



**RESERVE BANK OF INDIA**  
**Mall Road, Kanpur**  
**NOTICE INVITING TENDER (NIT)**  
(Only through e-procurement)

**e-Tender No. - RBI/Kanpur Regional Office/HRMD/1/25-26/ET/305**

**e-Tender for Appointment of Concurrent Auditors for the year 2025-26 w.e.f October 01, 2025 to September 30, 2026 by Reserve Bank of India, Kanpur Office.**

This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected/eligible firms. Unsolicited offers are liable to be ignored.

Reserve Bank of India, Kanpur Office (hereinafter called "the Bank"), invites e-tenders under Two-Bid system (Technical & Financial Bid) for the Appointment of Concurrent Auditors for period October 01, 2025 to September 30, 2026 for the Bank. The appointment of the Concurrent Auditors (CAs) will be for a period of one year initially i.e., from October 01, 2025 to September 30, 2026. However, the same may be renewed for a second (October 01, 2026 to September 30, 2027) and third year (October 01, 2027 to September 30, 2028) respectively on the same terms and conditions, subject to the satisfactory assessment in the annual review of the performance of the CA.

The applicants should submit their proposal, as per the instructions regarding e-tender, along with all supporting documents complete in all respects as per the prescribed format on or before **03:00 PM on August 08, 2025**.

The Part-I (Technical Bid) will be opened electronically on **August 08, 2025 at 04:00 PM**. 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 the 'Tenders' link on our website [www.rbi.org.in](http://www.rbi.org.in) as well as from [www.mstcecommerce.com](http://www.mstcecommerce.com) i.e. MSTC portal. 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.

**Regional Director**  
**Reserve Bank of India**  
**Kanpur**



**Schedule of Tender (SOT)**  
**(Only through e- Procurement)**

**Note:** This is a limited tender through MSTC portal. Only Category-I CA firms registered with ICAI for State of Uttar Pradesh having Registered/Head office in Kanpur are eligible to participate in this Tender. **Those firms who are already doing any audit (Concurrent Audit/Statutory Audit/GST Audit etc.) at RBI Kanpur are not eligible to participate in this tender event.** Bidders are advised to first visit "Tender" section on our website <https://www.rbi.org.in> to check their eligibility. Eligible firms wishing to apply should register themselves with MSTC Portal ([www.mstcecommerce.com](http://www.mstcecommerce.com)) and apply online only.

<b>A</b>	e-Tender no	RBI/Kanpur Regional Office/HRMD/1/25-26/ET/305
<b>B</b>	Name of the Tender	Appointment of Concurrent Auditors for the period October 01, 2025 to September 30, 2026 for Reserve Bank of India, Kanpur
<b>C</b>	Mode of Tender	e-Procurement System (online Part I – Technical Bid and Part II - Financial Bid through <a href="http://www.mstcecommerce.com/eprocn/">www.mstcecommerce.com/eprocn/</a> )
<b>D</b>	Date of Notice Inviting e-tender available for download on RBI website	July 18, 2025 at 11:00 AM
<b>E</b>	Date of Pre-Bid meeting (offline)	July 25, 2025 at 3:00 PM
<b>F</b>	Venue of Pre-Bid meeting	New Conference Room, HRMD, Reserve Bank of India, Mall Road, Kanpur, 208001
<b>G</b>	Estimated value of tender	₹1,17,000/- (Including all costs and excluding GST) per month i.e., ₹14,04,000/- for 12 months (Including all costs and excluding GST)
<b>H</b>	Earnest Money Deposit (EMD)	<p>2% of the estimated cost, i.e. ₹28,080/- (Rupees Twenty-Eight Thousand and Eighty only) to be remitted through NEFT only.</p> <p><b><u>Beneficiary Details:</u></b></p> <p>(i) Beneficiary Account No.: 186003001 (ii) IFS Code: RBIS0KNPA01 (5th and 10th digit is Zero) (iii) Beneficiary Name: Reserve Bank of India, Kanpur (iv) Remarks: Appointment as Concurrent Auditor for 2025-26 (v) EMD Amount - ₹28,080/- (Rupees Twenty-Eight Thousand and Eighty only)</p> <p>The proof of having remitted the EMD has to be uploaded on MSTC portal.</p> <p>The EMD of all tenderers other than successful tenderer shall be refunded on expiry of bid validity (including extended validity) or on award of contract to the successful tenderer whichever is earlier, but without any interest.</p>



<b>I</b>	Performance Bank Guarantee (PBG)/ or amount equivalent to PBG through online mode (NEFT)	₹70,200/- (Rupees Seventy Thousand and Two Hundred only) - PBG for an amount equal to 5% of the contract value to be obtained from the firm (successful bidder) for the contract period/ or amount equivalent to PBG through online mode (NEFT). The PBG/NEFT amount shall be submitted after the award of contract to successful bidder.
<b>J</b>	Transaction fees	Payment of Transaction Fee, as mentioned in the MSTC portal, through MSTC payment gateway by NEFT/ RTGS in favour of MSTC Ltd. The bidder shall bear the cost of the transaction fee. Fees charged by MSTC Ltd. will not be refunded by the Bank in any case.
<b>K</b>	Date of publication of minutes of the pre-bid meeting on RBI website.	July 29, 2025
<b>L</b>	Date of Starting of online submission of e-Tender (Technical Bid and Financial Bid) at <a href="http://www.mstcecommerce.com/eprocn/">www.mstcecommerce.com/eprocn/</a>	July 18, 2025 at 11:00 AM
<b>M</b>	Date & time of closing of online submission of E-tender (Technical Bid and Financial Bid).	August 08, 2025 at 03:00 PM
<b>N</b>	Last date of submission of EMD	August 07, 2025 before 05:00 PM
<b>O</b>	Date & time of opening of Part-I (Technical Bid)	August 08, 2025 at 04:00 PM
<b>P</b>	Date of opening of Part-II (Financial Bid)	Part-II (Financial Bid) will be opened electronically for only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Kanpur. Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) through email-id provided by them.

Applicants intending to apply will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to reject their bids. All the pre-qualification papers should be uploaded on MSTC site. Tenders without EMD will not be accepted under any circumstances.

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

Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above and will not be published in the newspaper.



**RESERVE BANK OF INDIA**

**Mall Road, Kanpur**

**Appointment of Concurrent Auditors for the year 2025-26 w.e.f October 01, 2025 to September 30, 2026 by Reserve Bank of India, Kanpur**

This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected/eligible firms. Unsolicited offers are liable to be ignored.

Reserve Bank of India (RBI), Kanpur (hereinafter referred to as the "**Bank**") invites tenders from eligible CA firms (as defined in the tender document), for Appointment of Concurrent Auditors for the period from October 01, 2025 to September 30, 2026 (extendable for two more years subject to the satisfactory performance, as evaluated by the Bank on an annual basis).

The Tender process will be executed through the e-Tendering portal of MSTC Ltd. ([www.mstcecommerce.com/eprocn](http://www.mstcecommerce.com/eprocn)). Interested bidders must register themselves with MSTC Ltd. through the aforementioned website to participate in the tendering process.

Tender document can be downloaded from both the RBI website <https://www.rbi.org.in> under 'Tender' section and from the website [www.mstcecommerce.com](http://www.mstcecommerce.com). The last date for submission of tenders is August 08, 2025 till 03:00 PM. Bidder should submit their proposal on MSTC portal ([www.mstcecommerce.com](http://www.mstcecommerce.com)), as per the instructions regarding E-tender, along with all supporting documents complete in all respects as per the prescribed formats on or before August 08, 2025 till 03:00 PM. Tenders submitted only through the portal, will be accepted for the captioned process. Tenders, if received (in any mode) after the said date and time, will not be accepted by the Bank.

The tenderer should check the above website / e-portal for any Amendment / Corrigendum / Clarification before submitting the bid. The Bank shall have the right to cancel, modify the Tender and extend the deadline for submission of Tender. Further, the Bank reserves the right to accept any tender, either in full or in part and to reject any or all the tenders without assigning any reason thereof.

**Regional Director  
Reserve Bank of India  
Kanpur**



## **DISCLAIMER**

Reserve Bank of India, Audit Budget and Coordination Cell, Kanpur, has prepared this tender document to give information to prospective Bidders/interested parties to enable them to bid for contract for the appointment of Concurrent Auditors for the Reserve Bank of India, Kanpur from October 01, 2025 to September 30, 2026 as per the terms and conditions set out in this tender and any other terms and conditions related to such information. While the Bank has taken due care in the preparation of the information contained herein and believe it to be in order, neither the Bank nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

This tender is neither an agreement with any party, nor invitation to any party to perform work of any kind. The purpose of this tender is to share requirements of the Bank with all interested parties in order to enable them to submit their Bid. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so, and they do not rely only on the information provided by the Bank in submitting the e-Tender. The information is provided on the basis that it is non – binding on the Bank or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

The Bank 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.



## **TENDER DOCUMENT – CONTENTS**

1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for Appointment of Concurrent Auditors **for the year 2025-26 w.e.f October 01, 2025 to September 30, 2026** by Reserve Bank of India, Kanpur. The Tender document comprises of:

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



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**Regional Director**  
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<b>D</b>	Date of Notice Inviting e-tender available for download on RBI website	July 18, 2025 at 11:00 AM
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<b>F</b>	Venue of Pre-Bid meeting	New Conference Room, HRMD, Reserve Bank of India, Mall Road, Kanpur, 208001
<b>G</b>	Estimated value of tender	₹1,17,000/- (Including all costs and excluding GST) per month i.e., ₹14,04,000/- for 12 months (Including all costs and excluding GST)





<b>H</b>	Earnest Money Deposit (EMD)	<p>2% of the estimated cost, i.e. ₹28,080/- (Rupees Twenty-Eight Thousand and Eighty only) to be remitted through NEFT only.</p> <p><b><u>Beneficiary Details:</u></b></p> <p>(i) Beneficiary Account No.: 186003001  (ii) IFS Code: RBIS0KNPA01 (5th and 10th digit is Zero)  (iii) Beneficiary Name: Reserve Bank of India, Kanpur  (iv) Remarks: Appointment as Concurrent Auditor for 2025-26  (v) EMD Amount - ₹28,080/- (Rupees Twenty-Eight Thousand and Eighty only)</p> <p>The proof of having remitted the EMD has to be uploaded on MSTC portal.</p> <p>The EMD of all tenderers other than successful tenderer shall be refunded on expiry of bid validity (including extended validity) or on award of contract to the successful tenderer whichever is earlier, but without any interest.</p>
<b>I</b>	Performance Bank Guarantee (PBG)/ or amount equivalent to PBG through online mode (NEFT)	<p>₹70,200/- (Rupees Seventy Thousand and Two Hundred only) - PBG for an amount equal to 5% of the contract value to be obtained from the firm (successful bidder) for the contract period/ or amount equivalent to PBG through online mode (NEFT). The PBG/NEFT amount shall be submitted after the award of contract to successful bidder.</p>
<b>J</b>	Transaction fees	<p>Payment of Transaction Fee, as mentioned in the MSTC portal, through MSTC payment gateway by NEFT/ RTGS in favour of MSTC Ltd. The bidder shall bear the cost of the transaction fee. Fees charged by MSTC Ltd. will not be refunded by the Bank in any case.</p>
<b>K</b>	Date of publication of minutes of the pre-bid meeting on RBI website.	<p>July 29, 2025</p>



<b>L</b>	Date of Starting of online submission of e-Tender (Technical Bid and Financial Bid) at <a href="http://www.mstcecommerce.com/eprocn/">www.mstcecommerce.com/eprocn/</a>	July 18, 2025 at 11:00 AM
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Applicants intending to apply will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to reject their bids. All the pre-qualification papers should be uploaded on MSTC site. Tenders without EMD will not be accepted under any circumstances.

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

Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above and will not be published in the newspaper.



## Important Instructions for Bidders

### **e-Tender for Appointment of Concurrent Auditors for the year 2025-26 w.e.f October 01, 2025 to September 30, 2026 for Reserve Bank of India, Kanpur Office.**

1. e-Tenders are invited under Two Bid system from Category I Chartered Accountant Firms registered with ICAI for State of Uttar Pradesh having Registered/Head office in Kanpur, UP, for Appointment as Concurrent Auditors (CAs) for the year 2025-26, w.e.f. October 01, 2025, to September 30, 2026, at Reserve Bank of India, Kanpur (hereinafter referred to as 'the Bank'). The firms which are currently Statutory Branch Auditors / Concurrent Auditors / GST Auditors of the Bank, and those firms which have conducted such audits in the Bank 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. Additionally, the firms that were/ are appointed as Statutory Auditors in the Bank, DICGC and NHB for the years 2023-24 and 2024-25 are **NOT** eligible to apply. An undertaking ([Annex-A](#)) to this effect in the format enclosed in the tender document is required to be submitted by the firm.
2. The intending bidders should refer scope of work, indicative list of appointment related information, evaluation criteria, eligibility criteria, forms and terms and conditions mentioned in 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. Interested bidders shall upload the filled Form-1 with the signature of bidder/authorized signatory of the bidder on each page of the tender on the MSTC portal. The interested and eligible audit firms must upload the profile of the audit firm which should include information of partners, staff strength (skilled and semi-skilled) and previous experience of similar auditing, etc., on MSTC portal. While bidding on MSTC portal, the bidders must ensure to not upload Form-2. All erasures and alterations made while filling the forms must be duly authenticated with full signature.



Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the bid void at the Bank's option. No request for any change in remuneration or conditions after the opening of the financial bid will be entertained.

5. In the first stage of the process, the Technical Bids (Part-I) will be opened electronically in MSTC portal at 04:00 PM on August 08, 2025 at RBI, Kanpur. 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.
6. The Financial Bid (Part-II) of only those bidders, who have been short-listed in first stage will be opened electronically in MSTC portal at a date and time as decided by Reserve Bank of India, Kanpur. The bidders who have been short-listed will be intimated regarding date and time of opening the financial bids.
7. The minimum monthly remuneration will be ₹1,17,000/- (Rupees One Lakh Seventeen Thousand only) which is inclusive of all costs but exclusive of Good and Services Tax (GST). The bids indicating less than the minimum monthly remuneration will be out-rightly rejected.
8. The monthly remuneration quoted by the bidder shall be deemed to have excluded GST. If the applicant fails to exclude GST in the bid, no claim thereof will be entertained by the Bank afterwards.
9. Financial bids shall contain remuneration in Indian Rupees only as per Form 2 both in figures and words.
10. 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. Non-submission of all documents/documentary evidence, wherever required, may lead to rejection of Technical Bids.
11. 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.



12. 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.
13. 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.
14. The 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.
15. Information about tender / corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the bidders are required to ensure that their corporate e-mail I.D. provided is valid and updated at the time of registration of vendor with MSTC.
16. Reserve Bank reserves the right to amend/ modify the tender document or issue any corrigendum to the bid process. The bidder shall not contest the right of the RBI to do the aforesaid.
17. The Bank reserves the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
18. Earnest Money Deposit (EMD): The Tenderer shall provide EMD of ₹28,080/- (Rupees Twenty-Eight Thousand and Eighty Only) through NEFT to “Reserve Bank of India, Kanpur” by credit to A/c No. 186003001 and IFSC- RBIS0KNPA01 (5<sup>th</sup> and 10<sup>th</sup> digit is zero). The details of transaction will have to be furnished as evidence of deposit of EMD along with technical bid (Part I of the bid) on MSTC.
19. EMD shall be deposited through NEFT latest by 05:00 PM on August 07, 2025.
20. Bids not accompanied by EMD, shall be treated as non-responsive, and will be summarily rejected by the RBI. No interest will be paid on EMD. The EMD of unsuccessful Bidders shall be discharged/returned by RBI after award of work to successful bidder.



21. EMD of the Successful Bidder shall be returned to the Bidder after completion of the assignment.
22. EMD shall be forfeited if the bidder:
  - i. makes misleading or false representations in the forms, statements and attachments submitted, suppressed any material information, details of any legal proceedings pending in the court which might otherwise would 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.
23. 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.
24. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he/she shall seek clarification from Audit Budget and Coordination Cell (ABCC), RBI Kanpur not later than two days before submitting his/her 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 Department 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 the Manager, ABCC, HRMD, RBI Kanpur, 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.
25. The successful bidder shall furnish to the Bank a Performance Bank Guarantee (PBG) of 5% of estimated contract value from a scheduled commercial bank for a sum of ₹70,200 (Rupees Seventy Thousand Two Hundred only) in favour of the Bank/ or amount equivalent to PBG through online mode (NEFT). The PBG/NEFT amount shall be for the due performance of the contract for the entire contract period and against any loss or damage caused to the Bank due to defective performance of the firm.



### **Important Instructions Regarding e-Tender process**

This is an e-procurement event of Reserve Bank of India, Kanpur. 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. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

The Technical Bid and Financial Bid have to be submitted online only at [www.mstcecommerce.com/eprocn/](http://www.mstcecommerce.com/eprocn/)

#### **Prerequisite for e-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 his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Financial Bid will be done over the internet. **The 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, Kanpur is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

- 1) Vendors are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com) → e- Procurement → PSU / Govt.Depts → Select RBI Logo → Register as Vendor — 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, Kanpur, (before the scheduled time of the e- tender).

#### **Contact person (MSTC):**

Office Name	Contact Details	Email
MSTC Uttar Pradesh Regional Office	0522- 2236396, 4244702, 4240445	<a href="mailto:mstclko@mstcindia.in">mstclko@mstcindia.in</a>

The latest and updated contact information can be downloaded from <https://www.mstcindia.co.in/content/contact.aspx>



**Contact person (RBI, Kanpur):**

Shri Jassimran Singh (Manager), ABCC, HRMD, Reserve Bank of India, Mall Road, Kanpur- 208001 Tel: 0512-2304015 Email Id: <a href="mailto:abcckanpur@rbi.org.in">abcckanpur@rbi.org.in</a>	Shri Nitish Kumar Singh (Assistant Manager), ABCC, HRMD, Reserve Bank of India, Mall Road, Kanpur- 208001 Tel: 0512-2304015 Email Id: <a href="mailto:abcckanpur@rbi.org.in">abcckanpur@rbi.org.in</a>
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**B) System Requirements:**

- i) Windows 7 or above Operating System
  - ii) IE-7 and above Internet browser.
  - iii) Signing type digital signature
  - iv) Latest updated JRE 8 (x86 Offline) 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](http://www.mstcecommerce.com) once)

For more details, vendor may refer to the Vendor Guide and FAQ available at <http://www.mstcecommerce.com/eprocn/>

**C) Process of E-tender:**

1. The Technical Bid and the Financial Bid shall have to be submitted online at <http://www.mstcecommerce.com/eprocn/>. 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. All the pre-qualification papers should be uploaded on MSTC site during submission of Technical Bid.
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 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.**

Firms 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 e-tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the eligible firms are required to ensure that their corporate email-id provided is valid and updated at the time of registration of vendor with MSTC. Eligible firms 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) Eligible firm(s) need to deposit EMD and transaction fees (If any) to be eligible to bid online in the e-Tender. Transaction fees is non-refundable.
  - c) 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](http://www.mstcecommerce.com) → e- procurement →PSU/Govt. depts.→ Login under RBI → My menu→ Auction Floor Manager→ live event →Selection of the live event.
  - d) The eligible firms should allow 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 click on the Technical Bid, if this application is not run then the vendor will not be able to save/submit his Technical Bid.
  - e) 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.
  - f) Vendors are instructed to use 'Attach Doc' button to upload documents. Multiple documents can be uploaded.



- g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.
  - h) During the entire e-tender process, the firms will remain completely anonymous to one another and also to everybody else.
  - i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
  - j) 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.
  - k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
  - l) 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.
  - m) Any deviation from the terms and conditions of the tender document shall not be acceptable. Submission of bid in the e-tender floor by any vendor confirms his/her acceptance of terms & conditions for the tender.
7. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein. No deviation from the technical and financial terms & conditions are allowed.
8. Vendors are requested to read the vendor guide and see the video in the page [www.mstcecommerce.com/eprocn/](http://www.mstcecommerce.com/eprocn/) to familiarize with the system before bidding. For technical assistance, MSTC officials may be contacted at 0522- 2236396, 4244702, 4240445 well in advance and bidders are requested to avoid any last-minute rush.



**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(s)	
7.	Email address	
8.	Date of establishment of the CA firm <b>[Documentary evidence may be submitted]</b>	
9.	Firm Registration Number with ICAI <b>[Documentary evidence may be submitted]</b>	
10.	Unique Code Number - RBI	
11.	Firm's RBI Category	
12.	GST Number <b>[Copy of the GST Registration may be submitted]</b>	
13.	Permanent Account Number (PAN) <b>[Copy of the PAN may be submitted]</b>	
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. <b>[Details of the partners may be provided in the Form-3]</b>	
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. <b>[Details of the partners may be provided in the Form-3]</b>	
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. <b>[Details of the partners may be provided in the Form-3]</b>	
19.	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than 10 years. <b>[Details of the partners may be provided in the Form-3]</b>	
20.	Name and membership number of the qualified CAs employed in the firm <b>[Details of the CA employed may be provided in the Form-4]</b>	
21.	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g. consultancy) <b>[Documentary evidence may be submitted]</b>	
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 <b>[Details of bank audit experience may be provided in the Form-5]</b>	
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. <b>[Details of the additional qualifications may be provided in the Form-3]</b>	
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 may be provided.	
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 I/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 the 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

**Note: Please submit documentary evidence in support of possessing required eligibility and previous experience along with this form.**



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

<b>Name of the CA firm</b>	
<b>Complete Address</b>	
<b>Monthly remuneration for carrying our concurrent audit in RBI (including all costs and excluding applicable taxes) (Amount in Rupees - in words and figures)</b>	

Place:  
Date:

Signature of Authorised Signatory  
with the Seal of the CA firm

**NOTE: Bidders must enter the 'Financial Bid' under the 'Event Catalog' on the MSTC portal. Bidders are advised NOT to submit Form-2 together with Form-I (i.e 'Technical Bid' or Part-1) on the MSTC portal. If submitted along with the Part-I, such Financial Bids shall be summarily rejected.**



### 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

Place:  
Date:

Signature of Authorised Signatory  
with the Seal of the CA firm





**Form-4: Details of Full Time Employed CA**

<b>Name of the employed CA</b>	<b>Date of joining the firm</b>	<b>Membership Number</b>	<b>Other Qualifications</b>	<b>Experience</b>

Place:  
Date:

Signature of Authorised Signatory  
with the Seal of the CA firm



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

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

\* Statutory Central / Statutory Branch / Concurrent Audit

Place:  
Date:

Signature of Authorised Signatory  
with the Seal of the CA firm



### Eligibility Criteria

- I. Only those CA firms belonging to **Category – I**, registered with ICAI for State of Uttar Pradesh having their Registered/Head Office in **Kanpur** are eligible for participation in the bidding process. The Bidder should have adequate manpower in its Kanpur office to take care of replacement etc. in support of audit team deputed at RBI Kanpur.
- II. The firm or no partner should have been subjected to any disciplinary proceedings initiated by the ICAI.
- III. The firm or no partner should have been debarred or blacklisted by any Government /Semi –Government organization/institution in India or abroad. The firm shall submit an undertaking as per [Annexure-E](#).
- IV. The Firms which are currently Statutory/ Statutory Branch Auditors/ Concurrent Auditors/ GST 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 for this process. Additionally, the firms that were/ are appointed as Statutory Auditors in the DICGC and NHB for the years 2023-24 and 2024-25 are **NOT** eligible to apply. An undertaking to this effect in attached [Annex-A](#) is required to be submitted by the firm.
- V. In the event of intending applicants' failure to satisfy the Bank on fulfilment of the eligibility criteria, or their application contain/has deviations from the terms and conditions, they are liable to be rejected by the Bank and the same shall not be challenged in any court of Law.
- VI. The minimum monthly remuneration would be ₹1,17,000/- (Rupees One Lakh Seventeen Thousand only) inclusive of all costs and exclusive of GST. The applications indicating less than the minimum monthly remuneration will be outrightly rejected.

