

ASSAM GRAMIN VIKASH BANK  
HEAD OFFICE::GUWAHATI

Date: 22-04-2025

Assam Gramin Vikash Bank, Head Office, MSS Path, Christian Basti, Guwahati – 5 invites application from the intending Retired Bank Officials for empanelment as Auditor for conducting Risk Based Internal Audit (RBIA) of various branches / offices of the Bank.

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 07.05.2025.

**Criteria for empanelment of Retired Bank Officer:**

The Basic criteria for selecting a Retired Bank Officer **for conducting RBIA** will be as under:

- I. It should be a Retired Officer of any Scheduled Commercial Bank or Regional Rural Bank not below the Rank of Scale-IV. The officers compulsorily retired/resigned/ suspended/ dismissed/ removed from Bank's services shall not be eligible for the purpose.
- II. No major penalty imposed by the Bank during the entire service period or no minor penalty imposed by the Bank during the last five years of service (subject to verification from available HRMS record/ record with Personnel Department &/or self-certification by the concerned retired officer).
- III. Individuals who has retired from the services of the Assam Gramin Vikash Bank and has served a tenure in a particular Branch will not be considered for conducting internal audit of that Branch for that particular period.
- IV. An individual on Bank's panel for RBIA will not be eligible to be considered for any other panel of HOD, Inspection and Audit and vice versa.
- V. Individuals residing within the state of Assam having audit experience in a Scheduled Commercial Bank / RRB shall be given preference.
- VI. An Empanelled Retired Official (ERO) of banks may be utilized up to the age of 65 years or till the completion of last audit assignment, whichever is later. On attaining the age of 65 years, the ERO will get de-empaneled.
- VII. A sound health, i.e. he/she must be medically fit to carry out the assignment of RBIA (a certificate from a MBBS Doctor be submitted).
- VIII. Tenure of an auditor shall not be more than three years on continuous basis. Further every year the auditor will be allotted with different branches and the same branch shall not be allotted to the same individual for 2 consecutive audits. The individual shall be required to submit its credentials to the Inspection and Audit Department, Head Office and will need to re-apply for empanelment, after completion of tenure.
- IX. Cooling period of one year would be observed in case of an individuals to become eligible for re-assignment as auditor. The re-assignment of auditor after the completion of such cooling period will be solely at the discretion of the Bank
- X. The assignment would be initially for one year and extendable for a further period of one year (maximum twice), i.e. an individual may have a tenure of maximum three years or till the completion of last 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, Audit assignment of an external

auditor (Retired Bank Officer) may be terminated even before expiry of the term of assignment by giving one month notice in advance.

- XI. In case of unsatisfactory performance, a notice of explanation shall be served on the concerned auditor giving 15 days' time to furnish reply. If the HO finds the reply unsatisfactory or in case the reply is not received within the stipulated time period, the bank may decide for depanelment.
- XII. Further, an empanelled retired official (ERO) 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. Performance of auditor is not found satisfactory
  - c. Auditor fails to fulfill any of the laid down terms & conditions at any time.
  - d. Serious lapses detrimental to bank's interests, if noticed.
  - e. Any other reason that Bank may deem fit and failing to act in a professional manner as laid down in extant guidelines of the Policy.
  - f. In case an auditor demits an audit assignment as it does not want to continue or chooses to resign voluntarily, and so on, the name of such individual may be struck off from the Bank's empanelled list.
  - g. A de-empaneled individual will not be able to apply again for any audit assignment and will not be considered for a fresh empanelment / re-empanelment.
- XIII. The individual should have necessary set up to prepare the Inspection Report and timely submission.
- XIV. The individual should execute undertaking of fidelity and secrecy in the format prescribed by the Bank.
- XV. The individual should not sub-contract the audit work assigned to any outside firm or other persons even though such persons are qualified / experienced to conduct the audit.
- XVI. A declaration to be furnished by the individual that credit facilities availed by the them as an individual or as partners/proprietors/directors/trustees of firms in which they are partners or directors including any facility availed by a third party for which the individual is a 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
- XVII. Any other terms and conditions of the assignment would be decided by the Bank on a case-to-case basis.
- XVIII. No out of pocket expenses or travelling allowance / halting allowance would be paid to the Auditor for carrying out the assignment. However, the GST, education cess, etc. would be paid as applicable from time to time. Further, he/she may often be called upon by RO / HO for the purpose of counselling, training, etc. for which, the auditor would not be entitled to claim any reimbursement for travelling, halting, etc.
- XIX. Empaneled individual will carry out their assignments in a professional manner.
- XX. The auditor must ensure that the Branch assigned to it must be attended by him/her in person as an auditor without any excuse or exception whatsoever and completes the audit of a particular branch within a period of

