



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(Set up by an Act of Parliament)

17th Oct 2024

No. 13-CA (Exams)-CA Exam- Nov 2024 /-Ctr Adv/ Nov 2024 Confidential

C. No. (312) Bunts College of Higher Education (Night College), NAVI MUMBAI

Madam/Dear Sir,

Re : **Advance for holding Chartered Accountants Final Examinations- Nov 2024**

We would like to apprise you that an advance payment of Rs. **98980** /- (after deducting TDS @ 2% from the Total Advance of Rs. **101000**/- will be transferred online through NEFT in your Bank Account No. **42080100003696** having IFSC Code No. **BARB0JUNAG** on **29th Oct 2024** for making arrangements in connection with CA Final Examinations Nov 2024. PAN NO. **AAATB0203G**. Name (as per PAN Card) **BOMBAY BUNTS ASSOCIATION** has been provided to us by you, which will be used for depositing TDS to be deducted against your centre henceforth. **Please check the bank & PAN detail and immediately inform the Examination Department if there is any change.** Please note that if PAN No. of the Examination Centre is not provided then TDS shall be deducted at higher rate i.e. 20% as per Income Tax Act, 1961.

As mentioned in our separate communication, it may be stated that the scale of remuneration etc. for CA Main Examination Nov 2024 are as under:

Exam Functionaries	No. of person	Remuneration (Per Session)	Conveyance (per day)		Categorization of "A" Class Cities	
			A Class City	Other Cities		
Superintendent	1	Rs.1500/-	Rs.300/-	Rs.200/-	• Ahmadabad	• Kolkata
Chief Invigilator	1 : 300	Rs.1050/-	Rs. 300/-	Rs.200/-	• Bangalore	• Lucknow
Invigilators	1 : 20	Rs.650/-	Rs.200/-	Rs. 150/-	• Chennai	• Mumbai
Clerk	1 : 300	Rs.550/-	Rs.200/-	Rs.150/-	• Delhi	• Nagpur
Class IV Staff	1 : 50	Rs.300/-	Rs.100/-	Rs.100/-	• Hyderabad	• Pune
					• Jaipur	• Secundrabad.
					• Kanpur	

We may reiterate to strictly adhere to the proportion of engagement of staff and scale of remuneration as indicated above. You are requested to kindly make necessary appointments, if not already made, in accordance with the above scale.

I am also sending herewith a format for claiming the expenses that may be incurred by you in connection with the captioned examinations. **You are also requested to retain the photocopy of the statement of expenses in the given format along with supporting documents.**

Kindly note that as per Govt. of India Notification No.02/2018-Central Tax (Rate) dated 25th January, 2018, services provided to the ICAI Examination Department in connection with Examination related services have been exempted from the GST Act, 2017 w.e.f. 25th January, 2018. Therefore you are requested that GST should not be billed to ICAI Examination Dept. on services rendered/to be rendered from 25th January, 2018 onwards in view of the above referred notification.

You are requested to send your claim in the above format, duly filled and supported by relevant vouchers/bills immediately after conclusion of the captioned examinations so that advance issued may be settled and the balance amount is remitted forthwith. Similarly, excess amount, if any, that may be due to be refunded to the Institute may be remitted by way of Demand Draft drawn in favour of "The Institute of Chartered Accountants of India" payable at New Delhi, together with the bill and other supporting documents as stated above. We will be endeavoring to settle your bill within eight weeks from the date of the receipt of your bill and would request you to kindly remind us on 0120-3054850 and 3054802 or email to examstore@icai.in if the settlement of bill is not made within ten weeks.

Yours faithfully,

(Anand K. Chaturvedi)
Joint Secretary (Exam)



Cheque details 18/10/2023

The Institute of Chartered Accountants of India
[Set up under an Act of Parliament]

Date: 17/10/2023

No. 13-CA (Exams)-CA Exam- Nov 2023 /-CtrAdv/ Nov 2023 Confidential

C. No. (404) Bunts College of Higher Education (Night College), NAVI MUMBAI

Madam/Dear Sir,

Re : Advance towards Chartered Accountants Examination –Nov 2023.

We are enclosing herewith a Cheque for Rs. 312620 (After deducting TDS of Rs. 6380@ 2% of the Total Advance of Rs. 319000) drawn on AXIS Bank and is payable at par on all the Branches of the Bank for making arrangements in connection with the CA Examinations to be held in Nov 2023. Please note that if PAN No. of the Examination Centre is not provided then Tax shall be deducted at higher rate i.e. 20% as per Income Tax Act, 1961.

As mentioned in our separate communication, it may be stated that the scale of remuneration etc. for examination functionaries are as under:

		Remuneration	Conveyance	
			A Class City	Other Cities
Superintendent	1	Rs.1500/- per session	Rs.300/- per day	Rs.200/-per day
Chief Invigilator	1 : 300	Rs.1050/- per session	Rs. 300/- per day	Rs.200/-per day
Invigilators	1 : 20	Rs.650/- per session	Rs.200/- per day	Rs.150/- per day
Clerk	1 : 300	Rs.550/- per session	Rs.200/- per day	Rs.150/- per day
Class IV Staff	1 : 50	Rs.300/- per session	Rs.100/- per day	Rs.100/- per day
A Class Cities	Ahmedabad , Bangalore, Chennai, Delhi, Hyderabad, Jaipur, Kanpur, Kolkata, Lucknow, Mumbai, Nagpur, Pune and Secundrabad.			

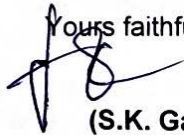
We may reiterate to strictly adhere to the proportion of appointments and scale of remuneration as indicated above. You are requested to kindly make necessary appointments, if not already made, in accordance with the above scale.

I am also sending herewith a format for claiming the expenses that may be incurred by you in connection with the captioned examinations.. **You are also requested to retain the photocopy of the statement of expenses in the given format along with supporting documents.**

Kindly note that as per Govt.of India Notification No.02/2018-Central Tax (Rate) dated 25th January, 2018, services provided to the ICAI Examination Department in connection with Examination related services have been exempted from the GST Act,2017 w.e.f. 25th January, 2018. Therefore you are requested that GST should not be billed to ICAI Examination Dept. on services rendered/to be rendered from 25th January, 2018 onwards in view of the above referred notification.

While adequate amount by way of advance as above is being sent, it is likely that the expenses to be incurred may exceed the same. You are requested to send your bill in the above format, duly filled and supported by relevant vouchers and above statements, immediately after the conclusion of the captioned examinations so that advance issued may be settled and the balance amount is remitted forthwith. Similarly, amount, if any, that may be due to be refunded to the Institute may be remitted by way of Demand Draft drawn in favour of "**The Institute of Chartered Accountants of India**" payable at New Delhi, together with the bill and other supporting documents as stated above. We will be endeavoring to settle your bill within eight weeks of the receipt of your bill and would request you to kindly remind us on 0120-3054866, 3054850 and 3054802 or email to examstore@icai.in if the settlement of bill is not made within ten weeks.

Encl: As Above

Yours faithfully,

(S.K. Garg)
Director (Exams)