

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
NEW DELHI
CA EXAMINATIONS – September - 2024**

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 _____

OBSERVATIONS OF THE OBSERVER

1	Name	
2	Membership Number	
3	Examination Centre (Name & Place)	
	Observations	Yes / No
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 packets 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 to the notice of the ICAI while 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 scanned all sealed packets collected from the Bank meant for the day?	
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.	

12 A	Whether all unused MCQ Question Booklets, including absent students packed and sealed immediately after 2.15 PM by the Centre Superintendent /Chief Invigilator?	Added
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/Foundation)	
	d) Paper & Subject	
	e) Nature of Unfair Means	(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.) (a) Mobile No of the candidate (b) Whether photographs of Question Paper found in Mobile phone / other electronic Gadgets confiscated from student. (Yes/No) (c) Whether the candidate found guilty of circulation of the question paper to any other number/whatsapp/telegram group or channel etc. (Yes/No)

		(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 in the prescribed format?	
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 brought by the candidate (iv) Whether writer Certification [declaration], in the given format is submitted by the candidate as well as by the writer. (v) What was the facility made available to the above candidate(s). (Candidate wise)	
		Extra time of half an hour with /without writer. (Applicable for Foundation only)
		(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 classrooms/ halls engaged for CA Exams? (b) Number of Invigilators engaged on duty? (c) Number of (clerks and class-IV staff) engaged? (d) Quality of invigilation.	

	(e) 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	
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 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) (i) Whether the Centre had arranged for proper power back-ups such as generators, emergency lights etc. during exam days? If yes, kindly mention KV capacity of the Generator installed. (The report should be submitted after proper verification as any mistake/omission in reporting of generator will lead to deduction of generator charges for the particular day(s) from the claim of the centre.)	Whether the Generator was available? – Yes or No If yes, the capacity in KVA -
	(ii) Whether there was any power failure/ disruption occurred, when the examination was being held? If yes, Whether the Generator was capable enough to provide power backup for all exam rooms/halls entirely.	Whether Power Failure - Yes / No (a) Generator Functional -Capable enough / Not Capable enough – Yes/No (b) Generator Non-Functional Yes/No
	g) Whether the Centre engaged sufficient staff to keep the examination premises, toilets neat and clean during the examination period?	

	h) Whether the Centre ensured supply of packaged drinking water (500 ml water bottle) to the candidates?	
	i) Are you satisfied with the handling of confidential material by the exam centre? i.e. whether the representative of exam centre 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?	
	l) Whether frisking was done before allowing the candidates to enter in exam hall /rooms?	
	m) Whether frisking of female candidates was done only by Lady Staff?	
	n) Whether the centre has made arrangements to clean the rooms, staircase, railings, washrooms etc before the start of the Exam?	
	o) Whether adequate Physical distancing / social distancing was ensured while planning the seating arrangement between the candidates?	
	P) Whether you have confirmed the absentee and signed form A?	
	q) Whether room invigilators were carrying /using mobile phone in the Exam Halls during exams.	
	r) Whether CCTV Installed in working condition available at the Entrance of the Exam Centre?	
24	a) Total No. of students allotted	
	b) Total No. of students Present	
	c) Total No of students Absent	
	d) Total No. of Answer books dispatched	
25	[To be filled on conclusion of the examinations by the observer who assigned to act as observer on the last day of the examinations] (a) No. of unused answer books: (i) 28 pages Answer Book with OMR -Normal (Format - 1) (ii) 28 pages Answer Book cum OMR - (Format - 2) (iii) 20 pages Answer Book cum OMR - Part A (Format - 3) (iv) 20 pages Answer Book Part B (Format - 4) (v) 28 pages Answer Book cum OMR - for paper 6 of Final Course (Format - 5) (vi) 4 pages (Additional Answer Sheets)	

