



**Reserve Bank of India
Financial Inclusion and Development Department
Central Office, Mumbai**

NOTICE INVITING TENDER (NIT)

Appointment of Concurrent Auditor for the year 2025-26 i.e. October 01, 2025 to September 30, 2026 by Reserve Bank of India, Financial Inclusion and Development Department, Central Office (FIDD, CO), Mumbai (E-tender No. *RBI/FIDD-CO Central Office Departments/Others/1/25-26/ET/319[CONCURRENT AUDITORS]*)

Reserve Bank of India, Financial Inclusion and Development Department, Central Office, Mumbai (hereinafter called "the Bank"), invites e-tenders under Two-Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditor for Reserve Bank of India, FIDD, CO cluster for the year 2025-26 w.e.f. October 01, 2025 to September 30, 2026, with the provision of reappointment for a maximum of two more years, one year at a time, subject to satisfactory performance under a system of appraisal.

The applicants should submit their proposal, as per the instructions regarding e-tender, along with all supporting documents complete in all respects in the prescribed format **on or before 04:00 PM on August 12, 2025**. Tenders submitted only through the MSTC portal, will be accepted for the captioned process. Tenders, if received, after the said date and time, will not be accepted by the Bank.

The Part-I (Technical Bid) will be opened electronically on August 13, 2025 at 11:30 AM. In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein.

Tender document can be downloaded from website www.rbi.org.in under 'Tenders' section and www.mstcecommerce.com. Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / e-portal only. The applicants should regularly check the above website / e-portal for any Amendment / Corrigendum / Clarification on the above website.

Place: Mumbai

Date: July 22, 2025

Chief General Manager-in-Charge

Reserve Bank of India

Financial Inclusion and Development Department, Central Office



**Reserve Bank of India
Financial Inclusion and Development Department
Central Office, Mumbai**

July 22, 2025

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**Chief General Manager- in - Charge
Reserve Bank of India
Financial Inclusion and Development Department, Central Office**



DISCLAIMER

Reserve Bank of India, Financial Inclusion and Development Department, Central Office, Mumbai, has prepared this document to give background information to the interested parties.

2. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries with the Bank, if needed.

3. Reserve Bank of India reserves the right not to proceed with the Contract or to change the configuration of the Contract, to alter the timetable reflected in this document or to change the process or procedure to be applied. It 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 persons or entities expressing interest



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SECTION I

IMPORTANT INSTRUCTIONS REGARDING E-TENDER

This is an e-procurement event of Reserve Bank of India, Financial Inclusion and Development Department, Central Office, Mumbai. The e-procurement service provider is MSTC Limited. You are requested to read and understand the Notice Inviting e-tender and subsequent Corrigendum, if any, before submitting your online tender.

A) Registration:

The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit their bids electronically. Electronic Bidding for submission of Technical Bid as well as Financial Bid will be done over the internet. Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a computer connected with Internet. MSTC/RBI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

NOTE: The Technical Bid and Financial Bid have to be submitted online only at http://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp

1) Vendors are required to register themselves online with www.mstcecommerce.com→ e- Procurement→PSU / Govt.Depts→ RBI.

Register as Vendor by filling up details and creating own user id and password→ Submit.

2) Vendors will receive a system generated mail confirming their registration in their email which has been provided while filling the registration form.

3) In case of any clarification, please contact MSTC/RBI, FIDD, CO, Mumbai, (before the scheduled time of the e- tender).

Contact persons (MSTC Ltd):

1. Shri Manas Mallick, Senior Manager

Mob No. 9831108435 e-mail: manas@mstcindia.co.in



2. Helpdesk contact details:

Phone No. 07969066600

e-mail: helpdesk@rbi.org.in (Please mention 'HO Helpdesk' as subject while sending emails)

Availability: 9.30am to 05:00 pm on all working days for all technical issues, e-tenders, system settings etc.

Contact persons (RBI, FIDD, CO, Mumbai):

<p>Smt. Parul Mathur Assistant General Manager Financial Inclusion and Development Department (FIDD) 10th Floor, Central Office Reserve Bank of India Fort, Mumbai- 400 001 Ph: 022-22610942 e-mail: adminfiddco@rbi.org.in</p>	<p>Smt. Nithya Mohan Manager Financial Inclusion and Development Department (FIDD) 10th Floor, Central Office Reserve Bank of India Fort, Mumbai- 400 001 Ph: 022-22701302 e-mail: adminfiddco@rbi.org.in</p>
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B) System Requirements:

- i) Windows 7 Operating System
- ii) IE-9 and above Internet browser
- iii) Signing type digital signature
- iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.
- To disable "Protected Mode" for DSC to appear in the signer box following settings may be applied:

Tools => Internet Options => Security => Disable protected Mode If enabled- i.e., Remove the tick from the tick box mentioning "Enable Protected Mode".

- Other Settings:

Tools => Internet Options => General => Click on Settings under "browsing history/Delete Browsing History" => Temporary Internet Files => Activate "Every time I Visit the Webpage".



- To enable ALL active X controls and disable 'use pop up blocker' under Tools→ Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once)
- For more details, vendor may refer to the Vendor Guide and FAQ available at www.mstcecommerce.com/eprochome

C) Process of E-tender:

1. The Technical Bid and the Financial Bid shall have to be submitted online at www.mstcecommerce.com/eprochome/rbi. Tenders will be opened electronically on specified date and time as given in the tender.
2. All entries in the tender should be entered in online Technical & Financial formats without any ambiguity.
3. Special Note towards Transaction fee:

The vendors shall pay the transaction fee using "Transaction Fee Payment" Link under "My Menu" in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making any change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.

Transaction fee is non-refundable. The vendor will not have the access to online e-tender without making the payment towards transaction fee.

NOTE: Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.

4. Information about tender /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence, the vendors are required to ensure that the corporate email-id provided is valid and updated at the time of registration of



vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).

5. E-tender cannot be accessed after the due date and time mentioned in the Notice inviting e-tender.

6. Bidding in e-tender:

a) The process involves Electronic Bidding for submission of Technical and Financial Bid.

b) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Financial Bid through internet in MSTC website www.mstcecommerce.com → e- procurement →PSU/Govt. depts→ Login under RBI→My menu→ Auction Floor Manager→ live event →Selection of the live event.

c) The vendor should have running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that vendor has to click on Technical Bid. If this application is not run then the vendor will not be able to save/submit the Technical Bid.

d) After filling the Technical Bid, vendor should click 'save' for recording their Technical Bid. Once the same is done, the Financial Bid link becomes active and the same has to filled up and then vendor should click on "save" to record their Financial Bid. Once both the Technical Bid & Financial Bid have been saved, the vendor can click on the "Final submission" button to register their Bid.

e) Vendors should use 'Attach Doc' button to upload documents. Multiple documents can be uploaded.

f) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.

g) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.

h) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.



- i) All electronic bids, submitted during the e-tender process, shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Bank will form a binding contract between the Bank and the vendor for execution.
 - j) It is mandatory that all the bids are submitted with Digital Signature Certificate, otherwise the same will not be accepted by the system.
 - k) The Bank reserves the right to cancel or reject or accept or withdraw or extend the tender as the case may be without assigning any reason thereof.
 - l) No deviation from the terms and conditions of the tender document will be accepted. Submission of bid in the e-tender floor by any vendor confirms his/her/their acceptance of the terms & conditions for the tender.
7. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
8. No deviations from the technical and financial terms & conditions are allowed.
9. The Bank reserves the right to cancel partially or fully this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
10. Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize themselves with the system before bidding.



SECTION II

NOTICE INVITING TENDER (NIT)

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Reserve Bank of India, Financial Inclusion and Development Department, Central Office, Mumbai (hereinafter called “the Bank”), invites e-tenders under Two-Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditor for Reserve Bank of India, FIDD, CO cluster for the year 2025-26 w.e.f. October 01, 2025 to September 30, 2026, with the provision of reappointment for a maximum of two more years, one year at a time, subject to satisfactory performance under a system of appraisal.

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Place: Mumbai

Date: July 22, 2025

Chief General Manager- in - Charge

Reserve Bank of India

Financial Inclusion and Development Department, Central Office



SECTION III
(Only through E-Procurement)
Schedule of Tender (SOT)

Note: This is a tender enquiry through MSTC portal. Only Category-I CA firms based in Maharashtra, Mumbai region are eligible to participate in this tender. Eligible firms wishing to apply should register themselves with MSTC Portal (www.mstcecommerce.com) and apply online only.

1	E-Tender No.	RBI/FIDD-CO Central Office Departments/Others/1/25-26/ET/319[CONCURRENT AUDITORS]
2	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid through www.mstcecommerce.com/eprochome/rbi)
3	Date of Notice Inviting e-tender available for download on RBI website	July 22, 2025
4	Date of Pre-Bid meeting (online through CISCO WebEx platform)	July 24, 2025 at 3:00 PM
5	Estimated value of tender	₹ 1,60,000/- per month (exclusive of GST) i.e. ₹ 19,20,000/- per year (exclusive of GST)
6	Transaction fees (0.05% of Contract value)	₹ 960/- + applicable GST
7	Earnest Money Deposit	₹ Rs. 38,400/- (2% of Estimated Cost) to be deposited by all bidders through NEFT in favour of Reserve Bank of India. Details of NEFT- Beneficiary Name: Reserve Bank of India; Beneficiary Account No. – 41869229903; IFSC Code – RBIS0COD001 (5th, 9th and 10th



		character is zero) [Note: Mention Name/ Company Name of the vendor in NEFT transaction remarks]
8	Date of starting of online submission of e-tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eproc/home/rbi	July 22, 2025 at 4:00 PM
9	Last date of availability of e-tender on website	August 12, 2025
10	Date & time of closing of online submission of E-tender (Technical Bid and Financial Bid).	August 12, 2025 at 4:00 PM
11	Date & time of opening of Part-I (Technical Bid)	August 13, 2025 at 11:30 AM.
12	Date of opening of Part-II (Financial Bid)	Part-II (Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, FIDD, CO, Mumbai. Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) through valid email given by them.
13	Place of opening of Part- II ((Financial Bid)	Reserve Bank of India, Financial Inclusion and Development Department, Central Office Shahid Bhagat Singh Marg, Fort, Mumbai- 400001

Note: Bidders interested in attending the pre- bid meeting may request the link of meeting by e-mail to adminfiddco@rbi.org.in on or before July 23, 2025.



SECTION IV

GENERAL TERMS AND CONDITIONS

1. E- tenders are invited under Two-Bid system from Category-I Chartered Accountant Firms registered with ICAI for Mumbai area for **Appointment of Concurrent Auditors (CAs) for the year 2025-26 w.e.f. October 01, 2025 to September 30, 2026 for Reserve Bank of India, FIDD, CO cluster, Mumbai.**
2. The intending bidders should refer scope of work, terms and conditions of the tender before submitting the bid.
3. Before submitting the tender, the bidders may satisfy themselves as to the eligibility and other criteria prescribed therein. It may also be noted that the terms and conditions specified herein are indicative in nature and the same shall not restrain the Bank from imposing or requiring the bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work to be awarded under this Tender.
4. Corrections, if any, in the quotation shall be duly authenticated with full signature/digital signature of authorised person.
5. Bidder/ authorized signatory of the Bidder shall sign on each page of the tender.
6. A pre-bid meeting will be held on July 24, 2025 at 03.00 PM via CISCO WebEx platform to discuss/ clarify the tender process. Interested bidders may request the link of meeting by e-mail to adminfiddco@rbi.org.in by July 23, 2025.
7. In the first stage, the Technical Bid (Part-I) will be opened **on August 13, 2025 at 11.30 am at RBI, FIDD, CO, Mumbai.** The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. Subsequently, the selected technical bids will be evaluated as per the methodology given in the tender document. Decision in this regard will be at the sole discretion of Reserve Bank.



8. Financial Bid (Part-II) of only those bidders, who have been short-listed in first stage will be opened. The bidders who have been short-listed will be intimated regarding date and time of opening the financial bids. Financial bids shall contain remuneration in Indian Rupees (INR) only as per Form 2 both in figures and words. No other enclosure is permitted with financial bid.

9. No deviations / conditions shall be stipulated by the CAs in both technical and financial bids. **Conditional tenders will not be accepted and will be summarily rejected.**

10. Tender would remain open for acceptance for 90 days from the date of opening Technical Bid (Part-I) of the tender or till the date of finalization of tender, whichever is earlier.

11. Earnest Money Deposit: The Bidders shall deposit EMD of ₹ Rs. 38,400/- (@ 2% of the total contract value) through NEFT (Account Name: Reserve Bank of India; Account No. : 41869229903; IFSC : RBIS0COD001 (5th,9th and 10th character is zero) by 04:00 pm of August 12, 2025 and enclose a copy of transaction details along with their Technical Bid. Bids not accompanied by EMD, shall be treated as non-responsive, and will be summarily rejected. EMD of all vendors other than successful vendor shall be refunded on expiry of bid validity (including extended validity) or on award of contract to the successful vendor whichever is earlier but without any interest. The Earnest Money deposited by the successful bidder shall be refunded on obtaining a Performance Bank Guarantee for the specified amount from the successful bidder where so stipulated in the tender.

12. EMD shall be forfeited if the bidder: i. makes misleading or false representations in the forms, statements and attachments submitted, suppresses any material information, details of any legal proceedings pending in the court which might otherwise have created any impact on the eligibility criteria; ii. withdraws his Bid during the period of Bid validity, or iii. has been blacklisted by any government agency and the blacklist is still in force.



13. Falsification//suppression of information shall lead to disqualification of the bidder/ cancellation of contract even after award of work during the currency of the contract.

14. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under relevant Laws as applicable in the matter. Such action will result in the rejection of bid, in addition to other punitive measures.

15. Reserve Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender or to reject any or all of the tenders received without assigning any reason thereof.