Place:  
Date:

Signature of Authorised Signatory  
with the Seal of the CA firm



## Evaluation Criteria

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 methodology given below:

- 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.
- Quality, competence and reliability of the firm is of paramount importance in this tender.

The decision of appointment would be made as under:

- (a) Only those firms securing 60 or more points (out of 100) in the Technical Bid, will be eligible for the next stage of financial evaluation. (Detailed in [Annex-1](#))
- (b) The Bank shall notify those bidders whose proposals do not meet the minimum qualifying points or were considered non-responsive to the tender conditions. The Bank shall simultaneously notify the bidders who have secured the minimum qualifying points, indicating the date and time set for the next part i.e., opening of the financial bids. The notification will be sent by electronic mails.
- (c) The financial bids shall be opened publicly in presence of the bidders' representatives who choose to attend (only one representative per bidder). The name of the bidder, the quality score and the offered prices shall be read aloud and recorded when the financial bids are opened.
- (d) The maximum points that can be secured under financial evaluation will be 100 as detailed in [Annex-1](#).
- (e) The final evaluation will be done by combining the points secured in the technical and financial evaluation in the ratio of **70:30** with the bidder obtaining the highest total points becoming eligible for appointment.
- (f) In case of tie, the tie may 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 may 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 may be considered and so on.
- (g) To assist in the examination, evaluation, comparison of the applications and qualification of the applicants, the Bank may, at its discretion, ask any applicant for a clarification of its application, allowing a reasonable time for response. Any clarification submitted by an applicant that is not in response to a request by the Bank shall not be considered. The Bank's request for clarification and the response shall be in writing. No change in the prices or substance of the application shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors, if any, discovered by the Bank in the evaluation of the application.
- (h) If an applicant does not provide clarifications of its application by the date and time set in the Bank's request for clarification, its application shall be liable to be rejected.



- (i) The Bank is not bound to accept the application with lowest bid or any application and may at any time terminate the appointment process without assigning any reason.
- (j) The Bank may, at its discretion, call for the client report from the organizations in which the applicant has provided similar services. If any of the client report is not found satisfactory, the application shall be rejected outright, and its Financial Bid shall not be opened. Further the conditional bids shall be rejected outrightly.
- (k) After examination, if any of the tenderer is not found to possess the required eligibility, their tenders will not be accepted by the Bank for further processing.



# Annex- 1

## Appointment of Concurrent Auditors in RBI - Technical Evaluation

(The maximum points that can be secured under the technical evaluation are 100)

Sr No	Parameters	Scoring Scale	Remarks	Maximum Score
1.	Experience of the CA Firm	Half point (0.5) for every calendar year. <b>[Maximum 15 Points]</b>	Establishment year as per the ICAI data	<b>15</b>
2.	Full Time Fellow Chartered Accountant (FCA) Partners	One and half (1.5) Point for each Full-Time FCAs. <b>[Maximum 12 Points]</b>	Number of Full Time FCA associated with the firm throughout the calendar year immediately preceding the year of empanelment.	<b>12</b>
3.	Association of Full-Time CA partners with the firm - Number of Partners	<ul style="list-style-type: none"> <li>One point (1.0) for each Full-Time CA partner associated with the firm for more than five years and upto seven years.</li> <li>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.</li> <li>Two points (2.0) for each Full-Time CA partner associated with the firm for more than ten years.</li> </ul> <b>[Maximum 10 Points]</b>	Completed years from the joining date of CA partner.	<b>10</b>



4.	Key Professional Staff - Full Time CA Employees	<p>One point (1.0) each for Full Time CA employees.</p> <p><b>[Maximum 8 Points]</b></p>		<b>8</b>
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"> <li>• One point (1.0) each for turnover of ₹100 lakh average turnover and its multiples in metro cities (Mumbai, Delhi, Chennai, Kolkata, Bangaluru and Hyderabad)</li> <li>• One point (1.0) each for completed ₹ 60 lakh and its multiples at other places.</li> </ul> <p><b>[Maximum 10 Points]</b></p>	<p>e.g., If a firm is situated in Delhi having average turnover of ₹ 450 lakh, it would be awarded four points. In non-metro centres, the firm with same turnover would get seven points.</p>	<b>10</b>



6.	Number of Skilled Staff - Qualified in Group 2 of CA Intermediate	Quarter point (0.25) each for Full Time Qualified Skilled Staff  <b>[Maximum Points] 12</b>	e.g., If a firm has 30 Full Time Qualified Skilled Staff, then 7.5 points would be awarded.	<b>12</b>
7.	Experience of the CA firm in bank audits as Concurrent Auditors/ Statutory Central / Branch Auditor	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.  <b>[Maximum Points] 20</b>	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.	<b>20</b>





8.	Number of Full Time Partners having eight or more years of	<p>One point (1.0) each for Full Time Partner having eight or more years of Bank Statutory Audit experience.</p> <p><b>[Maximum Points] 4</b></p>	<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.</p>	<b>4</b>
9.	Previous experience in RBI Audits as Concurrent Auditor /Statutory Central/Branch Auditors.	<ul style="list-style-type: none"> <li>• No Prior Experience of Audits in RBI - [Nil Point]</li> <li>• Prior Experience of Audits in RBI - [3.0 Points]</li> </ul> <p><b>[Maximum Points] 3</b></p>	<p>In case of new firm having no prior audit engagement with RBI, no point would be awarded.</p>	<b>3</b>



10.	Additional qualifications/ continuous skill upgradation of the Full Time CA Partners.	<ul style="list-style-type: none"> <li>• Half point (0.5) each for any of these 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.</li> <li>• Quarter point (0.25) each for any of the certification courses from</li> </ul>	One Full Time CA Partners will be awarded point only for one qualification.	<b>6</b>
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		<p>ICAI in viz.</p> <p>(i) IND AS</p> <p>(ii) Forensic Accounting and Fraud Prevention (iii) Public Finance &amp; Government Accounting (iv) Concurrent audit of Banks (v) Anti Money Laundering Law (vi) Forex and Treasury Management (vii) Goods and Service Tax.</p> <p><b>[Maximum 6 Points]</b></p>		
<b>PROFESSIONAL TRACK RECORD</b>				
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 –</p> <p><b>[Negative 10 points].</b></p> <p><b>[Maximum '0' Point]</b></p>		
12.	The CA firm or any of its CA partners reprimanded by Quality Review Board in previous three years.	<p>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.</p> <p><b>[Maximum '0' Point]</b></p>		
13.	Professional Misconduct by a	The score of the firm will be reduced by 10		



	member as per ICAI in the previous five years.	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. <b>[Maximum '0' Point]</b>		
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. <b>[Maximum '0' Point]</b>		
		<b>TOTAL</b>		<b>100</b>

**Annex-2****Appointment of Concurrent Auditors in RBI - Criteria for Financial Bid Evaluation**

Sl. 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 up to two decimal points

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

The bids indicating less than the minimum monthly remuneration will be outrightly rejected.



## नियुक्ति के नियम और शर्तें Terms & Conditions of Appointment

The Terms and Conditions of the Agreement between the Bank and the successful applicant are as below:

The Concurrent Audit will cover following Departments: -

- i. Human Resource Management Department including Rajbhasha Cell, Stationery Section, CRDS, P & S Cell
- ii. Central Establishment Section including Medical Section
- iii. Estate Department
- iv. Integrated Banking Department
- v. Issue and Cash Department
- vi. Department of Information Technology
- vii. Department of Non-Banking Supervision including MI Cell
- viii. Foreign Exchange Department
- ix. Customer Education and Protection Cell
- x. Office of Banking Ombudsman

The scope and coverage of Concurrent Audit is given in the [Annex-B](#). These documents shall be treated as part and parcel of the agreement. Transactions will be audited within this broad framework. No relaxation in the transactions to be verified will be made on any account.

- I. Appointment of Concurrent Auditors will be for a period of one year (from October 01, 2025 to September 30, 2026) initially, with provision for 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 year by the Bank.
- II. The selected firm/company will deploy a Concurrent Audit Team which should be headed by qualified Chartered Accountant having knowledge of computer operations and assisted by 4 skilled and 1 semi-skilled personnel (1 CA+4 Skilled+1 Semi-Skilled = 6 in Total). Such persons shall not have any claim for any kind of employment with the Bank.
- III. The audit team so deployed shall carry out the audit work between 09:30 Hrs. to 17:30 Hrs. in the Bank's premises on all working days of the Bank. The Bank may however require the audit team to carry out the audit work on non-working days also, if so required.
- IV. All CA staff should have working knowledge of computers; skilled staff should have at least qualified in both groups of IPCC (Integrated Professional Competence Course) and the semi-skilled at least qualified in group I of IPCC and undergoing article training.
- V. The presence of the Chartered Accountant/Partner of the Audit Firm along with the requisite complement of staff on a regular basis is mandatory and it will be monitored by the Bank. In order to ensure Business Continuity, the presence of Chartered Accountant / Partner of the firm on all working days during working hours is mandatory. The staff 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 Bank. Absence of any one or more of the deployed staff/ suitable similar/ equivalent substitute staff would attract a penalty of ₹2,000/- only per day. The firm has to ensure continuance of Article Clerks for at least 6 months.
- VI. CAs are expected to familiarize themselves with the application (AMRMS) developed by the Bank for the audit purpose and submit the report/s and create action paras (including rectified paras) as required by the Bank.



- VII. The minimum monthly remuneration would be ₹1,17,000/- (Rupees One Lakh Seventeen Thousand only) inclusive of all costs and exclusive of GST. The quotation should clearly mention the total monthly remuneration for undertaking the audit of RBI Kanpur Regional Office. **The remuneration would be for the period of three years and will not be changed even on subsequent renewal of tenure, if any.** 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.
- VIII. No advance payment of remuneration will be made. Bill for monthly remuneration may be raised by the CA on a monthly basis and the same shall be settled after deducting all applicable statutory taxes i.e., TDS, TDS on GST, etc. The payment shall be made within 30 days through NEFT from the date of submission of complete bill. The Bank shall not be liable for any penalty for delay in payment for reasons beyond its control.
- IX. Income Tax @ 10% of remuneration (or at the prevailing rate) will be deducted at source in terms of Section 194-J of the Income Tax Act. Further, TDS on GST at the applicable rates will also be deducted by the Bank as per GST provisions while making payment of monthly remuneration. The firm/company shall have to pay GST as applicable to the Concerned Tax Authority.
- X. The selected firm/company's functions as specified in the scope and coverage may be enlarged at a future date depending upon the needs of this office.
- XI. There should not be any delay in subjecting the transactions for Concurrent Audit.
- XII. The selected firm/company has also to verify and report whether the transactions are properly recorded/documented and vouched.
- XIII. All financial transactions will be subjected to Concurrent Audit. Irregularities in financial sanctions by the authority below the rank of Regional Director shall be reported to the Regional Director and Inspection Department, CO, and any irregularities in financial power exercised by the Regional Director will be reported directly to the Inspection Department, Reserve Bank of India, Central Office by the concurrent auditor every month.
- XIV. CAs shall verify and report that the financial transactions undertaken are in conformity with the laid down systems and procedures of the Bank.
- XV. The office would institute an appropriate system of follow up of the report of Concurrent Audit and take immediate steps to look into the causes of irregularities and initiate appropriate corrections. The selected firm/company should follow-up these reports and check whether these deficiencies have been rectified. If the deficiencies have not been rectified within a short period, say one week from the date of the report, or if the deficiencies recur subsequently, the selected firm/company should bring the same to the notice of the Regional Director.
- XVI. The audit firm will be responsible for any omissions or commissions on their part in respect of any transactions seen by them. In case, any serious act of omission or commission is noticed in the working of the audit firm, the Bank reserves the right to report to the Institute of Chartered Accountants of India for such actions as they may deem fit.
- XVII. The selected firm/company is required to ensure the submission of the monthly reports to the Office as per the prescribed format indicating item-wise action points on the financial and non-financial (major and other) action paras by the 5<sup>th</sup> day of the following month.
- XVIII. The Concurrent Auditor has to carry out 100% check of relevant transactions carried out by the Department and should certify that there is 100 % compliance with the relevant statutory and regulatory requirements prescribed by the authorities concerned.



XIX. **Non-Disclosure Clause** - 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 during the course of 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 the contract 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 previous written consent of the Bank. The Firm/ Company shall indemnify the Bank for any loss suffered by it as a result of disclosure of any confidential information.

- a. 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.
- b. The selected firm is required to submit an affidavit-cum-indemnity bond on non- judicial 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 because of disclosure of any information by it.

XX. The Bank reserve the right to terminate the contract with immediate effect for non-fulfilment of the terms and conditions mentioned in this document by the CA Firm. Further, either party shall be at liberty to terminate the agreement by giving three clear calendar months' notice in writing. During the notice period, however, the selected firm shall continue to undertake the audit work, unless so directed by the Bank.

XXI. 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.

XXII. The CA 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 CA on account of misconduct, omission and negligence by the CA.

XXIII. RBI will not provide any other facility/ charges to staff besides suitable sitting space in the office premises. The CA or his staff shall not use the premises, properties, fixtures, fittings, etc., of the RBI premises for any purpose other than works related to his job. The CA shall be responsible for taking adequate care of all equipment and materials provided by RBI.

XXIV. The CA has to attend a quarterly meeting with the Head of the Departments / Officer in-charge, to be held after the end of every quarter to review the working of the office in the quarter and discuss changes





in the tax laws/ structure and its impact on Bank.

- XXV. The CA shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the Bank to any other firm.
- XXVI. It shall be the CA's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed. If the performance of the CA is not found satisfactory or the CA fails to carry out any of his obligations/ duties in terms of the Agreement or for any breach of the terms and conditions of the contract, Bank may impose penalty, including termination of the contract by the Bank, without assigning any reason. The Bank's decision in this regard shall be final and binding on the successful bidder.
- XXVII. The CA 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 employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor/Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint".
- XXVIII. Any complaint of sexual harassment from any aggrieved staff of the CA against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- XXIX. The CA shall be responsible for any monetary compensation that may need to be paid in case the incident involving the staff of the CA, for instance any monetary relief to Bank's employee, if sexual harassment by the employee of the CA is proved by the Committee.
- XXX. The CA shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- XXXI. The selected firm is required to submit an affidavit-cum-indemnity bond on non-judicial 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 as a consequence of disclosure of any information by it.
- XXXII. The firm shall be solely responsible for compliance with the provisions of all central and state laws, various taxes (income tax, sales tax, service tax, etc.), labour and industrial laws, such as minimum wages, compensation, EPF, Bonus, Gratuity etc. relating to persons deployed for providing services to RBI. Bank shall not be responsible for any claim on any account for not abiding with these laws. The firm shall give details of the staff (along with their ID proofs) going to be deployed for Bank's verification. Further, the firm shall carry out police verification of the personnel deployed at Bank's premises for security purposes and submit a copy of the same to the Bank.
- XXXIII. **PENALTY-** In case the audit firm fails to carry out the concurrent audit work as contemplated by the terms of engagement or fails to depute audit team as contemplated by this agreement, the Bank shall be entitled to recover ₹2,000/- (Rupees Two Thousand only) for each such failure or for the days during which the default continues, from the amount due and the remaining shall become payable by the firm. The Audit Firm shall not object to such adjustment/appropriation. If the amount of penalty exceeds ₹20,000/- (Rupees Twenty Thousand only) for all failures/defaults taken together, the Bank shall be entitled to terminate the contract without any claim for compensation and the Bank may report such lapse to the Institute of Chartered Accountants of India. The Bank also reserves its right to claim risk and cost for early termination of contract.
- XXXIV. **Termination** - The Bank reserve the right to terminate the contract with immediate effect for non-



fulfilment of the above terms and conditions by the Firm. *Three months prior notice shall be given by the selected firm/company in case of termination of services. During the notice period, however, the selected firm shall continue to undertake the audit work, unless so directed by the Bank.* It shall be the duty of the Tenderer / Firm to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no person create any disruption / hindrance / problem of any nature to Reserve Bank of India.

XXXV. In the event of exigencies arising due to the death, infirmity, insolvency of the Tenderer / Firm or for any other reason or circumstances, liabilities thereof of the contract shall be borne by the following on such terms and conditions, as the Bank may think proper, namely:

- a. Legal heirs in case of sole proprietor.
- b. The next Directors / Partners in the case of company or firm as the case may be.

XXXVI. No Party (or any Person acting on its behalf) shall have any liability or responsibility for failure to fulfill any obligation (other than a payment obligation) under this Agreement so long as and to the extent to which the fulfillment of such obligation is prevented, frustrated, hindered or delayed as a consequence of circumstances of force majeure.

XXXVII. The Firm/Agency/Tenderer shall ensure:

- a. That all instructions, guidelines, and specifications issued to the Firm/Agency/Tenderer by the Bank shall be clearly and effectively communicated by the Firm/Agency to its employees and personnel.
- b. That all instructions, guidelines and specifications are strictly adhered to by the employees and personnel of the Firm/Agency so that the reputation of Reserve Bank of India is not compromised.
- c. That no action of the Firm or Agency and / or its employees and/or personnel shall violate prevailing laws and regulations. The Firm / Agency shall not engage any staff with criminal background against whom there is any complaint registered with the law enforcement agencies.

XXXVIII. Debar/Disqualification: If any certificate/documents enclosed or details furnished by the contractor / Firm / Agency are found to be incorrect/fake/bogus tampered with or information not disclosed, the contractor/ Firm / Agency shall be debarred and shall not be awarded any future work in Reserve Bank of India. Joint ventures or partnership firms or any other nature of firms in which the contractor is a party shall also not be awarded any work. The contractor/ Firm / Agency in such event shall also be liable to be placed in negative list and shall be disqualified from participating in any tender floated by the Bank for a period of three years. In the event of failure to execute the work after award of the work, the Bank reserves the right to debar the contractor/ Firm / Agency, its associates and entities in which it is interested from award of any contract in the Bank. The Bank also reserves its right to debar the contractor/ Firm / Agency who fails to discharge the contractual obligation under this contract, from participating in any tender or from award of any work in the Bank for a period of three years. The Bank shall issue a 10 days' notice to the contractor/ Firm / Agency before debarring the contractor / Firm / Agency and consider reply, if any, given by the Contractor/ Firm / Agency to such notice. The decision of the Regional Director, Reserve Bank of India, Kanpur shall be final and binding in this regard.

XXXIX. Canvassing, soliciting or endeavoring to entice or inducement in any form by any person with a view to influencing acceptance of a bid shall be an offence under Laws of India. Such action shall result in the rejection of bid, in addition to other punitive measures.

**XL. Adherence to IS Policy of the Bank** – The audit firm will strictly always comply with the Information Security Policy / Policies of the Reserve Bank of India.

**XLI. SETTLEMENT OF DISPUTES BY ARBITRATION**



(i) In the event of there being any dispute or difference arising between the parties the same shall be referred to the Regional Director, Reserve Bank of India, Kanpur whose decision shall be final and binding on both the parties. However, if the parties are still not satisfied, the matter shall be referred to the sole arbitrator mutually agreed upon by the parties. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliations Act, 1996 (26 of 1996) or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The award of the arbitrator shall be final and binding on the parties.

(ii) The venue of the arbitration shall be Kanpur. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.

(iii) All disputes shall be subject to the jurisdiction of the Court at Kanpur only.

(iv) It is to be duly noted that in case of any/all disputes on terms and condition of this tender, the English version of the tender document shall prevail (in case tender is issued in English and any other language simultaneously).

#### Signing of Contract Agreement:

- I. General instructions to the bidders and special conditions herein before referred to shall be the basis of the final contract to be entered into with the successful bidder.
- II. 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 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 Uttar Pradesh. 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.
- III. Thereafter, the Agreement will be executed between the Bank and the successful bidder. It is mutually agreed that the original Agreement will be retained by the Bank and certified copy of Agreement will be retained by the successful bidder.
- IV. Notwithstanding the signing of the agreement, the written acceptance by Reserve Bank of a tender in itself shall not constitute a binding agreement between the Reserve Bank and the person so bidding, whether such contract is or is not subsequently executed.

**I / We have read the above terms and conditions and are acceptable to me / us.**



Signature of the authorized person: .....

Name of the signatory (.....)

(In block capital letters):

Name of the firm: .....



## **Appointment related information, Indicative Scope and reporting requirement**

- **Appointment related information**

- a) The Concurrent Audit team should comprise of 01 Chartered Accountant, 04 Skilled and 01 Semi-Skilled staff. The skilled staff should have qualified at least Group 2 of the CA intermediate or Group II of Integrated Professional Competence (IPCC) and the semi-skilled staff should have qualified at least Group I of IPCC and undergoing article training. The team should have working knowledge of computers / systems
- b) The profile of the audit firm should include information of partners, staff strength (skilled and semi-skilled) and previous experience of similar auditing etc.
- c) The appointment of the concurrent Auditors (CAs) will be for a period of year initially i.e. from October 01, 2025 to September 30, 2026. Subsequently the same will be renewed for the second and third year subject to annual review of the CA's performance by the Bank.
- d) The presence of the Chartered Accountant I Partner of the audit firm is required in the RBI premises on a daily basis.
- e) The minimum monthly remuneration of ₹1,17,000/- (Rupees One Lakh Seventeen Thousand only) inclusive of all costs but exclusive of GST. The quotation should clearly mention the total monthly remuneration for undertaking the audit of Reserve Bank of India, Kanpur. The remuneration would be for the period of three years and will not be changed on renewal.
- f) The remuneration would be for the paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act 1961.

