

ALLAHABAD U P GRAMIN BANK
HEAD OFFICE : D.M. COLONY CIVIL LINES BANDA

INSPECTION DEPARTMENT

APPLICATION FOR THE CONCURRENT/REVENUE AUDITORS FOR 2016-17

1. Allahabad U.P. Gramin Bank invites applications in the under noted prescribed format from practicing firms of Chartered Accountants of India who are willing to have their firm empanelled as Concurrent / Revenue Auditor in the Bank.
2. The panel of auditors maintained last year (Including existing concurrent auditors) since expired and will not be further used.
3. **The Bio-data should be submitted in the under-noted format to the General Manager, Inspection Head office, D.M. Colony Civil Lines Banda 210001.**
4. **“Application for empanelment for Concurrent & Revenue Audit-2016-17”** should be mentioned on the envelope carrying Bio-data
5. Mere submission of application does not, in any way, constitute guarantee for allotment of any audit job from the bank. After empanelment, the work will be allotted as & when need arises at the sole discretion of the Bank.
6. The following type of audit firms are not required to submit their Bio-data:
 - a) If Firm / it's proprietor / any partner has been disqualified / depanelled or whose appointment has been terminated by RBI/ ICAI/ Bank / any other Bank on an earlier occasion.
 - b) Audit firms who have conducted statutory audit of Allahabad UP Gramin bank's branches for the year 2015-16
7. If the space provided for against any item in the Bio-data format is not sufficient, details may be furnished in a separate sheet..
8. All enclosures must be attested as true copy under seal by the proprietor / at least one partner (in case of partnership firm)
9. Any change in the Bio-data format will result in rejection of the same.
10. **The last date for receipt of Bio-data is 13.05.2016. Please dispatch Bio – Data in such way that it must reach to above address (mentioned at point no. 3), latest by date fixed for the purpose positively. Please note that application received thereafter will not be entertained.**

The selection and eligibility criteria of Concurrent Auditors will be as under:

- a. The firm should be preferably selected from the RBI panel of CA Firms as per the gradation suggested for Statutory Branch Auditor appointment.
- b. The firm should preferably be a partnership firm of Chartered Accountants.
- c. Weightage to be given to the firms, where the partners themselves are ex-bankers or the firm has got tie-up with ex-bankers with requisite experience and exposure.
- d. Weightage to be given to a firm having exposure in conducting Concurrent Audit of the Bank Branches of a few public sector / major private sector Banks.
- e. The firm should have necessary office set up and adequate personnel to ensure proper deployment and timely completion of the assignments.

11. Concurrent Audit Fee Structure: Rs 6000.00 per Branch per month.

12. **Regional Manager / Inspection Department may not pay the bill if any report is not submitted as per the time schedule / or if the same has not been compiled as per the instructions / guidelines or not submitted in the prescribed format or is otherwise found unsatisfactory as per guidelines.** However, if the delay in submission of the report has been caused due to genuine difficulty / exigencies, payment to the CA firm can be approved by GM, Inspection HO on the recommendations of Regional Manager.

13. Bank reserves right to initiate stringent disciplinary action against the Concurrent Auditor in case Frauds / sizeable income leakage, any serious irregularity and system lapses are reported at later date in Concurrent Audit Branches & fact may be reported to RBI & ICAI.

14. Empanelled Chartered Accountants are allotted the Concurrent Audit work initially for a period of one year. On completion of the year, if the performance is found satisfactory, the assignment may be renewed for subsequent years on yearly basis, subject to maximum of three years. Then one year cooling period is given compulsorily to the Auditors, during which no Concurrent Audit work of any Branch is allotted. On completion of cooling period, the Auditor may be given Concurrent Audit work of other Branch if found suitable.

15. The Bank reserves its right to review the appointment at any point of time and if necessary, can cancel the appointment by giving one month's notice. In case the firm fails to report serious irregularities / high value income leakage, Bank reserves right to report the matter to RBI / ICAI / IBA & initiate disciplinary action. Such firms will be black listed and they will not be eligible for assignment of audit work with Bank for next five years.

16. Concurrent Audit has very important role in identifying System lapses, irregularities of every type, income leakage, ensuring compliance of terms of sanction for advances, detecting frauds, pointing out symptoms of sickness in time, etc.

17. If the Concurrent Auditor fails to detect and report irregularities/deviations from laid down policies/norms, his services are liable to be terminated without any notice.

18. If the Concurrent Auditor fails to attend the Branch on day-to-day basis or the attendance of the Partner / Proprietor of the firm is found to be poor, his services are liable to be terminated without any notice.

AREAS TO BE COVERED /EXAMINED BY THE CONCURRENT AUDITORS-

The concurrent auditors are required to verify / examine and report the deviations pertaining to all the transactions of the concerned branch broadly covering Cash, Deposit, Advances, Housekeeping, Impersonal heads, Remittances, Ancillary Services, Customer service, Complaints, Submission of control returns, Profitability, Computer operations etc.

A. Purpose of Concurrent Audit

Transaction checking on continuous basis providing early warning signal in following areas:

- i. Detection & Realization of Revenue Leakage
- ii. Documentation including equitable mortgage
- iii. Quality of appraisal
- iv. Compliance of Bank's Lending Policy
- v. Compliance of terms of sanction and procedural formalities.
- vi. Credit Monitoring aspect (Legal Audit, Stock Audit, Insurance coverage etc.)
- vii. Adherence to system & procedures
- viii. Any fraudulent activity
- ix. Checking of observance of KYC norms
- x. Submission of various key Returns
- xi. Availability / generation of various reports for audit purposes in CBS platform

B) Other Important Areas To Be Covered-

- i) To submit certificate regarding verification, authentication & preservation of Exceptional

transaction reports (monthly).