16. The successful vendor shall execute an agreement with RBI on Non-Judicial stamp paper of appropriate value within 14 days of award of work. The stamp duty shall be borne by the successful vendor. However, the issue of intimation of award of work by RBI shall be considered as a binding contract, as though such an agreement has been executed and all the terms and conditions contained in this tender document.

17. **Performance Bank Guarantee:** The successful vendor shall furnish along with the execution of the contract, a Performance Bank Guarantee (BG) @ 5% of Contract Value. The PBG shall be valid for a period of thirty (30) days after the expiry of contract period. The EMD of such vendor will be returned on receipt of the Performance Bank Guarantee. Failure of the successful vendor to submit the Performance Bank Guarantee or execute the work after award of work or to execute the Agreement shall constitute sufficient ground for the annulment of the award, forfeiture of the EMD and debarring such vendor from participating in any tender or from any business dealings with the Bank for a period of three years. The Performance Bank Guarantee shall be released without interest after two months of expiry of the contract period only after being satisfied of the successful completion of the contract and no liabilities from the successful vendor or its employees. In case of any complaint or pending dues, the Bank Guarantee shall be discharged only after adjusting all dues, liabilities, etc.



18. In case the bidder has any doubt about the meaning of anything contained in the tender document, he / she shall seek clarification from RBI, FIDD, CO, before submitting the bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the Bank shall be carried out in writing. Except for any such written clarification by the Bank which is expressly stated to be an addendum to the tender document issued by RBI, FIDD, CO. No written or oral communication, presentation or explanation by any other employee of the Bank shall be taken to bind or fetter the Bank under the contract.



SECTION V

TENDER DOCUMENTS

The Tender Invitation Document has been prepared for the purpose of inviting tenders for Appointment of Concurrent Auditor for the period October 01, 2025 to September 30, 2026 by Reserve Bank of India (RBI), FIDD, CO Cluster, Mumbai (hereinafter referred to as the "Bank"). The tender document comprises of:

- I. Form 1 (Technical Bid Form)
- II. Form 2 (Financial Bid Form)
- III. Form 3 (Details of Full Time Partners)
- IV. Form 4 (Details of Full Time Employed CA)
- V. Form 5 (Details of the Experience of the Firm in Banks/RBI Audits)
- VI. Eligibility Criteria
- VII. Evaluation Criteria (with [Annex I](#) & [II](#))
- VIII. Terms and Conditions
- IX. Undertaking ([Annex-A](#))
- X. Synopsis for Auditor ([Annex-B](#))
- XI. Detailed scope of work ([Annex-C](#))

2. The bidder is expected to examine all instructions, forms, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of the bid.

3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document.



I. Form-1: Application for appointment as Concurrent Auditor- Technical Bid Form

1	Name of the CA firm	
2	Constitution	
3	Complete Postal Address with PIN Code	
4	Number and places of branches of CA firm, if any	
5	Mobile Number	
6	Telephone Number	
7	Email Address	
8	Date of establishment of the CA firm [Documentary evidence may be submitted]	
9	Firm Registration Number with ICAI [Documentary evidence may be submitted]	
10	Unique Code Number - RBI	
11	Firm's RBI Category	
12	GST Number [Copy of the GST Registration may be submitted]	
13	Permanent Account Number (PAN) [Copy of the PAN may be submitted]	
14	Whether currently under cooling period for RBI Concurrent Audit?	
15	Whether previously worked as Statutory Central /Branch / Concurrent Auditor in RBI?	
16	Name and membership number of the Full Time Fellow Chartered Accountants (FCAs) Partners who were exclusively associated with the firm throughout the calendar year immediately preceding the year of empanelment. [Details of the partners may be provided in the Form-3]	
17	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than five years and up to seven years. [Details of the partners may be provided in the Form-3]	
18	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than seven years and up to 10 years.	



	[Details of the partners may be provided in the Form-3]	
19	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than 10 years. [Details of the partners may be provided in the Form-3]	
20	Name and membership number of the qualified CAs employed in the firm [Details of the CA employed may be provided in the Form-4]	
21	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g. consultancy) [Documentary evidence may be submitted]	
22	Number of Skilled Staff in the firm (Group 2 of CA Intermediate or above)	
23	Number of completed years of experience of the CA firm in bank audits as Concurrent Auditors /Statutory Central/ Branch Auditor [Details of bank audit experience may be provided in the Form-5]	
24	Name and membership number of Full Time Partners having eight or more years of Bank Statutory Audit Experience	
25	Details of previous experience in RBI Audits as Concurrent Auditor/Statutory Central/ Branch Auditors.	
26	Name and membership number of Full Time CA Partners who have acquired additional qualifications. [Details of the additional qualifications may be provided in the Form-3]	
27	Whether the CA firm or any of its CA partners were reprimanded by National Financial Reporting Authority (NFRA) in the previous three years? If yes, the detail thereof may be provided.	
28	Whether the CA firm or any of its CA partners were reprimanded by Quality Review Board in the previous three years? If yes, the detail thereof may be provided.	
29	Whether the CA firm or any of its CA partner/s and/or any of the CA employee/s of the firm was/were held guilty of professional misconduct during the previous five years under the Chartered Accountants Act 1949? If yes, the detail thereof may be provided	



30	Whether the CA firm had refused to take up the assigned concurrent audit or left the concurrent audit assigned to it by RBI before completion of stipulated three years period, in the previous three years? If yes, the details thereof may be provided.	
31	Have you currently applied for appointment as Concurrent Auditor in any other RBI Office/Department? If yes, details thereof	
32	Any other relevant information, the firm wishes to indicate.	

I/We declare as under:

- (1) I/We confirm that the information furnished above is true and correct and we have not been de-panelled / Blacklisted by any organization in the past and we fulfil all the conditions of eligibility for appointment with RBI as a Concurrent Auditor. If Bank finds the details provided by us above are incorrect / not true at a later date, then the appointment may be cancelled.
- (2) I/We have read the terms and conditions stipulated for appointment as Concurrent Auditors of the Bank and I/We also understand that the Bank has reserved its right to accept or reject the application without assigning any reasons.

Place:

Date:

Signature of Authorised Signatory
with the Seal of the CA Firm



II. Form-2: Application for appointment as Concurrent Auditor: Financial Bid Form

Name of the CA firm	
Complete Address	
Monthly remuneration for carrying out concurrent audit in RBI (including all costs and excluding applicable taxes) (Amount in Rupees - in words and figures)	NOT TO BE SUBMITTED WITH TECHNICAL BID FORMS

Place:

Signature of Authorised Signatory

Date:

with the Seal of the Firm

Note: Financial bids shall contain remuneration in Indian Rupees (INR) only as per Form- 2 both in figures and words. No other enclosure is permitted with financial bid.



III. Form-3: Details of Full Time Partners

Name of the Full Time Partners	Date of awarding		Date of joining of the firm	Membership Number	Other Qualifications *	Number of years of experience in Bank Statutory Audit
	ACA	FCA				

* Indicate only if the partner has acquired the following qualifications

Additional qualification	From
Diploma in Information Systems (DISA)	ICAI
Certified Information System Auditor (CISA)	ISACA, USA
Certified Public Accountant (CPA)	AICPA, USA
Certified Internal Auditor (CIA)	IIA, USA
Certified Fraud Examiner (CFE)	ACFE, USA.
(i) IND AS (ii) Forensic Accounting and Fraud Prevention (iii) Public Finance & Government Accounting (iv) Concurrent audit of Banks (v) Anti Money Laundering Law (vi) Forex and Treasury Management (vii) Goods and Service Tax	ICAI



IV. Form-4: Details of Full Time Employed CA

Name of the employed CA	Date of joining the firm	Membership Number	Other Qualifications	Experience



V. Form-5: Details of the Experience of the Firm in Banks/RBI Audits

Type of Audit *	Name of the Bank	Branch/ Office	Experience of the Firm in Banks/RBI Audits (from/to date)

* Statutory Central / Statutory Branch / Concurrent Audit



VI. Eligibility Criteria:

1. The applicant firm should be a Category-1 CA firm registered with ICAI for Maharashtra State, Mumbai region to be eligible for appointment as CA.
2. The minimum monthly remuneration will be Rs 1,60,000.00 (Rupees One Lakh Sixty Thousand only) exclusive of GST.
3. The applications indicating less than the minimum monthly remuneration will be out-rightly rejected.
4. The documentary evidence must be uploaded with respect to each criterion. The eligibility of the firm will be decided on the basis of the documents uploaded by the firm. If the required documents are not uploaded by the bidders, the bids submitted by the bidder concerned will be rejected and not processed further.
5. Neither the firm nor the partner should have been subjected to any disciplinary proceedings initiated by the ICAI.
6. Neither the firm nor the partner should have been debarred or blacklisted by any Government/ Semi –Government organization/ institution in India or abroad.
7. Following firms are **NOT eligible** to participate in the tender:
 - (i) Firms which were/ are Statutory Auditors in RBI, DICGC and NHB for years 2023-24 and 2024-25
 - ii) Firms which are conducting/ selected for Concurrent Audit of RBI
 - iii) Firms which have conducted such audits in RBI in the past but at least two years have not elapsed since the completion of such assignment as on September 30, 2025.



VII. Evaluation Criteria

1. The appointment methodology comprises a two-stage process, involving technical and financial bidding, with separate evaluation for the two stages and a qualifying criterion in the technical evaluation. Bidders must note that a two-stage procedure will be adopted in evaluating the bids with the technical evaluation being completed prior to opening of financial bids.
2. Firms securing 60 or more marks (out of 100) in technical evaluation only will be eligible for the next stage of financial evaluation.
3. Technical Bids of applicants will be evaluated based on the eligibility criteria as mentioned earlier, after scrutinizing all the relevant documents as sought from the bidders and as per the methodology given in [Annex- I](#).
4. Quality, competence, and reliability of the firm is of paramount importance in this tender. The decision of appointment would be made as under:
 - a) The Bank shall notify those bidders whose proposals do not meet the minimum qualifying marks or were considered non-responsive to the tender conditions. The Bank shall simultaneously notify the bidders who have secured the minimum qualifying marks, indicating the date and time set for opening of the financial bids. The notification will be sent by e-mail.
 - b) The financial bids shall be opened in the presence of the Tender Opening Committee of the Bank. Financial Bids of applicants will be evaluated as per methodology given in [Annex-II](#).
 - c) The final evaluation will be done by combining the marks secured in the technical and financial evaluation in the ratio of 70:30 with the bidder obtaining the highest total marks becoming eligible for appointment.
 - d) In the event of tie after final evaluation, the tie shall be resolved by evaluating the firm based on four parameters of technical evaluation viz. (1) Experience of the CA firms in bank audits (2) Experience of the firm (3) Full time FCA Partners and (4) Average Turnover, with these parameters being sequentially considered e.g., if there is a tie between firm 'A' and 'B' after final evaluation then the points obtained under 'experience in bank audits' parameter shall be considered for deciding the successful bidder. In the event of tie under the above parameter also, the points obtained under the subsequent parameter i.e., experience of the firm shall be considered and so on.



i. **Annex-1: Criteria (Template) for Technical Bid Evaluation**

Sr No	Parameters	Scoring Scale	Remarks	Score
1	Experience of the CA Firm	Half point (0.5) for every calendar year. [Maximum 15 Points]	Establishment year as per the ICAI data	
2	Full Time Fellow Chartered Accountant (FCA) Partners	One and half (1.5) Point for each Full-Time FCAs. [Maximum 12 Points]	Number of Full Time FCA associated with the firm throughout the calendar year immediately preceding the year of empanelment.	
3	Association of Full-Time CA partners with the firm - Number of Partners	<ul style="list-style-type: none"> One point (1.0) for each Full-Time CA partner associated with the firm for more than five years and upto seven years. One and half point (1.5) for each Full-Time CA partner associated with the firm for more than seven years and upto ten years. Two points (2.0) for each Full-Time CA partner associated with the firm for more than ten years. [Maximum 10 Points]	Completed years from the joining date of CA partner.	
4	Key Professional Staff - Full Time CA Employees	One point (1.0) each for Full Time CA employees. [Maximum 8 Points]		
5	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g. consultancy)	<ul style="list-style-type: none"> One point (1.0) each for turnover of ₹100 lakh average turnover and its multiples in metro cities (Mumbai, Delhi, Chennai, 	e.g., If a firm is situated in Delhi having average turnover of ₹ 450 lakh, it would be awarded four	



Sr No	Parameters	Scoring Scale	Remarks	Score
		<p>Kolkata, Bangaluru and Hyderabad)</p> <ul style="list-style-type: none"> One point (1.0) each for completed ₹ 60 lakh and its multiples at other places. <p>[Maximum 10 Points]</p>	points. In non-metro centres, the firm with same turnover would get seven points.	
6	Number of Skilled Staff - Qualified in Group 2 of CA Intermediate	<p>Quarter point (0.25) each for Full Time Qualified Skilled Staff</p> <p>[Maximum 12 Points]</p>	e.g., If a firm has 30 Full Time Qualified Skilled Staff, then 7.5 points would be awarded.	
7	Experience of the CA firm in bank audits as Concurrent Auditors /Statutory Central/ Branch Auditor	<p>Half point (0.5) each for completed one year of experience of the CA firm in bank audits as concurrent Auditors and/ or Statutory Central Auditors and/or Branch Auditors.</p> <p>[Maximum 20 Points]</p>	e.g., In case the CA firm has 17 years of experience in bank audits as Concurrent Auditor/ Statutory Central /Branch Auditor, 8.5 points would be awarded.	
8	Number of Full Time Partners having eight or more years of Bank Statutory Audit experience.	<p>One point (1.0) each for Full Time Partner having eight or more years of Bank Statutory Audit experience.</p> <p>[Maximum 4 Points]</p>	e.g., if a firm has five Full Time Partners having more than 10 years of experience of Bank Statutory Audit, then four points would be awarded.	
9	Previous experience in RBI Audits as Concurrent Auditor/Statutory Central/ Branch Auditors.	<ul style="list-style-type: none"> No Prior Experience of Audits in RBI - [Nil Point] Prior Experience of Audits in RBI - [3.0 Points] <p>[Maximum 3 Points]</p>	In case of new firm having no prior audit engagement with RBI, no point would be awarded.	
10	Additional qualifications/ continuous skill	<ul style="list-style-type: none"> Half point (0.5) each for any of these 	One Full Time CA Partner will be awarded	



