

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

Assam Gramin Vikash Bank, Head Office, G.S.Road, Bhangagarh, Guwahati-5 invites application from the intending Concurrent Audit firms for empanelment of Concurrent Auditors for the branches of the bank for the year 2017-18 w.e.f. July'17 to June'18.

The application should accompany with duly filled up Bio-Data form along with copy of necessary certificates to be reached us within 17.06.2016 for our consideration. Selection of audit firms for empanelment will be done within 23.06.2017 and allotment of branch will be made within 30.06.2017.

**Terms and conditions of Concurrent Auditors:**

a) **Selection Criteria:**

The audit firms will be selected for empanelment under the following selection criteria

1. The firm shall not be a proprietorship firm.
2. The firm shall have experience of concurrent audit / statutory audit of minimum 3 other banks.
3. Proprietorship firms can also be considered if in certain cases, do not have applications from partnership firms.
4. CA having no experience of Bank audit but practice of at least 5 years can also be considered for empanelment.
5. Preference shall be given to firms having CISA or DISA qualified CA.
6. Firms having common partners in more than one firm shall not be considered for empanelment.
7. The concurrent audit assignment shall be for a period of two years. But initial appointment letter shall be given for period of one year only. On review at the end of the year, if the performance is satisfactory, then the assignment shall be renewed for another year. If the performance is found grossly unsatisfactory, their audit assignment may be withdrawn at any point of time. After a period of two years, the firm shall have minimum one year cooling period.
8. Qualified CA must attend the branch under Concurrent Audit for at least 10 days in a month so as to make a thorough checking of Bank's day-to-day transactions and take creative interest in the job assigned to them.
9. The firms which carry Statutory Audit assignment for a year shall not be considered for Concurrent Audit assignment for that year and the next year.

b) **Remuneration:** The Remuneration for this assignment for each branch is as follows:

For Scale I and Scale II branches	= Rs.5000/- per month
For Scale III branches	= Rs.5500/- per month
For Scale IV branches	= Rs.6000/- per month

No other expenses like Halting Allowance, Traveling Allowance, Local Conveyance or other out of pocket expenses including cost of stationary will be paid by the bank

c) **Duty & responsibility of Concurrent Auditors:**

Audit should be conducted thoroughly and scrupulously, on a day-to-day basis. The Auditors will render themselves accountable for their failure to detect and report serious irregularities. It is expected that the work will be regularly monitored and supervised at the branch by a Partner/ Proprietor of the firm. The minimum attendance day at the branch will be as

**For Partner / Proprietor - Twice in a week.**

**For Assistants -10 (ten) days in a month.**

The assignment shall include the Revenue Audit of the branch for the Concurrent Audit Period. The Auditors will scrutinise application of interest on all Deposits and Advance accounts provisions made. Commission and other charges realized by the branch and satisfy themselves that all charges realized / revenue expenses incurred are as per HO Circulars/ Directives. The assignment shall also include the furnishing of papers / particulars/ information by the Concurrent Auditor in the form of certificate. Bank may ask for working papers from time to time and as and when required.

d) **Submission of reports:**

Auditors should submit daily audit notes, certificates, reports and other information including flash report as and when occurred/ noticed within the specified time. The calendar of submission of monthly and quarterly report is as follows:-

**REPORTS SUBMISSION**

SN	Reports	Periodically	Time schedule for	To be submitted to
<b>Monthly</b>				
1	Concurrent Audit	Monthly	within 7 days of the of the following month	1. Manager of the branch 2. Regional Manager of the RO 3. General Manager / Chairman
2	Balance reconciliation certificate	do	do	1.Regional Manager of the RO 2.Chief Manager, Insp. & Audit, HO
3	5 point Flash report	do	do	1.Chairman, HO 2. Regional Manager, RO 3. Manager of the branch
4	Certificate on Assets Classification and SMA Accounts	do	do	1. Regional Manager, RO 2.Chief Manager, Insp & Audit, HO
<b>Quarterly</b>				
1	Concurrent Audit	Quarterly	within 10 days after end of the related month	1. Manager of the branch related month 2. Chief Manager, Insp. & Audit, HO 3. Regional Manager, RO
2	Report on loans and Advances of Rs.10 lac and above as per format-21, 22, 23, 24 & 25	do	do	do
3	Revenue Audit	do	do	do

e) **Others :**

- i) **Concurrent Audit report should be submitted in the prescribed format designed by the Assam Gramin Vikash Bank and it must contain all the formats as provided.**
- ii) **It is mandatory to submit the Concurrent Audit Reports within 7 days of the following month and if fail to submit the report within stipulated time a deduction of 10% in the bill amount will be made and the reports will not be acceptable for us if it is not submitted positively on the next of the following month.**
- iii) **It is mandatory that every auditor must submit the Quarterly report (Format 21 to 25) on every quarter ended along with the month ended report and the Revenue Audit report.**
- iv) **Delayed submission of report for two consecutive quarters to HO may lead to delisting from the panel.**
- v) **Audit formats will be provided through e-mail to each firm & all columns must be filled up before submitting the report.**

vi) Concurrent Audit reports should be submitted with proper seal and signature of the Branch Manager of the concerned branches.

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

Name of the A/c holder :

A/c number :

Branch name :

IFSC Code of branch :

PAN No :

(Xerox copies of PAN card should also be furnished.)

viii) While submitting the bill for conducting Concurrent Audit, it is mandatory that there must be a report received declaration and attendance certificate of auditors issued by the Branch Manager of the concerned branch along with each bill.

ix) Concurrent Audit bills should be prepared addressing the General Manager / Chief Manager (I&A) of Assam Gramin Vikash Bank, Head Office.

f) Bio Data form:

1.	Name of the firm	:	
2.	Date of establishment	:	
3	Registration No. of firm with ICAI	:	
4	Constitution of the firm (Individual/Proprietorship/Partnership)	:	
5	Date of Reconstitution of the firm	:	
6	Addresses of the firm Regd Office	:	
	Head Office	:	
7	Postal Address	:	
8	No. of full-time Partners with qualification	:	
9	Staff strength No. of Chartered Accountants Other Paid Assistants	:	
10	Contact Details i) Landline (s) ii) Mobile no iii) Fax No. iv) E-mail ID	:	
11	Service Tax Registration No.	:	
12	Unique Code of Bank Audit	:	
13	Details of Branch / Office with address	:	
14	Experience in Bank concurrent / other audit	:	
15	Experience in Govt. / Public Sector Audit	:	
16	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.	:	
17	Whether the firm or any partners have been debarred by ICAI / RBI. If yes, details of such events.	:	
18	Any other relevant information, the firm tends to give	:	

**Note: -**

- i) The bank reserves the right to accept or reject any application for empanelment of Concurrent Auditor without assigning any reason thereof.
- ii) The selection of audit firms will be made for empanelment of 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.

Sd/-

**General Manager**