- **Scope and Coverage of Work**

- a) The CAs will cover the following departments of RBI, Kanpur:
  - i. Human Resource Management Department including Rajbhasha Cell, Stationery Section, CRDS, P & S Cell.
  - ii. Establishment Section including Medical Section
  - iii. Estate Department
  - iv. Integrated Banking Department
  - v. Issue and Cash Department
  - vi. Department of Information Technology
  - vii. Department of Non-Banking Supervision including MI Cell
  - viii. Foreign Exchange Department
  - ix. Customer Education and Protection Cell
  - x. Office of Banking Ombudsman
- b) On an average, the number of vouchers to be checked by CAs on a monthly basis would be 1000. 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.
- c) CAs are expected to familiarize themselves with the system 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.



- d) The CAs should undertake the scrutiny of vouchers with particular reference to following aspects:
  - i. Adherence to Bank's Expenditure Rule (ER).
  - ii. Narration and accounting under the proper head of accounting.
  - iii. Correct accounting of revenue and capital nature of expenditures.
  - iv. Maintenance of all relevant accounts (such as RBI Gen A/c, SGL, supporting Records / Registers etc.) as per prescribed norms.
  - v. Inter-office Reconciliation A/c, Adjustments A/c.
  - vi. Reconciliation and monitoring of charges A/c at monthly intervals.
  - vii. Calculation of claims of Agency commission.
- e) The detailed synopsis for CAS / checklist is enclosed as [Annex B](#) and [C](#). The Checklist covering the details of the financial and non-financial areas mentioned in synopsis that need to be looked into while conducting the audit shall be provided to the firm after their appointment. Concurrent Audit as per checklist is mandatory.
- f) The CAs should take up audit of vouchers / records / registers on the agreed dates / days in consultation with the Kanpur Office.
- g) The CAs are required to identify deficiencies, if any for noticed for spot rectification.
- h) 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.
- i) CAs would be required to verify reports related to the periodical Income Review Statement, certify the Weekly Statement of Affairs (WSA), Abstract WSA, Income statement, carry forward provision reports, etc. as per the requirement of the Office.
- j) The CA's functions as specified above may be enlarged/modified at a future date as per the requirement of the Office.

- **Reporting requirements**

- a) Monthly audit report and certificate should be submitted in the format prescribed by the Bank latest by 5<sup>th</sup> of subsequent month.
- b) Monthly Audit Report should indicate item-wise action points on the financial and non-financial (major and other) action paras.
- c) 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.
- d) Monthly Audit Report should highlight the reasons for inaction in respect of old outstanding entries in sensitive accounts, such as Suspense, Sundry etc.
- e) Irregularities noticed in sensitive areas and / or transactions of suspicious nature should be brought to the notice of Chief General Manager/Officer-in-Charge by recording a special note.



- f) The Audit Report should avoid making general and vague observations such as 'reported', 'given to understand', 'Learnt' etc. instead, Concurrent Audit report should incorporate specific comments, wherever required, duly supported by facts and figures.
- g) 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, CO.
- h) Monthly certificate to the effect that Concurrent Auditors has carried out 100% check of relevant transactions and there is 100% compliance with the relevant statutory and regulatory requirements prescribed by the authorities concerned.
- i) Concurrent auditors should check the date of capitalization of asset/s (i.e., the date on which the asset/s is put to use) and that Concurrent auditor should furnish a quarterly certificate in this regard.



## Annex-A

### Undertaking

I/We, M/s .....(Name of the firm) having  
registered office at.....  
..... (Address of firm) are **NOT**  
currently Statutory Branch Auditors/ Concurrent Auditors /GST Auditors of RBI and have **NOT**  
conducted such audits in RBI since September 30, 2023. Further, we confirm that we were/  
are **NOT** appointed as Statutory Auditors in the DICGC and NHB for the years 2023-24 and  
2024-25.

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

Date:

Place:





## **Annex - B**

### **SYNOPSIS FOR CONCURRENT AUDITOR (CA) TO UNDERTAKE AUDIT OF BANK**

The scope/areas of the Concurrent Audit detailed below, are subject to revision from time to time and the Concurrent Auditors will be required to audit other items of work which may be included in the scope of the Concurrent Audit, as per the instructions of the Bank during the year. A department wise checklist covering the below mentioned areas shall be provided to the firm after appointment. The firm shall be required to submit the monthly report as per the given checklist.

#### **The Firm of Concurrent Auditors (CAs) will undertake–**

1. Concurrent audit of Books of Accounts, Records, Registers, Periodical Central Office prescribed Control Returns and Statements etc at RBI Kanpur.
2. The CA firm will specifically indicate audit areas of Index not relevant for audit coverage in respect of the Office audited in their report. The CA firm will also include in the Index additional audit area/s assigned to them from time to time.
3. The CAs will obtain and familiarise with
  - i) All the items of Audit Areas of Inspection Department's Checklist provided by the Office/Department/Training Institution of the Bank.
  - ii) Updated copy of General Administration Manual, Banking Department Manual, Premises Department Manual and any other relevant manual available at the respective Office of the Bank to be audited.
  - iii) All the relevant copies of Master circulars issued by the HRMD (formerly DAPM), CO and other relevant CO Departments. The Audit firm will also arrange to make reference to the CO Circulars incorporated in the Annexures attached to the respective Master Circular issued by CO at the respective Auditee Office/Department of the Bank.
  - iv) Copy of Bank's Expenditure Rules
  - v) Department of Government and Bank Accounts (DGBA), Central Office (CO) circular addressed to all the offices on the eve of last Annual Closing of Bank's Accounts for 2024-25.
4. The CA will take up the audit of Vouchers/Records/Registers on the agreed dates/days in consultation with the Bank's concerned office to be audited.
5. The CA will undertake audit check/scrutiny of the vouchers of the period of audit report pertaining to all (100%) financial transactions of all departments including Banking Ombudsman, irrespective of value. The vouchers scrutinised will strictly adhere to the Bank's prescribed guidelines/procedures with particular reference to following-
  - (i) Bank's Expenditure Rules.
  - (ii) Narration and Head of Account of Revenue/Capital (Dead Stock Account) A/c Expenditure
  - (iii) Sanctioning authority with reference to delegated powers – cadre wise.
  - (iv) Posting of the day's voucher in the Manual prescribed Charges A/c. Register and/or in the computer system duly checked/authenticated under the initials of dealing officers.



- (v) General Ledger Accounts/Subsidiary General Accounts/Supporting Records/Registers as prescribed are drawn and properly maintained under the signature/s of the Dealing/Supervising Officials
  - (vi) CA will bring to the notice of In-Charge of the Department, in writing, any deviation/irregularity/lacunae noticed in (i) to (v) above inconsistent with Bank's Expenditure Rules/Banks' General Administration Manual/CO prescribed instructions/guidelines and secure/arrange for immediate rectifications/corrections of the irregularity on the spot/without any undue delay.
6. All financial transactions irrespective of their value will be covered under concurrent audit including the following:
- (i) Hospitalisation Bills of existing as well as ex-employees (Direct settlement/Reimbursement Scheme), Claims settled under MAF A/c., Dental Treatment claims, other medical bill reimbursements submitted by staff members and retirees.
  - (ii) Basic Pension, Commutation of Pension, Gratuity Claims (including Compassionate Gratuity), Leave Encashment Claims, Guarantee Fund Claims (wherever applicable), Claims of Retiring employees in the audit period. Tax calculation and Bank/Employee's share in the remittable tax liability on the Superannuation dues payable, etc.
  - (iii) Re-fixation of Pay of the Staff as well as Re-fixation of pension in respect of ex-employees, whenever Pay-Scale/Pension Revision Orders are issued by CO.
  - (iv) Annual increment of staff/ Re-fixation of pay in the Promotional Grade.
  - (v) All reimbursement claims submitted by staff members and retirees including foreign Tour Bills, TA/HA bills, out of pocket expenses, conveyance charges etc.
  - (vi) Housing loan applications submitted by staff members.
  - (vii) All payments of rents, taxes, water charges, etc.
  - (viii) All payments made to vendors/suppliers/service providers.
  - (ix) Any recovery made from the staff members of the Bank.
  - (x) Arrear payments/recoveries to be made on revision of minimum wages components such as ESIC, PF, basic wages etc.
  - (xi) Collection of rent of visiting officers flat (VOF), transit holiday home (THH), Holiday Homes and other recoveries.
  - (xii) Calculation of payment of incentives, penalties on the Regulated entities.
  - (xiii) Any other claims/bills suggested for 100% audit check under the instructions of Central Office of the Bank, issued from time to time.
  - (xiv) In addition to the points from (i) to (xiii), any other claims/bills suggested for audit by the Bank from time to time.
7. CA may undertake the scrutiny of paid bills at the audited office of the Bank strictly as provided in the Premises Department Manual.
8. Apart from completing check of all (100%) financial transactions of all departments including Banking Ombudsman, irrespective of value, CA will examine/scrutinise following:
- (i) Surprise Verification and Scrutiny of Petty Cash A/c. of the month and reversal of outstanding balance of Petty Cash A/c as per Bank's instructions.



- (ii) Surprise audit check of Cheque books/Stamps/Frinking Machine balance and other valuables held under the joint custody of officials, as per CO guidelines/Manual Provisions.
  - (iii) Preservation of Housing Loan Account Documents, other Documents, Agreements, Cheque Books, and Valuables and safe custody of Cheque Books and valuables.
  - (iv) Preparation and timely submission of correct monthly statements of Suspense A/c, Sundry Deposit A/c, COT A/c, Items-in transit and other monthly statements to be forwarded to DGBA, CO. Lists of long and high value outstanding entries in these sensitive accounts beyond one/two months will be enclosed and commented in the reports.
  - (v) RBI General A/c., - (Maintenance of Manual Prescribed Registers and follow up of all outstanding entries under the RBI General A/c at the office will be observed. Specific comment may be made in regard to outstanding RBI General A/c entries of ₹1 lakh and above).
  - (vi) Reconciliation and monitoring of Charges A/c at monthly rest and quarterly Charges A/c review suggested as per the CSBD guidelines vis-a-vis approved budget allocation.
  - (vii) Monthly balancing/reconciliation of aggregate outstanding balances of Individual Staff Loans and Advances Recovery Accounts Sheets with the GL and SGL A/c. balances. Half-Yearly balancing of outstanding Accrued Interest balances of all staff Loan/Advances A/cs with outstanding SGL/GL balance and 'C' Registers (for H.L A/cs)
  - (viii) Application of Annual Interest on the outstanding balances of Staff Loan and Advances Accounts, passing of accounting entries to the Commission Account, Exchange Account, Discount Account, Profit & Loss Account from sale or otherwise of Bank's assets, Depreciation and all other relevant Provisions Accounts and drawing up of Annual Closing Accounts etc strictly in conformity with the DGBA CO guidelines etc.
  - (ix) Examine/scrutinize the monthly balancing of Provident Fund accounts maintained in respect of NABARD employees, application of Half Yearly interest on PF balances, advance/withdrawal from PF balances, refund of PF balances.
  - (x) Any CO prescribed Statements/Control Returns suggested for audit check by the RO to be audited by CA.
  - (xi) Any other audit area having financial implications specifically indicated for the audit by the COD/ RO / Training Establishment of the Bank to be audited by the CA.
  - (xii) CA will ensure that there is no leakage of Interest, Exchange, Commission, Discount etc in the Bank's Income Account at COD/RO/Training Institution of the Bank audited and that the delegate/s at the Bank's concerned office does/do not undertake any unilateral change/s in the C.O prescribed circulars/instructions/guidelines on the various Schemes and other facilities for staff. Any income leakage/deviations made, without specific prior approval of the concerned C.O department, may be highlighted in the monthly Audit Report submitted to the concerned O-i-C/CGM/RD/Principal for immediate action/rectification.
  - (xiii) CA should verify the entries in the system with reference to the actual transactions/sanctions.
9. CA will submit a Monthly Audit Report to the Regional Director of the concerned auditee office of the Bank and incorporate comments on the compliance position of the audit irregularities or otherwise in the subsequent report.



10. According to the instructions contained in the RBI Expenditure Rules, 2023 all financial sanctions will be subject to Concurrent Audit and the selected firm/company are required to report:
  - i. Excess/ irregularities in financial sanctions by the authority below the rank of Officer-in-Charge (O-i-C), to (O-i-C).
  - ii. Irregular sanctions by the O-i-C to the Inspection Department, Central Office.
  - iii. Indicate whether the financial sanctions/ financial powers exercised by the Officers of the Bank and Regional Director are as per the RBI Expenditure Rule, 2023.
11. The selected firm/company are also required to incorporate the clause (i), (ii) and (iii) of para 10 in the selected firm/company reports to CO, Inspection Department.
12. The selected firm/company are advised to use red colour pencil while checking/ auditing the records and put a rubber stamp "checked/ audited" with the date and initials on the records subjected to scrutiny.
13. Concurrent Auditor has to check the date of capitalization of asset/s (i.e. the date on which the asset/s is put to use) and furnish a quarterly certificate in this regard.
14. Tax deduction at source and timely filing of TDS / GST returns by departments. 100% checking of the appropriate taxes, tax rates applied, amount of which tax is calculated, proper credit of tax to the respective authorities, prior to payments being made and also 100 % verification of the returns prior to them being filled. Concurrent auditors should assist bank's staff in determination of all statutory taxes and returns thereof. The firm will prepare and file GST/ Income tax returns of the Bank (and also any other related returns which may come in force subsequently) at the designated intervals. Concurrent Auditors to handle TDS / GST notices received (if any) from Income Tax Department /GST Authorities.
15. Concurrent Auditors should inform the Office on changes in GST rates/rules/laws, changes in the minimum wages (base rate, ESIC, PF etc) as and when notified by the concerned Government Departments from time to time to enable the Office to effect immediate implementation of the changes.
16. Concurrent Auditors shall ensure 100% compliance with Statutory and Regulatory requirements prescribed in relevant Statutes/ Rules/ Acts by RBI Kanpur and submit a monthly Statutory and Regulatory compliance certificate in this regard to the Bank.
17. Concurrent Auditor shall render their opinion and suggest the process to be adapted on taxation matters whenever required.
18. Certifying half yearly/annual closing account statements to be submitted to Central Office by the RO. Checking of Weekly Statement of Affairs, Abstract Weekly Statement of Affairs, any other returns to Central Office.

**19. Other scope and Coverage:**



- (a) Whether Sundry Deposit/Suspense/Earnest Money Deposit A/C Registers are maintained in prescribed format.
- (b) Checking of the Insurance of Bank's property.
- (c) Inward Bill Register, Outstanding Bill Register, Property Register, Inventory Register, Quotation Register, Complaint Register.
- (d) Verification of capitalisation transactions of dead stock items by the departments. Capitalization of project, Capitalization of Dead Stock etc, reconciliation of Dead Stock as per Bank's instructions.
- (e) Depreciation and inventory management of all articles as per CO guidelines.
- (f) Major projects.
- (g) Dead Stock.
- (h) Annual Maintenance Contracts.
- (i) Periodical verification and monitoring of Expenditure vis-à-vis the budgetary allocation.
- (j) Checking of adequacy of provisions made at the time of half yearly/yearly closing of accounts.
- (k) Daily checking of all entries/ transactions in CBS.

## 20. ANY OTHER AUDIT ITEMS SPECIFICALLY INDICATED BY BANK'S OFFICE

**The provided items are only suggestive and NOT exhaustive in nature. Detailed department wise Checklist covering above points will be provided to the CA firm after its appointment as Concurrent Auditor.**

**NOTE: *Changes/Additions/Deletions in any of the above items will be intimated to the firm by the Bank in writing, which the firm would accept without any corresponding change in remuneration.***



## **Annex – C**

### **Department Wise Concurrent Auditor Checklist – RBI, Kanpur Regional Office**

<b><u>1) Estate Department</u></b>	
<b>Sr. No.</b>	<b>Particulars</b>
<b>1.</b>	<b>Sundry Deposit Account</b>
	Whether any outstanding entries for more than 6 months noticed as on last day of month?
<b>2.</b>	<b>Suspense Account.</b>
	Whether any outstanding entries for more than 2 months noticed as on last day of month?
<b>3.</b>	<b>Earnest Money Deposit.</b>
<b>i.</b>	Whether the amount is transferred to the Security Deposit Account after allotting the work to the successful bidder and EMD amount refunded to the remaining bidders?
<b>ii.</b>	Whether any outstanding entry for more than one year noticed?
<b>4</b>	<b>Security Deposits.</b>
<b>i.</b>	Whether the Security Deposit Account has been maintained and the Security Deposit due for refund is being released in time?
<b>ii.</b>	Whether Retention money deducted from the contractor's bills at the time of payment of bills is credited to the security deposit account and retained till the Defect Liability Period (DLP)?
<b>iii.</b>	Whether security deposit due for refund is being refunded in time? Whether any outstanding entries for more than three years noticed?
<b>5</b>	<b>Reconciliations</b>
<b>i.</b>	Whether Dead stock reconciliation for last half-year ended June/ December completed and certified by Concurrent Auditor? Whether the Certificate has been submitted to PDCO in time?
<b>ii.</b>	Whether records of balances in respect of security deposits given to utility service providers (electricity, water etc) are being properly maintained and being reconciled with the utility company at regular intervals <b>(at least once in a year)?</b>
<b>6.</b>	<b>Insurance of Bank Properties.</b>
<b>i.</b>	Whether all eligible properties/Deadstock have been properly and adequately insured in time?
<b>ii.</b>	Whether the statement regarding items to be insured, sent to Central Office Premises Department in time?
<b>iii.</b>	Whether the data related to Broken Period Insurance is being submitted to the insurance company as per CO guidelines, as and when the assets were purchased?
<b>iv.</b>	GST in the bills included may be checked for accuracy.
<b>7.</b>	<b>Paid Bills.</b>
<b>i.</b>	Whether Bills entered in the CBS/SARTHI are properly scrutinized and audited



	before release of payment?
ii.	Whether 'PAID' stamp is affixed on all copies of the bills including duplicates, sanction notes etc. to guard against payment/presentation again?
iii.	Whether contractual provision for tender work are properly followed?
<b>8.</b>	<b>Income Tax/Other Taxes.</b>
i.	Whether the TDS is deducted as per the specified rate in Income Tax Act, 1961 and credited to Government Account in time?
ii.	Whether payment of statutory dues (water tax, municipal tax etc.) was correctly made?
iii.	Whether filing of Goods & Services Tax (GST) returns /payments of GST are being made in time?
iv.	Whether TAN/PAN details are verified before payments Certification?
<b>9.</b>	<b>Inwarding of references/bills</b>
i.	Whether all references/bills are inwarded?
ii.	Whether all outstanding references/bills are put up to DGM/GM on a regular basis?
<b>10.</b>	<b>Bank Guarantee (BG) Register.</b>
i.	Whether Bank guarantee register is maintained and updated in Suvidha Portal?
<b>11.</b>	<b>Property Registers are maintained.</b>
i.	Whether property tax dues in respect of all the properties are paid and in order?
ii.	Whether electricity & water bills of office/staff quarters and telephone bills of office are paid correctly and on time?
iii.	Whether renewal of Lease Agreement was done on time?
<b>12.</b>	<b>Repairs to Kitchen Equipment</b>
i.	Whether prior permission of competent authority is obtained for repairing kitchen equipment in the employees canteen as well as officers lounge (OLDR) as per central office circular?
ii.	Whether Expenditure Rules'2023 as amended from time to time have been followed?
<b>13.</b>	<b>IT Cell (Only in case of IT cell AUDIT REPORT)</b>
	Whether reconciliation in respect of computers & printers is done between main Inventory register & Inventory register with IT Cell?
<b>14.</b>	<b>Capitalization of Project.</b>
	Whether any project has been capitalized during the month, and has it been done as per the extant guidelines and whether the related project account has been closed?
<b>15.</b>	<b>Maintenance of Diesel Consumption Register.</b>
i.	Whether Diesel Consumption Register is maintained?
ii.	Whether physical verification of stock of diesel is carried out during the month?
<b>16.</b>	<b>Depreciation.</b>
i.	Whether the depreciation is provided properly or not? Items capitalized which are due for depreciation are to be checked for accuracy.
ii.	Whether the asset has been capitalized on the date of it being ready/available for intended use/put to use or at least in the same month?
<b>17.</b>	<b>Major Construction Projects (IN CASE OF MAJOR WORKS ONLY).</b>
i.	Whether any major construction project undertaken during the month?
ii.	Whether periodical surprise checks are conducted?
iii.	Whether recoveries towards Income Tax [TDS] are made from the contractors' running account bills at prescribed rates?
iv.	Whether any Project Account is live even after the project is completed?
<b>18.</b>	<b>Whether the following registers are maintained as required? (ONLY IN RESPECT OF MAJOR PROJECTS)</b>
i.	Project Register.



ii.	Register showing payments made to contractors.
iii.	Subsidiary registers for recoveries affected from contractor's running bills.
iv.	Variation Register.
v.	Hindrance Register
vi.	Register for issue of Measurement Books.
vii.	Register for issue of drawings.
viii.	Site inspection book.
ix.	Down time register.
<b>19.</b>	<b>Insurance Records</b>
i.	Whether records on various insurance covers taken for construction work and on work and on workers by the contractors are maintained?
i.	Whether payments against bills of the contractors are made after obtained Insurance covers?
ii.	Whether insurance covers have been duly extended without any break till the period of completion of the project work?
<b>20.</b>	<b>Whether proper estimates are prepared before awarding contracts?</b>
<b>21.</b>	<b>Before allowing payment of bills, whether the following are verified</b>
i. 23.	Advance against material collected at site, incorporated/utilized in the work later on is scrutinized in the context of quality of material, quantity of material, rate aspects.
ii.	Running account/final bills. It is to verify that the percentage test checking of measurement as delegated to respective officials (Engineers) has been done or not.
iii.	It is to be ensured that the validity of the contract has not expired. In case of expiry of the contract, whether the contractor has made application for the extension and the same has been processed/approved by Competent Authority before expiry of contract period.
iv.	The bill being processed is for the minimum value stipulated in the tender
v.	The appropriate amount towards electricity, water, telephone, etc., is recovered from the bill payable to the contractor.
vi.	Proper accounting entries are passed, in particular, in regard to cement and steel for its purchase/consumption.
<b>22.</b>	<b>While inviting competitive offers for procurement of cement and steel, whether norms prescribed are observed?</b>
<b>23.</b>	<b>Whether records to show high as well as low rates quoted by the tendered maintained?</b>
<b>24.</b>	<b>Whether test certificates for major electro mechanical equipment's have been received before making payments?</b>
<b>25.</b>	<b>Maintenance of records/contracts/renewal. Periodical reports to CO</b>
i. 28.	Whether the Cell/ Department is maintaining all prescribed records and furnishing periodic reports to Central office?
	<b>Particulars</b>
	CTEO- Chief Technical Examiner Organization
	MDO- Monthly Demi Official
<b>26.</b>	<b>Dead Stock.</b>
i.	Whether register of recurring expenditure on maintenance of machines is maintained and perused by the appropriate authority at frequent/periodic intervals?
ii.	Whether new purchases (Rs. 5000/- and above) have been inventorised and disposed of articles have been written off/ cancelled from inventory list in CBS system?