Sr No	Parameters	Scoring Scale	Remarks	Score
	upgradation of the Full Time CA Partners.	<p>additional qualifications (i) Diploma in Information Systems (DISA) from ICAI (ii) Certified Information System Auditor (CISA) from ISACA, USA (iii) Certified Public Accountant (CPA) from AICPA, USA (iv) Certified Internal Auditor (CIA) from IIA, USA (v) Certified Fraud Examiner (CFE) from ACFE, USA.</p> <ul style="list-style-type: none"> Quarter point (0.25) each for any of the certification courses from ICAI in viz. (i) IND AS (ii) Forensic Accounting and Fraud Prevention (iii) Public Finance & Government Accounting (iv) Concurrent audit of Banks (v) Anti Money Laundering Law (vi) Forex and Treasury Management (vii) Goods and Service Tax. <p>[Maximum 6 Points]</p>	point only for one qualification.	
PROFESSIONAL TRACK RECORD				
11	The CA firm or any of its CA partners reprimanded by National Financial Reporting Authority (NFRA) in previous three years.	<p>In case, in previous three years, the CA firm or any of its partners have been issued/ imposed an Advisory / Caution/ Penalty (Monetary) by NFRA – [Negative 10 points].</p> <p>[Maximum '0' Point]</p>		



Sr No	Parameters	Scoring Scale	Remarks	Score
12	The CA firm or any of its CA partners reprimanded by Quality Review Board in previous three years.	The score of the firm, will be reduced by 10 points, in case, in previous three years, the CA firm or any of its partners have been issued an advisory by the Quality Review Board. [Maximum '0' Point]		
13	Professional Misconduct by a member as per ICAI in the previous five years.	The score of the firm will be reduced by 10 points, if the CA firm or any of its CA partner/s and/or any of the CA employee/s of the firm was/ were held guilty of professional misconduct during the previous five years under the Chartered Accountants Act, 1949. [Maximum '0' Point]		
14	Refusal of Audit/s allotted by RBI in the previous three years.	The score of the firm, will be reduced by 10 points, in case, in the previous three years, the CA firm had refused to take up the assigned concurrent audit or left the concurrent audit assigned to it by RBI before completion of stipulated three years period. [Maximum '0' Point]		
		TOTAL		



ii. Annex-2: Criteria for Financial Bid Evaluation

Sr. No.	Particulars of the Bid	Formula*
1	Lowest Bid (L1)	$L1 / L1$
2	L-2	$L1 / L2$
3	L-3	$L1 / L3$
4	L-4	$L1 / L4$
5	L-5	$L1 / L5$
6	L-6	$L1 / L6$
	L-n	$L1 / Ln$

* Value upto two decimal points

Score under the financial evaluation $\times = \frac{\text{Lowest Financial Bid Amount } L1}{\text{Financial Bid Amount } x}$

Note: The applications indicating less than the minimum monthly remuneration of Rs. 1,60,000/- (excluding GST) will be summarily rejected.



VIII. Appointment related Terms and Conditions

1. The bidder obtaining the highest total marks as per the evaluation criteria mentioned at para VII shall be eligible for appointment as Concurrent Auditor of FIDD, CO cluster RBI, Mumbai.
2. **Period of Appointment:** The firm selected will be eligible for appointment as Concurrent Auditor initially for the period October 01, 2025 to September 30, 2026, with the provision of reappointment for a maximum of two more years, one year at a time, subject to satisfactory performance under a system of appraisal at the end of the contract period by the RBI. The appraisal of performance will be done on parameters including quality of work, adequacy of Chartered Accountants and other skilled staff deployed, timeliness of submission of reports and such other parameters considered relevant by RBI.
3. **Minimum Remuneration:** The minimum monthly remuneration would be Rs. 1,60,000/- (Rupees One Lakh Sixty Thousand only) exclusive of GST and inclusive of all costs for undertaking the Concurrent Audit of FIDD, CO cluster, RBI, Mumbai. The remuneration would be for the period of three years and will not be changed on renewal. The remuneration would be paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act, 1961 and other applicable taxes. The quoted remuneration shall be final and irreversible. The payment shall be made electronically within a reasonable period after submission of bill by the firm. RBI shall not be liable for any penalty for delay in payment for reasons beyond its control.
4. **Complement of Staff:** The CA firm has to deploy minimum prescribed complement of Staff (**1 Chartered Accountant + 6 Skilled Staff**). The skilled staff should have at least qualified in Group 2 of CA Intermediate or Group II of Integrated Professional Competence Course (IPCC) and undergoing Article Training. The team should have working knowledge of computers/ systems.
5. **Penalty Clause:** Presence of the Chartered Accountant/Partner of the audit firm is required in RBI premises on a daily basis. The staff as indicated at point no. 4 has to be present on all working days of RBI and observe the working hours of RBI. The presence of the above staff would be monitored by the Bank. Absence of any one or more of the deployed staff/ suitable similar/ equivalent substitute staff would attract a penalty of **₹1,000/- per day**. Under all circumstances, it should be ensured



that the staff deployed in the Bank are available on a continuous basis at least for a period of six months. The team deployed by the firm should not be shuffled except in exigencies, and even in such situations, it should be ensured that the entire team of six (06) skilled staff are replaced in a staggered manner.

6. The firms which are currently Statutory Branch Auditors/ Concurrent Auditors of RBI and those firms which have conducted such audits in RBI in the past but at least two years have not elapsed since the completion of such assignment, as on September 30, 2025 are **NOT** eligible to apply. An undertaking to this effect in attached [Annex-A](#) is required to be submitted by the firm.
7. An indicative list of activities covered under the audit is given in [Annex-B](#). All the Central Office Departments as indicated in [Annex-B](#) shall be covered under Concurrent Audit. The firm shall assist in determination of all statutory taxes and filing of Returns/Forms thereof.
8. The Bank reserves the right for addition/ alteration of the scope of audit without prejudice to this appointment. There would be no change in the monthly remuneration on account of this change in the areas of audit.
9. The Bank will not provide any other facility/ charges to the deployed staff besides suitable seating arrangement. Deployed staff shall not use the premises, properties, fixtures, fittings, etc., of the Bank premises for any purpose other than works related to his/her job. Auditors shall be responsible for taking adequate care of all equipment and materials provided by the Bank.
10. A quarterly meeting with the Concurrent Auditors would be held by the Bank to review the audit process and discuss any related issues.
11. Firms are advised to use only the forms supplied by the Bank and not to use any other forms. Incomplete tenders are liable for rejection. The uploaded tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank in its discretion.
12. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Bank's option. No request for any change in remuneration or conditions after the opening of the part II tender will be entertained.



13. All disputes arising out of or in any way connected with this appointment shall be deemed to have arisen at Mumbai and only Courts in Mumbai shall have the jurisdiction to determine the same.
14. The acceptance of offer of contract shall be communicated by the successful bidder such that the acceptance is received by the Reserve Bank within 7 days from the date of issue of the offer. Failure to accept the offer and communicate accordingly within this period shall result in revocation of the offer.
15. The firm, once selected, shall indemnify and keep indemnified, defend and hold good the Reserve Bank, its directors, officers, employees and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the firm on account of misconduct, omission and negligence by the firm.
16. The firm shall not sublet, transfer or assign the contract or any part thereof to any other firm, without the permission of the Bank.
17. It shall be the firm's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed. If the firm fails to carry out any of his obligations/ duties in terms of the agreement or violates any general instructions and special conditions, the appointment may be terminated by the Bank without assigning any reason.
18. The Bank reserves the right to amend/ modify the tender document or issue any corrigendum/ addendum to the bid process. The bidder shall not contest the right of the RBI to do the aforesaid.

19. Non- disclosure-

a) The firm/ Company 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 firm/ company while discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The firm/ company shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The firm/ company shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the permission of the Bank.



- b) Failure to observe the above shall be treated as breach of contract on the part of the firm/ Company and the Bank shall be entitled to claim damages and pursue legal remedies. The firm/ Company shall take all appropriate actions, as required, to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Firm's/ Company's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
- c) The selected firm is required to submit an affidavit-cum-indemnity bond on nonjudicial stamp paper (value as per local stamp laws) at the time of appointment/ extension of the term of appointment, as to the maintenance of confidentiality and secrecy of the Bank's systems and procedures as also to indemnify the Bank against any claim due to loss or damage arising out of disclosure of any information by it.
20. If the audit firm commits any act of insolvency or shall be adjudged an insolvent or being an incorporated company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up voluntarily or subject to supervision of the Court and official Assignee or liquidator in such acts of solvency or winding up, as the case may be, shall within seven days after notice of him/ her/ them requiring him/ her/ them to do so, to show to the reasonable satisfaction of Bank that the firm is able to carry out and fulfil the appointment and to give security thereof, if so required by Bank.
21. The firm would be deemed to have acknowledged that all materials & information which has or will come into its possession or knowledge in connection with this agreement or the performance hereof, whether consisting of confidential or proprietary data or not, will at all times be held by it in strictest confidence and it shall not make any use thereof, other than for the performance of its obligations and to release it only to employees requiring such information for the purpose of performing obligations described herein and not to any other.
22. **Termination Clause:** If, at any time, the Bank is not satisfied with the services provided by the firm, the Bank shall terminate the contract after giving a notice of three months. The firm, if it wishes to terminate the services, shall provide a similar notice to the Bank.



23. Commercial conditions and settlement of dispute by Arbitration - All

disputes and differences of any kind whatever arising out of or in connection with this appointment will be solved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid, then the disputes will be referred to a sole Arbitrator to be appointed by Chief General Manager-in- Charge, Reserve Bank of India, Financial Inclusion and Development Department, Central Office, Mumbai. In case the firm does not agree to such appointment, both the parties will appoint one Arbitrator each and both the Arbitrators then will appoint the Presiding Arbitrator. The award of the Arbitrator/ panel of Arbitrators shall be final and binding on both the parties. The entire arbitration will be governed by the Arbitration and Conciliation Act, 1996. The venue of Arbitration shall be Mumbai.

24. The firm shall abide by all the laws of the land in respect of Labour Act, PPF, ESI, minimum wages etc. Bank shall not be responsible for any claim on any account for not abiding with these laws.

25. Implementation of the Provisions of Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013

- a) The firm shall be solely responsible for full compliance with the provisions of “the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employees within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the firm and the firm shall ensure appropriate action under the said Act in respect to the “complaint” (provisions as defined under Section 4 read with section 6 of the Act).
- b) Any Complaint of sexual harassment from any aggrieved employee of the firm against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- c) The firm shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the firm, for instance any monetary relief of Bank’s employee, if sexual violence by the employee of the firm is proved.



- d) The firm shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- e) The firm shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

26. The monthly remuneration quoted shall be deemed to have excluded GST. If the applicant fails to exclude GST in the tender, no claim thereof will be entertained by the Bank afterwards. As per Indian laws, TDS will be deducted at source and a certificate for the same will be issued to the firm.

27. Information Security (IS) and IT Policy: The firm shall follow the Bank's IS and IT policy.

28. Signing of Contract:

- a. General instructions to the bidders and special conditions hereinbefore referred to shall be the basis of the final contract to be entered into with the successful bidder.
- b. In case of partnership firms, the tender submitted on behalf of a firm shall be signed by the partner of the firm on its behalf.
- c. On receipt of intimation from RBI regarding acceptance of the Tender, the successful tenderer shall be bound to implement the Contract from the date specified therein. The successful tenderer shall sign an agreement/ contract in accordance with the extant provisions. The successful tenderer 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 Maharashtra.
- d. The acceptance of offer of contract shall be communicated by the successful bidder such that the acceptance is received by the Bank within 7 days from the date of issue of the offer. Failure to accept the offer and communicate accordingly within this period shall result in revocation of the offer.
- e. Notwithstanding the signing of the agreement, the written acceptance by the Bank of a tender in itself shall not constitute a binding agreement between the Bank and the person so bidding, whether such contract is or is not subsequently executed.



Annex-A

IX. Undertaking

This is to certify that we.....(Name of the firm) proposing to conduct the Concurrent Audit of the Reserve Bank of India, FIDD, CO cluster, Mumbai have not undertaken Statutory Central/ Branch / Concurrent Audit in any other Office/Central Office Department of the Reserve Bank of India during the preceding two years i.e., 2023-24 & 2024-25

(Signature of Authorised Signatory with the Seal of the firm)

Date:

Place:



Annex - B

X) SYNOPSIS FOR AUDITOR (Indicative List)

A. Appointment related information

1. The Concurrent Audit team should comprise of ONE (01) Chartered Accountant and SIX (06) Skilled staff. The skilled staff should have at least qualified in Group 2 of CA Intermediate or Group II of Integrated Professional Competence Course (IPCC) and undergoing article training. The team should have working knowledge of computers/ systems.
2. The profile of the audit firm should include information of partners, staff strength (skilled) and previous experience of similar auditing etc.
3. The appointment of the Concurrent Auditors (CAs) will be for a period of one year initially i.e. from October 1, 2025 to September 30, 2026. Subsequently the same will be renewed for second and third year subject to annual review of the CAs performance by the office.
4. The presence of the Chartered Accountant/Partner of the firm is mandatory and his /her presence along with the requisite complement of staff on a regular basis will be monitored by the Bank.
5. The minimum monthly remuneration would be **₹1,60,000.00** (Rs. One Lakh Sixty Thousand only) exclusive of GST. The quotation should clearly mention the total monthly remuneration for undertaking the audit of FIDD CO Cluster, RBI, Mumbai. The remuneration would be for the period of three years and will not be changed on renewal.
6. The remuneration would be paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act, 1961.



