



**N D SAVLA & ASSOCIATES**  
CHARTERED ACCOUNTANTS

**CA FINALIST**  
**(BOTH THE GROUPS CLEARED – NEW SCHEME)**

FREQUENTLY ASKED QUESTIONS (FAQ'S)  
FOR ARTICLESHIP

[www.ndsavla.com](http://www.ndsavla.com)



## **1. What are the working days and office timings?**

We work on a 6-day basis, Monday to Saturday, with 2 Saturdays off (2nd & 4th) and weekly Sundays off. Office timings are from 10.00 AM to 6.30 PM (8.5 hours). You may be expected to stay a bit longer during deadlines.

## **2. How much stipend do you give to the Articles?**

For both groups cleared:

- 1st Year – Rs. 12,000/-
- 2nd Year – Rs. 14,000/-

## **3. Do you allow leave for College exams?**

Yes, only exam-day leaves are allowed for college exams.

## **4. Do you take transfer cases for the Articleship?**

Yes, we do prefer transfer cases that are not looking for industrial training and complete their remaining period of articleship at our organization only.

## **5. Do you allow me to take a transfer?**

Yes, transfer is allowed within one year, subject to a genuine reason and completion of a 30-day notice period.

## **6. Do you allow for Industrial Training transfer?**

No, as the articleship is only for 2 years.

## **7. Can I attend my CA/other course classes?**

Yes, you may attend morning batch classes with flexibility in timing between 10:00 AM to 11:00 AM for coming in, and 6:30 PM to 7:30 PM for leaving.

## 8. What kind of exposure will I get at your firm?

**Audit Department:** Statutory, Internal, Tax, and Transfer Pricing audits with client-facing roles that improve communication and presentation skills.

**Income Tax Department:** Income Tax, International Tax, FEMA, DTAA, assessments, advisory, and HNI/foreign client interactions. There will also be exposure to department visits, including interactions with departmental officers, as required from time to time.

**GST Department:** Compliances, advisory, assessments, and departmental audits with focus on practical application and solution-finding. This also includes exposure to department visits and coordination with GST officers as needed.

**Overall:** A mix of audit and tax compliance as per client requirements and peak periods.

**Additional for GST:**

- Hence, the effective stipend would be ₹17,000, as the first-year base stipend is ₹12,000.
- **Articles who have worked one full year in GST and continue in GST during their second year** – ₹6,000 per month. Hence, the effective stipend would be ₹17,000 to ₹20,000.
- **Articles handling GST only in their second year (and not in their first year)** – ₹5,000 per month. Hence, the effective stipend would be ₹19,000, as the second-year base stipend is ₹14,000.

## 9. Will there be late sittings?

Yes, during tax filing deadlines, working hours may extend by 1–2 hours for a week or two. Your cooperation is expected.

## 10. Is there any performance review/incentive structure?

Yes, quarterly performance reviews are conducted, with the best article awarded a trophy and a gift voucher/hamper. Annual performance bonuses are also provided.

## 11. Do you provide any office assets?

Yes, an office laptop will be provided, and an office phone will be given for client interactions, if required.



**12. Office Address:**

Andheri East – Near Station (Level 1, Suit 102, Ashok Premises,  
Off Old Nagardas Road, Andheri (East), Mumbai – 400069)

**13. Do you have an outstation audit?**

Yes, we do.

**14. How many members are there in the firm?**

We have 70+ members, including 5 Chartered Accountants.

**15. Do you have any employee engagement activities?**

Yes, we regularly celebrate birthdays and festivals.

**16. What if I work on a non-working day?**

If you are required to work on a non-working day (such as a Sunday or an off Saturday), you will be eligible for a compensatory off (comp-off) or set-off on another day, subject to prior approval.