

State Bank of India
Local Head Office, New Delhi – 110001
Tel: 011-23407458

Empanelment of Concurrent Auditors
for Branches situated in the States of Delhi, Uttrakhand, Rajasthan and some districts
of Uttar Pradesh

Applications are invited from Chartered Accountants firms/ LLP (situated in **States of Delhi, Uttrakhand, Rajasthan and some districts of Uttar Pradesh**), as per gradation by RBI for carrying out Concurrent Audit on full time, contractual basis (renewable every year, at Bank's discretion) at its selected Branches / Offices / Credit Processing Centres (CPCs) situated in the **States of Delhi, Uttrakhand, Rajasthan and some districts of Uttar Pradesh**:

Bank reserves its right to include other branches/entities to the above list or exclude the same from the above list, as per need.

Last date for receipt of Applications: November 11, 2014

Those who are interested may submit Application / Bio-data on the enclosed format.

Terms and Conditions:

- a) Expertise in audit of Banking related areas and experience as concurrent auditors of other Banks in the past is preferred, we suggest to specifically mention.
- b) Preference will be given to locally based Chartered Accountants or proximity to where the Branches / offices are situated.
- c) One employee/Articled Clerk, trained by ICAI on Concurrent Audit, is to be stationed on a full day basis at the branch on an ongoing basis.
- d) A partner of the firm must visit the branch at least two/three times a week depending upon business and risk profile of the branch/CPC.
- e) The Concurrent Auditor should submit report at fortnightly intervals on irregularities observed and rectified.
- f) Audit Firm should acknowledge the appointment letter as a token of the Firm agreeing to the terms and conditions of appointment.
- g) Mere submission of application does not, in any way, constitute guarantee for allotment of audit job from the Bank after empanelment the work be allotted as and when need arises at the sole discretion of the Bank.**
- h) The following firms are not eligible to submit the applications:-
 - i. The firms/ any partner should not have been disqualified/ de-penalised or whose appointment has been terminated by RBI/ ICAI/ Bank/ Any other Bank on an earlier occasion.
 - ii. The chartered accountant firms or any sister/ associate concern of such

firms which are on statutory audit panel of the Bank are not required to apply.

- i) The empanelled CAs shall be bound to enter into a Service Level Agreement with the Bank.

Eligibility criteria and Audit remuneration:

- a) Chartered Accountants should be either check category (Grade) 2 or 3 as per RBI panel with gradation; preference will be given in short listing of applicant if they have experience as concurrent auditors of other banks, suggested for Statutory Branch Auditor Appointment.
- b) The remuneration would be as under:
 - i. Grade : 3 - Rs.25,000/-pm(For branches with deposits of Rs.300 crs & above and advances less than Rs.400 crs)
 - ii. Grade :2/3 – Rs.35,000/- to Rs.50,000/- pm (For branches with advances Rs.400 crs. and above)
 - iii. Additionally: Rs.500/- pm per account having fund and non-fund based exposure of Rs.10 crs and above.

Note: The remuneration is applicable to the advances level of the branch/unit and not to the category/grade of the audit firm. Therefore, if an audit firm of higher category/grade (category/grade 2) is empanelled, the remuneration would be payable on the basis of level of the advances in that branch/unit, if that branch/unit is allotted to it and/or the firm accepts to work thereat.

Bills will be paid on a quarterly basis. The above mentioned fee/remuneration is inclusive of all charges/taxes etc. and no other *fee* / allowances (e.g, Travelling Allowances, Lodging Charges, Local Conveyance, Service Tax, etc.) whatsoever shall be payable separately.

Scope of Concurrent Audit / Areas to be covered:

Concurrent Auditor has to ensure and certify the Branch/ Office has complied with following things:-

- a) Compliance with RBI Guidelines / Guidelines of other agencies such as FEDAI / IBA.
- b) Compliance with Income Recognition and Asset Classification (IRAC) norms (to verify whether the classification of advances has been done as per stipulated guidelines).
- c) Whether any of the activities prohibited by RBI are undertaken. Whether important RBI guidelines issued from time to time in the field of advances, foreign Exchange, investments and other statutory requirements prescribed by RBI, are being complied

with.

- d) Compliance with guidelines / ground rules of agencies such as FEDAI / IBA. Verification of various statements, returns prescribed by RBI.
- e) Compliance with provisions of Banking Regulation Act, 1949.
- f) Compliance with norms governed by Section 20 of Banking Regulation Act in regard to granting loans/advances against own shares etc.
- g) Section 20A of Banking Regulation Act: Restrictions on power to remit debts.
- h) Section 26 of Banking Regulation Act: Submission of returns of unclaimed deposits.
- i) Section 340 of Banking Regulation Act: Production of documents of conditional nature to any other authority.
- j) Section 452 of Banking Regulation Act: Return of paid instruments to customers.
- k) Banking Companies (Nomination Rules) Section 45 ZC, 45 ZE and 45 ZF of Banking Regulation Act.
- l) Any other provision which may be identified by Banking Operations Department of RBI for verification of compliance from time to time.
- (m) Forex / Security Transaction: To verify all FOREX / Security Transactions undertaken at the branches / dealing rooms. The Concurrent Auditor will have to verify whether the transactions or decisions are within policy parameters laid down, do not violate provisions of Exchange Control Manual / FERA 1973 and other RBI instructions and they are within delegated authority.
- (n) Any other guidelines / instructions issued from time to time from Govt. of India, RBI, State Bank of India and/or any other Statutory Authorities. The Bank reserves its rights to reject any or all the applications without assigning any reasons therefore and no correspondence will be entertained in this regard. The Bank's decision *in* empanelment shall be final and binding. Also, if the services of Concurrent Auditors are not satisfactory, Bank will have the right to terminate the contract, any time.

The applicants will have to submit these terms and conditions duly signed and accepted by them along with their applications failing which the same are likely to be rejected by the Bank.

I have read and understood the above terms and conditions and shall abide by the same.

SIGNATURE OF APPLICANT

NAME:

ADDRESS:

CONTACT NO.
