

**ASSAM GRAMIN VIKASH BANK**  
**HEAD OFFICE::GUWAHATI**

Date: 15-06-2023

Assam Gramin Vikash Bank, Head Office, MSS Path, Christian Basti, Guwahati – 5 invites application from the intending Concurrent Audit firms for empanelment of Concurrent Auditors for its 18 (eighteen) nos. of branches as per Annexure – I for the period from July,2023 to June,2024.

The application should accompany duly filled up Bio-Data form along with copies of necessary certificates, which should reach Bank's Head Office on or before 27-06-2023. Selection of auditors for empanelment will be done on 01-07-2023 by the Bank and allotment of branch will be made on the same day.

**Criteria for empanelment of CA Firms:**

The Basic criteria for selecting a CA firm for concurrent audit assignment will be as under:

- I. It should be a partnership firm of Chartered Accountants. The CA Firms having their Headquarter in Metros (i.e. Delhi, Mumbai, Kolkata, Chennai and Bengaluru) should have concurrent audit experience of minimum five years in a Scheduled Commercial Bank/RRB. However, the CA Firms having their Headquarter at other centers in Assam should have concurrent audit experience of minimum three years in a Scheduled Commercial Bank/RRB.
- II. Weightage to be given to the firms where the partners themselves were ex-bankers or the firm has got tie-up with ex-bankers with requisite experience and exposure.
  - a) CA firms which carry Statutory Audit Assignments for a year will not be considered for internal audit assignment during that year and the next year. These instructions would even apply to firms of which a partner or proprietor is engaged or to be engaged in internal assignment of the bank
  - b) Associate concerns of CA Firms should not have conducted Statutory Audit of our Bank during the preceding year.
  - c) An audit firm in which a partner is also a partner / proprietor of firm entrusted with Statutory Audit (central or branch) of the Bank is not eligible for appointment as concurrent auditor.
  - d) If any of the Directors of our Bank is a Director/Partner in a firm, such firm shall not be considered for appointment as Concurrent Auditor.
  - e) A CA Firm on Bank's panel for concurrent audit will not be eligible to be considered for any other panel of HOD, Inspection and Audit and vice versa.
- III. The firm should have necessary office set up and adequate personnel to ensure proper deployment and timely completion of the assignments.
- IV. The firm should execute undertaking of fidelity and secrecy on its letterhead in the format prescribed by the Bank.
- V. The assignment should be carried out in a professional manner and in case of any misconduct and negligence; the Bank is free to report the matter to ICAI / RBI/NABARD as per the guidelines from time to time. This will be in addition to the disengagement from the assignment.

- VI. The firm should not sub-contract the audit work assigned to any outside firm or other persons even though such persons are qualified chartered accountants.
- VII. A declaration to be furnished by the firm that credit facilities availed by the firm or partners or firms in which they are partners or directors including any facility availed by a third party for which the firm or its partners are guarantor/s have not turned or are existing as non-performing assets as per the prudential norms of RBI. In case the declaration is found incorrect, the assignment would get terminated besides the firm being liable for any action under ICAI / RBI / NABARD guidelines.
- VIII. Any other terms and conditions of the assignment would be decided by the Bank on a case-to-case basis.
- IX. Tenure of an external concurrent auditor shall not be more than three years on continuous basis. Further every year the CA firm will be required to submit its credentials to the Inspection and Audit Department, Head Office. The CA firm will need to reapply for concurrent audit empanelment, after completion of tenure.
- X. The assignment of the External Auditor (CA Firms) would be initially for one year and extendable for a further period of one year (maximum twice), i.e. a CA Firm may have a tenure of maximum three years or till the completion of last quarterly audit assignment, whichever is later, based on "Satisfactory Performance" of the auditor in every year, followed by a cooling period of minimum one year. At the sole discretion of the Bank, Concurrent Audit assignment of an external auditor (CA firm) may be terminated even before expiry of the term of assignment by giving one month notice in advance.
- XI. Cooling period of one year would be observed in case of a CA firm to become eligible for re-assignment as concurrent auditor. The re-assignment of concurrent auditor after the completion of such cooling period will be solely at the discretion of the Bank.
- XII. No out of pocket expenses or travelling allowance / halting allowance would be paid to the concurrent audit firm for carrying out the assignment. However, the GST, education cess, etc. would be paid as applicable from time to time. Further, a CA Firm may often be called upon by RO / HO for the purpose of counselling, training, etc. for which, the Firm would not be entitled to claim any reimbursement for travelling, halting, etc.
- XIII. Empaneled CA firms will carry out their assignments in a professional manner and "Code of Ethics for Chartered Accountants" by ICAI shall be strictly observed by them. The CA Firm must ensure that the Branch assigned to it must be attended by its authorized person as an auditor on behalf of the Firm 8 (eight) days in a month & timely without any excuse or exception whatsoever. One of the partners (Chartered Accountant) of the CA Firm must also visit the branch at least once a week and have discussions with the Branch Manager on audit related issues.  
  