4-12 working days (including preparation and submission of report) depending upon business level of the branch as per relevant clause of the extant policy of the Bank.

However, on request of the auditor 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, for which proportionate remuneration shall be deducted.

XXI. The auditor will be required to submit attendance sheet duly authorized by the Branch Head.

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

**Rs.50,000/- 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.

**Role and Responsibility of Empanelled Auditor:**

The main role of Auditor is to conduct Risk Based Internal Audit (RBIA) of bank's branches as per the Inspection and Audit Policy of the Bank.

**Submission of Reports:**

Auditors will need to submit the Inspection Report in the prescribed format as per the Risk Based Internal Audit Policy of the Bank immediately after completion of audit of a particular Branch within the stipulated time.

**Others:**

- i) Audit report should be submitted in the prescribed format designed by the Bank and it must contain all the formats as provided.
- ii) Audit format will be provided to each empanelled auditor and all audit templates must be filled up and duly signed with seal before submitting the report.
- iii) Audit report should be submitted with proper seal and signature of the Branch Head / Authorized Officer of the concerned branches.
- iv) It is mandatory to submit **Auditor's Attendance Certificate** issued by the Branch Head, **without which monthly emoluments will not be paid.**
- v) Payment will be made on monthly basis, for which following data should be provided by the Auditor as soon as they received the appointment letter

**Bank A/c Name** :  
**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)

**Application for Engagement / Empanelment of Retired bank Officer as Auditor for conducting Risk based Internal Audit of Branches**

1	Name of the applicant	
2	Date of Birth	
3	Educational qualification	
4	Name of Bank from where retired	
5	Name of Branch / Controlling Office from where retired	
6	Date of Retirement	
7	Designation/Scale at the time of retirement	
8	Present Addresses	
	Permanent Address	
9	Postal Address for correspondence	
10	Contact Details a) Mobile No.	
	b) E-mail ID.	
11	GST Registration No.	
12	Experience in Branch Audit, if any	
13	Experience in Govt. / Public Sector Audit, if any	
14	Whether the applicant has ever been de-empanelled by the Bank or any other bank for Audit or for any other assignment. If yes, details of such events with reasons thereof.	
15	Any other relevant information, the applicant 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 as Auditor without assigning any reason thereof.
- ii) The selection will be made for empanelment as Auditors for conducting Risk Based Internal Audit only. Allotment of Branches for Audit will be made by the bank at its own discretion and the bank is not under obligation to provide audit work to every empanelled individual.
- iii) In case any Certificate / Declaration is found tampered / incorrect, the assignment would get terminated.

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

1. Two copies of recent Passport Size Photograph.
2. Photocopy of Retirement letter consisting date of retirement, name of the establishment and Scale / designation.
3. A Certificate / Declaration having experience in conducting Audit in Scheduled Commercial Bank / RRB. (Sample copies of work orders to be enclosed)
4. A Declaration that the applicant is not empanelled for any other panel of HOD, Inspection and Audit and vice versa.
5. A declaration to be furnished by the individual that credit facilities availed by the them as an individual or as partners/proprietors/directors/trustees of firms in which they are partners or directors including any facility availed by a third party for which the individual is a guarantor/s have not turned or are existing as non-performing assets as per the prudential norms of RBI.
6. Photocopy of PAN card