B. Scope of Work

1. The CAs will cover the following Central Office Departments of the Bank:
 - A. Consumer Education and Protection Department (CEPD)
 - B. Department of Currency Management (DCM)
 - C. Department of Information Technology (DIT)
 - D. Department of Regulation (DoR)
 - E. Department of Payment and Settlement System (DPSS)
 - F. Financial Inclusion and Development Department (FIDD)
 - G. Foreign Exchange Department (FED)
2. On an average the number of vouchers to be checked by CAs on a monthly basis would be 716. However, the number is only indicative in nature and there may be increase / decrease in the number of vouchers based on the requirement of the Office / Department.
3. The CAs are expected to familiarize themselves with the systems and procedures of the Office / Department and expected to go through all the relevant circulars / guidelines issued by the Bank from time to time, the provisions incorporated in the relevant manuals, Expenditure Rules etc.
4. The CAs are expected to familiarize themselves with the application (i.e., AMS) of the Bank for audit purposes and submit the report/s and create action paras (including rectified paras) as required by the Bank.
5. The CAs should undertake the scrutiny of vouchers with particular reference to following aspects:
 - (a) Adherence to Bank's Expenditure Rule.
 - (b) Narration and accounting under the proper head of Accounts.
 - (c) Correct accounting of Revenue and Capital Nature of Expenditures.
6. Maintenance of all relevant accounts (such as RBI Gen a/c, SGL, supporting Records / Registers etc.) as per prescribed norms.
 - (a) Inter- office Reconciliation a/c, Adjustments a/c.
 - (b) Reconciliation and monitoring of charges a/c at monthly interval.
 - (c) Calculation of claims of agency commission.



7. The detailed scope of work / checklist for CAs is enclosed as [Annex- C](#). The checklist details the financial and non-financial areas that need to be looked into while conducting the audit. Concurrent audit as per the checklist is mandatory.
8. The CAs should take up audit of vouchers / records / registers on the agreed dates / days consultation with the concerned Office/ Department.
9. The CAs are required to identify deficiencies if any noticed for spot rectification.
10. The CAs are expected to verify and report that the financial transactions undertaken are in conformity with the laid down systems and procedures of the Bank.
11. The CAs would be required to verify reports related to the periodical Income Review Statements, Annual Closing Statements, Depreciation Calculation Statements, etc. as per the requirement of the Office/ Department.
12. A certificate for each month shall be submitted by the Concurrent Auditors regarding 100% compliance with the relevant statutory and regulatory requirements prescribed by authorities.
13. The CAs functions as specified above may be enlarged at a future date as per the requirement of the Office / Department

C. Reporting requirements

1. The Monthly Audit Report and the Certificate should be submitted in the format prescribed by the Bank.
2. The Monthly Audit Report should indicate item-wise action points on the financial and non-financial (major and other) action paras.
3. The Monthly Audit Report should also indicate status of compliance in respect of action points pertaining to audit report which was rectified during the month and the reason for delay, of the outstanding compliances, if any.
4. The Monthly Audit Report should highlight the reasons for inaction in respect of old outstanding entries in sensitive accounts, such as Suspense, Sundry etc.



5. Irregularities noticed in sensitive areas and / or transactions of suspicious nature should be brought to the notice of Officer-in- Charge of the respective Departments by recording a special note.
6. The Concurrent Audit Report should incorporate specific comments, wherever required, duly supported by facts and figures.
7. Major irregularities / frauds/ leakages in income, if any, identified should be brought to the notice of In-Charge of auditee office, concerned Central Office Department and Inspection Department.



Annex – C

XI) Detailed Scope of Work/Checklists for Concurrent Audit

Checklists for Concurrent Audit of cluster Central Office Departments are given below:

A. Consumer Education and Protection Department (CEPD)

Para No.	Subject	Category: Financial/ Non-Financial Major/ Non-Financial- Others	Check Point
1	<u>Verification of Transit Accounts</u> Sundry Deposit TDS (8614665) Sundry Deposit Account Unclaimed Cash (8614055) Sundry Deposit MISC BD (8614038) Sundry Deposit Dead Stock/ Estate (8614332) Sundry deposit CGST (167003002003) Sundry deposit SGST (167003002004) Suspense Account Misc. (8637025)	Financial	Whether there are any outstanding entries beyond the stipulated time limit in the transit accounts like Sundry/ Suspense account?
2	Provisional/ Half Yearly/ Annual Closing	Financial	Whether all the statements related to Provisional/ Half yearly review/ Annual Closing are being checked and verified by the Concurrent Auditors and sent to DGBA in time?
		Financial	Whether any discrepancies are observed in the Half Yearly/ Annual Closing statements?



2.2		Financial	Whether any observations were made by the Statutory Auditors at the time of Annual Closing/? If so, is it being complied with?
3	CBS reports	Financial	Whether such reports from CBS are checked on a continuous basis to monitor any discrepancies?
4	Returns to DGBA, PDCO	Non-Financial Major	Whether monthly/ quarterly/ Half Yearly returns (IRS, House Keeping etc) are sent to DGBA?
5	Quarterly Budget Review/ Annual Budget Plan	Non-Financial Major	Whether quarterly review of expenditure & Annual Budget plan is being sent on time?
Fixed Assets			
6.1	Purchases of computers/ Laptops/ iPads/ Printers/ Scanners etc	Financial	Whether purchases are made based on approved rate contracts wherever applicable?
6.2			Whether capitalisation of Dead Stock articles is done correctly and as per guidelines?
6.3			Whether the rate of depreciation applied for the various category of assets is in order and as per extant guidelines?
			Whether depreciation with respect to capital assets is tallied with system generated monthly depreciation statement? Are there any discrepancies are observed?
6.5			Whether the bills are being duly scrutinised, certified, and paid without delay?
6.6			Whether date of capitalization and date of "Put to use" of capital assets purchased by the department in the same month?
6.7			Whether the depreciation calculation on assets being purchased on buyback/ Retirement etc is in order and as per extant guidelines?
		Non-Financial Major	Whether the calculation of Non-Monetary Perquisite (NMP) arising out of buyback is verified and the same has reported to Income Tax, Samadhan on completion of the buy-back process the prescribed format?
7	Bank Guarantee Register		Whether Bank Guarantee Register is maintained by the Department?



7.1		Non-Financial others	ether Bank Guarantee which has expired during the month under Audit is returned timely?
	Maintenance of Quotation register	Non-Financial others	Whether quotation register is maintained as per extant instructions?
			Whether the lowest quoted rate is being accepted and wherever higher rate has been approved, reasons therefore are recorded?
			Whether the approval of the competent authority obtained?
8.3			Whether prescribed procedure is being followed at the time of calling for quotations/ tenders from the approved list of Contractors/ Suppliers?
9	Annual Maintenance Contract	Non-Financial others	Whether the department is maintaining AMC Register?
9.1			Whether AMCs have been entered into Enterprise Contract Management (ECM) Portal?
9.2			ether any AMC has expired during the month under Audit and renewal has not been done?
	Bills Register	Non-Financial others	ether bills are being inwarded in SARTHI and the pending inward report is being put up to the Senior Officer monthly and also ensure that the bills are not kept outstanding for more than the prescribed period?
	<i>Strengthening of Grievance Redress Mechanism in Banks</i>	Financial	<i>ether the recovery of cost from banks basis CEPD's circular on Strengthening of Grievance Redress Mechanism in Banks dated January 27, 2021 has been checked and verified?</i>
	Dispatch of letters	Non-Financial others	ether all letters, posts etc. dispatched during the period were properly entered into dispatch register?
	Valuables- Postage (Stamps, Revenue Stamps)	Non-Financial Major	ether verification of the value of the postage stamps in hand/ custody is being done with reference to manual provisions?
14	Half yearly dead stock verification/ Annual	Non-Financial others	Whether physical verification of Dead Stock articles has been conducted by the



	Insurance & Broken Period Insurance etc.		department for the half year ended June & December within stipulated time?
14.1			The certificate for the same was sent to Premises Department on time after verifying the same by Concurrent Auditor? Whether any discrepancies were observed?
14.2			Whether department has submitted data for annual insurance of assets to Premises Department after verifying the same by Concurrent Auditor?
14.3			Whether all dead stock items are covered under insurance?
14.4			Whether broken period insurance is taken for the assets purchased during the year?
15	Verification of Service sheets/ Annual Increments	Financial	Whether Annual Increments/ pay refixation on promotion sanctioned to the eligible staff of the department are being checked and verified?
1		Non-Financial others	Whether Service sheet are updated as per General Administration Manual?
16	Pension	Financial	Whether the calculation of basic pension and commutation of the pensioners is being done correctly?
17	National Pension Scheme- Status of PRAN	Non-Financial others	<p>Whether all the employees covered under NPS have obtained PRAN, got it tagged to RBI and details have been communicated to SAMADHAN?</p> <ul style="list-style-type: none"> • No. of employees covered under NPS, who are yet to obtain PRAN/ get it tagged to RBI at the beginning of the month. • No. Of employees who have obtained PRAN/ tagged to RBI, during the month. • No. of employees who are yet to obtain PRAN/ get it tagged to RBI as at the end of the month (age wise details) <p>Whether periodical visit of the ICICI representative (POP) is being arranged by the office to attend to the NPS related issues of the employees? No. of meetings arranged with the POP during the month.</p>
18	Submission of Periodical returns	Non-Financial Major	Whether Branch Vigilance Officer (BVO) statement etc, Training Statement were sent to Appropriate Authority on time?



19	Correct Account of heads	Financial	Whether booking of all incomes and expenses have been made under correct account heads?
20	TDS/ GST-Calculation of all the payments	Financial	Whether TDS/ GST/ Income Tax etc on various payments calculated as per guidelines in vogue?
21	Stationery-Surprise Check	Non-Financial Major	As per the guidelines given in the General Administration Manual 2019, Whether a surprise verification of Stationery Articles Computer consumables on monthly basis has been carried out by the department for the month of Audit.
22	Compliance to Expenditure Rules, 2018	Non-Financial Major	Sanctioning of expenditure without Competent Authority's approval.
23	Others	Non-Financial others	Whether submission of Half Yearly/ monthly SRCC certificate is sent to SRCC, HRMD, CO on time?
24	Any other audit items specifically indicated by Bank's Offices	Financial	Checking and verifying payments to external organizations/ institutions involving filing of Form 15CA/ 15CB
25	<u>Payment of bills</u> Whether all financial sanctions/ financial powers exercised by the Officers of the department are found in accordance with RBI ER. 2023. Verification of all the bills and certifying the same before being sent to CAD for payment (Post sanction/ pre-payment) and verified post payment)	Financial	a) Postage and Telecommunication Charges b) Telephone bills (office) c) Stationery expenses/ Printing charges of stationery articles/ Computers Consumables etc d) Record Management (Scanning etc) e) Computer Software costing less than Rs. 1 lakh f) Banks Publications g) Photocopying/ Binding h) Repairs to Dead stock (other than Building) i) Newspaper and Periodical Bills/ Library Books (office) j) Liveries k) Dead Stock other than Buildings l) Computer Hardware and Software m) Car Hire Charges n) Sundry Articles up to Rs.1 Lakh i. Sundry Articles up to Rs.5000 each ii. Furniture - Office



			iii. Electrical Installations and Office Equipments - Office iv. Electrical Installations and Office Equipments - Residence v. Computers/ Micro Processors and Other Electronic Items o) Financial Literacy and Inclusion Programmes p) Miscellaneous Expenses q) Official Entertainment r) Contributions to Local/Foreign Institutions Seminar and Guest Lectures Conferences t) Misc. Expenses Not Enumerated (MENE) Furniture-Office (capital) Computers/ Microprocessors and other Electronic Items costing more than Rs. one lakh (capital)
	Reimbursement Bill Payment/ Reimbursement - Whether payments made/reimbursed were in order and as per Expenditure Rules without delay? (Post sanction/ pre-payment) and verified post payment)	Financial	Payment of Incentive to employees for acquiring higher Education/ Qualification Training Fee paid to external institutions Payment of Scholarship to Employees and their Wards Not – enumerated (EMENE) In-house programmes Payment made towards Memento and any other expenses to retiring employees.
27	<u>Compliance of Master Circular on Statutory & Regulatory Compliance:</u> We have been explained by AGM, Admin, CEPD-CO that all the payments (including TDS/ GST etc.) are made by CAD on behalf of the CEPD-CO. Hence, CEPD-CO is not required to file any returns to any statutory or regulatory authority. A 'Nil' statement is furnished to HRMD, CO as per the instructions contained in Para 6 of Master Circular No. G19/39/25.01.001/2018-19 dated July 03, 2018 regarding Statutory and Regulatory Compliance Cell.		



B. Department of Currency Management (DCM)

Para No.	Subject	Category: Financial/ Non- Financial- Major/ Non- Financial- Others	Check Point
1	Valuables		
1.1	Postage (Stamps, Revenue Stamps), Petty Cash, Cheque book	Non-Financial others	Whether verification of petty cash is being done during the month under Audit? Whether surprise verification of revenue stamps, cheque book is being done during the month under Audit?
2	Accounts		
2.1	Suspense Account Misc. (8637025) Suspense Account Petty Cash (8637423)	Financial	Whether outstanding entries are cleared before the prescribed time limit?
2.2	Sundry Deposit TDS (8614665) Sundry Deposit Account Unclaimed Cash (8614055) Sundry Deposit MISC BD (8614038) Sundry Deposit Dead Stock/ Estate (8614332) Sundry deposit CGST (167003002003) Sundry deposit SGST (167003002004)	Financial	Whether outstanding entries are cleared before the prescribed time limit?
2.3	Balancing of Books of accounts	Financial	Whether system generated analysis of Charges, Sundry, Suspense and Dead Stock A/cs are in order and whether any difference observed in respect of these heads?
2.4	Annual Closing/ Half yearly closing	Non-Financial Major	Whether the provisional/ final Annual Closing/ Half yearly closing Returns are being checked and verified by the Concurrent Auditors and being sent to DGBA within prescribed time limit? Whether any observations were made by the Statutory Auditor at the time of Annual Closing/ Half yearly closing? If so, is it being complied with?