However, a request of the CA Firm for an absence from the Branch, in case of any exigencies and / or genuine grounds such as health, etc. may be allowed by the competent authority viz. General Manager, Regional Manager. The competent authority may permit absence for a maximum period of two days in a month (separately or continuously, i.e. 8 + 4 - 2 = 10 working days), for which proportionate remuneration shall be deducted.
- XIV. The representatives of the CA Firm will be required to submit attendance sheet duly authorized by the Branch Head.
- XV. CA firms engaged by banks for concurrent audit work should preferably have qualified Information System Auditor (CISA/DISA) with necessary exposure to IS audit in the bank.
- XVI. Weightage to be given to a firm having exposure in conducting concurrent audit of the Bank branches for a few public sector /RRB/ major private sector banks.

- XVII. Assignment will be subject to review on Quarterly basis on the prescribed score sheet as on the last day of March, June, Sept., & December by the Incumbents of Regional Office.
- XVIII. In case of unsatisfactory performance for 1 Quarter, a notice of explanation shall be served on the concerned CA firm giving 15 days' time to furnish reply. If the RO finds the reply unsatisfactory or in case the reply is not received within the stipulated time period, the bank may decide for depanelment.
- XIX. Further, a CA firm shall be depaneled from the bank in case of:
- a. Refusal to take up the allotted assignment & non-commencement / completion / non-submission of audit report within prescribed period.
  - b. Dissolution / reconstitution of the firm under different name and style.
  - c. Performance of CA firm is not found satisfactory
  - d. CA firm fails to fulfill any of the laid down terms & conditions at any time.
  - e. Serious lapses detrimental to bank's interests, if noticed.
  - f. Any other reason that Bank may deem fit and failing to act in a professional manner as laid down in guidelines related to 'Code of Ethics for CA firms' by Institute of Chartered Accountants of India (ICAI).
  - g. In case a CA Firm demits an audit assignment as it does not want to continue or chooses to resign voluntarily, and so on, the name of such CA Firm may be struck off from the Bank's Panel of CA Firms.
  - h. A depaneled CA Firm will not be able to apply again for any audit assignment and will not be considered for a fresh empanelment / re-empanelment.
  - i. In order to maintain the quality of Concurrent Audit of the Branch, the CA Firm must depute / post a person, who must have ample experience and exposure of such kind of audits, preferably in a Public Sector bank/RRB branch, and he / she must have the minimum qualification of the CA Inter (IPCC).

**Remuneration:** The present rate of remuneration is as follows:

**For Scale III branches                      Rs.8000/- per month + GST, if applicable**

**For Scale IV & V branches                Rs.9000/- per month + GST, if applicable**

No other expenses like Halting Allowance, Traveling Allowance, Local Conveyance or other out of pocket expenses including cost of stationery will be paid by the Bank. The remuneration will be subjected to TDS as applicable as per provisions of Section 194J of Income Tax Act 1961.

**NB: Since Scale I and Scale II branches will not be eligible for Concurrent Audit, remuneration for Scale III and above branches have been considered.**

### **Role and Responsibility of Concurrent Auditor:**

The main role of Concurrent Audit is to supplement the efforts of the bank in carrying out simultaneous internal check of the transactions and other verifications and compliance with the procedures laid down. The role of Concurrent Auditors shall continue to identify potential risks and suggesting measures for mitigation thereof.

### **Submission of Reports:**

Submission of Reports by Concurrent Auditors will be as under:

- I. **Daily** – Daily observations of 8 days in a month will be submitted by the Concurrent Auditor on the same day to the incumbent.
- II. **Monthly** – Monthly Reports will be submitted by Concurrent Auditor by 3<sup>rd</sup> and 5<sup>th</sup> of following month in case of two branches.
- III. **Quarterly** - Quarterly Concurrent Audit Reports (QCARs) shall be submitted by Concurrent Auditor by 5<sup>th</sup> of the month following the close of quarter. In case of allocation of two branches to a concurrent auditor, the following time frame shall be adhered to for submission of QCARs.

**In case of 1st branch**, QCAR shall be submitted up to 5<sup>th</sup> of following month and **in case of 2<sup>nd</sup> branch**, it shall be submitted up to 10<sup>th</sup> of the following month.

