



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

[Set up by an Act of Parliament]

STRICTLY CONFIDENTIAL

No. 13- CA (EXAM)/MAIN/MAY-2022/

@current_date

To,
@mem_name (@mem_ship_id),
EXAMINATION COORDINATOR,
@mem_address,
@mem_city - @mem_pin
Mobile: @mem_mob

Madam / Dear Sir,

Sub: Chartered Accountants Examinations May 2022

We are pleased to inform you that you are appointed as the Examination Coordinator for Chartered Accountants Examinations to be held from **14th May to 30th May 2022**.

In accordance with the decision of the Examination Committee taken at its 492nd Meeting held on 2nd and 3rd April, 2012 we need your valuable involvement on the following issues:

1. Visiting the Branch of Bank of Baroda for physical verification of Confidential Material before the scheduled commencement of the CA Examinations.
2. Visiting the Exam Centre(s) whenever there is need to sort out any emergent problem / issue including deficiency of facilities for the conduct of CA Examinations.
3. Any other cooperation/ support which the Examination Department would require from time to time for the smooth conduct of CA Examinations.

You will be required to visit (after due confirmation from the concerned officer of the bank's branch) the designated Branch of the Bank of Baroda, few days prior to commencement of the examinations along with the Centre Superintendent of the concerned centre(s) (possibly on a day between **7th May 2022 to 10th May 2022** and ensure that confidential consignment from the ICAI has reached them.

In order to enable you to co-ordinate with the designated branch of Bank of Baroda and the Examination Center(s), we are enclosing herewith in **Annexure "A"** the details of the Centre(s) along with details of Centre No., name, address and contact phone numbers of the Centre Superintendent and also the contact details of the said designated branch of Bank of Baroda for your information and records.

For making a visit to the designated branch of Bank of Baroda as above, you will be reimbursed local conveyance expenses as per the norms i.e. for Metro Cities, 1000/- per day and for non-metro Cities, 500/- per day or actual expenditure whichever is lower, and no other amount will be reimbursed, **as you are not required to perform any other task on day to day basis**. After making the visit, you may send confirmation by fax or email in the attached format.

You are also requested to maintain the most appropriate coordination with the Additional Examination Coordinator, if any, and share the responsibilities in connection with the conduct of the Chartered Accountants Examinations May 2022.

It is our sincere hope that with your valuable cooperation and involvement, the May 2022 Chartered Accountant Examinations would be conducted successfully.

In case of any clarification/assistance, prior to or during the course of examinations, you may contact any of the following Officers of the Examination Department.

SR.NO	NAME (S/Shri)	MOBILE NO	LANDLINE NO.
1.	Dr. Sunil Pandey, Sr. Executive Officer	95605-07605	0120-3054846/3054829
2.	Dr. (CMA) Prashant Bakshi, Deputy Secretary	93105-42611	0120-3054822/4953722
3.	Shri S.K.Garg, Additional Secretary	93508-52388	0120-2054815/4953715

We may suggest to resort to SMS in case you find that our mobile numbers are giving "engaged" tone.

Thanking You

Yours Sincerely

(S.K. Garg)
Additional Secretary (Exams.)