<b>27.</b>	<b>Quotation Registers.</b>
i.	Whether quotation registers are maintained and opened on the due date without any delay?
ii.	Whether the refund of Earnest Money Deposit (EMD) to unsuccessful tenderers was in terms of Para 4.27 (ii) of PD Manual in Quotation Register?
iii.	Whether prescribed procedures has been called for quotation /tenders from the approved list of contractors/suppliers?
<b>28.</b>	<b>Maintenance of Subsidiary Ledgers.</b>
i.	Whether the subsidiary charges account ledger, Sundry Deposit Ledger is maintained as per manual provisions, entries are duly checked and authenticated by Assistant Manager?
ii.	Whether weekly reconciliation of transitory account balances and monthly reconciliation of charges account balances was done with GL balances on regular basis?
iii.	Whether entries in the subsidiary ledgers were checked with the supporting documents and the same in order?
iv.	Whether in terms of Para 3(IV)(iv) of PD Manual 2024 Administrative Closure Report was prepared in prescribed format by the department for each work costing ₹ 25 lakh and above with the approval of Competent Authority?
<b>29.</b>	<b>Annual Maintenance Contracts</b>
i.	Whether AMC have been renewed and properly recorded / updated in Suvidha portal?
<b>3.</b>	<b>Budget Allocation- Expenditure Review.</b>
i.	Whether expenditure incurred for the month is as per budget allocation.
ii.	Whether quarterly budget review regarding Premises related budget submitted to Premises Department.
iii.	Whether quarterly budget review regarding non-premises related budget submitted to ABCC.
<b>31.</b>	<b>Income review statement to DGBA</b>
i.	Provision made for expenses at the end of financial year and its utilization in the next year.
<b>32.</b>	<b>Disposal of Unserviceable Articles.</b>
i.	Whether dead stock articles treated as unserviceable are recorded in the 'Register of Unserviceable Articles' and orders obtained from the Competent Authority for "write-off" for their disposal as per procedure laid down in PD Manual?
<b>33.</b>	<b>Whether these registers are maintained and updated.</b>
i.	Register of annual maintenance contracts.
ii.	AC Plant stock register.
iii.	Movement Register.
iv.	Measurement Register.
v.	Properties Register.
vi.	Electrical stock Book register
vii.	Electrical Sub Station Logbook Register
<b>34.</b>	Whether hard copies of extant internal instructions/manuals/circulars which are relevant to scope of concurrent audit are returned by the Concurrent Auditors after completion of their assignment/ tenure which are provided by the department?



<b>2) Cash Department</b>	
<b>Sr. No.</b>	<b>Particulars</b>
<b>i)</b>	Check whether counters open on time and close only at the stipulated time.
<b>ii)</b>	Check whether the number of counters are adequate vis-à-vis the number of customers coming to the counters.
<b>iii)</b>	Check whether single window concept has been introduced and is in vogue.
<b>iv)</b>	Check whether 'May I help you' counter is available.
<b>v)</b>	Whether bank staff and security staff treat the public courteously.
<b>vi)</b>	Check whether adequate number of Note Counter and Coin Counting Machines have been installed and are in working condition
<b>vii)</b>	Whether coin dispensers have been installed in the Banking Hall and are in working condition, also verify that signboards have been fixed on counters mentioning the services available to the public.
<b>viii)</b>	Check whether pasting material is provided at a separate table and a suitable signboard has been put up for the benefit of public.
<b>ix)</b>	Check whether counters work continuously without any break for lunch.



<b>(3) Department of Supervision (Dos)</b>	
<b>1</b>	<b>Registration:</b>
(i)	Whether CORs cancelled and issued during the month?
(ii)	Check whether stock register of blank/surrendered COR is properly maintained and stock is verified at periodic intervals?
(iii)	Date of verification of stock of CORs.
<b>2</b>	<b>Inspection:</b>
(i)	Check number of NBFCs targeted for inspection in the quarter.
(ii)	Number of companies for which inspection has been taken up and completed.
(iii)	Check whether the department is maintaining Inspection control register to monitor the inspection programme and watch compliance.
<b>3</b>	<b>Submission of Returns/Certificates.</b>
(i)	Whether receipt of control returns /certificates from NBFCs etc. is in time?
(ii)	Whether dispatch of control returns/MDO to be forwarded to CO and their error-free compilation is done with in time frame?
(iii)	Date of submission of MDO to CO for ....
(iv)	Furnish the list of companies that have not submitted certificate from their Statutory Auditors every year to the effect that they continued to undertake the business of NBFC requiring holding of COR under section 45 IA of the RBI Act, 1934.
<b>4</b>	<b>Legal Cases:</b>
(i)	In terms of LD CO's circular Cir.LD.No.135/01.15.008/2012-13 dated July 17, 2012, a consolidated statement indicating the details of the cases pertaining to each department as on June 30 each year is submitted to Vigilance Cell, HRMD, Kanpur.
<b>5</b>	<b>CIMS:</b>
(i)	Whether all category 'A' companies have submitted their returns on time?
(ii)	Whether all NBFCs have submitted the regulatory/supervisory returns?
(iii)	Whether analysis of returns is done on monthly basis and follow up is being done with the companies who have not submitted the required return?
<b>6</b>	<b>House Keeping and Record Maintenance.</b>
(i)	Check whether file register is updated and indexing/page numbering has been done?



(ii)	Whether weeding out of old records have been done periodically?
(iii)	Check whether Compliance reports regarding RBIA and CSAA and Statutory Audit Reports are submitted in a timely manner?
(iv)	Furnish the details of budget and its utilization up to 30/04/2025: MENE Law charges Advertisement Financial Literacy and Inclusion Programmes Seminars Guest Lectures Conferences
7	<b>CLB Orders Cases and Follow Up:</b>
(i)	"Whether the list of non-compliant NBFCs has been taken from XBRL/ CIMS system, and further action has been initiated as per DoS.CO.PPG.HI. 01/11.01.005/2023-24 dated October 26, 2023.
(ii)	National Company Law Tribunal (NCLT) cases
8	<b>Companies Reporting Default in SLR.</b>
(i)	Furnish details of default, if any, in respect of SLR and also pendency in respect of imposition of penalty.
(ii)	Check whether any penal interest is charged/recovered on SLR defaults by companies during the month?
9	<b>Checklist of items to be covered under the scope of Concurrent Auditors:</b>
(i)	Check whether the Legal Charges pertaining to court cases filed by or against the Bank are being verified?
(ii)	Check whether Advertisement charges for Newspaper/ electronic media advertisements are being covered during the period under audit?
(iii)	Check whether any bills are paid by MI unit in connection with Public Awareness Programme, MI activity and SLCC Meetings?
(iv)	Check whether Verification/ Checking of supporting documents for sanction of above items are being carried during the period of audit?
(v)	Whether the Scrutiny of the vouchers along with supporting documents for the month of Audit and verification that the procedure of sanctioning has been followed by the Department as per RBI expenditure rule.



(vi)	Whether exercise of powers for financial sanctions is as per Expenditure rule. Irregular sanctions by authorities below the rank of Regional Director/ OIC will be reported to Regional Director/OIC and by the Regional Director/ OIC to the Inspection Department directly by Concurrent Auditors, in this respect whether any Irregularities are observed?
(vii)	Verify balances and entries of Sundry, Suspense A/Cs maintained by DoS.
(viii)	Verify penalties, if levied by the department.
(ix)	Whether verification of all financial Transactions involving tax deductions and payment of statutory dues are being carried out during the period of audit?
(x)	Whether in respect of Tax deduction at source and timely filing of returns by departments, 100 % Checking of the appropriate taxes, tax rates applied, amount on which tax is calculated, proper credit of tax to the respective authorities, prior to payments being made and also 100% verification of the returns prior to being filled?
(xi)	Whether Assistance to the Bank in determination of all types of statutory taxes and in filing of various returns related to GST, TDS etc. has been provided?
(xii)	Check the miscellaneous items of financial implications, if held by the department, like Petty Cash, Franking Machine, Cheques Books/ Loose Leaves, etc.
(xiii)	Check the other financial transaction, if carried out by the department, like payment of Telephone bills, Postage & Telegraph, Newspapers and periodical expenses, Training and Tour expenses, Local Conveyance, Memento, Petrol, Diesel & car Hire Charges, sitting fees & other expenses, etc. – are incurred in accordance with expenditure rule by the head of the department only.
(xiv)	Whether any other financial transactions are being undertaken by the Department?
<b>10</b>	
(i)	Whether SLCC sub-committee quarterly meeting was held on time? Date of last SLCC subcommittee meeting conducted.



(ii)	Date and place of last SLCC meeting conducted.
(iii)	Whether the department has carried out MI visits/ incognito visits to NBFCs/unincorporated bodies for gathering the information in this month?
(iv)	Furnish the details of complaints received against companies/UIB during the month?
<b>11</b>	<b><u>Departmental Meeting</u></b>
(i)	Whether Departmental meetings are being conducted on monthly basis and ATR is being prepared?

<b>(4) FOREIGN EXCHANGE DEPARTMENT (FED)</b>	
<b>Sr No.</b>	<b>Particulars</b>
<b>1</b>	<b>Export Division</b>
<b>2</b>	<b>Import Division</b>
i)	Advance remittance for imports without bank guarantee.
ii)	Remittance towards compensation for cancellation of import contract.
iii)	Adjustment of receivable on account of services charges against import payable.
iv)	Payments towards defence imports.
v)	Remittance on account of loss of bill of entry.
<b>3</b>	<b>Foreign Direct Investment (FDI/NRI/OCB) under automatic route of RBI</b>
i)	Whether the Late Submission Fee is calculated as per the provisions of Part IV Para B of the Master Direction on "Reporting under FEMA, 1999" dated January 01, 2016 (as updated from time to time)?
ii)	As per clause 9 (1) A of Schedule to notification no. FEMA 20 of 03.05.2000, a report in Form FC (GPR) along with certificate from a CS or a CA is being obtained and a registration number is being issued.
<b>4</b>	<b>Reporting of Inflow details by Indian Companies</b>
<b>5</b>	<b>Letters which are not settled as on last date</b>
	Furnish details of letters which were not settled as on last date.
<b>6</b>	<b>Full Fledged Money Changer (FFMC)</b>
	Furnish details of applications which are settled during the month.
<b>7</b>	<b>Maintenance of Dead Stock Register: -</b>
<b>8</b>	<b>Admin Division</b>
i)	Whether payments made/ reimbursed are made without any delay and in accordance with the RBI Expenditure Rules? Whether the provisions relating to TDS/GST and Income Tax etc. have been adhered to, while making payments (any bill payment) pertaining to the Department?
<b>9</b>	<b>Application fee for compounding and calculation of the amount levied in compounding order</b>



i)	Whether the application fee of Rs. 10,000/- (plus GST) has been transferred to Commission Account within the timelines prescribed in 'Administrative Guidelines on compounding' dated October 04, 2024, as amended from time to time?
ii)	Whether the amount levied in compounding order has been calculated as per the provisions of Para 5 of the Administrative Guidelines on Compounding dated October 04, 2024, and Para 5.4 of the guidelines issued vide A.P (DIR Series) Circular.No.17/2024-25- Directions – 'Compounding of Contraventions under FEMA, 1999' dated October 1, 2024?
iii)	Whether the amount levied in compounding order has been received within 15 days from the date of order and the same has been transferred/credited into the account of Pay & Accounts Office, Ministry of Finance, D/O Revenue under the Major Head 0047.00.800.09?
<b>10</b>	<b>Penalty imposed on the Authorised Persons</b>
i)	Whether, the penalty, if any, imposed on the Authorised Person was in compliance to the Section 11(3) of FEMA, 1999?
<b>11</b>	<b>Expenditure incurred on advertisement, programmes/events and legal charges etc.</b>
i)	Whether the expenditure incurred on the advertisement on cancellation of license of FFMC/AD Category-II has been in compliance with the Circular No. 09/2014-15, January 19, 2015 issued by Rajbhasha Department, Central Office?
ii)	Whether the provisions relating to TDS/GST and Income Tax etc. have been adhered to, while making payments towards (i) organising events (ii) legal charges paid to the Bank's advocate (iii) advertisements and any other payment relating to the Department?

#### **(5) CUSTOMER EDUCATION AND PROTECTION CELL (CEPC)**

<b>Sr No.</b>	<b>Particulars</b>
1.	Whether all the complaint letters have been recorded in the (i) Complaint Register? (ii) Soft form?
2.	Whether customers' complaints are forwarded to the Office of Banking Ombudsman for necessary action under the RB-IOB, 2021?
3.	Whether all the mails are auto acknowledged and letters received physically are acknowledged immediately on receipt?
4.	Whether CEP Cell has submitted the Monthly statement and Quarterly statement to the Central Office of CPPAPS to CO, CEPD?  Whether the quarterly statement of the Local Board is submitted to CO, CEPD?
5.	Whether the Complaints Register is put up to RD/GM OIC on a monthly basis?



6.	How many complaints are received for each department during the month?
7.	Check bills paid by CEP Cell during the month.
8.	Check whether the monthly meeting is being conducted by the CEP Cell?

#### **(6) Human Resource Management Department**

<b>Sr No.</b>	<b>Particulars</b>
1.	<b>LEAVE (Chapter 3, Para. 3.4)</b>
	(i) Payment of Encashment of Leave to retiree was based on last drawn gross pay and ordinary leave balance as per the service sheet. - As this process has now been taken over by Samadhan entire data on leave was migrated to Samadhan Leave Module from January 01, 2016. Encashment of leave to retirees is now being given by Samadhan with other superannuation. leave balance as per the service sheet to Samadhan, even these figures are levels therefore we can modify the process. However, CA may check at Samadhan, Bengaluru.
2.	<b>ALLOTMENT OF FLATS</b>
	i) Whether rent in respect of Bank's accommodation occupied by Officers/Employees of RBI is being recovered as per instructions and the same are posted in relevant registers under proper authentication?
	ii) Whether penal rent is recovered at the appropriate time and rate?
	iii) Verification of bills paid to private security agencies in respect of the security guards posted at various Bank's colonies?
3.	<b>LIVERIES (To be checked by CA)</b>
	Whether scrutiny of bills in respect of purchase/stitching of liveries, purchase of monsoon equipment, shoes etc. is correct and paid without delay?
4.	<b>Officer's Lounge and Dining Room</b>
	i) Whether monthly statements of accounts in form Gen. No. 302 is prepared and subsidy debited to Charges A/c. - Estt. Misc-Expenditure incurred on a/c. of Officers Lounge as stipulated in Para 10.14 (h) of Expenditure Rules 2018?  In many of the ROs, OLDR has been outsourced and contract for OLDR and Canteen work entrusted to private vendors which are empanelled by the respective ROs. As of now subsidy portion provided by Banks is not there, hence we can delete this process from CODs / ROs / TEs.
	ii) Whether limit Register has been maintained in respect of Expenditure under the Entertainment Allowance? As Expenditure under the Entertainment Allowance has been taken over by Samadhan and forms the part of the Establishment related Global Budget, hence we can delete this process from CODs / ROs / TEs and now this can be verified, checked and certified at Samadhan, Bengaluru.
5.	<b>SPORTS CLUB (To be checked by CA)</b>
	i) Whether grants paid to the Sports Club is as per instructions contained in Central Office Circular CO. HRMD. No. G-107/ 7002/ 20.34.01/ 2011-12dated April 11, 2012?
	ii) Whether Sports Club run by Welfare Associations of Staff Quarters submit necessary financial statements for claiming Bank's assistance?
6..	<b>LIBRARY (To be checked by CA)</b>
	i) Whether expenditure towards subscriptions to Newspapers/financial journals etc. incurred is in accordance with Paras 26.2 of RBI Expenditure Rules, 2018?





	ii) Whether a register in Form Gen.066 with separate folios for each journal, gazette etc. maintained to record their receipt?
	iii) What is the annual limit for purchase of books and how it is utilized?
	iv) The sale of Bank's publications, the details of amount realized, the date of realization and date of credit to the respective head of account etc. should be Checked and correctness verified. (To be checked by CA)
7.	<b>STATIONERY SECTION</b> <b>Please refer to Appendix in Vol. II of DAD Manual (To be checked by CA)</b>
	i) Verify whether lowest quoted rate accepted and wherever the higher rate has been approved, reasons therefor are recorded, and approval of the competent authority obtained (Para. 4).
	ii) Whether the stationery bills are passed for payment by the competent officer as per the RBI Expenditure Rules, 2018 without delay?
	iii) Whether the stationery bills are duly certified by AM and paid without delay [para 7(a)]?
8.	<b>CENTRAL RECEIPT AND DESPATCH SECTION (CRDS)</b>
	<b>(a) Dispatch of letters</b>
	Whether the Departments maintained a combined outward letters and postage register in Form No.Gen.043 or the register in form No. Gen.044 and postage registration in Form No. 045. (Para 7.40) In very few Offices, letters are being sent by the posts, however, maximum letters are being dispatched by way of couriers and outward letters were maintained in DMIS package which has been now replaced by SARTHI package. We may modify this process accordingly.
	<b>(b) Franking Machine</b>
	i) Whether franking prepaid postage facility is obtained. (Para 6.3.11)?
	ii) Whether the franking of covers done as per the provisions. (Para 6.3.12)?
	iii) Whether cross checking of balance as per the register of postal franking with the machine readings is carried out every day (Para 6.3.13)?
	iv) Whether defective franking is properly accounted for (Para 6.3.15)?
	v) Whether eligible rebate receivable from Post Office is promptly claimed and accounted? A few offices are making the use of the Franking Machines, hence offices may modify the process accordingly.
	<b>(c) Use of Stamps instead of Franking Machines</b>
	Whether verification of the value of postage stamps on hand and unspent amount, custody of closing balance in cash and postage stamps on hand and surprise check by AGM are properly done with reference to Manual Provision (Para 6.3.16)? Very few offices are making the use of stamps instead of Franking Machines. However, letters are dispatched through courier agencies by the offices, hence offices may modify the process accordingly. Note: To verify whether the procedure in Para 6.3.16 is followed.
9.	<b>Maintenance of Subsidiary Ledgers -</b>
	Whether entries in the subsidiary ledgers were checked by the concurrent auditors vis a vis the supporting documents and the same were found in order. (DGBA Circular No. 19 dated 08.11.2005)?
	Whether it was ensured that all payments to staff and outside parties were made



	by NEFT etc. Whether NEFT credit was given to the correct account.
10.	THH/VOF: Whether cash received on account of THH/VOF was duly accounted for.



## **(7) DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)**

<b>Sr No.</b>	<b>Particulars</b>
<b>1</b>	<b>Computer Consumables:</b>
	i) Trend analysis of expenditure on computer stationery may be done and commented. (In terms of Chapter 5 (5) of the IT Procurement Policy 2019, the Procuring Authority shall place the procurement plan to ITPC (to be constituted vide Annex-II of Chapter 3 (D) of the IT Procurement Policy 2019))
	ii) Whether the procurement of desktops, laptops/tablets/i-Pads and printers, etc. is as per the Para 6(B)(3), Chapter 4 of guidelines on Replacement of IT Systems in RBI 2019?
	iii) In terms of Para 5 of guidelines on "Replacement of IT Systems in RBI 2013", Whether an inventory of IT assets in the Office along with a "Replacement Calendar is maintained?
	iv) Whether the half-yearly physical verification of dead stock and sundry articles /IT equipment is carried out? (In terms of Para 4.12(vii) of Premises Department Manual, 2016 and circular Prem.PBC.No.16/ 81.06.01/ 2018- 19 dated June 4, 2019).
	v) Whether the E-waste Statement is submitted annually? (In terms of circular DIT.CO.IT.Infra.No.867/ 04.23.010/ 2017-18 dated March 26, 2018 read with the E-waste Management Rule, 2016.)
	vi) <b>Access to computer:</b> Access to computer should be restricted by implementation of passwords at various levels like at logon time, at entry to various application systems, at accessing various system/data files, for specific operations (reading, writing or deleting) etc. <b>Comment on the systems and procedures in place.</b>
	vii) Physical security: Specific remarks on physical security at the computer room to be furnished by Concurrent Auditor.
<b>2(A)</b>	A register should be maintained on the malfunctioning of different components and action taken by the maintenance engineer. Preventive maintenance should be taken up regularly. Special attention should be given for the preventive and corrective maintenance of the high cost and technologically advanced equipment. (As per HRMD circular CO.HRMD.No.Vig.3/ 14.05.004/ 2017-18 dated February 16, 2018 on "Asset and Contract Management (ACM)" solution for monitoring renewal of contracts, bank guarantees, insurance policies" etc., is required to be maintained)
<b>2(B)</b>	<b>Bank Guarantee:</b>
i)	Check whether Bank Guarantee Register has been maintained.
ii)	Provide list of Bank guarantees issued/pending till date along with its validity date.
<b>3</b>	Manuals in respect of System Software (Operating System, Compilers, file handling utilities, terminal operation etc.) Standard packages, System Utilities (sort, copy etc.) should be properly maintained. Concurrent Auditor may comment on the systems and procedures in place.