2.5	Returns to DGBA	Financial	Whether monthly/ quarterly/ Half Yearly returns (IRS Statement, House Keeping etc) to be sent to DGBA are being sent within the due date?
3	Service Sheets		
3.1	Increment/ Pay re-fixation on promotion	Financial	Whether Annual increments/ pay re-fixation on promotion sanctioned to the eligible staff of the department are being checked and verified?
4	Quarterly Charges A/c Analysis Vis-à-vis Annual budget plan	Non- Financial Others	Whether Quarterly review of Charges A/c & Annual Budget plan is being checked and verified?
5	Telephone Bills	Financial	Whether the payments made during the month under audit is verified and whether telephone bills are certified by the user and were there any discrepancies observed?
6	Newspapers and periodicals bills		
6.1	Office newspapers	Financial	Whether payments made to vendor during the month under audit is being Checked and verified?
6.2	Purchase of books/ periodicals for Library & Office	Financial	Whether expenditure towards subscription to Newspapers/ financial journals etc. incurred are in accordance with para 25 & 26 of ER 2023?
7	Tea/ Lunch/ Dinner/ Conveyance charges	Financial	Whether late sitting/ early coming is for approved items of work? Whether the tea/ lunch/ dinner/ conveyance charges are sanctioned as per prescribed scales and whether any discrepancies are observed?
8	Out of Pocket Expenses	Financial	Whether the expenses are admissible as per prescribed scales and whether any discrepancies are observed?
9	Reimbursement of conveyance charges	Financial	Whether the conveyance charges are admissible as per prescribed scales and whether any discrepancies are observed?
10	Printing of Visiting Cards	Financial	Whether the charges are admissible as per prescribed scales? Whether payment is being verified? Whether any discrepancies were observed?
11	Fixed Assets		
11.1	Purchases of computers/ Laptops/ iPads/ Printers/ Scanners etc.	Financial	Whether purchases are made on the basis of approved rate contracts wherever applicable?
11.2		Non-Financial Major	Wherever tenders are involved, the lowest quoted rate is being accepted and wherever higher rate has been approved, reasons therefore are recorded, and



			approval of the competent authority obtained?
11.3		Financial	Whether the bills are being duly scrutinised, certified, and paid without delay?
11.4		Financial	Whether capitalisation of Dead Stock articles is being correctly done?
11.5		Non-Financial Major	Whether physical verification of dead stock articles/ stationery items is being carried out as per extant instructions and within prescribed time limit?
11.6		Financial	Whether date of capitalization and date of "Put to use" of capital assets purchased by the Department in the same month?
12	Bank Guarantee Register	Non-Financial Major	Whether renewal/ revalidation/ return of Bank Guarantees is done to protect potential risk of Bank in respect of party/ work default?
13	Maintenance of Quotation Register	Non-financial others	Whether quotation register is being opened on due dates and maintained as per extant instructions? Whether prescribed procedure is being followed at the time of calling for quotations/ tenders from the approved list of contractors/ suppliers?
14	Bills Register	Non-financial others	Whether Inward bills register, and outstanding bills register are maintained and ensured that bills are not kept outstanding for more than the prescribed period?
15	Payment of Bills	Financial	Whether 100 % audit of Bills sent to CAD for Payment is being carried out during the month under audit. Payment is made by CAD
16	Annual Maintenance contract	Non-Financial Major	Whether any AMC has expired during the month under Audit? Whether any AMC which has expired previously is under process for Renewal?
17	Depreciation	Non-financial others	Whether the rate of depreciation applied for the various category of assets is in order and as per extant guidelines?
18	Uniform and Liveries Bills	Financial	Whether payments made under the head during the month under audit is being verified and whether any discrepancies were observed?
19	Pension	Non-Financial Major	Whether the calculation of Basic pension of pensioners is being done correctly and whether any discrepancies were observed?
20	National Pension Scheme- Status of PRAN	Non-Financial others	Whether all the employees covered under NPS have obtained PRAN, got it tagged to RBI and details have been communicated to SAMADHAN?



			<ul style="list-style-type: none"> No. of employees covered under NPS, who are yet to obtain PRAN/ get it tagged to RBI at the beginning of the month. No. of employees who have obtained PRAN/ tagged to RBI, during the month. No. of employees who are yet to obtain PRAN/ get it tagged to RBI as at the end of the month (age wise details)
21	Compliance of Expenditure Rules, 2023	Non-Financial Major	Whether all financial sanctions/ financial powers exercised by the officers of the department for the month under audit are being verified and found to be in accordance with RBI Expenditure Rules, 2023?
22	Tax Deducted at Source	Financial	<p>Whether statutory obligations like deduction of various taxes/ payments etc. are invariably being done?</p> <p>Whether, Tax Deducted at source is as per provisions of the Act and is being verified during month under Audit?</p>
23	Payment of scholarship to employees and their wards	Financial	Whether payments made during the month under audit is being verified and whether any discrepancies are observed?
24	Goods and Service Tax	Financial	<p>Whether the payments involving GST made during the month under audit are being verified?</p> <p>Whether GST is being paid as per provisions of the Act?</p>
25	Payment made towards memento and any other expenses to retiring employees	Financial	Whether payments made during the month under audit are being verified and whether any discrepancies were observed?
26	Payment to Note printing presses and other high value payments	Financial	Whether payments made during the month under Audit are being verified and whether any discrepancies were observed?
27	ID Accounting Activities		
27.1	Currency Transfer processing- Daily	Non-Financial others	Whether Asset Transfer entry is posted by the system and sign out has been carried out successfully.
27.2	Weekly Reports- Weekly	Non-Financial others	Whether the Notes in circulation and Rupee coin figures are matching in CBS and CyM?
27.3	Statement of rupee coin balances to GOI- Monthly	Non-Financial others	Whether statement is compiled correctly and sent to GOI?



27.4	Purchase of coins- Transaction Date	Non-Financial others	Whether entries passed are correct and whether any discrepancies were observed?
27.5	Annual closing related activities	Non-Financial others	Same as weekly reports checking.
28	Any other item prescribed by Inspection Department/ CGM-In charge, DCM	Financial	Checking and verifying payments to external organizations/ institutions involving filing of Form 15CA/ 15CB.
29	Position of outstanding paragraphs from CAs previous audit report	Non-Financial others	1. Whether any outstanding paras from previous CA report is pending with the Auditee Department. 2. Compliance for the same is submitted by the Department or not.



C. Department of Information Technology (DIT)

Para No.	Subject	Category: Financial/ Non-Financial Major/ Nonfinancial al- Others	Check Point
1.1	Valuables - Petty Cash Balance	Non-Financial Major	Whether verification of petty cash balances has been carried out on monthly basis?
1.2	Verification of Cheque Books	Non-Financial Major	(i) Whether physical verification of the Cheque Books/ Loose Leaves & Stock of Unused Cheque was done? (ii) Whether the Department is maintaining records of Cancellations, Destructions of cheque leaves? (iii) Whether Cheque Books/ Loose Leaves stock is under the proper safe custody?
1.3	Registers/ Records to be checked	Non-Financial others	Registers/Records/ Subsidiary books to be checked by CA includes Bills, Petty Cash balance etc.
2.1	Verification of Transit Accounts	Financial	Whether there is any outstanding entry, beyond stipulated period in transit accounts like Sundry/ Suspense/ Intra Day Account?
2.2	Checking of daily statement of accounts generated from CBS	Financial	The Statement of Account generated on daily basis from CBS to be checked/ audited by CA firm.
2.3	Balancing of Books of Account	Financial	Whether there are differences observed in balancing in respect of system generated analysis of charges, Sundry, Suspense and Dead Stock A/c?
2.4	Half-Yearly/ Annual Closing	Financial	Whether any discrepancies are observed in the Half Yearly/Annual Closing statements? Whether any observations were made the Statutory Auditor at the time of Annual Closing/ Half yearly closing? If so, is it being complied with?
2.5	Verification of different statements to be forwarded to DGBA/	Financial	i) Whether all the statements related to Annual Closing/ Half yearly review has been forwarded to DGBA in time?



	Other Departments		ii) Whether monthly/ quarterly/ half yearly returns (IRS, Housekeeping Statement etc.), to be sent to DGBA, are being sent on time.
3.1	Forfeiture of leave for late attendance.	Non-Financial others	Whether leave forfeited for continuous late attendance?
3.2	Leave Encashment for retiring employees	Non-Financial others	Whether Leave Balance for Encashment of Leave for retiring employees has been advised to CSBD?
4.1	Updates in service sheets	Financial	Whether increments, pay re-fixation on promotion and other details are updated in service-sheets and authenticated with all required details?
4.2	Pension of Retirees	Non-Financial Major	Whether the calculation of Basic pension of pensioners is being done correctly and whether any discrepancies were observed?
4.3	NPS – PRAN	Non-Financial others	Whether employees eligible under NPS have applied for PRAN and tagged the same to RBI and details have been communicated to SAMADHAN? No. of employees covered under NPS, who are yet to obtain PRAN/get it tagged to RBI as at the beginning of the month. No. of employees who have obtained PRAN/ tagged to RBI, during the month. No. of employees who are yet to obtain PRAN/get it tagged to RBI as at the end of the month.
			Whether periodical visit of the SHCIL representative (POP) is being arranged by the office to attend to the NPS related issues of the employees? No. of meetings arranged with the POP during the month.
5.	Quarterly Review of Budget	Financial	Whether Quarterly Budget Review is forwarded to CSBD, Budget Cell?
6.1	Bill Payment – Whether bills were in order and paid as per Expenditure Rule without delay.	Financial	(i) Telephone Bills: Official, Online Data Charges. (ii) Newspaper and Periodical Bills (iii) Law Charges (iv) Car Hire Charges (v) Liveries (vi) Printing Stationery and Computer Consumables (vii) Photocopying and Binding (viii) Postage and Telecommunication Charges



			(ix) Misc. Expenses
			(x) Sundry Articles up to 1 lakh
			(xi) Misc. Expenses Not Enumerated (MENE)
Bill Payment/ Reimbursement - Whether payments made/reimbursed were in order and as per Expenditure Rules without delay.	Financial		Tea/Lunch/Dinner/ Conveyance Charges
			Out of pocket expenses
			Payment of Incentive to Employees for acquiring Higher Education/ Qualification
			Payment towards Premises on Leasehold land- office
			Payment towards Premises on leasehold land- residence
			Bill Payment/ Reimbursement towards Premises on Leasehold land- office
			Bill Payment/ Reimbursement towards Premises on Leasehold land- residence
			Training Fee.
			Training Fees paid to External Institutions.
			Payment of Scholarship to Employees and their Wards.
			Official Entertainment.
			Seminar and Guest Lectures.
			Printing of Visiting Cards.
			Contribution to Recreation Club/ Other Staff Organizations for Welfare Activities
			Payment made towards Memento and any other expenses to retiring employees.
			Director & Local Board Expenses - Sitting Fees.
			(i) Computer/ Computer software.
			(ii) AMC- a) Dead Stock other than office bldg. Computer Software/ Hardware
			(iii) Dead Stock A/c - Comp. Microprocessors above 1 lakh and a) Computer Software up to 1 lakh.



			(iv) Depreciation and repairs to Bank's Property. (v) Whether date of capitalization and date of "Put to use" of capital assets purchased by the Department is the same month?
6.3	TDS/ GST Calculation of all the payments	Financial	Whether TDS/ GST on various payments calculated as per guidelines in vogue?
6.4	Compliance to Expenditure Rules, 2023	Non-Financial Major	Sanctioning of expenditure without Competent Authority's approval.
7.1	Dead Stock and Stationery Accounts and Registers	Non-Financial others	Whether Dead Stock Register (DAD 081) is maintained by the department?
			Whether in addition, Dead Stock - Charges Account Register (DAD 081)/ Register of Bills Payable (Gen. 039) is maintained by the department?
			Whether Stationery (DAD 089A)/ Quotation Register for purchase and repairs (DAD 092) is maintained by the department?
7.2	Inwarding of bills	Non-Financial others	Whether bills are being inwarded in DMIS/ SARTHI and the pending inward report is being put up to the Senior Officer monthly and also ensure that the bills are not kept outstanding for more than the prescribed period?
7.3	Liveries – Sanction of Liveries to eligible staff and payments	Non-Financial Major	Uniforms/ Liveries/ Submission of prescribed periodical financial statements/ Returns etc.
7.4	Bank Guarantees	Non-Financial Major	(i) Whether Bank Guarantee Register is maintained by the Department?
		Non-Financial Major	Whether the Bank Guarantees submitted by the vendors have been confirmed by the issuing bank?