- ii) To submit certificate regarding submission of claims under Scheme of 1% interest subvention on eligible housing loans (monthly)
- iii) To submit certificate regarding submission of claims under Central Scheme for Education loan interest subsidy (for half year ending Mar & Sept)
- iv) To ensure closure of all impersonal accounts opened in Current / Savings Bank account.
- v) Unit Visits Report/ Asset verification Report properly filled in and evaluated.
- vi) Checking of diversion of funds/ willful defaulter to be reported to Regional Office. under copy to Inspection Dept H.O. by a Special report)
- vii) To check & certify statement required by Head office, RBI etc regarding branch's business i.e. statement of all old irrecoverable balances in flabby asset accounts
- viii) To conduct unit visit as per our advices contained in the Audit Manual.
- ix) The check-list is only indicative and the audit firm should also comply with and execute any given assignment subsequently with reference to the conduct of audit in any functional areas of the branch including visit of the units. No separate remuneration shall be payable by the Bank for any assignment taken under such request.

Flash Report: In case of detection of following serious irregularities, the auditors will submit a "Flash report" immediately to the General Manager (Inspection) Head office under copy to the concerned regional Office:

a) In advances having total credit limit of Rs.1.00 Crore & above:

- i) If account remain continuously overdrawn for six months or more
- ii) No operation / turnover in the account for three months or more
- iii) Dilution of security
- iv) Misappropriation / diversion of funds disbursed
- v) If stock is not found as per stock statement
- vi) Substantial unjustified decrease in hypothecated stock not supported by proportionate reduction in debit balance.

b) Cash shortage

Special Report: In case of detection of fraudulent transactions involving malafide, corrupt practices and gross in-discipline or anything susceptible to be fraud or fraudulent activity or any act of exceeding vested power by the branch or if auditor smells out any foul play in any transaction, the same should not only be included in regular report but also should be **immediately** reported by a separate **Special Report** to the regional office as well as the Chairman & General Manager (Inspection) Head office,

Date : 28.04.2016

Place : Banda

General Manager (Inspection)

**APPLICATION FOR INCLUSION OF NAME IN THE PANEL OF CHARTERED
ACCOUNTANTS (CONCURRENT / REVENUE AUDIT)**

01 Name of the Audit firm :

02 Date of Establishment :

03 RBI Unique Firm Code No. :

04 Category of Firm as on 31.03.2016
(As per RBI Panel of Statutory Auditors)

05 Registration No. of firm with ICAI :

06 PAN No. of firm :

07 Address (Head office) :

08 Phone & mobile number of H.O. :

09 Fax No.& E-mail :

10 Details of branch

Name of branch	Name of Branch Head	Address	Phone / mobile No & E-mail.

11 Constitution (Proprietorship/ Partnership):

(Copy of partnership deed & Copy of constitution Certificate issued by the ICAI certifying the constitution of the firm & it's branches as on 01.01.2016 to be enclosed. If there is any change after 01.01.2016, latest certificate & latest partnership deed may be submitted).

12.: Particulars of Full time partners / proprietor

Sr no.	Name	Age	ICAI membership no.	Whether passed DISA/CISA	Whether any partner/proprietor passed course of concurrent audit conducted by ICAI	Whether partner/proprietor is Ex Banker	

(Photocopies of the certificates to be enclosed excluding practical training or eligibility test. For Ex Bankers, Service certificate is to be submitted)

13. Past Experience of Important Bank Assignment (Experience of Firm only to be mentioned. Separate experience of partners with any other firm is not to be mentioned) -Details of the important bank assignment(s) completed in the last 5 years and those in hand at present

Experience of Statutory Audit of the Banks

Name of The Bank	Name of the branch	Year

(Copy of Appointment letter for latest assignment to be enclosed)

14. Experience of Concurrent Audit of the Banks

Name of The Bank	Name of the branch	Year

(Copy of Appointment letter for latest assignment to be enclosed)

16. If firm or partners / proprietor has taken any advance from Allahabad U P Gramin Bank, please furnish necessary details as under:

Name of The firm/partner/proprietor	Name of the Bank's branch	Nature of advances & Dr balances as on date

17. Whether the firm or any partner have ever been debarred / depanelled by ICAI/RBI/our bank/any other bank. If yes, details to be mentioned :

18. Any other details :

19) I/We further confirm that :

A) Any other firm where my / our proprietor / partner is interested as proprietor / partner shall not submit bio-data

b) The firm / any partner was not statutory auditor or sister/associate concern/Network firm of Statutory auditors of branches of Allahabad UP Gramin Bank for the year 2014-15 & I/we are not disqualified under any of grounds given in Sec.226 of the Companies Act,1956

c) Credit facilities availed by the firm or partners / proprietor or firms in which they are partners or directors including any facility availed by a third party for which the firm are it's partners / proprietor are/is guarantor/s have not turned or are existing as Non-performing assets as per the prudential norms of RBI.

d) I/We have necessary office set up & adequate personnel to ensure proper deployment and timely completion of assignments.

e) The assignment will not be given on sub-contract to any outside firm or other persons even though such persons are qualified Chartered Accountants.

f) If my/ our name is included in the bank's list of approved CAs/Consultants, I / we will undertake to do the tasks entrusted to me / us in the best interest of the Bank & in a professional manner & I/We abide by the rules and regulations of the Bank in force from time to time and will always keep the bank's interest foremost in mind. In case of any misconduct / negligence, the Bank is free to report the matter to RBI / ICAI. This will be in addition to the disengagement from the assignment.

g) The details / information furnished above are/is true and correct (if any detail furnished above is found incorrect later on, the Bank has right to terminate the assignment, if given any, without giving any notice).

Date :

Place:

Signature of All partners
With Name and ICAI Membership No's
Office Seal