<b>4</b>	<b>EMD Deposit Register:</b>
i)	Check whether EMD Deposit Register is properly maintained with all particulars and the same is properly refunded to parties or in case of allotment of tender to the parties, their amount has been transferred to security money deposit account.
<b>5</b>	<b>Dead Stock Register:</b>
i)	Check whether dead stock register has been maintained and updated.

<b><u>(8) P &amp; S (Protocol and Security)</u></b>	
<b><u>Sr No.</u></b>	<b><u>Particulars</u></b>
1.	Regularly checking of bills during the month and report observations
2.	<b>Bank's Car - Bills regarding purchase of petrol, repairs to Bank's car, etc. to be scrutinized.</b> Whether bills are duly certified, and approval has been obtained from Competent Authority as per ER Rules before payment
3.	<b>Bank's Car - Verification of bills paid to the travel agency in respect of the cars hired by the office.</b> Whether bills are duly certified, and approval has been obtained from Competent Authority as per ER Rules before payment

<b><u>(9) CENTRAL ESTABLISHMENT SECTION (CES)</u></b>	
<b>1. Whether the following statements/returns are promptly submitted to Central Office</b>	
i)	
ii) Annual Medical Report?	
iii) Quarterly statement regarding the housing loans sanctioned to Individual/society and balances outstanding?	
<b>1. GENERAL - TA/HA ETC. (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Presently, payment of TA/HA bills are processed through IES, TA/HA module.</b>	
i) Whether all bills are inwarded?	
ii) Whether all bills are passed by the officers authorized to pass the bills under Bank's Expenditure Rules?	
iii) Whether the amount for which the bill is passed is correct?	



iv) Whether the advances and unspent balances have been correctly accounted for?	
v) Whether the balance amount payable has been correctly worked out?	
vi) Whether references to Central Office, seeking instructions/interpretation for settlement of bills are properly followed up?	
vii) Whether the bills are submitted with in the period indicated in the undertaking?	
<b>2. TRAVELING/HALTING ALLOWANCE (TA/HA) BILLS (Master Circular CO.HRMD No. (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Covered in the check list of Samadhan, Bengaluru as module is under process .Presently, payment of TA/HA bills are processed through IES, TA/HA module.</b>	
i) Whether the bills are submitted within 15 days from the date of return from tour and the unspent balance refunded immediately on return from tour/reporting for duty?	
ii) Whether the fares are admitted by the entitled class and by the shortest route?	
iii) Whether the fares are restricted for the distance by the shortest route only?	
iv) Whether there is specific approval of RD/Department-in-Charge for journey performed by air by an employee not ordinarily entitled to travel by air?	
v) Whether II A.C sleeper charge is paid only when I class accommodation is not available or the train does not have I class?	
vi) Whether return journey fare is paid to the employee who returns to headquarters before completion of work or who returns after availing of leave (other than casual leave ) after completion of work, except when the absence is on medical grounds and for short period or for sudden/serious illness of a close relative?	
vii) Whether a declaration is furnished by the employee in respect of the rail journey?	
viii) Whether the compensation equal to the difference in fares for the actual class of travel and the entitled class is paid correctly after verifying the facts/documents (admissible to Class III employees) and the amount so paid taken into account for the purpose of calculation of Income-tax?	



ix) Whether the fares, in case of travel by own car/taxi are paid at stipulated rate subject to the ceiling limit of fare by rail as per entitlement for the distance by road (by direct route) or actual charges whichever is less?	
x) Whether it is ensured that when the travel is performed by private airlines, the fare charged is not higher than that charged by national carrier?	
xi) Whether the advances drawn at temporary headquarters, if any, were utilized in time?	
xii) Whether for, officers stay in Hotels, VOFs, Dharmshalas etc., lodging, charges paid are as per the rates prescribed by CO?	
xiii) Whether incidentals @ ¼ of per diem H.A has been paid to the officers as per rules?	
xiv) Whether Hotel charges are paid as per rules by admitting tax/luxury tax/service charge etc whenever claimed?	
xv) Whether officer is availing hotel facility regulating his stay in such a way that he is not required to pay full additional day's charges for a part of the day not involving night stay?	
xvi) Whether advance towards HA is restricted to one week for longer tours where Banks offices are located?	
xvii) Whether an employee proceeding on tour to a place 50 Kms away from the HQ and returning on the same day but before midnight after staying outside for more than 8 hours is paid any other charges except HA. (Mazdoor charges may be paid at the discretion of Competent Authority)?	
xviii)	
<b>3. MAZDOOR CHARGES Covered in the check list of Samadhan, Bengaluru as module is under process.</b>  Whether Mazdoor charges are reimbursed  at the appropriate rates as applicable at  residence and station etc., or lumpsum  amount is payable under the declaration	



scheme?	
<b>HALTING ALLOWANCE (Master Circular CO.HRMD No. (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Covered in the check list of Samadhan, Bengaluru as module is under process. Presently, payment of TA/HA bills are processed through IES, TA/HA module.</b>	
i) Whether halting allowance has been paid for the correct number of days?	
ii) Whether the rates are appropriate and according to the place of stay?	
iii) Whether any halting allowance is paid for the period of leave other than casual leave on medical ground duly supported by medical certificate and for the journey period when return journey is performed before completion of work at temporary headquarters or after completion of work but on expiry of leave (other than casual leave or ordinary leave for short period on medical ground supported by medical certificate) availed of after completion of work?	
iv) Whether Sundays/holidays spent wholly outside temporary headquarters, if any, have been excluded and rounding off of the number of days is properly done?	
v) Whether the halting allowance for the actual period of stay rounded off to the nearest day (12 hours or more to be taken as one day and less than that to be ignored) is computed first and the remainder is treated as journey period?	
vi) Whether the sliding scales of halting allowance are applied, wherever applicable?	
vii) Whether proper deduction has been made when the employee is treated as guest by the concerned institution?	
<b>TRANSFER (TA) BILLS (Master Circular CO.HRMD No. (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Covered in the check list of Samadhan, Bengaluru as module is under process. Presently, payment of TA/HA bills are processed through IES, TA/HA module.</b>	
i) Whether the transfer bills are submitted within a period of six months from the date of transfer or within the extended period subject to a maximum of two years from the date of transfer?	
ii) Whether the fares have been claimed by the shortest route and by entitled class?	
iii) Whether the amount not exceeding two months pay to meet incidental expenses as admissible has been paid?	



iv) Whether the Octroi receipt is produced in support of the claim?	
v) Whether the railway receipt for the container charges is produced when transportation is done by container service?	
vi) Whether the packing and crating, unpacking, clearing and forwarding, transportation and cartage, loading and unloading and Insurance etc., charges are admitted as per rules?	
vii) Whether the freight charges are admitted upto a maximum of 60 quintals or one full four wheeler wagon load by ordinary goods train. (If goods are transported by lorry or any other mode of transport, expenditure incurred upto 60 quintals of weight on actual terms not exceeding the amount charged by well-known transport companies having all India operations. Consignment note/challan in addition to the receipt for freight should be produced)?	
viii) Whether the cost of transportation of motor car by passenger train (in a closed wagon) admitted. (If car is transported by road, the expenditure incurred towards cost of petrol, driver's charges, etc., can be reimbursed within the ceiling amount applicable for transportation of car by a passenger train (closed wagon) by the shortest route)?	
ix) Whether, in cases where scooter/motorcycle is transported separately, charges to the extent of two quintals at parcel (railway) rate as applicable only are paid?	
x) .Whether any demurrage charges have been reimbursed?	
<b>HALTING ALLOWANCE ON TRANSFER (Master Circular CO.HRMD No. (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Covered in the check list of Samadhan Bengaluru as module is under process</b>	
<b>Presently, payment of TA/HA bills are processed through IES, TA/HA module.</b>	
i) Whether halting allowance on transfer has been paid for a maximum period of 60 days or till the date of allotment of regular/transit accommodation. Hotel charges shall cease to be paid after third day next to the date of allotment of any kind of accommodation at the new center?	
ii) Whether halting allowance has been paid for the number of days spent outside headquarters on leave/holidays?	





iii) Whether halting allowance has been paid to an officer who has own accommodation not leased to the Bank or belonging to Joint Hindu Family or has residential accommodation ready for occupation at the new centre or the transfer was effected at the request of the officer?	
iv) Whether the application for accommodation has been made before reporting to the new centre?	
v) Whether any accommodation has been declined by the officer?	
<b>4. MEDICAL BILLS (Master Circular CO.HRMD No. EHS.No.S6/18-01-000/2025-26 dtd.01.04.2025 ) Covered in the check list of Samadhan, Bengaluru.</b>	
<b>Processes have been taken over by Samadhan, however, scrutiny of bills regarding eligibility needs to be at CODs/ ROs/ TEs. Thus, may continue in check list of concerned CODs/ ROs/ TEs, wherever relevant.</b>	
i) Whether the bill has been submitted within One Year from the date of completion of treatment and if there is delay, whether the same has been condoned?	
ii) Whether the claim is properly supported by documents such as doctor's receipts, bills, prescriptions, chemist cash memo etc.?	
iii) Whether the claim is restricted only in respect of self, non-earning spouse and dependent children and whether necessary declaration/certificate is obtained in respect of earning spouse, in respect of whom the facility is claimed (Married female employee is eligible to claim medical facilities either for their dependent natural parents or parents-in-law by giving irrevocable option. In the case of dependent parents-in-law, the claim can be made only if her husband is no more or not earning)?	
iv) Whether families of workmen employees who have not opted for dispensary facilities for the purpose of reimbursement of medical expenses under the PMT scheme have availed of dispensary facilities?	
v) Whether the dates of cash memo corresponds to the date of prescription?	
vi) Whether the quantity purchased corresponds to the quantity prescribed?	
vii) Whether any claim has been preferred in respect of dependent parents?	



viii) Whether cost of treatment taken by officers from a RMP under Homoeopathic/Ayurvedic treatment is reimbursed upto a period not exceeding three months and only one consultation charge is reimbursed during the period. If treatment exceeds three months at a time for the same ailment whether amount reimbursed only if treatment is taken from Govt./Govt. recognized Trust/ Charitable hospitals/dispensaries. In the case of indoor hospitalization, whether the treatment has been taken in the hospital run/recognized by Central/State Government and after consultation with BMC?	
ix) Whether visit/consultation charges of general practitioners are restricted to admissible extent?	
x) Whether the specialist consultation is done only with BMC's prior permission, unless under emergency of which BMC is subsequently informed?	
xi) Whether the charges for pathological/radiological tests, physiotherapy and dental treatments, dressing etc. are reimbursed as per the appropriate schedules, as applicable to officers and workmen staff respectively?	
xii) Whether the maternity expenses and the charges for caesarian operation are reimbursed to the admissible extent. (No amount is reimbursable under MAF)?	
xiii) Whether the stoppage charges in case of hospitalization are reimbursed within the ceilings prescribed?	
xiv) Whether the operation charges are reimbursed on the basis of respective schedule/rates applicable to their grade, depending on the nature of operation as per para 8.1.6 of BMFS 2022?	
xv) Whether the reimbursement in respect of treatment of gynecological problems like leucorrhoea, menorrhagia, irregular bleeding/ cycle etc. is reimbursed to officers and workmen employees subject to specific diagnosis by the attending Gynecologist and on recommendations of BMO?	
xvi) Whether the cost of hormones (except for thyroid), multivitamins, tonics, drugs having nutritional food values, enzymes, advertised drugs, cosmetic medicating and medicated soaps is reimbursed. Whether cost of lotions/ointments, eye/ear drops etc.	



reimbursed only when they are required to be purchased in emergency/acute cases. (Cost of disposable syringes used during hospitalization treatment only can be reimbursed)?	
xvii) Whether the registration fees/charges levied by the Trust/Charitable/Private hospitals/nursing homes for indoor treatment was reimbursed as per BMFS rate schedule provided the treatment was taken with prior permission of BMO?	
xviii) Whether the claims for following ailments which are outside the BMFS has been admitted: i) Obesity (except for medical reasons) ii) Surgery done for cosmetic purpose (Acne, Hair Loss, Melasma etc) iii) Change of Sex iv) Allergy Tests	
xix) Whether the refraction test of eyes is allowed only once in two/three years and whether instructions regarding reimbursement of the cost of spectacles have been strictly adhered to?	
xx) Whether the cost of pacemaker in the case of an employee is reimbursed only once during the service on proper recommendations and payment is made directly to the authorized supplying agency?	
xxi) Whether the cost of crutches, cervical collar, corset belts and artificial limbs has been reimbursed keeping in view the extant instructions?	
xxii) Whether for CAT scan test prior approval/ recommendation was obtained?	
xxiii) Whether in case of D&C operations histopathological report has been submitted?	
xxiv) Whether the reimbursement of charges for medical termination of pregnancy was reimbursed only to admissible extent subject to fulfillment of prescribed conditions?	
xxv) Whether the expenditure on account of tubectomy/vasectomy operations was reimbursed correctly up to the prescribed limits in addition to the incentive amount?	
xxvi) Whether the special nursing charges was reimbursed on fulfillment of certain conditions?	
xxvii) Whether only those part-time employees in Class IV whose hours of work	



exceeded 13 hours per week has availed of dispensary facility for their family members?	
xxviii) Whether cost of allopathic medicines prescribed by a non-allopathic doctor was reimbursed (not reimbursable)?	
xxix) Whether the bill was submitted once in quarterly basis within one year of the succeeding quarter, if the claim amount was less than 1000/-.	
xxx) Whether the prescription bears the Registration No. of the Doctor. (Note: Consultation charges of a Dentist and the cost of Bridges and Crowns/Caps are now reimbursable w.e.f. 1.8.2002)?	
xxxi) Whether druggists' bills are paid promptly?	
xxxii) Whether the stock register and prescription files are properly maintained?	
xxxiii) Whether quarterly surprise check of all dispensaries has been carried out"?	
xxxiv) Whether verification and checking of stock of drugs and dead stock articles in the dispensary is arranged periodically?	
xxxv) Whether the bottles of medicines are properly labeled to indicate their contents?	
xxxx) Whether the name and telephone number of nominated nodal officer has been advised to all the retired executives/employees in the area for any help/information required by them for settlement under Group Medclaim Policy for Retired Members of MAFs/Settlement of claims of Retired Executives?	
<b>5. CONVEYANCE BILLS (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Covered in the check list of Samadhan, Bengaluru. Processes have been taken over by Samadhan, thus can be deleted from check list of CODs/ ROs/ TEs.</b> <b>Only local conveyance bills are being processed beyond 8 kms for Officers who are not eligible for driver allowance and Class III and Class IV employees are being paid by IES module on local conveyance.</b>	
i) Whether the distance stated in conveyance bill is correct, the point of deviation in order, the mode of transport used appropriate from the point of view of eligibility and the amount claimed and admitted is proper?	
ii) Whether officers who are claiming reimbursement of conveyance expenses either for maintaining vehicle or on monthly-	



consolidated basis have claimed conveyance expenses separately for official trips of less distance than 8 kms. at headquarters?	
iii) Whether officers who are claiming reimbursement of salary for personal driver have claimed reimbursement of expenses on local trips for official purpose?	
iv) Whether, in cases where employees travel in groups of two or more, endeavor is made, to the extent possible to share the same conveyance, so as to keep the expenditure within the limits of necessity?	
<b>6. OUT-OF-POCKET EXPENSES BILLS (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Covered in the check list of Samadhan, Bengaluru</b>	
<b>Out of Pocket expenses bills are being processed beyond 8 kms (at least 50 kms) for Officers, Class III and Class IV employees and are being paid by IES module on local conveyance</b>	
i) Whether the place of duty is beyond 8kms. from the normal place of work?	
ii) Whether there is any lounge/canteen facility of the Bank available or any arrangements have been made by the Bank with any hotel or restaurant within a distance of 1.5 kms. from temporary place of work?	
iii) Whether the minimum absence from the normal place of work is between 12.00 and 2.00 PM. (However the time limit is not applicable to employee on remittance, inspection or cash verification duty)?	
iv) Whether the officers from Mumbai/Chennai going to BTC/ Staff College to deliver talks are reimbursed out-of pocket expenses?	
v) Whether out-of-pocket expenses are paid for intervening Sundays/holidays?	
vi) Whether out-of-pocket expenses are correctly reimbursed at half the rate of halting allowance applicable to the place of work?	
vii) Whether sliding scale of out-of-pocket expenses was applied after first 45 days except in the case of employees on remittance, inspection or cash verification duty?	
<b>7. TEA/LUNCH/DINNER/ CONVEYANCE CHARGES BILLS (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Covered in the check list of Samadhan Bengaluru.</b>	
<b>This process has undergone change in its nomenclature as Compensation for Extra Hours of Work (Para 11.1.37.6) –</b>	
<b>Process has been taken over by Samadhan and claims for extra hours of work after duly approval by HOD are processed by Samadhan in form of Compensatory Off or paid in monthly salary of the employees.</b>	
<b>This process can be deleted from check list of COD/ ROs/ TEs as taken over by Samadhan</b>	



i) Whether late sitting/early coming is for approved items of work?	
ii) Whether the tea/lunch/dinner charges are admitted as per the prescribed scales and on the basis of the number of hours of detention/early coming?	
iii) Whether reimbursement of tea/snacks/breakfast charges for officers attending to protocol duties are as per prescribed rates?	
iv) Whether the prescribed register is maintained for this purpose?	
v) Whether the monthly statement regarding payment is filed along with the monthly reviews of overtime payments?	
<b>8. Housing Loan (Paras 11.5.1.1) (Master Circular CO. HRMD HL.G 33/S-29/40.05.004/2025-26 dated April 01, 2025)</b> <b>Covered in the check list of Samadhan, Bengaluru. Individual staff members have to apply for Housing Loan in the Samadhan module on "Housing Loan " as the process has been taken over by Samadhan, thus can be deleted from check list of COD/ ROs/ TEs.</b>	
i) Whether Document Register is properly maintained? ii) In case the housing loan liabilities in respect of two properties purchased by an employee are outstanding and the employee intends to repay housing loan of any of the properties, for any purpose, the documents in respect of the said property may be released on request of employee(In terms of Para 17(IV) of Master Circular on RBI employees Housing Loan Rules dated April 01,2022	
<b>9. Maintenance of Subsidiary Ledgers –</b>	
i) Whether subsidiary charges account ledger, suspense account sundry deposit ledger are maintained as per Manual provisions, entries are duly checked and authenticated by AM / Manager?	
ii) Whether weekly reconciliation of transitory account balances and monthly reconciliation of charges account balances was done with GL balances on regular basis?	
iii) Whether entries in the subsidiary ledgers were checked by the concurrent auditors vis – a – vis the supporting documents and the same were found in order. (DGBA Circular No. 19 dated 08.11.2005)?	



iv) Whether payment made through ECS and EFT are reconciled for accuracy of amount and beneficiary with the ECS/EFT reports received from NCC through DAD/PAD?	
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<b>(9) CENTRAL ESTABLISHMENT SECTION (CES)</b>	
<b>1. Whether the following statements/returns are promptly submitted to Central Office</b>	
ii)	Annual Medical Report?
iii)	Quarterly statement regarding the housing loans sanctioned to Individual/society and balances outstanding?
<b>1. GENERAL - TA/HA ETC. (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Presently, payment of TA/HA bills are processed through IES, TA/HA module.</b>	
i)	Whether all bills are inwarded?
ii)	Whether all bills are passed by the officers authorized to pass the bills under Bank's Expenditure Rules?
iii)	Whether the amount for which the bill is passed is correct?
iv)	Whether the advances and unspent balances have been correctly accounted for?
v)	Whether the balance amount payable has been correctly worked out?
vi)	Whether references to Central Office, seeking instructions/interpretation for settlement of bills are properly followed up?
vii)	Whether the bills are submitted within the period indicated in the undertaking?
<b>2. TRAVELING/HALTING ALLOWANCE (TA/HA) BILLS (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Covered in the check list of Samadhan, Bengaluru as module is under process .Presently, payment of TA/HA bills are processed through IES, TA/HA module.</b>	
i)	Whether the bills are submitted within 15 days from the date of return from tour and the unspent balance refunded immediately on return from tour/reporting for duty?
ii)	Whether the fares are admitted by the entitled class and by the shortest route?
iii)	Whether the fares are restricted for the distance by the shortest route only?
iv)	Whether there is specific approval of RD/Department-in-Charge for journey performed by air by an employee not ordinarily entitled to travel by air?
v)	Whether II A.C sleeper charge is paid only when I class accommodation is not available or the train does not have I class?