		Non-Financial Major	(iii) Bank Guarantees expired have been returned to the issuing bank.
	Physical Verification and Insurance	Non-Financial Major	(i) Whether physical verification dead stock items being done for the period?
			(ii) Whether all dead stock Items are covered under insurance?
	Annual Maintenance contract	Non-Financial Major	Whether the Department is maintaining the AMC Register?
			Whether any AMC has expired during the month under Audit?
			Whether AMC Contracts have been undertaken/ renewed on time and all Dead Stock items are under AMC.
8.	Manual Registers	Non-Financial others	(i) Whether all registers required as per COD's instructions are maintained Entries recorded in various sheets, registers whether updated or not
9.1	Position of outstanding paragraphs from CA's Previous Audit Report	Non-Financial others	Whether any outstanding paras from previous CA report is pending with the Audit Department. Compliance for the same is submitted by the Department or not.
10.1	Compliance for Master Circular on Statutory and Regulatory Compliance Cell (SRCC)	Non-Financial others	Whether Rajbhasha Adhiniyam 1963 (Hindi Quarterly Progress Report) were sent to Appropriate Authority on time?
10.2	Compliance for Master Circular on Statutory and Regulatory Compliance Cell (SRCC) Others	Non-Financial others	Whether Right to Information Act, (RIA) 2005 Statement were sent to Appropriate Authority?
		Non-Financial others	Whether submission of Half Yearly/ monthly SRCC certificate is sent to SRCC, HRMD, CO on time?



D. Department of Regulation (DoR)

Para No.	Subject	Category: Financial/ Non-Financial-Major/ Non-Financial- Others	Check Point
1	Verification of Petty Cash Register and cheque		
1.1	Petty Cash Register	Non-Financial Major	Whether surprise verification of Petty Cash Balance and cheque has been done during the month of Audit?
1.2	Postage Register	Non-Financial Major	Whether postal charges are duly scrutinized by the Department Officials as per the terms of contract?
2	Returns to Department of General Baking Administration (DGBA)	Financial	Whether monthly/ quarterly/ half yearly returns (IRS, Housekeeping, etc.), to be sent to DGBA, are being sent on time?
3	Quarterly Budget Review	Financial	Whether Quarterly Budget Review is forwarded to CSBD, Budget Cell, Samadhan Cell?
4	Bill Payment: Whether all financial sanctions/ financial powers exercised by the Officers of the Department are found in accordance with RBI E.R. 2018. Verification of all the bills and certifying the same before being sent to CAD for payment (post sanction/ pre-payment) and verified post payment.	Financial	(i) Telephone Bills: Official, Online data Charges. (ii) Newspaper bill and Periodicals Bill (iii) Law Charges (iv) Car Hire Charges (v) Printing Stationery and computer consumables (vi) Photocopying and Binding (vii) Postage and Telecommunication Charges (viii) Misc. Expenses (ix) Sundry Articles up to 1 lakh (x) Visiting Cards (xi) Misc. Expenses Not Enumerated (MENE) (xii) Sitting Fees (xiii) Library (xiv) Advertisement (xv) Sundry Articles up to 1,00,000/- Furniture-Residence (xvi) Sundry Articles up to 1,00,000/- Office Equipment (xvii) Sundry Articles up to 1,00,000/- Office Furniture
5	Reimbursement: Whether payments made/ reimbursed were in order	Financial	(i) Tea/ Lunch/ Dinner/ Conveyance Charges (ii) Out of pocket expenses (iii) Incentive for Higher Education (iv) Training fee (including inhouse programmes and the trainings arranged for outsiders) (v) Training Fees paid to external Institutions



	and as per RBI Expenditure Rules, 2018 without any delay		(vi) Scholarship including Golden Jubilee & Dr B.R. Ambedkar Scholarship (vii) Official Entertainment (viii) Seminar and Guest Lectures (ix) Contribution to Recreation Club/ Other Staff Organizations for Welfare Activities (x) Training Expense-Foreign Training-
6	Payments- Computers/ laptops, Software and Service Contracts- Whether bills paid were in order and paid as per Expenditure Rules without any delay.	Financial	(i) Computer Software-up to Rs.1 lakh (ii) AMC/ Annual and Broken Period Insurance etc. (iii) Depreciation and repairs to Bank's Property (iv) Dead Stock A/c / Computer and Microprocessors above Rs.1 lakh and Computer Software above Rs.1 Lakh (v) Whether date of capitalization and date of "Put to use" of capital assets purchased by the Department is the same month? (vi) Maintenance Service Contract-Other than Building
7	TDS/ GST- Calculation of all the payments	Financial	Whether the statutory obligations like deduction of various taxes like GST, Income Tax/ TDS on GST, RCM on GST etc. are being done and in conformity with the provision of the Act?
8	Maintenance of Quotation register	Non-Financial others	1. Whether quotation register is being maintained as per extant instructions? 2. Whether prescribed procedure is being followed at the time of calling for quotations/ tenders from the approved list of Contractors/ Suppliers?
9	Bank Guarantees	Non-Financial others Non-Financial major	(i) Whether Bank Guarantee Register is maintained by the Department? Whether Verification of the Bank Guarantee is done and entries made in the Bank Guarantee register during the month under review. 2. Whether the Bank Guarantee which has expired during the month under Audit is returned timely?
10	Physical Verification of Fixed Assets/ Dead Stock	Non-Financial others	Whether physical verification of dead stock items has been done for the period?
11	Verification of Service Sheets	Non-Financial others	Whether Service sheet are updated as per General Administration Manual?
12	Increment/ Pay re-fixation	Financial	Whether Annual increments/ pay re-fixation on promotion sanctioned to the eligible staff of the department are being checked and verified?
13	Submission of Periodical returns	Financial	Whether Branch Vigilance Officer (BVO) statement, Training Statement, Incentive Scheme Statement were sent to Appropriate Authority on time?



14	Charging of penal interest to banks for non-maintenance of minimum balance of CRR	Financial	Whether charging of penal interest to banks is as per guidelines
15	Any other audit items specifically indicated by bank's Offices	Financial	Checking and verifying payments to external organizations/ institutions involving filing of Form 15CA/ 15CB.
16	Position of outstanding paragraphs from CA's previous Audit Report	Non-Financial others	1. Whether any outstanding paras from previous CA report is pending with the Auditee Department. 2. Compliance for the same is submitted by the Department or not.
17	Compliance for Master Circular on Statutory and Regulatory Compliance Cell (SRCC)	Non-Financial others	Whether Statutory compliance of Periodic Returns on E-Waste is sent to concerned Authority on time? Whether Statutory compliance of the submission of proof to the Department towards deposit of EPF/ PF by the vendor towards the employees deputed at RBI for AMC work (e.g. Computer, Telephone) is sent to concerned Authority on time?
18	Others	Financial	Payment of claims to Scheduled Commercial Banks/ EXIM Bank, received under Interest Equalisation Scheme on Pre & Post Shipment Rupee Export Credit
19	Others	Financial	Statements relating to Annual/ half yearly review being checked and verified by the Concurrent Auditors and sent to DGBA on time.
20	Liveries	Financial	Whether scrutiny of bills in respect of purchase/ stitching of liveries, purchase of monsoon equipment, shoes etc. is carried out and paid delay.
21	Stationery	Non-Financial Major	Whether Expenditure on Bulk purchase of usual items of stationery sanctioned by officer in Grade C in accordance with provision of the Banking department manual and the norms and procedure prescribed by Central Office from time to time. Stray Purchase of such items required urgently may be sanctioned, after satisfying that the required stock is not available by officer in Grade C up to Rs. 5000/-, by officer Grade D up to Rs. 10000/-, Grade E up to Rs. 25000/- on any occasion. Whether Stray Purchase exceeding the limit and unusual and costly items sanctioned by officer in charge.



22	Verification regarding regularization of Leave	Non-Financial Major	Whether the regularization of leave in the system is done on a continuous basis.
23	Stationery-Surprise Check	Non-Financial Major	As per the guidelines given in the General Administration Manual-2019, Whether a surprise verification of Stationery Articles Computer consumables on monthly basis has been carried out by the department for the month of Audit.
24	Recording of Attendance	Non-Financial Others	Department had dispensed with the practice of maintaining manual Attendance and using ESCAMs for recording attendance as envisaged in HRMD, CO circular No. 18652/23.28.000/2010-11 dated June 16, 2011. Whether a monthly report of attendance is generated after marking all the post sanctioned leave by 10th of the next month and put up to the DGM/GM in charge of administration as required in terms of para 2 (vii) and (viii) of the said circular.?
25	Memento	Non-Financial Others	Whether payments are made correctly and mementos are kept in safe custody.
26	Overtime Payment	Non-Financial Others	Whether overtime register is being maintained. Whether payment of overtime allowance is made promptly after obtaining approval from appropriate authority. Whether the monthly statement regarding payment is filed along with the monthly reviews of overtime payments.
27	NPS-	Non-Financial others	Whether all the employees covered under NPS have obtained PRAN, got it tagged to RBI and details have been communicated to SAMADHAN? · No. of employees covered under NPS, who are yet to obtain PRAN/ get it tagged to RBI at the beginning of the month. · No. of employees who have obtained PRAN/ tagged to RBI, during the month. · No. of employees who are yet to obtain PRAN/ get it tagged to RBI as at the end of the month (age wise details)
28	Purchase of Dead Stock	Financial	Whether there is any purchase of dead stock during the month and the payment is made following proper procedure?
29	Disposal of Dead stock / Depreciation on dead stock	Non – Financial – Others	Whether there is any disposal of unserviceable articles during the month following proper procedure and is the depreciation on dead stock calculated and accounted properly?
30	Inwarding of letters	Non – Financial – Others	Whether all letters are being inwarded in Sarathi and action taken accordingly
31	Dispatch of letters	Non – Financial - Others	Whether all letters, posts etc. dispatched during the period were properly entered into dispatch



			register and the same were for official purposes?
32	Expenses on OLDR/Food Coupons	Financial	Whether the list pertaining to food coupon forwarded to MRO, includes the names of all staff members attached to our department and whether the list is forwarded on time.
33	Suspense Account	Non – Financial – Major	Whether there are any outstanding entries?
34	Sundry Deposit Account	Non – Financial – Major	Whether there are any outstanding entries?
35	CBS reports and Budget Report	Non – Financial – Major	Whether such reports from CBS are checked on a continuous basis to monitor any discrepancies
36	Amount recovered from staff towards HH	Financial	Whether any amount was recovered towards HH following proper procedure?
37	Insurance of Bank property etc.	Financial	Whether the payment is made following proper procedure?
38	CoR forms	Non – Financial – Major	Half-yearly audits/ verification of the blank CoR forms maintained by the department by the Concurrent Auditor

E. Department of Payment and Settlement System (DPSS)

Sr. No.	Subject	Checkpoint
1.	Accounts	
1.1	Verification of Transit Accounts	Whether there are any outstanding entries beyond the stipulated time limit (2 months) in the transit a/c like Suspense/ Sundry/Intra Day account.
1.2	Half Yearly/Annual Closing	Whether all the statements related to Half yearly review/Annual Closing are being checked and verified by the Concurrent Auditors and sent to DGBA in time.
1.3	Returns to DGBA	Whether monthly/ quarterly/half yearly returns (IRS Statement, housekeeping etc.), to be sent to DGBA, are being sent on time.
2	Pension, gratuity Etc.	Whether the calculation of basic pension, gratuity and commutation of the pensioners is being done correctly.
3.	NPS	
3.1	NPS - Status of PRAN	Whether all the employees covered under NPS have obtained their PRAN, got it tagged to RBI and details thereof have been communicated to Samadhan.



3.2	Data of employees	No. of employees covered under NPS, who are yet to obtain PRAN/ get it tagged to RBI.
4	Verification of Service sheets	Whether annual increment/ pay refixation on promotion sanctioned to the eligible staff of the Department are being checked and verified.
5	Quarterly Budget Review	Whether quarterly budget review is forwarded to CSBD in time.
6	Payment of bills Whether all financial sanctions/ financial powers exercised by the Officers of the department are found in accordance with RBI E.R. 2023. Verification of all the bills and certifying the same before being sent to DIT Payments Desk for payment (post sanction/pre-payment) and verified post payment.	i) Newspaper bills & periodicals (office) - ER para 26 ii) Law Charges - ER para 14(i) iii) Printing and Stationery charges and Computer Consumables - ER para 17 iv) Record Management - ER para 19 v) Postage & Telecommunication charges - ER para 15(i) & 15(ii) vi) Computer Software below Rs 1 lakh - ER para 18 vii) AMC Bills - ER para 28(iii)(b) viii) AMC Bills – ER para 28(iv) ix) Car hire charges - ER para 29(ii) x) Miscellaneous Expenses Not Enumerated - ER para 49(v) xi) Bills of Gold Coin given to retirees - ER para 10(iv)(e) xii) Financial Literacy & Inclusion Programmes - ER para 34(i) & 34(ii) xiii) Public Awareness Campaigns - ER para 34(ii) xiv) Sitting Fees- ER para 49(iii) xv) Surveys- ER para 46 xvi) Furnitures- ER para 33(ii) & 33(iii) xvii) In case of Establishment expenses, whether all the bills (flight tickets) have been verified and certified before being sent to CAD-HRMD for payment? xviii) Whether the statutory obligations like deduction of various taxes like GST, Income Tax/TDS on GST etc. are being done and in conformity with the provision of the Act
7	Reimbursement	
7.1	Out of Pocket Expenses	Whether the expense incurred under the head-Out of Pocket is approved and sanctioned as per prescribed scales.
7.2	Reimbursement of Conveyance Charges	Whether the expense incurred under the head- Conveyance charges (Local) is admissible.
7.3	Printing of Visiting card	Whether the expense towards payment of visiting card is admissible.
7.4	Liveries	Whether the payments made under the head - Liveries during the month under audit is made without delay and as per the instructions
7.5	Scholarship paid to the wards of the employees	Whether payments made during the month under audit is without delay and as per the instructions



