



REQUIREMENT OF CONCURRENT AUDITORS IN UGB TO CONDUCT CONCURRENT/SUPPLEMENTARY AUDIT IN BRANCHES

Uttarakhand Gramin Bank, Dehradun (herein after referred to as 'the Bank') invites applications from Chartered Accountant Firms for appointment of Concurrent/Supplementary Auditors on the contractual basis for a period of one year, Audit to be conducted in selected branches in all the 13 districts of Uttarakhand State, (Agreement to be extendable on annual basis for one year, subject to satisfactory performance to be evaluated by the Bank). Interested CA firms must send the application by post or deliver by hand to

The General Manager (Administration),
Uttarakhand Gramin Bank,
Head Office – 18, New Road,
Dehradun - 248 001
Tel - 0135 -2710660, 2710661

The application can be downloaded from our bank website www.uttarakhandgraminbank.com . The last date for submission of applications at above-mentioned address is **18.09.2023**. Applications received after the last date will not be entertained.

The Bank shall have the right to cancel and extend the time line for submission of application if required. Further, the Bank reserves the right to accept or reject any application, or all the offers without assigning any reason thereof.

The appointment of the Concurrent/Supplementary Auditors will initially stand for one year from the date of agreement. However, the agreement may be extended for next 12 months on the same terms and conditions, subject to the satisfactory assessment in the annual review of the performance of the Concurrent/Supplementary Auditor.

The Bank reserves the right to alter the schedule reflected in this document or to change the process or procedure to be applied. The Bank also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to any person/firm etc. submitting their application.

On receipt of intimation from the Bank regarding acceptance of the Application, the successful CA firms shall be bound to implement the Contract from the date specified therein. The successful CA firms shall sign an Agreement in accordance with the extant provisions and shall be liable to pay the appropriate and required stamp duty amount on the said Agreement in accordance with the Stamp laws in force in Uttarakhand.

The Agreement will be executed between the Bank and the successful CA firms. It is mutually agreed that the original Agreement will be retained by the Bank and certified copy of Agreement will be retained by the successful CA firms.

Concurrent/Supplementary Audit aims to have better monitoring over the working of branches, there is a need to bring such branches under the ambit of separate Concurrent/Supplementary Audit. This Concurrent/Supplementary Audit is essentially a management process integral to the establishment of sound internal accounting functions and effective controls. This is also regarded as part of a bank's early warning system to ensure timely detection of serious errors and irregularities, which also helps in averting fraudulent transactions and preventive vigilance in banks.

1. Allocation of Auditee units :

The selected empanelled Concurrent/Supplementary Auditors will be available with the Chief Inspector at Head Office, who will allocate the auditee units to the auditor from the pool with necessary instructions.



2. Types of activities to be covered.

1. The main role of empanelled Concurrent/Supplementary Auditor is to supplement the efforts of the bank in carrying out internal check of the transactions and other verifications and compliance with the procedures laid down.
2. The scope of the Concurrent/Supplementary Audit would be to cover certain fraud prone areas like handling of Cash, Deposits, Safe custody of Securities, Investments, Exercise of Discretionary Powers, Sundry and Suspense accounts. Inter-branch reconciliation, Clearing Differences, Loans & Advances, Compliance of KYC-AML instructions (KYC, CTR, STR, NTR, CCR, e-KYC, c-KYC etc.), Income Leakage, Compliance of previous Concurrent/Supplementary and RFIA report, frequent recurrence of deficiencies in successive Audits, Off-Balance Sheet items like letter of credit and bank-guarantee, treasury functions and debit & credit-card business and any other serious irregularities. Importance should be given to checking of high-risk transactions having large financial implications as compared to transactions involving small amounts.
3. The empanelled Concurrent/Supplementary Auditors will submit the report on the prescribed format for Concurrent /Supplementary Audit to Regional Manager of the respective region.