vi) Whether return journey fare is paid to the employee who returns to headquarters before completion of work or who returns after availing of leave (other than casual leave ) after completion of work, except when the absence is on medical grounds and for short period or for sudden/serious illness of a close relative?
vii) Whether a declaration is furnished by the employee in respect of the rail journey?
viii) Whether the compensation equal to the difference in fares for the actual class of travel and the entitled class is paid correctly after verifying the facts/documents (admissible to Class III employees) and the amount so paid taken into account for the purpose of calculation of Income-tax?
ix) Whether the fares, in case of travel by own car/taxi are paid at stipulated rate subject to the ceiling limit of fare by rail as per entitlement for the distance by road (by direct route) or actual charges whichever is less?
x) Whether it is ensured that when the travel is performed by private airlines, the fare charged is not higher than that charged by national carrier?
xi) Whether the advances drawn at temporary headquarters, if any, were utilized in time?
xii) Whether for, officers stay in Hotels, VOFs, Dharmshalas etc., lodging, charges paid are as per the rates prescribed by CO?
xiii) Whether incidentals @ ¼ of per diem H.A has been paid to the officers as per rules?
xiv) Whether Hotel charges are paid as per rules by admitting tax/luxury tax/service charge etc whenever claimed?
xv) Whether officer is availing hotel facility regulating his stay in such a way that he is not required to pay full additional day's charges for a part of the day not involving night stay?
xvi) Whether advance towards HA is restricted to one week for longer tours where Banks offices are located?
xvii) Whether an employee proceeding on tour to a place 50 Kms away from the HQ and returning on the same day but before midnight after staying outside for more than 8 hours is paid any other charges except HA. (Mazdoor charges may be paid at the discretion of Competent Authority)?
<b>3. MAZDOOR CHARGES Covered in the check list of Samadhan, Bengaluru as module is under process.</b>
Whether Mazdoor charges are reimbursed at the appropriate rates as applicable at residence and station etc., or lumpsum amount is payable under the declaration scheme?
<b>HALTING ALLOWANCE (Master Circular CO.HRMD No. (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Covered in the check list of Samadhan, Bengaluru as module is under process. Presently, payment of TA/HA bills are processed through IES, TA/HA module.</b>





i) Whether halting allowance has been paid for the correct number of days?
ii) Whether the rates are appropriate and according to the place of stay?
iii) Whether any halting allowance is paid for the period of leave other than casual leave on medical ground duly supported by medical certificate and for the journey period when return journey is performed before completion of work at temporary headquarters or after completion of work but on expiry of leave (other than casual leave or ordinary leave for short period on medical ground supported by medical certificate) availed of after completion of work?
iv) Whether Sundays/holidays spent wholly outside temporary headquarters, if any, have been excluded and rounding off of the number of days is properly done?
v) Whether the halting allowance for the actual period of stay rounded off to the nearest day (12 hours or more to be taken as one day and less than that to be ignored) is computed first and the remainder is treated as journey period?
vi) Whether the sliding scales of halting allowance are applied, wherever applicable?
vii) Whether proper deduction has been made when the employee is treated as guest by the concerned institution?
<b>TRANSFER (TA) BILLS (Master Circular CO.HRMD No. (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Covered in the check list of Samadhan, Bengaluru as module is under process. Presently, payment of TA/HA bills are processed through IES, TA/HA module.</b>
i) Whether the transfer bills are submitted within a period of six months from the date of transfer or within the extended period subject to a maximum of two years from the date of transfer?
ii) Whether the fares have been claimed by the shortest route and by entitled class?
iii) Whether the amount not exceeding two months pay to meet incidental expenses as admissible has been paid?
iv) Whether the Octroi receipt is produced in support of the claim?
v) Whether the railway receipt for the container charges is produced when transportation is done by container service?
vi) Whether the packing and crating, unpacking, clearing and forwarding, transportation and cartage, loading and unloading and Insurance etc., charges are admitted as per rules?
vii) Whether the freight charges are admitted upto a maximum of 60 quintals or one full four wheeler wagon load by ordinary goods train. (If goods are transported by lorry or any other mode of transport, expenditure incurred upto 60 quintals of weight on actual terms not exceeding the amount charged by well-known transport companies having all India operations. Consignment note/challan in addition to the receipt for freight should be produced)?
viii) Whether the cost of transportation of motor car by passenger train (in a closed wagon) admitted. (If car is transported by road, the expenditure incurred towards cost of petrol, driver's charges, etc., can be reimbursed within the ceiling amount applicable for transportation of car by a passenger train (closed wagon) by the shortest route)?



ix) Whether, in cases where scooter/ motorcycle is transported separately, charges to the extent of two quintals at parcel (railway) rate as applicable only are paid?
x) .Whether any demurrage charges have been reimbursed?
<b>HALTING ALLOWANCE ON TRANSFER (Master Circular CO.HRMD No. (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Covered in the check list of Samadhan Bengaluru as module is under process. Presently, payment of TA/HA bills are processed through IES, TA/HA module.</b>
i) Whether halting allowance on transfer has been paid for a maximum period of 60 days or till the date of allotment of regular/transit accommodation. Hotel charges shall cease to be paid after third day next to the date of allotment of any kind of accommodation at the new center?
ii) Whether halting allowance has been paid for the number of days spent outside headquarters on leave/holidays?
iii) Whether halting allowance has been paid to an officer who has own accommodation not leased to the Bank or belonging to Joint Hindu Family or has residential accommodation ready for occupation at the new centre or the transfer was effected at the request of the officer?
iv) Whether the application for accommodation has been made before reporting to the new centre?
v) Whether any accommodation has been declined by the officer?
<b>4. MEDICAL BILLS (Master Circular CO.HRMD No. EHS.No.S6/18-01-000/2025-26 dtd.01.04.2025 ) Covered in the check list of Samadhan, Bengaluru.</b>
<b>Processes have been taken over by Samadhan, however, scrutiny of bills regarding eligibility needs to be at CODs/ ROs/ TEs. Thus, may continue in check list of concerned CODs/ ROs/ TEs, wherever relevant.</b>
i) Whether the bill has been submitted within One Year from the date of completion of treatment and if there is delay, whether the same has been condoned?
ii) Whether the claim is properly supported by documents such as doctor's receipts, bills, prescriptions, chemist cash memo etc.?
iii) Whether the claim is restricted only in respect of self, non-earning spouse and dependent children and whether necessary declaration/certificate is obtained in respect of earning spouse, in respect of whom the facility is claimed (Married female employee is eligible to claim medical facilities either for their dependent natural parents or parents-in-law by giving irrevocable option. In the case of dependent parents-in-law, the claim can be made only if her husband is no more or not earning)?
iv) Whether families of workmen employees who have not opted for dispensary facilities for the purpose of reimbursement of medical expenses under the PMT scheme have availed of dispensary facilities?
v) Whether the dates of cash memo corresponds to the date of prescription?



vi) Whether the quantity purchased corresponds to the quantity prescribed?
vii) Whether any claim has been preferred in respect of dependent parents?
viii) Whether cost of treatment taken by officers from a RMP under Homoeopathic/Ayurvedic treatment is reimbursed upto a period not exceeding three months and only one consultation charge is reimbursed during the period. If treatment exceeds three months at a time for the same ailment whether amount reimbursed only if treatment is taken from Govt./Govt. recognized Trust/ Charitable hospitals/dispensaries. In the case of indoor hospitalization, whether the treatment has been taken in the hospital run/recognized by Central/State Government and after consultation with BMC?
ix) Whether visit/consultation charges of general practitioners are restricted to admissible extent?
x) Whether the specialist consultation is done only with BMC's prior permission, unless under emergency of which BMC is subsequently informed?
xi) Whether the charges for pathological/radiological tests, physiotherapy and dental treatments, dressing etc. are reimbursed as per the appropriate schedules, as applicable to officers and workmen staff respectively?
xii) Whether the maternity expenses and the charges for caesarian operation are reimbursed to the admissible extent. (No amount is reimbursable under MAF)?
xiii) Whether the stoppage charges in case of hospitalization are reimbursed within the ceilings prescribed?
xiv) Whether the operation charges are reimbursed on the basis of respective schedule/rates applicable to their grade, depending on the nature of operation as per para 8.1.6 of BMFS 2022?
xv) Whether the reimbursement in respect of treatment of gynecological problems like leucorrhoea, menorrhagia, irregular bleeding/ cycle etc. is reimbursed to officers and workmen employees subject to specific diagnosis by the attending Gynecologist and on recommendations of BMO?
xvi) Whether the cost of hormones (except for thyroid), multivitamins, tonics, drugs having nutritional food values, enzymes, advertised drugs, cosmetic medicating and medicated soaps is reimbursed. Whether cost of lotions/ointments, eye/ear drops etc. reimbursed only when they are required to be purchased in emergency/acute cases. (Cost of disposable syringes used during hospitalization treatment only can be reimbursed)?
xvii) Whether the registration fees/charges levied by the Trust/Charitable/Private hospitals/nursing homes for indoor treatment was reimbursed as per BMFS rate schedule provided the treatment was taken with prior permission of BMO?
xviii) Whether the claims for following ailments which are outside the BMFS has been admitted:
i) Obesity (except for medical reasons)
ii) Surgery done for cosmetic purpose (Acne, Hair Loss, Melasma etc)
iii) Change of Sex



iv)Allergy Tests
xix) Whether the refraction test of eyes is allowed only once in two/three years and whether instructions regarding reimbursement of the cost of spectacles have been strictly adhered to?
xx) Whether the cost of pacemaker in the case of an employee is reimbursed only once during the service on proper recommendations and payment is made directly to the authorized supplying agency?
xxi) Whether the cost of crutches, cervical collar, corset belts and artificial limbs has been reimbursed keeping in view the extant instructions?
xxii) Whether for CAT scan test prior approval/ recommendation was obtained?
xxiii) Whether in case of D&C operations histopathological report has been submitted?
xxiv) Whether the reimbursement of charges for medical termination of pregnancy was reimbursed only to admissible extent subject to fulfillment of prescribed conditions?
xxv) Whether the expenditure on account of tubectomy/vasectomy operations was reimbursed correctly up to the prescribed limits in addition to the incentive amount?
xxvi) Whether the special nursing charges was reimbursed on fulfillment of certain conditions?
xxvii) Whether only those part-time employees in Class IV whose hours of work exceeded 13 hours per week has availed of dispensary facility for their family members?
xxviii) Whether cost of allopathic medicines prescribed by a non-allopathic doctor was reimbursed (not reimbursable)?
xxix) Whether the bill was submitted once in quarterly basis within one year of the succeeding quarter, if the claim amount was less than 1000/-.
xxx) Whether the prescription bears the Registration No. of the Doctor. (Note: Consultation charges of a Dentist and the cost of Bridges and Crowns/Caps are now reimbursable w.e.f. 1.8.2002)?
xxxi) Whether druggists' bills are paid promptly?
xxxii) Whether the stock register and prescription files are properly maintained?
xxxiii) Whether quarterly surprise check of all dispensaries has been carried out"?
xxxiv) Whether verification and checking of stock of drugs and dead stock articles in the dispensary is arranged periodically?
xxxv) Whether the bottles of medicines are properly labeled to indicate their contents?
xxxx) Whether the name and telephone number of nominated nodal officer has been advised to all the retired executives/employees in the area for any help/information required by them for settlement under Group Medclaim Policy for Retired Members of MAFs/Settlement of claims of Retired Executives?
<b>5. CONVEYANCE BILLS (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Covered in the check list of Samadhan, Bengaluru.Processes have been taken over by Samadhan, thus can be deleted from check list of CODs/ ROs/ TEs.</b>



<b>Only local conveyance bills are being processed beyond 8 kms for Officers who are not eligible for driver allowance and Class III and Class IV employees are being paid by IES module on local conveyance.</b>
i) Whether the distance stated in conveyance bill is correct, the point of deviation in order, the mode of transport used appropriate from the point of view of eligibility and the amount claimed and admitted is proper?
ii) Whether officers who are claiming reimbursement of conveyance expenses either for maintaining vehicle or on monthly-consolidated basis have claimed conveyance expenses separately for official trips of less distance than 8 kms. at headquarters?
iii) Whether officers who are claiming reimbursement of salary for personal driver have claimed reimbursement of expenses on local trips for official purpose?
iv) Whether, in cases where employees travel in groups of two or more, endeavor is made, to the extent possible to share the same conveyance, so as to keep the expenditure within the limits of necessity?
<b>6. OUT-OF-POCKET EXPENSES BILLS (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Covered in the check list of Samadhan, Bengaluru</b>
<b>Out of Pocket expenses bills are being processed beyond 8 kms (at least 50 kms) for Officers, Class III and Class IV employees and are being paid by IES module on local conveyance</b>
i) Whether the place of duty is beyond 8kms. from the normal place of work?
ii) Whether there is any lounge/canteen facility of the Bank available or any arrangements have been made by the Bank with any hotel or restaurant within a distance of 1.5 kms. from temporary place of work?
iii) Whether the minimum absence from the normal place of work is between 12.00 and 2.00 PM. (However the time limit is not applicable to employee on remittance, inspection or cash verification duty)?
iv) Whether the officers from Mumbai/Chennai going to BTC/ Staff College to deliver talks are reimbursed out-of pocket expenses?
v) Whether out-of-pocket expenses are paid for intervening Sundays/holidays?
vi) Whether out-of-pocket expenses are correctly reimbursed at half the rate of halting allowance applicable to the place of work?
vii) Whether sliding scale of out-of-pocket expenses was applied after first 45 days except in the case of employees on remittance, inspection or cash verification duty?
<b>7. TEA/LUNCH/DINNER/ CONVEYANCE CHARGES BILLS (Master Circular CO.HRMD No. G.24/S81/17.02.08/2025-26 dtd.01.04.2025) Covered in the check list of Samadhan Bengaluru.</b>



<b>This process has undergone change in its nomenclature as Compensation for Extra Hours of Work (Para 11.1.37.6) –</b>
<b>Process has been taken over by Samadhan and claims for extra hours of work after duly approval by HOD are processed by Samadhan in form of Compensatory Off or paid in monthly salary of the employees.</b>
<b>This process can be deleted from check list of COD/ ROs/ TEs as taken over by Samadhan</b>
i) Whether late sitting/early coming is for approved items of work?
ii) Whether the tea/lunch/dinner charges are admitted as per the prescribed scales and on the basis of the number of hours of detention/early coming?
iii) Whether reimbursement of tea/snacks/breakfast charges for officers attending to protocol duties are as per prescribed rates?
iv) Whether the prescribed register is maintained for this purpose?
v) Whether the monthly statement regarding payment is filed along with the monthly reviews of overtime payments?
<b>8. Housing Loan (Paras 11.5.1.1) (Master Circular CO. HRMD HL.G 33/S-29/40.05.004/2025-26 dated April 01, 2025)</b>
<b>Covered in the check list of Samadhan, Bengaluru. Individual staff members have to apply for Housing Loan in the Samadhan module on “Housing Loan “ as the process has been taken over by Samadhan, thus can be deleted from check list of COD/ ROs/ TEs.</b>
i) Whether Document Register is properly maintained?
ii) In case the housing loan liabilities in respect of two properties purchased by an employee are outstanding and the employee intends to repay housing loan of any of the properties, for any purpose, the documents in respect of the said property may be released on request of employee(In terms of Para 17(IV) of Master Circular on RBI employees Housing Loan Rules dated April 01,2022
<b>9. Maintenance of Subsidiary Ledgers –</b>
i) Whether subsidiary charges account ledger, suspense account sundry deposit ledger are maintained as per Manual provisions, entries are duly checked and authenticated by AM / Manager?
ii) Whether weekly reconciliation of transitory account balances and monthly reconciliation of charges account balances was done with GL balances on regular basis?
iii) Whether entries in the subsidiary ledgers were checked by the concurrent auditors vis – a – vis the supporting documents and the same were found in order. (DGBA Circular No. 19 dated 08.11.2005)?



iv) Whether payment made through ECS and EFT are reconciled for accuracy of amount and beneficiary with the ECS/EFT reports received from NCC through DAD/PAD?

<b>(10) Integrated Banking Department (IBD)</b>	
<b>Sr.No.</b>	<b>Particulars</b>
<b>A)</b>	<b>Non-cash transactions (daily)</b> Presently, vouchers are not prepared and instead posting is done on the basis of supporting document which includes office notes, challan, applications in prescribed format, instruments, etc. On daily basis, the transaction checklist report pertaining to the respective department is to be generated from CBS and the same is to be verified as follows: -
i.	Accounts which have been debited and credited are same as those indicated on the supporting documents. In case of inter-office transactions (IOAR entries), it should be ensured that the correct IAU code has been debited or credited.
ii.	Necessary details may be verified from the office notes, specifically, sanctions obtained are as per Expenditure Rules and relevant CO instructions.
iii.	Debit in customer account is effected only after verifying the signatories of the instrument/advice.
iv.	Batch number of transaction along with date of transaction is recorded on the supporting document.
v.	Whether manual provisions (Para 5.6 and 5.7 of BD Manual Vol I) / extant instructions are followed in case of transfer cheque? Whether the cheques not found in order are returned unpaid along with an Objection Memo?
vi.	Wherever tax is applicable, the correctness of its amount must be verified and ensured that correct amount has been accounted for and remitted to Government within the prescribed time.
<b>B)</b>	<b>Cash transactions (daily)</b> Cash will be received either for funding an outward remittance (Demand Drafts/Payment Order/NEFT/RTGS) or for deposit into an account. Also, Cash payment is made based on supporting/base document. This document will either be an application in prescribed format/pay in slip/challan/cash voucher/cheque. (Para 2.3 of BD Manual Vol I)/ extant instructions.
i.	Verify the transactions in terms of points A (i) to (iv) above. In case of cash transactions, other than withdrawal by a current account holder, there should not be an IOAR transaction.
ii.	In case of cash payment against cheque, whether the details of the cheque are entered correctly in the system?
iii.	Whether "Cash received / Paid" stamp is affixed on the supporting/base document along with the date and signature?
i.	<b>Financial Entry Request (FER) transactions (daily)</b> Whether there are any outstanding/pending FER to be responded/authorized by the auditee



	office?
ii.	Whether the authorization of FER originated by other IAU has been done based on communication from the originating IAU/confirmation thereon and the resultant accounting entry passed is correct in terms of account and amount?
iii.	Whether there are any outstanding/pending FERs originated by the auditee office and pending authorization by the other (responding) IAU?
	<b>Current Account Management</b> <b>Current Account opening and closing (Weekly)</b> Whether any current account has been opened or closed?
i.	Whether provisions contained in manual and/or additional instructions issued by the Central Office have been followed for opening (Para 3.2.4 & 3.2.5 of BD Manual Vol I) /extant instructions and closing (Para 3.2.10 of BD Manual Vol I) /extant instructions of accounts?
ii.	Whether approval of the nodal Central Office Department has been obtained for opening or closing the current account?
iii.	Whether the new account has been opened with stipulated minimum balance i.e. the minimum balance was credited to the new current account on the same day on which the account was opened? (Para 3.2.3.9 of BD Manual Vol I)
iv.	Whether on closure of a current account, unused cheques returned by the account holder has been recorded in CBS, the authorized signatories removed in CBS and the fact has been recorded on the physical signature cards with remark 'Cancelled'?
v.	Whether the unused cheque forms have been destroyed and whether certificate of destruction signed by the concerned official has been placed on record?
vi.	Whether the closing balance in the current account, if any, has been transferred to the account indicated by the current account holder on closure of the account?
vii.	Whether the current account has been closed after ascertaining whether any loans and advances are outstanding in the name of the entity before processing the account closing application?
viii.	Whether the confirmation of the balance showing 'NIL' balance as on the date of the closing of the account has been obtained?
ix.	Whether provisions contained in BD Manual (Para 3.2.9 of BD Manual Vol I and/or additional instructions issued by Central Office Departments have been followed by the Office while opening Current Accounts of Foreign Central Banks/ Institutions?
x.	In terms of provisions contained in Para 3.2.3.1 of BD Manual Vol I /extant instructions, banks and financial institutions which are eligible to open account with the Bank can open only a single Current Account. However, in case of amalgamation, amalgamating entities are allowed to operate separate accounts from amalgamated entity for a temporary period. <ul style="list-style-type: none"> <li>• Whether such accounts were allowed to continue operations for specific purposes and for a temporary period with due approval of nodal Central Office Department/s concerned?</li> </ul> Whether any such accounts were allowed to be continued even after prescribed period? (Para 3.2.3.5 of BD Manual Vol I)





xi.	<ul style="list-style-type: none"> <li>• Whether there was any instance of a bank placed under moratorium/ all-inclusive directions? If so, whether the instance was referred to the concerned Central Office Department e.g., Department of Regulation etc. without delay and necessary instructions obtained, under advice to DGBA?</li> <li>• Whether any restrictions placed by Court, Central Government on a bank for operating on their account(s) with the Bank was appropriately complied with?</li> </ul>
C)	<b>Maintenance of record of Authorized Signatories (Monthly)</b>
i.	Whether any specimen signature has been added or cancelled during the month?
ii.	In case of addition of signature, whether the specimen signature cards (BDF 4) are signed with date by officials after verifying the signatures of attesting officials and uploaded in CBS?
iii.	Whether the addition of authorized signatories is based on proper documents submitted by the account holder?
iv.	Whether on receipt of requests for cancellation of any authorized signatory from the account holders, the specimen signature card is affixed with the remark 'Cancelled' in bold letters in red ink under the signature of the Manager/AGM and the same has been updated in CBS?
v.	Whether the list of authorized officials whose specimen signatures are operative is kept up-to-date in CBS?
vi.	<ul style="list-style-type: none"> <li>• Whether the list of authorized signatories has been referred to the account holder in the prescribed form (by February 15) and confirmation obtained within prescribed timelines?</li> <li>• Whether the date of expiry of authority of officials to operate on accounts, if any, is prominently noted on the specimen signature card and appropriately captured in CBS?</li> </ul>
D)	<b>Power of attorney and Board Resolutions (Weekly)</b>
i.	Whether any PoA and/or Board of Resolution has been registered in PoA register?
ii.	<ul style="list-style-type: none"> <li>• Whether the documents have been verified in terms of BD Manual Vol I / circulars / instructions issued/if any?</li> <li>• Whether BD manual provisions have been followed for registration of power of attorney/board resolution?</li> </ul>
iii.	Whether Power of Attorney has been stamped in accordance with Indian Stamp Act and the State Stamp Act in force?
iv.	If the powers granted to the official are operative for a specified period, the date on which the Power of Attorney/Resolution will expire has been mentioned in the PoA and also entered in CBS.
v.	When the Power of Attorney lapses or is revoked, whether the signature is deleted from CBS and updated in the signature card and PoA register?
E)	<b>Request for Change in name of account holder (Weekly)</b>
i.	Whether there has been any request for change in the name of current account?
ii.	<p>Whether the change in name of account holder has been processed after receipt of regulatory approval from the nodal COD?</p> <p>In case of banks appearing in the Second Schedule, a copy of the gazette notification in</p>



	which such change has been published shall mandatorily be obtained.
F)	<b>Inoperative Accounts (Annual)</b> Whether a list of current accounts which have not been operated upon for three successive accounting years as at the close of accounting year has been taken from CBS, reviewed and referred to the nodal COD of the account concerned for instructions?
G)	<b>Obtaining Balance Confirmation (quarterly)</b> Whether balance confirmation has been obtained from the current account holders as at the end of every quarter?
H)	<b>Court orders /Garnishee orders/attachment orders (Daily)</b>
i.	Whether any court orders/garnishee orders/attachment orders have been received with respect to any current account holder?
ii.	Whether legal cell/department was consulted for the same and timely action had been taken thereon?
iii.	Whether provisions contained in BD manual (Para 8.2 of BD Manual Vol I) and/or additional instruction/Standard Operating Procedure issued by DGBA have been followed by the Office?
iv.	Whether statement containing details of all pending court cases are sent to DGBA on quarterly basis by 10 <sup>th</sup> of the month following the quarter? (Para 8.3 of BD Manual Vol I)
v.	Ascertain, if any balances are lying in Sundry Deposit - legal/ litigation account or any other Sundry Deposit account in connection with Garnishee/ Attachment Order received from Statutory authorities for a period of more than 3-4 working days and the reasons thereof.
	<b>Part III: Inventory Management (DD/PO/Cheque)</b>
i.	Whether stock of instruments (DD/PO/cheque) are inventorized in CBS on receipt from the press? (Para 5.1.1 of BD Manual Vol I)
ii.	Whether cheque leaves/books are issued based on request and after verification of signature of the applicant and also entered in CBS? (Para 5.6.1 of BD Manual Vol I/extant instructions)?
iii.	Whether number of leaves/books in physical stock is verified on a half-yearly basis and it matches with the inventory in CBS? (Para 5.4 of BD Manual Vol I)
iv.	Whether paid instruments in custody of remittance section are verified on monthly basis? (Para 5.4.2 of BD Manual Vol I)
	<b>Part IV: Loans and advances (Daily)</b>
I)	<b>In case loans or advances has been extended, following will be verified: -</b>
i.	In case any loans and advances has been given to banks or Primary Dealer (PD), whether the correct account heads have been debited and credited?
ii.	Whether the loan was granted on submission and verification of required documents? Whether instructions of the COD concerned have been followed for granting loans? (Para 7.2 and 7.3 of BD Manual Vol I)