7.6	Incentive Scheme for higher education	Reimbursement made in line with the instructions and as per ER 2023 and without delay.
7.7	Training fees paid to external institutes	Payment made in conformity with the instructions and as per ER 2023.
7.8	Seminar/Guest Lecture	Payment made in conformity with the instructions and as per ER 2023.
8	Fixed Assets	
8.1	Purchases of computers/Laptops/i-Pads/Printers/Scanners etc.	Whether purchases are made on the basis of approved rate contracts wherever applicable.
8.2		Whether lowest quoted rate is accepted/ higher rate has been approved in respect of tenders- reasons thereof are recorded and approval of the competent authority obtained.
8.3		Whether bills for the purchase made are being duly scrutinized, certified and paid without delay.
8.4		Whether capitalization of Fixed Asset articles are made without delay and as per guidelines.
8.5		Whether physical verification of Fixed Asset articles is being carried out as per extant instructions.
8.6		Whether the depreciation of assets being purchased by officers on buyback is in order and as per extant guidelines.
8.7		Whether details of buy-back of laptop by officers have been reported to Samadhan Cell as Non-Monetary Perquisite.
9	Maintenance of	
9.1	Quotation register	Whether quotation register is being maintained as per extant instructions.
9.2		Whether prescribed procedure is being followed at the time of calling for quotations/tenders from the approved list of contractors/suppliers.
10	Inwarding of bills	Whether bills are being inwarded in Sarthi and the inward report is being put up to the Senior Officer on a fortnightly basis and also ensure that the bills are not kept outstanding for more than the prescribed period.
11	AMC/ Annual and	
11.1	Broken Period	Whether the department is maintaining the AMC Register.
11.2	Insurance etc.	Whether any AMC has expired during the month under Audit and renewal has not been done.
11.3		Whether broken period insurance is taken for the assets purchased during the year/month.
12	Position of outstanding paragraphs from CAs previous audit report	1. Whether any outstanding paras from previous CA report is pending with the auditee department 2. Compliance for the same is submitted by the department or not



13	Deadstock Verification	Purchase of Hardware and software/capitalization/Fixed asset Module/Asset Tagging/Depreciation also to be checked
14	Any other audit items specifically indicated by bank's Offices	Checking and verifying payments to external organizations/institutions involving filing of Form 15CA/ CB.
15	SRCC Master circular	
15.1	Income Tax	Whether TDS deducted on applicable payment is timely deposited to Government account and TDS return form is timely filed to competent authority
15.2	GST payment & return	GST payment on buyback, e-waste, etc. is deposited to the government account on timely basis.
16	Concurrent Auditors Report	<p>Concurrent Auditors to submit the following certificate by 5th of succeeding month of audit being done.</p> <p>"He/ She has carried out 100% check of relevant transaction/s and there is 100% compliance with the relevant statutory and regulatory requirements prescribed by the authorities concerned."</p> <p>As indicated in the appointment letter FIDD. CO. Admin. No. S938/01.13.024/2022-23 dated September 27, 2022, the certificate should also explicitly carry the following declaration mentioned in clause(iv) :</p> <p>"Verification of financial sanctions has been conducted in terms of para 7.10 of RBI Expenditure Rules, 2023 and irregular sanctions by authorities below the rank of O-i-C has been reported to the O-i-C and irregular sanction by the O-i-C has been reported directly to the Inspection Department".</p>



F. Financial Inclusion and Development Department (FIDD)

Para No.	Subject	Category: Financial/ Non-Financial-Major/ Non-Financial- Others	Check Point
1.1	Verification of Transit Accounts	Financial	Whether there are any outstanding entries beyond the stipulated time limit (2 months) in the transit A/c: Suspense/ Sundry/ Intra Day account?
1.2	Half Yearly/ Annual Closing	Financial	Whether all the statements related to Half yearly review/ Annual Closing are being checked and verified by the Concurrent Auditors and sent to DGBA in time?
1.3	Returns to DGBA	Financial	Whether monthly/ quarterly/ half yearly returns (IRS, Housekeeping etc.), to be sent to DGBA, are being sent on time?
2	Pension	Non-Financial Major	Whether the calculation of basic pension and commutation of the pensioners is being done correctly?
3	NPS-Status of PRAN	Non-Financial others	<p>Whether all the employees covered under NPS have obtained their PRAN, got it tagged to RBI and details thereof have been communicated to SAMADHAN?</p> <p>(1) No. of employees covered under NPS, who are yet to obtain PRAN/ get it tagged to RBI at the beginning of the month.</p> <p>(2) No. of employees who have obtained PRAN/ tagged to RBI, during the month.</p> <p>(3) No. of employees who are yet to obtain PRAN/ get it tagged to RBI as at the end of the month.</p>
3.1			<p>(1) "Whether periodical visit of the Point of Presence (POP) is being arranged by the office to attend to the NPS related issues of the employees?"</p> <p>(2) No. of meetings arranged with the POP during the month.</p>
4	Quarterly Budget Review	Financial	Whether Quarterly Budget Review is forwarded to CSBD within time?
5	Payment of bills Whether all financial	Financial	<p>i) Telephone bills (office)</p> <p>ii) Newspaper bills & periodicals/ Library Books (office)</p> <p>iii) Law Charges</p>



	sanctions/ financial powers exercised by the Officers of the department are found in accordance with RBI E.R. 2018. Verification of all the bills and certifying the same before being sent to CAD for payment (post sanction/ pre-payment) and verified post payment.		iv) Printing and Stationery charges and Computer Consumables v) Photocopying and Binding charges vi) Postage & Telecommunication charges vii) Computer Software below Rs. 1 lakh viii) Miscellaneous Expenses ix) Bills of Gold Coin given to retirees x) Whether the statutory obligations like deduction of various taxes like GST, Income Tax/ TDS on GST etc. are being done and in conformity with the provision of the Act? xi) Car Hire xii) Concurrent Audit and other related expenses xiii) Conferences/Seminars/Meetings etc.
6.			
6.1	Tea/ Lunch/ Dinner/ Conveyance Charges	Financial	Whether approval for late sitting/ early coming is taken? Whether the tea/ lunch/ dinner/ conveyance charges are sanctioned as per prescribed scales?
6.2	Out of Pocket Expenses	Financial	Whether the expense incurred under the head-Out of Pocket is approved and sanctioned as per prescribed scales?
6.3	Reimbursement of Conveyance Charges	Financial	Whether the expense incurred under the head-Conveyance charges (Local) is admissible?
6.4	Printing of Visiting card	Financial	Whether the expense towards payment of visiting card is admissible?
6.5	Liveries	Financial	Whether the payments made under the head-Liveries during the month under audit is made without delay and as per the instructions?
6.6	Scholarship paid to the wards of the employees	Financial	Whether payments made during the month under audit is without delay and as per the instructions?
6.7	Incentive Scheme for higher education	Financial	"Whether reimbursement is made in accordance with extract instructions and as per ER 2023?"
6.8	Training fees paid to external institutes	Financial	"Whether reimbursement is made after due approval and in accordance with extant instructions and as per ER 2023?"
6.9	Seminar/ Guest Lecture	Financial	"Whether reimbursement is made in accordance with extant instructions and as per ER 2023?"
6.10	Contribution to Recreation club/	Financial	"Whether reimbursement is made in accordance with extant instructions and as per ER 2023?"



	Other Staff Organizations for Welfare activities		
7.			
7.1	Purchases of computers/ Laptops/ iPads/ Printers/ Scanners etc.	Financial	Whether purchases are made on the basis of approved rate contracts wherever applicable?
7.2			Whether lowest quoted rate is accepted/ higher rate has been approved in respect of tenders- reasons thereof are recorded and approval of the competent authority obtained?
7.3			Whether bills for the purchase made are being duly scrutinized, certified, and paid without delay?
7.4			Whether capitalization of Fixed Asset articles is made without delay and as per guidelines?
7.5			Whether physical verification of Fixed Asset articles is being carried out as per extant instructions and furnished the certificate to premises Department within stipulated timeline
7.6			Whether the Depreciation of assets being purchased by the Senior Officer on buyback on retirement is in order and as per extant guidelines?
7.7			Whether date of capitalization and date of "Put to use" of capital assets purchased by the Department is the same month?
8	Maintenance of Quotation register	Non-Financial others	Whether quotation register is being maintained as per extant instructions?
8.1			Whether prescribed procedure is being followed at the time of calling for quotations/ tenders from the approved list of Contractors/ Suppliers?
9	Inwarding of bills	Non-Financial others	Whether bills are being inwarded in DMIS/SARTHI and the pending inward report is being put up to the Senior Officer on a monthly basis and also ensure that the bills are not kept outstanding for more than the prescribed period?
10	AMC/ Annual and Broken Period Insurance etc.	Non-Financial others	Whether the Department is maintaining the AMC Register?
10.1			Whether any AMC has expired during the month under Audit and renewal has not been done?
10.2			Whether broken period insurance is taken for the assets purchased during the year?
10.3			Whether Department has submitted data for annual insurance of assets to Premises Department after verifying the same by Concurrent Auditor
11	Bank Guarantee Register	Non-Financial others	1. Whether Bank Guarantee Register is maintained by the Department?



		Non-Financial major	2. Whether the Bank Guarantee which has expired during the month under Audit is returned timely?
12	Financial Literacy Inclusion Programme	Financial	Scrutinize bills post sanction and check whether proposed payment is in conformity with ER, 2023?
13	Farm Sector Division	Financial	Verification of claims related to Interest Subvention Scheme submitted by banks for short term loans for agriculture and allied activities availed through KCC and payments to banks.
14	Any other audit items specifically indicated by Bank's Offices	Financial	Checking and verifying payments to external organizations/ institutions involving filing of Form 15CA/ 15CB.
15	Position of outstanding paragraphs from CAs previous audit report	Non-Financial others	1. Whether any outstanding paras from previous CA report is pending with the Auditee Department? 2. Compliance for the same is submitted by the Department or not.
16	Compliance for Master Circular on Statutory and Regulatory Compliance Cell (SRCC)	Non-Financial others	Whether submission of Half Yearly/ monthly SRCC certificate is sent to SRCC, HRMD, CO on time?



G. Foreign Exchange Department (FED)

Checklist Section	Checklist Description	Para Number	Para Title	Subject	Para Type
Valuables - Stamps	Whether surprise verification of unspent stamps is being done during the month of Audit?	1.10	Valuables - Stamps	Valuables - Stamps	Financial Para
Registers/ Records to be checked	Whether the department maintains various Registers/ Records.	1.20	Registers/ Records	Registers/ Records	Non-Financial Para
Accounts - Suspense Account Misc. (8637025)	Whether there are any outstanding entries beyond the stipulated time limit (2 months)	2.10	Accounts - Suspense Account Misc. (8637025)	Accounts - Suspense Account Misc. (8637025)	Financial Para
Suspense A/c Petty cash (8637423)	Whether there are any outstanding entries beyond the stipulated time limit (2 months)	2.10	Suspense A/c Petty cash (8637423)	Suspense A/c Petty cash (8637423)	Financial Para
Accounts - Sundry Deposit TDS (8614665)	Whether outstanding entries are cleared before the prescribed time limit	2.20	Accounts - Sundry Deposit TDS (8614665)	Accounts - Sundry Deposit TDS (8614665)	Financial Para
Sundry deposit CGST (167003002003)	Whether outstanding entries are cleared before the prescribed time limit	2.20	Sundry deposit CGST (167003002003)	Sundry deposit CGST (167003002003)	Financial Para
Security Deposit- Dead Stock/ Estate (8614332)	Whether outstanding entries are cleared before	2.20	Security Deposit- Dead Stock/ Estate (8614332)	Security Deposit- Dead Stock/ Estate (8614332)	Financial Para



Checklist Section	Checklist Description	Para Number	Para Title	Subject	Para Type
	the prescribed time limit				
Sundry deposit SGST (167003002004)	Whether outstanding entries are cleared before the prescribed time limit	2.20	Sundry deposit SGST (167003002004)	Sundry deposit SGST (167003002004)	Financial Para
Sundry Deposit A/c MISC BD (8614038)	Whether outstanding entries are cleared before the prescribed time limit	2.20	Sundry Deposit A/c MISC BD (8614038)	Sundry Deposit A/c MISC BD (8614038)	Financial Para
Accounts- Annual Closing/ Half yearly closing.	Whether the provisional/ final Annual Closing/ Half yearly closing Returns are being checked and verified by the Concurrent Auditors and being sent to DGBA within prescribed time limit?	2.30	Accounts- Annual Closing/ Half yearly closing.	Accounts- Annual Closing/ Half yearly closing.	Non-Financial Para
Accounts- Annual Closing/ Half yearly closing.	Whether any observations were made by the Statutory Auditor at the time of Annual Closing/ Half yearly closing? If so, is it being complied with?	2.30	Accounts- Annual Closing/ Half yearly closing.	Accounts- Annual Closing/ Half yearly closing.	Non-Financial Para
Checking of Daily Statement of Accounts generated from CBS.	The statement of account generated on daily basis from CBS to be	2.40	Checking of Daily Statement of Accounts generated from CBS.	Checking of Daily Statement of Accounts generated from CBS.	Financial Para



Checklist Section	Checklist Description	Para Number	Para Title	Subject	Para Type
	checked/ audited by CA firm.				
Forfeiture of Leave for Late attendance.	Whether leave forfeited for continuous late attendance.	3.10	Forfeiture of Leave for Late attendance.	Forfeiture of Leave for Late attendance.	Non-Financial Para
Leave Encashment for retiring employees.	Whether Leave Balance for Encashment of Leave for retiring employees has been advised to HROU, HRMD, CO?	3.20	Leave Encashment for retiring employees.	Leave Encashment for retiring employees.	Non-Financial Para
Updates in service sheets.	Whether increments, pay re-fixation on promotion and other details are updated in service-sheets and authenticated with all required details?	4.10	Updates in service sheets.	Updates in service sheets.	Non-Financial Para
Pension of Retirees	Fixation/ Calculation of Pension	4.20	Pension of Retirees	Pension of Retirees	Non-Financial Para
NPS – PRAN	Whether employees eligible NPS have applied for PRAN and tagged the same to RBI to be reported in Annexure - G.	4.30	NPS – PRAN	NPS – PRAN	Non-Financial Para
NPS – PRAN	No. Of employees covered under NPS, who are yet to obtain PRAN/ get it tagged to RBI at the	4.30	NPS – PRAN	NPS – PRAN	Non-Financial Para