3. Empanelment of Auditors:

The following selection process will be adopted by the Bank for empanelment of CA Firms for the purpose of Audit of branches:--

(a) ELIGIBILITY CRITERIA for CA firms:

Those firms which satisfy the following are eligible to apply:

- a) Grade I, II and III firms as per RBI Grade as on the date of application. CA Firms with RBI grading IV are not eligible to apply.
- b) CA Firms having at least one year of experience of Concurrent Audit in any Commercial Bank/RRB. Firms with below 1 year experience will not be eligible to apply.
- c) Preference will be given to CA Firms which have sufficient number of trained representatives of firm articulated Clerk trained by ICAI on Concurrent Audit, Retired Officers of commercial Banks, RRBs qualified Chartered Accountants as Partner or Associate or as Staff, who will be available on all working days to attend to the Concurrent/ Supplementary Audit.
- d) CA Firms who are already engaged / appointed for any other assignment in UGB such as Statutory Auditors, Stock Auditors etc., are not eligible to apply, to eliminate any room for conflict of interest.
- e) Where CA Firm is having more than one office in different geographical locations, such CA Firms can apply for empanelment separately for each office / location subject to:
 - i) Should have an office in the center / location.
 - ii) Separate designated Chartered Accountant should be available for conducting Concurrent Audit.
- f) CA Firm should not have business dealing with any borrower of the branch for which Concurrent/Supplementary audit assignment is sought.
- g) CA firms, conducting Concurrent/Supplementary Audit of the branch, will not canvass credit proposals directly or indirectly.
- h) The CA firms should not have refused any assignment allotted by the Bank in the past.
- k) The CA Firms, while accepting assignment, should execute an undertaking of fidelity and secrecy on its letterhead in the prescribed format provided by the Bank.



The CA Firm getting Concurrent/Supplementary audit assignment will have to carry out short inspection / unit visit and submit the report along with regular report. No separate fee will be paid for carrying out the unit visit.

(b) Process of Selection

Initial Screening for CA firms :

The CA Firm must comply with the above criteria, certificates regarding experience, staff trained by ICAI on Concurrent Audit, etc. should be attached.

Following criteria will be followed for

Parameters	Max Marks	Criteria of Marks Awarded			
1] Grade of the CA firm as per RBI	20	20	16	12	
		Grade-I	Grade-II	Grade-III	
2] Experience of Concurrent Audit in any Commercial Bank/RRB	20	20	16	12	10
		For 5 Years or more	For 3 Years or more	For 2 Years or more	For 1 Year or more
3] Number of trained representatives of firm articulated Clerk trained by ICAI on Concurrent Audit, Retired Officers of commercial Banks, RRBs qualified Chartered Accountants as Partner or Associate or as Staff	10	10	8	7	6
		For 6 or more	For 5 or more	For 4 or more	For 3 or more
Total	50				

Minimum 50% marks should be obtained by the firm in the above parameters.

The validity of the panel of shortlisted CA firms will be for 1 year.

Other Terms and Conditions of Empanelment:-

- The Bank may cancel/terminate the contract of the empanelment at any time without assigning any reason whatsoever. However, following indicative performance parameter may be used for termination of empanelled CA firm :
 - The empanelled CA firm is unable to address the assigned works as expected by the Bank.
 - Quality of the assigned work is not up to the satisfaction of the Bank.
 - The empanelled CA firm fails to timely completion of Concurrent/Supplementary audit as finally decided by the bank.
 - The empanelled CA firm is found lacking in honesty, integrity and confidentiality.
 - An agreement shall be entered into with each empanelled CA firm specifying the penalty clauses as may be decided by the appointing authority.
- If in the opinion of Chief Inspector/GM the work/conduct of CA firm is not found up to the mark, then he may recommend to the Chairman for the termination of services after giving notice of 15-days to the CA firm. Chairman shall be the authority for its termination.
- Service Level Agreement (SLA) duly stamped, specifying the penalty clauses as may be decided by the appointing authority, will be taken from the officials selected for empanelment.



