Board For Local Bodies Accountants Certification (BLoAC)
ICAI Accounting Research Foundation

15th July 2025

IMPORTANT ANNOUNCEMENT

The Board for Local Bodies Accountants Certification (BLoAC) established under ICAI Accounting Research Foundation (ICAI ARF) is pleased to announce that the **Fourth Screening Examination of Certificate Courses for Accountants of Panchayats and Municipal Bodies** will be held on the date and place which are given below:

1. **Date of Screening Examination:**

3rd September 2025 (Wednesday)

It may be emphasized that there would be no change in the examination schedule in the event of any day of the examination schedule being declared a Public Holiday by the Central Government or any State Government/ Local Bodies.

2. **Eligibility condition to appear in Screening Exam:**

- The candidates who have registered for these courses till 30th June 2025 will be eligible to appear in screening exam.
- The candidates who did not clear the previous screening exams or were unable to appear for the exam due to some reason can also apply.

3. **Timing of Screening Examination:**

Screening Examination is of 1.5 hour duration, and the exam timing is mentioned below:

Exam Timing	Duration
11:30 AM to 1:00 PM	1.5 Hours

Note:
- Additional 15 minutes' time will be given to the candidates (from 11:15 AM to 11:30 AM) for reading the question paper before commencement of the exam but the candidates will not be allowed to mark answer/write during this time.
- Screening Examination paper of both courses (i.e., (i) Certificate Course for Accountants of Panchayats, and (ii) Certificate Course for Accountants of Municipal Bodies) would be different.
- There would be one paper of Screening Examination for both level 1 & 2 of Certificate Course for Accountants of Panchayats. Similarly, there will be one paper of Screening Examination for both level 1 & 2 of Certificate Course for Accountants of Municipal Bodies.

4. Places of Screening Examination Centres:

The Screening Examination of Certificate Courses for Accountants of Panchayats and Municipal Bodies will be held in below mentioned 23 Indian cities (provided that sufficient number of candidates offer themselves to appear from each of the below mentioned places). Candidates will have to select their preferred city while filling out the exam form.

#	Name of States/UTs	Name of Examination City
i.	Andhra Pradesh	Vijayawada
ii.	Assam, Meghalaya, Arunachal Pradesh, Sikkim, Nagaland, Mizoram & Manipur	Guwahati
iii.	Bihar	Patna
iv.	Chhattisgarh	Raipur
v.	Delhi	Delhi
vi.	Goa	Panji
vii.	Gujarat	Ahmedabad
viii.	Himachal Pradesh, Chandigarh, Punjab & Haryana	Chandigarh
ix.	Jammu & Kashmir	Jammu
x.	Jharkhand	Ranchi
xi.	Karnataka	Bengaluru
xii.	Kerala	Kochi
xiii.	Madhya Pradesh	Bhopal
xiv.	Maharashtra, Daman & Diu and Dadar & Nagar Haveli	Mumbai
xv.	Odisha	Bhubaneshwar
xvi.	Rajasthan	Jaipur
xvii.	Tamil Nadu, Pondicherry and Andaman & Nicobar	Chennai
xviii.	Telangana	Hyderabad
xix.	Uttar Pradesh	Lucknow
xx.	Uttarakhand	Dehradun
xxi.	West Bengal	Kolkata
xxii.	Jammu & Kashmir	Srinagar
xxiii.	Tripura	Agartala

Note:
(i)   Exam form can be filled only once at prescribed stipulated time frame.
(ii)   The selected exam centre (from the above list) will be allotted to candidates.
(iii)   The details related to the allotted exam centre and address will be printed on the admit card that will be made available on your dashboard one week before the exam.
(iv)   No request for change in examination city will be entertained.
(v)   There is no need to submit hard copy of exam form.
(vi)   Candidates have to bear the expenditure of travel and stay (required to be made if any for appearing in such exam themselves) on their own.

(vii)   The BLoAC reserves the right to withdraw any city/ centre at any stage without assigning any reason.

5. Online filling up of examination form

The candidates will be required to login at https://lba.icaiarf.org.in/ to fill exam form for September 2025 Exam. The exam form will be made available on your dashboard under the tab "Exam". **The exam form will be available for 15 days, i.e., from 15th July till 30th July 2025 as mentioned below.**

Kindly note Candidates will be required to mandatorily upload photo and choose city of preference for centre of examination.

There will be no exam fees for first two attempts, therefore, no separate fee is required to be paid at the time of submitting the exam form. It is to be clarified that the attempt would be counted even if a candidate had filled out the exam form but did not appear for the exam.
After two attempts, a fee of Rs.118 (Rs 100+ 18% GST) will be charged.

6. Opening and closing of online window for submission of exam form:

The following date(s) may be noted:

Details	For Screening Exam [3rd September 2025]
Commencement of submission of online exam form	15th July 2025 (from 5 PM) [Tuesday]
Last date for submission of online exam form	30th July 2025 (till 11:59 PM) [Wednesday]

Note:
- In case of failure of submission of exam form within prescribed time frame, no request will be entertained after last date of submission of exam form.

7. QUESTION PAPER BOOKLET LANGUAGE:

Screening exam will be an **OMR based MCQ examination**.

Kindly note that the question paper will be bilingual (in Hindi and English both). The candidates need to submit the question papers along with OMR sheet before leaving the exam hall.

For any query/ clarification, please feel free to write to us at bloac@icai.in or call at our helpline numbers 011-30110598/ 436 / 437 (Time 10:00 AM to 5:00 PM).

(Seema Girotra)
Additional Director, ICAI