Checklist Section	Checklist Description	Para Number	Para Title	Subject	Para Type
	beginning of the month.				
NPS – PRAN	No. of employees who have obtained PRAN/ tagged to RBI, during the month.	4.30	NPS – PRAN	NPS – PRAN	Non-Financial Para
NPS – PRAN	No. of employees who are yet to obtain PRAN/ get it tagged to RBI as at the end of the month (age wise details)	4.30	NPS – PRAN	NPS – PRAN	Non-Financial Para
NPS – PRAN	Whether periodical visit of the ICICI representative (POP) is being arranged by the office to attend to the NPS related issues of the employees	4.30	NPS – PRAN	NPS – PRAN	Non-Financial Para
NPS – PRAN	No. of meetings arranged with the POP during the month.	4.30	NPS – PRAN	NPS – PRAN	Non-Financial Para
Verification of different statements to be forwarded to DGBA/ other Department.	Whether Half yearly Housekeeping statements and Income Review Statement are forwarded to the DGBA in time?	5.10	Annual/Half Yearly Closing	Verification of different statements to be forwarded to DGBA/ other Department.	Non-Financial Para
Quarterly Budget Review	Whether Quarterly Budget Review is forwarded to CSBD, Budget Cell?	5.20	Quarterly Budget Review	Quarterly Budget Review	Non-Financial Para



Checklist Section	Checklist Description	Para Number	Para Title	Subject	Para Type
Bill Payment – Whether bills were in order and paid as per Expenditure Rule without delay.	Telephone Bills: Official, Online Data Charges.	6.10	Telecommunication Charges	Telephone Bills: Official, Online Data Charges.	Financial Para
Bill Payment – Whether bills were in order and paid as per Expenditure Rule without delay.	Newspaper and Periodical Bills	6.10	Newspapers and Periodicals	Newspaper and Periodical Bills	Financial Para
Bill Payment – Whether bills were in order and paid as per Expenditure Rule without delay.	Law Charges	6.10	Law Charges and Related Expenses	Law Charges	Financial Para
Bill Payment – Whether bills were in order and paid as per Expenditure Rule without delay.	Car Hire Charges	6.10	Petrol, Diesel, Oil and similar Expenditure	Car Hire Charges	Financial Para
Bill Payment – Whether bills were in order and paid as per Expenditure Rule without delay.	Liveries	6.10	Liveries	Liveries	Financial Para
Bill Payment – Whether bills were in order and paid as	Establishment Expenditure Not Enumerated (EMNE)	6.10	Not Enumerated	Establishment Expenditure Not Enumerated (EMNE)	Financial Para



Checklist Section	Checklist Description	Para Number	Para Title	Subject	Para Type
per Expenditure Rule without delay.					
Bill Payment – Whether bills were in order and paid as per Expenditure Rule without delay.	Printing Stationery and Computer Consumables	6.10	Publications, Printing and Stationery	Printing Stationery and Computer Consumables	Financial Para
Bill Payment – Whether bills were in order and paid as per Expenditure Rule without delay.	Photocopying and Binding	6.10	Photocopy, Binding, Transcription, Copy-editing and Translation	Photocopying and Binding	Financial Para
Bill Payment – Whether bills were in order and paid as per Expenditure Rule without delay.	Postage and Telecommunication Charges	6.10	Postage and Telecommunication Charges	Postage and Telecommunication Charges	Financial Para
Bill Payment – Whether bills were in order and paid as per Expenditure Rule without delay.	Misc. Expenses	6.10	Miscellaneous	Misc. Expenses	Financial Para
Bill Payment – Whether bills were in order and paid as per Expenditure Rule without delay.	Sundry Articles up to 1 lakh	6.10	Sundry Articles up to ₹1 lakh each	Sundry Articles up to 1 lakh	Financial Para



Checklist Section	Checklist Description	Para Number	Para Title	Subject	Para Type
Bill Payment – Whether bills were in order and paid as per Expenditure Rule without delay.	Misc. Expenses Not Enumerated (MENE)	6.10	Miscellaneous	Misc. Expenses Not Enumerated (MENE)	Financial Para
Bill Payment/ Reimbursement – Whether payments made/ reimbursed were in order and as per Expenditure Rules without delay.	Out of pocket expenses	6.20	Reimbursement of Expenses to Employees	Out of pocket expenses	Financial Para
Bill Payment/ Reimbursement – Whether payments made/ reimbursed were in order and as per Expenditure Rules without delay.	Incentive for Higher Education.	6.20	Incentive Scheme for Employees for Acquiring Higher Qualifications	Incentive for Higher Education.	Financial Para
Bill Payment/ Reimbursement – Whether payments made/ reimbursed were in order and as per Expenditure Rules without delay.	Training Fee paid to External institutions.	6.20	Training Expenses	Training Fee paid to External institutions.	Financial Para
Bill Payment/ Reimbursement – Whether payments	Scholarship Official Entertainment.	6.20	Scholarships for Wards of Employees	RBI Golden Jubilee Scholarship Scheme	Financial Para



Checklist Section	Checklist Description	Para Number	Para Title	Subject	Para Type
made/ reimbursed were in order and as per Expenditure Rules without delay.					
Bill Payment/ Reimburseme nt – Whether payments made/ reimbursed were in order and as per Expenditure Rules without delay.	Seminar and Guest Lectures.	6.20	Meetings / Seminars / Workshops / Guest Lectures / Conferences / Events	Seminar and Guest Lectures.	Financi al Para
Bill Payment/ Reimburseme nt – Whether payments made/ reimbursed were in order and as per Expenditure Rules without delay.	Visiting Cards	6.20	Miscellaneous	Misc. Expenses Not Enumerated (MENE)	Financi al Para
Bill Payment/ Reimburseme nt – Whether payments made/ reimbursed were in order and as per Expenditure Rules without delay.	Contribution to Recreation Club/ Other Staff Organisations for Welfare Activities.	6.20	Welfare Activities	Contribution to Recreation Club/ Other Staff Organisations for Welfare Activities.	Financi al Para
Payment – Computers, Software and Service Contracts–	Computer Software - up to 1 Lakh.	6.30	Computer Hardware / Software	Computer Software - up to 1 Lakh.	Financi al Para



Checklist Section	Checklist Description	Para Number	Para Title	Subject	Para Type
Whether bills paid were in order and paid as per Expenditure Rules without any delay.					
Payment – Computers, Software and Service Contracts– Whether bills paid were in order and paid as per Expenditure Rules without any delay.	AMC- a) Dead Stock other than office bldg. b) Computer Software/ Hardware.	6.30	Dead Stock other than Buildings	AMC- a) Dead Stock other than office bldg. b) Computer Software/ Hardware.	Financial Para
Payment – Computers, Software and Service Contracts– Whether bills paid were in order and paid as per Expenditure Rules without any delay.	Dead Stock A/c (Capital Account) - Comp. Microprocessors above 1 lakh and Computer	6.30	Computers / Microprocessors and other Electronic Items	Dead Stock A/c (Capital Account) - Comp. Microprocessors above 1 lakh and Computer	Financial Para
Payment – Computers, Software and Service Contracts– Whether bills paid were in order and paid as per Expenditure Rules without any delay.	Software above 1 lakh.	6.30	Computer software	Software above 1 lakh.	Financial Para



Checklist Section	Checklist Description	Para Number	Para Title	Subject	Para Type
Payment – Computers, Software and Service Contracts– Whether bills paid were in order and paid as per Expenditure Rules without any delay.	Depreciation and repairs to Bank's Property	6.30	Depreciation and Repairs to Bank's Property	Depreciation and repairs to Bank's Property	Financial Para
Payment – Computers, Software and Service Contracts– Whether bills paid were in order and paid as per Expenditure Rules without any delay.	Whether date of capitalization and date of "Put to use" of capital assets purchased by the Department is the same month?	6.30	Date of Capitalization & Put to use is in the same month.	Capitalization of capital assets	Financial Para
TDS / GST Calculation of the payment.	Whether TDS/ GST on various payments calculated as per guidelines in vogue.	6.40	TDS/ GST- Calculation for all the payments	TDS/GST Calculation	Financial Para
Compliance to Expenditure Rules, 2023	Sanctioning of expenditure without Competent Authority's approval	6.50	Compliance to Expenditure Rules, 2023	Sanctioning Authority	Non-Financial Para
Maintenance of Quotation Register	Whether quotation register is being opened on due dates and maintained as per extant instructions?	7.10	Maintenance of Quotation Register	Quotation Register	Non-Financial Para



Checklist Section	Checklist Description	Para Number	Para Title	Subject	Para Type
Maintenance of Quotation Register	Whether prescribed procedure is being followed at the time of calling for quotations/ tenders from the approved list of contractors/ suppliers?	7.10	Maintenance of Quotation Register	Quotation Register	Non-Financial Para
Annual Maintenance contract	Whether any AMC has expired during the month under Audit?	7.20	Annual Maintenance contract	AMC Register	Non-Financial Para
Annual Maintenance contract	Whether any AMC which has expired previously is under process for Renewal?	7.20	Annual Maintenance contract	AMC Register	Non-Financial Para
Dead Stock and Charges registers account	Whether Dead Stock Register (DAD 081) is maintained by the department?	7.30	Dead Stock and Charges registers account	Dead Stock Register (DAD 081)	Non-Financial Para
Dead Stock and Charges registers account	Whether in addition, Dead Stock - Charges Account Register (DAD 081)/ Register of Bills Payable (Gen. 039) is maintained by the department?	7.30	Dead Stock and Charges registers account	Dead Stock - Charges Account Register (DAD 081)/ Register of Bills Payable (Gen. 039)	Non-Financial Para
Stationery-Surprise Check	As per the guidelines given in the General Administration Manual 2019, Whether a surprise verification of Stationery	7.40	Stationery-Surprise Check	Stationery-Surprise Check	Non-Financial Para



Checklist Section	Checklist Description	Para Number	Para Title	Subject	Para Type
	Articles on monthly basis has been carried out by the department for the month of Audit.				
Liveries Sanction Liveries eligible to staff and payment	Uniforms/ Liveries/ Submission of prescribed periodical financial statements/ Returns etc.	7.50	Liveries	Liveries	Non- Financi al Para
Bank Guarantees	Whether Bank Guarantee Register is maintained by the Department?	7.60	Bank Guarantees	Bank Guarantees	Non- Financi al Para
Bank Guarantees	Whether the Bank Guarantees submitted by the vendors have been confirmed by the issuing bank.	7.60	Bank Guarantees	Bank Guarantees	Non- Financi al Para
Bank Guarantees	Bank Guarantees expired have been returned to the issuing bank.	7.60	Bank Guarantees	Bank Guarantees	Non- Financi al Para
Physical Verification and Insurance	Whether physical verification dead stock items being done for the period?	7.70	Physical Verification and Insurance	Physical Verification and Insurance	Non- Financi al Para
Physical Verification and Insurance	Whether all dead stock Items are covered under insurance?	7.70	Physical Verification and Insurance	Physical Verification and Insurance	Non- Financi al Para
Any other audit items specifically	Checking and verifying payments to	8	Form 15CA/CB	Form 15CA/CB	Financi al Para



Checklist Section	Checklist Description	Para Number	Para Title	Subject	Para Type
indicated by Bank's Offices	external organizations/ institutions involving filing of Form 15CA/ 15CB.				
Position of outstanding paragraphs from CA's previous audit report	Whether any outstanding paras from previous CA report is pending with the Auditee Department.	9	Outstanding Paras	Outstanding Paras	Non-Financial Para
Position of outstanding paragraphs from CA's previous audit report	Compliance for the same is submitted by the Department or not.	9	Outstanding Paras	Outstanding Paras	Non-Financial Para
Verification of GST Calculation on the Compounding Application Fees against which compounding order are issued.	Whether GST@18 % (IGST-18% OR CGST- 9% & SGST- 9%) has been deducted from compounding Application fees against which compounding are to be issued. (Rs.5000 inclusive of GST).	10	GST Calculation	Compounding Application Fees	Financial Para
Verification of GST Calculation on the Compounding Application Fees against which compounding order are issued.	Whether Interest on Delayed payment of Tax (@18%p. a) is paid wherever applicable	10	GST Calculation	Compounding Application Fees	Financial Para



Checklist Section	Checklist Description	Para Number	Para Title	Subject	Para Type
Verification of GST Calculation on the Compounding Application Fees against which compounding order are issued.	Whether the GST paid is classified as B2B and B2C	10	GST Calculation	Compounding Application Fees	Financial Para
Verification of GST Calculation on the Compounding Application Fees against which compounding order are issued.	Whether the monthly data (GSTR-1) is verified before the submission to CAD, HRMD.	10	GST Calculation	Compounding Application Fees	Financial Para
Whether the corporate Credit Card (Facility extended to Grade F Officer of the Bank.	Payment are verified and the payment is made before the due date (i.e. 28 for the February and 30th for the other month).	11	Official Entertainment	Credit Card	Financial Para
Whether the calculation of Non-Monetary Perquisite (NMP) arising out of buyback of is verified?	Is the NMP Data reported to Income Tax, Samadhan on completion of the buy-back process in the prescribed format?	12	Calculation of Non-Monetary Perquisite (NMP)	NMP Data reported to Income Tax, Samadhan	Non-Financial Para
Compliance of Master Circular on Statutory & Regulatory Compliance	Compliance of Master Circular on Statutory & Regulatory Compliance	13	Compliance of Master Circular on Statutory & Regulatory Compliance	Compliance of Master Circular on Statutory & Regulatory Compliance	Non-Financial Para