iii.	Whether the application for loan has been signed by the authorized official/s whose signature/s is/are on Bank's record and is/are in accordance with the operational instructions? [Para 7.4 (b) (i) of BD Manual Vol I]
iv.	Whether the amount of advance applied for, together with the outstanding balance, if any, is within the limit sanctioned for the bank / PD and does not exceed the ceiling limit or drawing limit, whichever is lower? [Para 7.4 (b) (ii) of BD Manual Vol I]
v.	In case the promissory notes are to be renewed within 3 years (or any other specified period) of their date of execution, whether the Demand Promissory Note forming part of the required documents, is valid i.e., within due date/ within its validity period? (Para 7.9 of BD Manual Vol I)
vi.	Whether the total of outstanding balances in individual loan accounts in various categories agree with the GL balance? (Para 7.8 of BD Manual Vol I)
vii.	In case of repayment of loan (in part or in full), whether the loan balance was updated correctly and whether correct accounting entry for repayment was passed?
J)	<b>Interest on loans and advances</b>
i.	Whether the interest is being recovered monthly? (If any other periodicity has been prescribed by the Central Office Department concerned, for interest recovery, interest calculation and recovery should be checked accordingly).
ii.	Whether the amount of interest is correctly calculated on the outstanding balance and at applicable rate?
iii.	Whether correct accounting entry has taken place for interest recovery?
iv.	In case of final repayment, whether interest has been recovered at the time of settling the outstanding loan balance? (Para 7.10 of BD Manual Vol I)
v.	If a loan is repaid on the same day it is availed of, whether a day's interest has been recovered? (Para 7.10 of BD Manual Vol I)
vi.	Whether the instructions of COD concerned are being followed for levy of penal interest? (Para 7.12 of BD Manual Vol I)
	<b>Part V: Foreign Accounts Department</b> (B D Manual Volume I para 3.2.9)
i.	<b>Mumbai Office – Operation in VEB.RF Account (erstwhile BFEA Account) (nodal COD, DEIO)</b> Whether the RO is following the necessary instructions issued by the Central Office Department concerned?
ii.	<b>Kolkata Office – Operations in Nepal Rashtra Bank (IDMD/ DEIO)</b> Whether the RO is following the necessary instructions issued by the Central Office Department concerned?
	<b>Part VI: Remittance</b>
K)	<b>Issue of DD and payment of DD</b>
i.	Whether the passing official is subjecting applications to the prescribed verifications and



	subscribing initials on the application? (Para 6.9 of BD Manual Vol I)
ii.	Whether the accounting entry passed for DD issue is correct? Whether the DD has been issued to correct beneficiary and for correct amount?
iii.	<ul style="list-style-type: none"> <li>In case of issue of DD against cash, it must be seen that DD for Rs 50,000/- and above has <b>NOT</b> been issued against cash.</li> <li>Whether the cash receipt stamp with date and signature of recipient is present in DD application form? (Para 6.9 of BD Manual Vol I)</li> </ul>
iv.	In case of issue of DD against cheque, whether the DD has been issued after realization of cheque?
v.	In case, the application is from Government department, whether the applicant's signature has been verified?
L)	<b>Issue of fresh DD in place of expired/lost DD</b>
i.	If the DD is payable at SBI bank branch, whether a non-payment certificate/email confirmation has been obtained from SBI? (Para 6.17.1 of BD Manual Vol I)
ii.	In case DD is payable at any RBI Branch, whether it was verified from CBS that the DD was outstanding for payment?
iii.	<p>Whether letter of Indemnity has been obtained?</p> <ul style="list-style-type: none"> <li>Whether it is stamped as an agreement in case the applicant is a customer? (Para 6.17.1.2 of BD Manual Vol I)</li> <li>Whether it has been taken as a letter of undertaking in case the applicant is an employee of the Bank?</li> </ul>
iv.	<ul style="list-style-type: none"> <li>Whether the expired/lost DD is cancelled, and fresh DD has been issued in its place for the same amount and favoring the same beneficiary?</li> <li>Whether the details of DDs issued, and DDs cancelled are correctly updated in CBS? (Para 6.17.1.4 of BD Manual Vol I)</li> </ul>
M)	<b>Other aspects of DD</b>
i.	<p><b>Recording of Stop Payment of DDs</b> (Para 6.20 of BD Manual Vol I)</p> <ul style="list-style-type: none"> <li>Whether the Stop payment has been recorded for DD issued by the office based on application received from the applicant to stop payment</li> <li>whether the DD was outstanding at the time of marking 'STOP'? (In case of drafts issued to Government Departments, offices may entertain requests for stop payment from the payees/endorsees thereof)</li> </ul>
ii.	<b>Payment of drafts by cancellation</b> (Para 6.18 of BD Manual Vol I)
	<ul style="list-style-type: none"> <li>Whether the original draft as well as the duplicate, if any, issued has been surrendered? (The draft received for cancellation will itself be treated as the debit voucher).</li> </ul>



	<ul style="list-style-type: none"> <li>Whether application for cancellation has been received from the original applicant?</li> </ul>
	<ul style="list-style-type: none"> <li>Whether draft cancelled was outstanding?</li> <li>Whether the drafts are cancelled by offices who have drawn/ issued them?</li> </ul>
	<ul style="list-style-type: none"> <li>Whether the amount was refunded to the remitter with the approval of the Manager/AGM? (No refund will be made on a lost draft and the remitter will have to obtain a duplicate of the draft from the issuing office in such cases and receive the payment thereof through the payee at the drawee office).</li> </ul>
	<ul style="list-style-type: none"> <li>Whether the refund has been made as a transfer to the account only and not paid in cash?</li> </ul>
	<ul style="list-style-type: none"> <li>Whether the cancellation of the draft by issuing office has been effected by debit to the office to which the original credit was afforded under advice to that office and refund made to the remitter?</li> </ul>
	<ul style="list-style-type: none"> <li>In case of drafts drawn on SBI, whether a Non-Payment Certificate/email confirmation has been obtained from SBI stating that the draft is still outstanding in their records and a stop payment has been marked for the same? (Only then, the cancellation request will be entered in CBS and the funds will be transferred back to the account of the customer /account holder / applicant)</li> </ul>
iii.	<b>Payment of lapsed drafts:</b> Since lapsed drafts are transferred to 'Commission Account – Sundries', whether the payment against lapsed drafts has been made by debit to 'Commission account - Sundries' after obtaining approval of RD/CGM/ Officer in Charge? (Para 6.15 of BD Manual Vol I)
iv.	<b>Revalidation of Drafts:</b> On receipt of application for revalidation of draft along with reasons for delay in encashment, the existing demand draft will be cancelled, and a fresh demand draft of three months' validity will be issued for the same amount and favoring the same beneficiary after ensuring that no stop has been recorded against the draft and no duplicate draft has been issued for the original draft. (Para 6.19 of BD Manual Vol I)
N)	<b>Monitoring Outstanding DD</b> (Para 6.14 and 6.15 of BD Manual Vol I)
i.	Whether the total balance of draft outstanding agrees with the balance in the Drafts Payable A/c?
ii.	Whether the list of outstanding DDs has been put up to Manager / AGM and to HOD of BD at quarterly intervals?
iii.	Whether items outstanding for three consecutive years in the "Draft Payable Account" are transferred to the "Commission Account – Sundries" by the drawee office at the time of annual closing after obtaining due approval of RD/CGM/OIC as per the manual provisions/ extant instructions issued by DGBA? (Para 6.15 of BD Manual Vol I)



O)	<b>Issue of Payment Order (PO) / Banker's Cheque (BC)</b>
i.	Whether PO has been issued based on sanction note of the department concerned?
ii.	Whether PO/ BC Payable Account (8022007) has been credited by the department concerned before the issue of PO?
iii.	Whether PO has been issued for the correct amount and beneficiaries name mentioned is as per the sanction note?
P)	<b>Issue of new PO in lieu of expired/lost PO</b>
i.	<ul style="list-style-type: none"> <li>Whether the original PO was outstanding? Whether a fresh PO issued is for the same amount and favoring the same beneficiary?</li> <li>Whether the details of POs issued, and POs cancelled are correctly updated in CBS?</li> </ul>
Q)	<b>Monitoring Outstanding PO</b>
i.	Whether the total of PO outstanding matches with the GL balance?
ii.	Whether the Payment Orders outstanding for over three consecutive accounting years are transferred to the 'Commission A/c. – Sundries' at the time of annual closing as per the extant instructions issued by DGBA?
	<b>Part VII- Monitoring of accounts</b>
R)	<b>Daily checking</b>
i.	Whether exception transaction report, if any, is checked and put up to DGM/GM of Banking Department on the next business day (Para 2.12.5 of BD Manual Vol I / extant instructions)?
ii.	Whether cash scroll, transfer scroll, clean cash book, GL Summation, GL Posting is verified on daily basis and discrepancies observed, if any, are being promptly resolved?
iii.	Whether CHB account is being monitored on daily basis (if not feasible on a daily basis, then at designated regular intervals) and reconciliations are being attended to? <i>Note: The Concurrent Auditors should not only give the status of above but also comment on the reasons for discrepancy and the action / inaction of the Department.)</i>
S)	<b>Weekly checking</b>
	<b>Statement of Affairs (Para 2.10 of BD Manual Vol I)</b>
i.	Whether Weekly Statement of affairs (WSA) for every week as of Friday is verified and whether the confirmation of correctness of WSA has been sent to DGBA as per the extant instructions?
ii.	Whether Weekly Statement of affairs (WSA) for every week as of Friday is verified and whether the confirmation of correctness of WSA has been sent to DGBA as per the extant instructions?
iii.	Following aspects must also be seen while verifying WSA: - <ul style="list-style-type: none"> <li>Whether WSA is balanced?</li> <li>Whether figures reported under various heads in the statement of affairs report</li> </ul>



	<p>and weekly abstract of statement of affairs report are tallying with the respective GL Balance, Trial Balance?</p> <ul style="list-style-type: none"> <li>• Whether figures reported under Central and State Government accounts are tallying with the DP report of CAS Nagpur? <b>(For CAS Nagpur)</b></li> <li>• Whether the amount of notes, rupee coins and small coins matches with the physical cash register?</li> <li>• Whether total of assets/liabilities matches with Grand total of each side in both WSA and WSA abstract?</li> </ul>
	<p><b>Weekly certificate</b></p> <p>Whether weekly certificate has been regularly put up to DGM/GM as per the extant instructions?</p>
	<p><b>Batch cancellation and supplementary transaction</b></p> <ul style="list-style-type: none"> <li>• Whether there were any instances of batch cancellation or supplementary transaction passed during the week?</li> <li>• Whether the same was carried out after taking approvals as indicated in Para 2.10.1 read with Annex B, of BD Manual (Vol I)?</li> <li>• Whether the WSA of the current week or any of the previous week/s was changed due to the said transaction/cancellation? In case of change in WSA, the same has to be checked again and it must be ensured that a confirmation of correctness of WSA has been sent by the office to DGBA.</li> </ul>
i.	<p><b>Monthly checking</b></p> <ul style="list-style-type: none"> <li>• Whether the register for charges account has been confirmed by the departments concerned on monthly basis?</li> <li>• Whether the GL balance of Dead Stock/Fixed Asset tallies with total inventory?</li> <li>• Whether monthly confirmation is furnished to the HOD of the Banking Department regarding the current signatures of users who are authorized to issue DDs/POs?</li> <li>• Whether paid instruments have been verified on monthly basis?</li> <li>• Whether the list of outstanding DDs has been put up to Manager/AGM on monthly basis?</li> </ul>
ii.	Whether the items outstanding in all transit accounts as at the end of every month has been put up to Regional Director/ Officer in Charge?
iii.	Whether confirmation regarding the outstanding entries in sundry, suspense, security deposit and earnest money deposit has been obtained from the departments concerned on monthly basis?
iv.	Whether entries in transit internal account heads carrying statutory balances like Sundry Deposit- TDS/ GST/ TCS etc., has been reversed by remitting to the Government Account within the prescribed timeline?
T)	
i.	<p><b>Income Review Statement</b></p> <p>Whether it is being prepared for period ended June, November, December and/or any other period specified by DGBA?</p>
ii.	Whether the same is prepared and sent to DGBA within the time limit indicated by DGBA?



iii.	Whether provision utilized has been marked off in CBS before submitting IRS to DGBA for the month for which IRS is prepared and the provision balance (unutilized) shown in the RPROVBAL report is correct?
iv.	Whether the GL balances reflected in IRS (System generated) is correct?
v.	Whether outstanding expenditure and accrued income have been considered in preparation of IRS? Whether the proforma entries for the same has been passed in CBS?
vi.	In case of prepaid expenditure, whether the portion of expenditure pertaining to period after the month ended for which IRS is to be prepared has been excluded in manual IRS and proforma entry for the same has been passed in CBS?
vii.	Whether the manually prepared IRS and CBS generated IRS tallies? If not, whether the discrepancies have been identified and resolved?
i.	<b>Housekeeping (Half Yearly)</b> Whether instructions contained in circular issued by DGBA Instruction No.02/2024-25 dated August 01, 2024 and provisions of para 1.2 (4) (iii) of BD Manual Vol I/ extant instructions have been followed by the Office?
ii.	Whether Housekeeping Statement has been prepared on half-yearly basis in timely manner and relevant appendices has been submitted to the concerned CODs as mentioned in DGBA circular dated August 01, 2024?
iii.	Whether steps have been taken for the reversal of outstanding entries?
i.	Whether instructions contained in annual closing circular issued by DGBA have been followed by the Office?
ii.	Provisions (income & expenditure) may be verified for its correctness and accounting entries thereof may be verified.
iii.	In case of outstanding payments, it must be seen that amount to be provided for, includes TDS and GST (ineligible ITC portion), wherever applicable.
iv.	In case of Income Accrued but Not Received, it must be seen that separate liability has been booked for GST while making provision for income, wherever GST is applicable on outward supply of services in terms of DGBA Instruction No.009/ 2022-23 - CO.DGBA.DBA.No.S1527/57.01.001/ 2022-23 dated March 29, 2023.
v.	It may be verified whether unutilized provision for expenditure incurred but not defrayed and income accrued but not received, if any, is to be carried forward for next accounting year or written back. If it is to be carried forward, the same has been done correctly and if the same is not required to be carried forward, it has been transferred to specific Provision No longer required GL as per the extant instructions in this regard
vi.	Whether approval of the RD/O-i-C has been obtained before making provision?
vii.	Annual Closing returns must be verified for their correctness.
viii.	It must be verified that Prior period transactions and utilization of global provision has been correctly reported in the format prescribed by DGBA. Whether prior period transaction





	reported as part of annual closing returns also matches with CBS?
	<b>Part IX- Half-Yearly Review of Income &amp; Expenditure (at the end of September)</b>
i.	Whether instructions contained in Half-Yearly Review circular issued by DGBA have been followed by the Office?
ii.	Provisions (income & expenditure) may be verified for its correctness. Further, it must be verified whether the provision made was reversed on the first working day of October?
iii.	Whether unutilized provision made in previous March (annual closing) and it is certain that the same will not be required to be used in the second half of the year (October to next March), has been transferred to 'Provision no longer required' as per the extant instructions?
iv.	Correctness of Provision Balance Report (RPROVBAL) as at September end must be seen to ensure that provisions utilized have been marked off, amount transferred to provision no longer required has been marked off and the positive balance reflected in the report shows the unutilized provision to be utilized in the remaining six months (October to March) and the same is carried forward.
v.	Returns for Half yearly review should be verified and checked for its correctness.
<b>Government Banking Division</b>	
<b>1</b>	<b>Receipts - Cash / Clearing / Transfer</b>
i	Whether scrutiny of challans is done as per prescribed procedure laid down in Para 2.3.3 of GBD manual (Vol – II)?
ii	For cash receipts, whether a proper receipt generated from CBS/manual receipt is given to the customers depositing cash into Govt. accounts?
iii	Whether cheques drawn on other banks and received for credit to Govt. Accounts are presented in the same day's CTS clearing within the cut off time?
iv	Whether receipted challans along with receipt scrolls are forwarded to the Govt. departments, the next working day and in case of cheque, the third day after realization of cheques in clearing?
v	Whether receipted challans are handed over to the depositors after realization of cheques in clearing?
vi	Whether the instruments returned by Drawee banks are returned back to the depositors and proper record of the same is kept in the department?
vii	Whether instruments returned by Drawee banks due to technical reasons (or) fault from RBI such as not affixing clearing stamp, etc. are presented again in the same day's CTS clearing within the cut off time?
viii	Whether balancing of cash receipts with the relevant challans is done at the end of the day before closure of Banking Cash (if done by GBD)?
ix	Whether it is ensured that credit is given to the correct head of account of the State Government?
<b>2</b>	<b>Short Credits</b>
i	Whether instruments received under Short Credits are entered and dispatched to the concerned Regional Offices on the same/next day of receipt?
ii	In respect of Short Credits pertaining to other Regional Offices, whether entries are made in Short Credit Module in CBS?



iii	Whether outstanding pay-in slips/challans/credit vouchers are tallied with outstanding items in the register of short credits dispatched to the outstation Offices at fortnightly intervals; whether suitable remark is made against the last entry in the register by the AM?
iv	Whether a list of outstanding entries is prepared at fortnightly intervals and put up to DGM/GM of Banking Department for his perusal and appropriate action as advised by the DGM/GM is taken?
<b>3</b>	<b>Payments – Cash / Clearing / Transfer</b>
i	Whether the specimen signatures of authorized signatories are properly scanned and tagged to the respective accounts in CBS? Whether date of expiry of such signatures is properly entered in the system? Whether the signatures on instruments are verified before passing?
ii	Whether the cheque book series intimated by the Govt. Departments are properly entered in CBS and authorized?
iii	Whether the department is taking telephonic/e-mail confirmation from the drawers of the instruments if the value is more than 5.00 lakh?
iv	Whether payment cheques are passed at various levels of authorities based on their amounts? (for e.g. if the value of the instrument is more than Rs. 25.00 lakh, then the same should be passed/paid by AGM)?
v	Whether the confirmation of balance was obtained from the Personal Ledger A/c. holders periodically?
vi	Whether STOP payment instructions properly signed by the authorized signatories of the accounts are properly recorded in CBS and reviewed periodically? Whether STOP Revocation instructions received from authorized signatories are verified and then entered in CBS?
vii	Whether paid Interest Warrants are sent to PDO for preservation at PDO as per PDO Manual provisions?
viii	Whether the Date-wise Monthly Statement (DMS) mentioning the settlement date is timely sent to the accounting authorities?
ix	Paid cheques should be checked with the respective payment scroll in GBD 7 generated from the system.
x	Whether paid instruments are properly verified and sent to respective Government Departments on the same day or next working day?
xi	Checks for uploading of files manually for e-payment: – a. Whether payment file is uploaded based on confirmation of payment by Government through cheque/ debit mandate?  b. Whether total payment amount mentioned in cheque/ debit mandate are cross-checked against the total amount mentioned in e-payment file? (Date of payment may also be verified)  c. Whether Cheque/ debit mandate is signed by authorized signatory?
<b>4</b>	<b>Demand Draft Received for Realization A/c / Cheque for Collection A/c</b>
i	Whether large numbers of entries are pending for reversal? If so, reasons thereof.
ii	Whether proper efforts are made to reconcile/mark-off entries outstanding for a longer period?



iii	Whether the outstanding items parked in the Demand Draft received for realization account are reconciled and tallied with the figures available in DAD?
iv	Whether Cheques for collection a/c is operated by the department and balance reconciled?
<b>5</b>	<b>Reimbursement of claims for payment in respect of LC/BG</b>
i	Whether proper debit mandate from the Government to reimburse the concerned commercial banks towards LC/BG is on record?
ii	Whether reimbursement has been made as per the debit mandate received from the Government?
iii	Whether proper records are maintained for all the LCs / BGs for which reimbursements have been made?
iv	Whether the specimen signatures of the Govt. Officials issuing debit mandates are properly maintained in GBD for verification and whether the same are duly verified before making payments?  Whether the signatures are scanned and uploaded in CBS package?
<b>6</b>	<b>Special Deposit A/c – 1975 (only applicable to ROs maintaining accounts under Special Deposit Scheme 1975)</b>
i	To confirm that no interest has been paid for the accounts whose balances have not been confirmed.
ii	a) Whether interest claim was supported by payment scroll in the prescribed format? b) Whether interest applied at the appropriate prevailing rate?
	c) Whether a certificate was obtained from the claimant's internal auditor/statutory auditor regarding the correctness of the claims in respect of the amount of yearly interest paid to the Fund/Trust on the Special Deposit Scheme A/c?
iii	Whether the refunds in SDS A/c are made in accordance with Government Notification No. F 5(6) –ECB & PR/2003 dated May 01, 2003 and letter No.F.No.6(10)/2008-PR dated August 14, 2008?
iv	Whether withdrawals from SDS A/c to meet the obligatory payment was supported by the following documents (to be signed by at least two authorized signatories (Trustees): - a) Resolution passed with regard to withdrawal in the meeting of Board of Trustees. b) Wherever approval required from the concerned Regional Provident Fund Commissioner, EPFO, it was obtained before permitting such refund.
v	Whether the department is maintaining proper account-wise ledgers / registers for maintenance of SDS Direct Accounts and SDS Mirror Accounts? Whether entries with regard to payment of interest, withdrawals, etc. are properly recorded and authenticated by the officials handling the section?
vi	Whether Balance Confirmation is being taken from SDS Direct Account holders and SDS Mirror Account holders as at the end of March 31, every year and information forwarded to DGBA, C.O. by June 30, every year?
vii	Whether necessary SDS Statements are being sent to DGBA, CO and to Ministry of Finance as per timelines given below: -  (i) SDS Balances as on March 31 – to DGBA, CO by June 30 every year (ii) Withdrawal / closure / transfer / interest payment Report – to DEA, MoF, GoI by 10 <sup>th</sup> of subsequent month. (iii) Revised Estimates/Budget Estimates of interest liability under SDS – to DGBA, CO by