4. Accountability:

Accountability of Concurrent/ Supplementary Auditors may be examined in accordance with the Bank's extant instructions as the case may be for failure to comment on the following areas, which could have been ascertained by him/her with the exercise of due diligence.

- Fraud
- Income leakage
- Frequent recurrence of deficiencies in successive audits
- Any other serious irregularities.

5. Remuneration:

Bank will pay a lump sum amount of Rs.**2700/- + GST** per branch.

Conveyance & transportation for outstation audit work empanelled Auditors may use public transport plying in the area of visit and claim reimbursement of travelling expenses accordingly. In case public transport is not available, he/she may use private vehicles on seat basis and claim accordingly.

The empanelled Auditors shall be eligible for maximum **reimbursement of lodging expenses @ (Rs. 960/- +GST) per day on submission of original bills having Bank's GSTN No.05AAAAU4857G1ZF on it.**

TDS/Income Tax rules shall apply as per extant IT Act.

No advance shall be paid to any empaneled Auditor. Bill for monthly payment raised by the Auditor on a monthly basis and the same shall be settled after deducting all applicable taxes. The payment shall be made within 07 days through NEFT from the date of receiving.

No other payment will be made to the empanelled Auditors in the form of salary/allowance/out-of-pocket expenses/conveyance etc., except those mentioned above.

6. Functionality:

The empanelled Auditor will be assigned branches by Chief Inspector, Head Office and auditor will adhere to the tour plan advised by Chief Inspector.

The empanelled Auditor will peruse the system/books of the unit and prepare an audit report of his observations on prescribed format and will send it to the Regional office of that area.

The minor irregularities pointed out by the Auditors are to be rectified on the spot. Serious irregularities should be straightaway reported to the controlling office (Regional Office) & Head Office General Manager of the Network through separate letters for immediate action.

Whenever fraudulent transactions are detected, these should immediately be reported to General Manager of the Network (Head Office) and also to General Manager (Vigilance) through separate letters and Branch Manager concerned (unless the Branch Manager is involved).

The Concurrent/Supplementary Auditor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment, etc. which may come to the possession or knowledge of the Concurrent/Supplementary Auditor during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strict



confidence. The Concurrent/Supplementary Auditor shall treat the details of the contract as private and confidential. The Concurrent/Supplementary Auditor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the prior written consent of the Bank. The Bank shall take all appropriate actions with respect to Concurrent/Supplementary Auditor to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied.



To.

General Manager(Administration)

Uttarakhand Gramin Bank

Head Office, 18 New Road,

Dehradun-248001

Sir,

Application for empanelment as Concurrent Auditor.

1	Name of the Firm	
2	Address of Main Office	
3	Date of establishment of the firm (Certificate to be attached)	
4	Address of Correspondence	
5	Experience of conducting Concurrent Audit in any Commercial bank/ RRB. Name of the bank(s) & period.(Certificate to be attached)	
6	Contact detail of the firm Phone, Mobile , e-mail	
7	Number of trained representatives of firm articled Clerk trained by ICAI on Concurrent Audit, Retired Officers of commercial Banks, RRBs qualified Chartered Accountants as Partner or Associate or as Staff, who will be available on all working days to attend to the Concurrent/ Supplementary Audit.	
8	Is the firm already engaged / appointed for any other assignment in UGB such as Statutory Auditors, Stock Auditors etc.?	
6	Did the firm refuse any assignment allotted by the Bank in the past?	



7	Any other information	
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We have read and understood the terms and conditions set in the Bank's offer for empanellment of Concurrent/Supplementary audit. We undertake that we agree to work anywhere in the area of operation of the Bank.

We declare that all the information presented above is true, if found incorrect the eligibility of our firm will be cancelled.

Place:-

Date:-

Signature with seal

Name of the Firm &

Attachment- As above