### **Others:**

- i) Concurrent Audit report should be submitted in the prescribed format (Page 1 to 12) designed by the Bank and it must contain all the formats as provided.
- ii) A deduction of 10% in the bill amount will be made if the bill is not submitted in time. No report will be accepted beyond 1 (one) months of audit month.
- iii) It is mandatory that every auditor must submit the Quarterly Revenue Audit Report (Annexure A, B and C) on every quarter ended along with the month ended report.
- iv) Audit format will be provided to each empanelled firm and all columns must be filled up and duly signed with seal before submitting the report.
- v) Concurrent Audit report should be submitted with proper seal and signature of the Branch Head / Authorized Officer of the concerned branches.
- vi) It is mandatory to submit **Concurrent Auditor's Attendance Certificate** issued by the Branch Head along with the bill, **without which payment will not be made.**

- vii) Bill will be paid on quarterly basis, for which following data should be provided by the Audit firm as soon as they received the appointment letter

**Bank A/c Name of the Firm :**

**Bank A/c number :**

**Bank and Branch name :**

**IFS Code of the Branch :**

**GST Regd. No. :**

**PAN No. :**

(Photocopy of PAN card should also be furnished)

- viii) Concurrent Audit bills should be prepared addressing the Concerned Regional Manager of Assam Gramin Vikash Bank.

**Application for Engagement / Empanelment of CA Firm for Concurrent Auditor**

1	Name of the Firm	
2	Date of Establishment	
3	Registration No. of firm with ICAI	
4	Constitution of the firm	
5	Name of the Partner	
6	Date of Reconstitution of the firm	
7	Addresses of the firm a) Regd. Office	
	b) Head Office	
8	Postal Address	
9	No. of full time Partners with qualification	
10	Staff strength a) No. of Chartered Accountants	
	b) Other Paid Assistants	
11	Contact Details a) Mobile No.	
	b) E-mail ID.	
12	GST Registration No.	
13	Unique Code of Bank Audit	
14	Details of Branch / Office with address	
15	Experience in Bank Concurrent / other Audit	
16	Experience in Govt. / Public Sector Audit	
17	Whether the firm has ever been de-empanelled by the Bank or any other bank for Concurrent Audit or for any other assignment. If yes, details of such events with reasons thereof.	
18	Whether the firm or any partners have been debarred by ICAI / RBI. If yes, details of such events.	
19	Any other relevant information, the firm tends to give	

I / We undertake that the information given above is true to the best of my / our knowledge and belief.

Place:  
Date:

Name:  
Signature:

**Note:**

- i) The Bank reserves the right to accept or reject any application for empanelment of Concurrent Audit without assigning any reason thereof.
- ii) The selection of audit firms will be made for empanelment of Concurrent Auditors only. Allotment of Branches for Concurrent Audit will be made by the bank at its own discretion and the bank is not under obligation to provide audit work to every firm.
- iii) In case any Certificate / Declaration is found tampered / incorrect, the assignment would get terminated besides the Firm being liable for any action under ICAI / RBI / NABARD guidelines.

Date: 15-06-2023

**General Manager (I&A)**

**List of Documents /Certificates to be furnished alongwith the Application Form**

**For CA Firm:**

1. A Certificate / Declaration having experience in conducting Concurrent Audit in Scheduled Commercial Bank / RRB. (Sample copies of work orders to be enclosed)
2. A Declaration that the CA Firm is not empanelled for any other panel of HOD, Inspection and Audit and vice versa.
3. A Declaration having exposure in conducting IS Audit in the bank.
4. A declaration that credit facilities availed by the firm or partners or firms in which they are partners or directors including any facility availed by a third party for which the firm or its partners are guarantor/s have not turned or are existing as non-performing assets as per the prudential norms of RBI.
5. Photocopy of PAN card
6. Photocopy of Registration Certificate of the Firm with ICAI.
7. A Declaration that none of the associate concern of the applicant CA Firm have conducted Statutory Audit of AGVB during the preceding year.
8. A Declaration that none of the partners of the applicant CA Firm is a partner / proprietor of a firm entrusted with Statutory Audit (central or branch) of the Bank during the preceding year.
9. Copy of CISA / DISA certificate.



**Annexure - I**

SI No	Sol ID	Branch	RO	Scale of Branch
1	7001	Dhemaji	Lakhimpur	IV
2	7010	North Lakhimpur	Lakhimpur	IV
3	7092	Nalbari	Nalbari	IV
4	7203	Jorhat	Golaghat	IV
5	7284	Fancy Bazar	Guwahati	IV
6	7415	Diphu	Diphu	IV
7	7419	Bakulia	Diphu	III
8	7120	Bongaigaon	Kokrajhar	IV
9	7281	Chandmari	Guwahati	IV
10	7420	Kheroni	Diphu	III
11	7451	Dokmoka	Diphu	III
12	7453	Diphu Bazar	Diphu	III
13	7455	Howraghat	Diphu	III
14	7071	Mangaldoi	Nalbari	IV
15	7078	Udalguri	Tezpur	IV
16	7079	Barama	Nalbari	III
17	7172	Moranhat	Dibrugarh	III
18	7220	Golaghat	Golaghat	IV