This report along with Bill format (Pre Exam Visit) is to be filled online in the observer portal i.e. <http://observers.icaiaexam.icaai.org> on or before 4th December, 2021 and printout of only Bill format (Pre Exam) is to be sent by speed post to The Additional Secretary (Examinations), The Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, New Delhi -110002 to enable us to process the claim. In case of emergency, you may call us at 0120-3054829/ 3054846 /3054822/4953722

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA NEW DELHI
PRE EXAM - 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	Conveyance	Postal expenses	Stationery/ Telephone/ other Expenses*	TOTAL Amount
		₹750/-per day	₹350 (For A class cities)/ ₹250 (for other		
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:	Membership No:
Address:	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.