25 a	<p>(i) Whether the centre was reminded of returning of all type of unused answer books after three days from the conclusion of the last examination of an Examination Term.</p> <p>(ii) Whether the centre has counted the stock of all unused answer books to be returned to the Examination Department.</p> <p>The Exam Department will arrange reverse pick up through its authorized courier agency. The concerned Exam Centre is required to issue a certificate that they have No Answer Book (either Main or Supplementary) left with them. In no case, unused answer books should be returned with used answer books.</p> <p>(Applicable only for the observer who is assigned the duty on the last day)</p>			
26	<p>Whether rubber stamps (Institutes stamp & date stamp) relating to September 2024 Exams were destroyed after the conclusion of the exam on the last day?</p> <p>(Applicable only for the observer who is assigned the duty on the last day)</p>			
27	<p>Any other observations which require immediate attention/ further action of the Examination Department.</p> <p>(please attach additional sheet, if required)</p>			
28	<p>Overall assessment /Rating [Please tick]</p> <p>1. Examination Centre 2. Bank of Baroda 3. Blue Dart</p>	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 are required to submit their daily report and Bills online at the Portal. They need not send their signed report /Bills to the Institute. However, they may retain a copy of the same for their reference.



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
[Set up by an Act of Parliament]

BILL – OBSERVER – September 2024 EXAMINATIONS
GST NO. of ICAI Exam Dept.: - 09AAAAT7798M3ZF

A). Personal Details: -

Name of the Claimant (Observer) CA.			
Membership No.		Phone/Mobile No	
Address & City with Postal Pin Code	CITY/PINCODE		
PAN / AADHAR No			
GST No (if applicable)			

B) Banking Details: - Since the payment is to be made through NEFT mode (ERP), 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. ICAI is not responsible for nonpayment due to any wrong banking details provided herein.

Name of the Bank														
Bank Branch with Address														
Bank A/c NO. (full digits)														
Type of Account	Saving ()			Current ()										
IFSC CODE														

C) CLAIM DETAILS: Honorarium & Conveyance Charges for observer: -

Exam Sl. No	C. No	City	Centre Name	Duty Dates	No of Days	Honorarium ₹ 750/ ₹ 3000/-per day	Actual Conveyance reimbursement up to ₹ 350 (For A class cities)/ ₹ 250 (for other cities)	Total Amount (₹)
(A)Pre-Exam Duty								
(B)Regular Duty								
Centre								
Total Amount (in words)							Total	

Declaration: - I, CA.....do hereby declare that I affirm that what is stated above is true and correct and nothing has been concealed. I also note that if the declaration as above is found to be incorrect / false, I am liable for action under the provision of the disciplinary mechanism of the Chartered Accountants Act, 1949 and the regulations made there under.

Note: GST is exempted for observer services vide Notification No -12/2017-Central Tax (Rate) read with Notification No 02/2018 - Central Tax (Rate) dated 25/01/2021.

Date:-
Place:-

Name & Signature of the Observer
Membership No :-

No need to send the Bills (hard copy/scanned copy) to ICAI Exam Department

To
The Director (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 September - 2024.

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 September 2024 i.e. 20th / 23rd September 2024 by the observer who is assigned to act as observer on the last day of the examinations]

Please note that after conclusion of all the Examinations of an Examination Term all the unused answer books (Main/Supplementary) left with the examination centre are to be returned to the Examination Department after three days of last day of the Examination. The Exam Store Section of ICAI will arrange for reverse pick up of the used/unused answer books left at the Centre after three days of last date of Exam through authorized Courier Agency. The concerned Exam Centre is required to issue a certificate that they have No Answer Book (either Main or Supplementary) left with them.

Type / Format of Answer Books	Number of Answer Books				Remarks (if any)
	No of answer books brought forward from previous Exam(s) (If any)	No of Answer Books received for September 2024 Exams	No of Answer Books used for September 2024 Exams	No of Balance Stock of Answer books (i.e., after conclusion of September 2024 Exams)	
28 pages Answer Book with OMR -Normal (Format – 1)					
28 pages Answer Book cum OMR - (Format – 2)					
20 pages Answer Book cum OMR – Part A (Format – 3)					
20 pages Answer Book Part B (Format – 4)					
28 pages Answer Book cum OMR – for paper 6 of Final Course (Format – 5)					
4 pages (Additional Answer Sheets)					

Whether rubber stamps (Institutes stamp & date stamp) relating to September 2024 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)