	October 15 every year.
viii	Whether necessary approval has been taken from DGBA for transfer-in / transfer-out cases, involving SBI / RBI.
ix	Whether necessary approval has been taken from DGBA, CO for payment of interest pertaining to previous years?
<b>7</b>	<b>Safe Custody of Articles</b>
i	Whether Safe Deposit Register in form GBD 21 and relevant files are maintained properly under the initials of the officer in charge of the section?
ii	Whether articles are accepted from Government Ministries/ Departments of Central/State Governments/Union Territories who are banking with the Bank, and such other parties as may be specifically permitted by Central Office? Heads of Department of the Bank at its Regional Offices may deposit articles in their official capacity. The Employees'/Officers' Co-operative Credit Society may avail the facility of safe deposit only for depositing duplicate keys in their official capacity.
iii	Whether annual verification of articles in safe custody is being carried out by an officer deputed by the Regional Director?
<b>8</b>	<b>Agency transactions on account of State Government</b>
i	Whether in respect of Agency Charges A/c, Agency Bank-wise Ledger and State Govt.-wise Ledger are maintained in CBS?
ii	Whether all State Govt. transactions reported by the agency banks are accounted for in the CBS System on the same day? If the reporting is manual, whether the same are authorized by an officer without any delay? Whether the Agency Transaction Day Book and List of agency transactions are sent to Treasury Office, Finance Department without any delay?
iii	Whether bank-wise, monthly statements known as monthly closing statements are received from the Link/ Nodal Offices of the banks authorized to conduct State Govt. transactions and whether the same are forwarded to AG's Office and Finance Department?
iv	Whether the link/nodal branch of the Agency bank is sending separate daily advice/statements, one for reporting previous month's transactions and the other for current month's transactions within 4 <sup>th</sup> day of every month?
v	Whether FORM I generated from the e-Kuber is matched with the DMS submitted by the agency banks? Whether Form I/J are sent to AG's Office and Finance Department without any delay?
<b>9</b>	<b>Payment of Agency Commission</b>
i	Whether agency commission payment has been made as per the revised applicable rates and instructions for the transactions? Calculation for all cases to be verified.
ii	Whether the claim for agency Commission is received within the stipulated period from agency banks. If there is a delay, whether there was proper follow up by the department?
iii	Whether the agency commission claims are submitted by the banks in the format prescribed in DGBA Master Circular DGBA.GBD.No.S2/31-12-010/2024-2025 dated April 01, 2024, (as updated/revised from time to time)?
iv	Whether the turnover amount on which the commission is payable is checked with reference to the records of GBD (before making payment of agency commission)?
v	Whether the data pertaining to agency commission is entered in CBS and the commission calculated by the system? Whether correct Head of Account is debited for payment of



	agency commission i.e., Agency Charges A/c – Turnover Commission (payable on account of Govt. turnover)?																									
vi	Whether TDS under GST has been deducted as per applicable rate for the applicable category of the banks?																									
vii	Whether TDS deducted has been remitted within the stipulated time frame to the government and all returns relating to TDS under GST deduction have been complied and submitted to the government within the time period given in the CGST Act, 2017? (This will be applicable only if the activity is done by GBD at ROs)																									
viii	Whether GST has been paid correctly on the applicable rate along with agency commission for transactions done w.e.f. July 1, 2019 by ROs?																									
10	Month end activities																									
i	Whether balance transfer for the month end has been carried out correctly?																									
ii	Whether DMS, including for those State Government accounts that are opened for the purpose of integration, has been sent to the concerned Treasury, Finance Department and AG's Office and VDMS has been received within the prescribed time?																									
11	Integration of State Government portal with e-Kuber																									
i	Whether QPX Monitoring Screen access has been obtained by GBD officials for monitoring of transactions under e-payments and e-receipts and is being used by RO for below:- <ul style="list-style-type: none"><li>For replying to queries of Government before escalating matter to DGBA or e-Kuber QPX support team</li><li>For adhering to SOP for Role of Regional Offices for sending list of Debit Notifications and Return Notifications.</li></ul>																									
ii	Whether the following reports are mandatorily sent by GBDs to the concerned officials/authorities in a timely manner as mentioned in para 2.7 of BD Manual Vol II: -  a. For agency transactions: - <table><tr><th>S. No</th><th>Report</th><th>Frequency</th><th>Source and Report Format</th><th>Recipient</th></tr><tr><td>1</td><td>Form D: Agency Transaction Day Book</td><td>Daily</td><td>e-Kuber, pdf</td><td>Treasury &amp; Finance Department</td></tr><tr><td>2</td><td>List of Agency Transactions (Agency Bank-wise)</td><td>Daily</td><td>e-Kuber, pdf</td><td>Treasury &amp; Finance Department</td></tr><tr><td>3</td><td>Form I &amp; J: Agencies Transaction account</td><td>Monthly</td><td>e-Kuber, pdf</td><td>AG Office, Finance Department &amp; Treasury</td></tr><tr><td>4</td><td>Monthly statement of Agency Banks</td><td>Monthly</td><td>Link office of Agency Banks (preferably pdf)</td><td>AG Office, Finance Department &amp; Treasury</td></tr></table>	S. No	Report	Frequency	Source and Report Format	Recipient	1	Form D: Agency Transaction Day Book	Daily	e-Kuber, pdf	Treasury & Finance Department	2	List of Agency Transactions (Agency Bank-wise)	Daily	e-Kuber, pdf	Treasury & Finance Department	3	Form I & J: Agencies Transaction account	Monthly	e-Kuber, pdf	AG Office, Finance Department & Treasury	4	Monthly statement of Agency Banks	Monthly	Link office of Agency Banks (preferably pdf)	AG Office, Finance Department & Treasury
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	<p>b. For transactions done directly at RBI (applicable where State Government has account with RBI):</p> <p>Whether following reports are sent in a timely manner to State Government/ AG Office as mentioned in para 2.7 of BD Manual vol II:-</p> <table><tr><th>S. No.</th><th>Report</th><th>Frequency</th><th>Source &amp; Report Format</th><th>Recipient</th></tr><tr><td>1.</td><td>Receipt Scrolls: DAD Portion Account Wise Summary</td><td>Daily</td><td>e-Kuber, pdf</td><td>Treasury &amp; Finance Department</td></tr><tr><td>2.</td><td>Payment Scrolls: DAD Portion Account Wise Summary</td><td>Daily</td><td>e-Kuber, pdf</td><td>Treasury &amp; Finance Department</td></tr><tr><td>3.</td><td>PSB 1 to 5: SG account statements</td><td>Monthly</td><td>e-Kuber, pdf</td><td>AG Office, Finance Department &amp; Treasury</td></tr></table> <p>c. If any of the above reports are not sent to the Government/accounting authority or in cases where such practice has been discontinued by the RO, whether confirmation on the same was obtained from the Government/accounting authority?</p> <p>d. Any other reports sent by the RO, based on the request from the State Government, that involve banking transactions or otherwise, which are not generated from e-kuber / not provided by agency bank, are sent <b><u>with a disclaimer</u></b> that “the reports are only for information/MIS requirement of the State Government and the same may not be used as primary sources for reconciliation purpose”.</p>					S. No.	Report	Frequency	Source & Report Format	Recipient	1.	Receipt Scrolls: DAD Portion Account Wise Summary	Daily	e-Kuber, pdf	Treasury & Finance Department	2.	Payment Scrolls: DAD Portion Account Wise Summary	Daily	e-Kuber, pdf	Treasury & Finance Department	3.	PSB 1 to 5: SG account statements	Monthly	e-Kuber, pdf	AG Office, Finance Department & Treasury
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3.	PSB 1 to 5: SG account statements	Monthly	e-Kuber, pdf	AG Office, Finance Department & Treasury																					
12	<b>KYC status of accounts</b>																								
i	Whether the KYC documents for the newly opened accounts have been obtained and verified?																								
ii	Whether KYC documents are obtained periodically (once in every eight years) or whenever any change in incumbency of the authorized officials of the government accounts is reported to RBI?																								
iii	Whether newly opened government accounts have been mapped correctly?																								
iv	Whether there are any inoperative accounts? Whether the status of inoperative accounts is reviewed yearly?																								
v	Whenever there is no change in the KYC information of the Legal Entity Customer, whether a self-declaration in this regard is obtained from the Government Department?																								
vi	Whether notice period of three months have been given to the concerned Government departments before closing an inoperative account?																								
13	<b>Inspection of HO/branches of agency banks</b>																								
i	Whether RO is adhering to instructions contained in DGBA circular dated April 01, 2016, regarding periodical HO/branch inspection, where applicable?																								
ii	Cross checking of recovery of agency commission/ penalty amount, if any.																								



<b>(11) Issue Department</b>	
<b>Sr No.</b>	<b>Particulars</b>
	<b>Valuables</b>
1.	Entries made in the subsidiary books maintained by the Sections / Departments are to be verified with reference to the actual transactions / sanctions and comments to be made
2.	Whether outstanding entries in all the transit accounts are cleared before the prescribed time limit. If not, whether permission of appropriate authority is taken for continuance
3.	Position of Outstanding Paragraphs from CA's previous audit report
	<b>CLAIMS SECTION</b>
4.	Whether mandate and date of payment are recorded.
5.	Whether laid down procedure complied with, in respect of irregularities detected in receipts of defective notes in terms of ID Manual para 3.6 of chapter 5. i.e. In case of discrepancy cases/unsigned covering letters, the number of such cases observed during the month of audit and the action taken by the Department should be commented upon.
6.	Whether rejected and half value paid notes are destroyed after the prescribed preservation period of 3+1 months after making relevant entries. Para 3.10.2 and para 3.13 of Chapter 5 of ID Manual, 2021
7.	Whether forged notes detected are recorded properly.
8.	To check whether the laid down procedures in terms of Para 3.4.7 of Chapter 5 of ID Manual is complied with for Destruction of disposed TLR and postal covers
9.	Check whether physical inventory of Claim section is matching with system inventory in CyM.
10.	In terms of ID Manual para 5.5 of Chapter 5 and DCM letters DCM (NE) No. 181/ 08.03.020/ 2021-22 dated August 27, 2021 and DCM (NE) No. 204794/ 08.01 .002/ 2021-22 dated March 2, 2022 to check whether the notes received for adjudication/ audit/ special procedure are not pending for more than one month.
11.	Check whether NE 1 / NE 2 -Statement of Adjudication and audit of Notes in Issue Circle are sent to Central Office within 15 days after the end of every quarter.



12.	To check whether the laid down procedures in terms of Para 3.2 of Chapter 5 of ID Manual is complied i.e. For notes which have been rejected: whether rejection advice is issued to the tenderer, after retaining a copy of the same with the department.
13.	Whether exchange value for fully paid notes is credited to Exchanged Good Notes account.
14.	For notes adjudicated as half value, whether unpaid portion of Half Paid notes is credited to Sundry Deposits/Other Deposit- Unpaid Half value account
15.	Whether CL 5 Register is maintained and whether CL 8 Register is put up to GM/DGM on daily basis?
16.	In the case of Deliberately cut notes and Build-up notes, whether details of the case have been reported to DGM/GM, ID. If large number of notes were present, whether the same has been reported to local police in terms of Para 3.8 of Chapter 5 of ID Manual
17.	Whether notes adjudicated for Full value have been preserved for 15 days and destroyed after verification of 10% of notes selected on random basis in terms of Para 3.10 of Chapter 5 of ID Manual
18.	Whether Rejected notes have been preserved for 4 months (excluding the month of adjudication). In cases where legal proceedings have been initiated, whether the notes have been preserved till the suit is disposed of (or six more months if suit is not materialized) in terms of Para 3.13 of Chapter 5 of ID Manual is complied.
19.	Whether necessary recovery and adjustment in case of incorrect adjudication has been done as per Para 3.11, Chapter-5, ID Manual.
20.	Whether surprise check of the notes adjudicated is carried out by DGM/GM of ID, and in cases of undue liberal exercise the matter has been reported to Regional Director in terms of ID Manual para 3.18 of Chapter 5.
21.	Whether undelivered payments have been transferred to Sundry Deposits/ Other Deposits/ Unclaimed Govt. of India Re.1 Notes and Rs.2/- & above notes are transferred to Government of India Account and Commission Account respectively?
22.	Whether outstanding balance in half value paid account is credited to Commission Account?





23.	Whether stipulated timelines for transfer of balances to Commission Account have been followed in respect of the above?
24.	To check whether the audit of paid notes has been carried out as per the laid down procedures in terms of para 5.5 of Chapter 5 of ID manual
25.	Whether file and report pertaining to application in Forms CL 18 are submitted to the General Manager/DGM for his information every fortnight as per ID Manual para 6.1.3 of Chapter 5
26.	Whether there are instances of adjudication of notes under SP beyond stipulated limits of 10 Lacs, 5 Lacs and 2 Lacs. Whether approval of DCM CO for such cases exceeding limits are on record as per ID Manual para 6.2, 6.3 and 6.4 of Chapter 5
27.	To check whether particulars of Rejected notes are entered in the Register of rejected notes in terms of ID Manual para 6.4.5 of Chapter 5
28.	In the case of Unclaimed Notes, whether amounts have been credited to corresponding Sundry Deposits/Other Deposits as per extant instructions. In the case of one rupee note, whether "Unclaimed Government of India ₹1 Notes" has been credited.
29.	Whether refund of any value on account of unclaimed notes has been done as per the laid down procedures in terms of ID Manual para 7.4 of Chapter 5
30.	(i) Whether the half-yearly surprise verification of forged notes is being carried out in terms of CO circular DCM (FNVD) 630/16.13.01/2004-05 dated June 21, 2005. (ii) Whether the counterfeit note album is maintained in good condition and updated regularly, at least at half-yearly intervals, with the approval of the Head of the Issue Department? (iii) Whether the counterfeit notes kept in the album are periodically audited/ verified during CSAA, RBIA, half-yearly verification of counterfeit notes, etc?
31.	Whether any partially or fully rejected tenders of Specified Bank Notes submitted by RI/NRI category during the Grace Period are still pending for destruction? (Circular No. DCM SBN (No.) 4161/ 10.27.00/ 2017-18 dated May 22, 2018)
32.	Whether FICN impounded are accounted for properly in claims section?
33.	(i) For the cases of detection of FICN in five (05) or more pieces in a single transaction, whether FIR filing is done immediately?



	(ii) For the cases of detection of FICN upto four (04) pieces in a single transaction, whether consolidated reporting to police is done on monthly basis?
	<b>Exchange Good Notes(EGN)</b>
34.	Whether the balances of EGN account in CyM are agreeable to the EGN in CBS.
	<b>Important Registers</b>
35.	Registers CL-5, CL-9 and CL-15 need to be checked thoroughly with reference to source of posting, their day-to-day posting at each stage as also cross-checking of day-to-day balances. The check may be confined to entries relating to all working days in a month for the period under audit. Whether entries relating to these transactions have been checked during the month for the above mentioned registers on random basis.
	<b>Accounting System Claims</b>
36.	A check should be conducted of accounts maintained in the section right from CL-5 register to CL-15 register, to see if the accounting system in vogue conforms to the one prescribed in Issue Department Manual, as amended by subsequent circulars on the subject e.g. defective notes adjudicated under Rule 9(3) of Note Refund (Amendment) Rules 2018.
37.	Whether the balancing of forged notes received/ sent to Police/CBI/ CID etc. are being carried out periodically?
	<b>CANCELLED / RETIRED NOTE VAULT SECTION</b>
	<b>Preserved Note Packets/cases</b>
38.	Whether a proper record thereof is maintained in vault register CD 3 and whether such cases are reviewed at quarterly intervals. Examine whether any packets/cases have been preserved for unduly longer periods, say more than one year, and if so, ascertain the reasons thereof.
	<b>Notes dealt with under Special Procedure –</b>
39.	Whether proper records thereof are being maintained in form CL 18 prescribed for the purpose. The total of SP covers awaiting audit/destruction should be verified with reference to the outstanding entries of form CL 18. Verification may be done to see if the Special Procedure covers were destroyed after the prescribed period and completion of audit. In case of covers due for destruction, appropriate comments need to be recorded in the report.
	Whether the paid defective notes taken over from the Consolidation-Cum-Verification



	Section (CCVS) are being preserved in the Claims Section Vault for 15 days and thereafter destroyed by the joint custodians after verification of 10% of the preserved notes on a random basis.
	<b>Resource Section</b>
40.	SCD Transactions
41.	Whether RES-8 are maintained properly and posted with reference to the depot slip in Form TA 51 received from SCDs.”
42.	Verification of penalty scrutiny sheets pertaining to discrepancies/deficiencies observed during inspection / incognito visits / Senior Officer's visit etc. to currency chests/bank branches.
43.	Whether the monthly statements in forms RES 10 and RES 11 are being sent to Central Office by 15th of the following month
44.	Verifying the GST-TDS statement for the payments done during the month.
45.	Verify whether GST payment on incentives is to be released to banks / vendors is paid after receipt of GST-Invoice from banks / Vendors.
46.	Whether Penalty on CCs is levied in timely manner and waiver, if any, is done by appropriate authority
47.	To check for correctness of various incentives paid by IOs to the banks as per guidelines, including TDS exemptions as per IT Act/ GST Act, if any, claimed by the bank.
48.	Whether the penalties levied/ waived have been reported to DCM, CO as per prescribed performa by 10th of the month following each quarter.
49.	Whether the quarterly statement of Inspection data in prescribed format reported to DCM, CO by 10th of the month following each quarter.
50.	Whether the penalty levied for counterfeit notes detected in soiled note remittances / balances in currency chest (CC) / ATM dispensations / disbursement over the counter or for willful non-impounding by the bank is calculated as per the circulars DCM (FNVD).No. S847 /16.01.001/2024-25 dated June 04, 2024 read with DCM (FNVD).No. S1028 /16.01.001/2024-25 dated June 26, 2024?
	<b>Irregularities detected in CCVS</b>



51.	Whether the non-reissuable notes taken-over from the Consolidation-cum-verification Section (CCVS) are destroyed on the same day in accordance with instructions and paid defective notes are handed over to Claims Section for preservation upto 15 days from the date of adjudication
	DCM No.487/08.02.01/2016-17 dated August 26, 2016
52.	Observe the functioning/records of Consolidation-cum-Verification Section (CCVS) to verify whether the notes are taken-over from public counters and Claims Section as per the laid down quality/quantity checks for different denominations.
	<b>REMITTANCE SECTION</b>
53.	Concurrent Auditor should check the Labour and Transport Contract Agreement of each Issue Office and also 100% of the paid bills.
54.	Whether the contract has been awarded in accordance with Central Office instructions;
55.	As per Circular DCM (RMMT) No. 3352/11.01.01/2017-18 dated March 20, 2018, proper rate analysis for payment of treasure transportation bills is done on historical data on distance of currency chests from RBI Offices
56.	Whether the certificates given on the bills by the officials viz. Station Duty Officer, Vaults in-Charge, etc., supervising the operations are specific/ proper and in accordance with the terms and conditions of the contract and not furnished in a casual manner.
57.	Whether the bills clearly specify the various activities performed and correct rates have been applied.
58.	Whether the bills have been correctly scrutinized by officials after verifying independently the record available in Remittance Section, Vaults, SDO and bills are settled without any delay
59.	Whether the bills receipt/payment registers are put up to General Manager/Deputy General Manager periodically
60.	Whether the payment towards extra-ordinary/special item of work is done with the approval of General Manager/Deputy General Manager.
61.	Verify the contract agreement and the process for engaging transport operator for coin remittances. Whether it is ensured that the Bank Guarantee is current and covers the remittances.



62.	Analyse the expenditure on coin transport operator and labour/transport contractor over a period to check unusual features, if any.
63.	Budgetary provision for remittance related expenditure and deviation there from – analysis may be made.
64.	100% of the coin transport contractors' paid bills may be verified in conjunction with related records evidencing the work performed and agreed rates as per the contract.
65.	Whether independent record of the work performed by the contractor is maintained by Joint Custodians and SDOs.
66.	Whether RS-1 registers on scheduled inward/ outward remittances are maintained properly and are scrutinized to ensure that they are complete in all respect in terms of ID Manual 2021.
67.	Whether discrepancies in fresh note remittances are adjusted as per prescribed procedure.
68.	Whether the reimbursement of bills received from banks, Railways, Police Dept., office of the AG etc., on account of diversions/remittances (consequent to decentralisation since 1 <sup>st</sup> April, 2003) are being settled promptly.
69.	100% of the bills so received should be checked to ensure against any irregularity.
70.	Total expenditure incurred on the above, over a period and bank-wise, may be analysed.
71.	Whether the amount collected towards the sale of scrap is as per the agreement entered into with the scrap purchaser and applicable taxes are applied over the amount complying with the prevalent laws.
72.	Whether the penalty to be levied to various Currency Chest under the scheme of penalties is calculated as per Master Circular – Scheme of Penalties for bank branches including Currency Chests based on performance in rendering customer service to the members of public.
73.	Whether the incentives paid to the banks have been reported to DCM, CO as per prescribed perform by 10th of the month following each quarter.
74.	Monitoring of Security Deposit Account



75.	<b>Preliminary/Final Receipts</b>
76.	Check whether preliminary/final receipts have been received. Carry out test checks.
77.	Non-receipt of preliminary receipts/ final receipts/ delays, if any.
78.	<b>Police Bills</b>
79.	100% checking of bills to be done.
80.	Bills in respect of armed police guards provided by the State Government are being paid regularly.
81.	Payments are made in accordance with Central Office instructions with certificate from Security Officers.
82.	Bills in respect of police escort for accompanying remittances are settled expeditiously and in accordance with current instructions.
83.	Comment on the unusual features observed in the bills received from Police Department.
84.	Whether remittance bills/ claims received from chest banks/ STOs (through Government) are being settled promptly
85.	Whether claims in respect of police escort charges submitted by the currency chests are supported by the copy of remittance order/ diversion order issued by RBI and the following documents are submitted-
	(i) A copy of requisition letter issued by the chest officer for obtaining police escort
	(ii) Police escort bill in original attested by a competent authority
	(iii) A certificate issued by the Superintendent of Police stating that the bill is prepared as per existing State Government Rules and has not been claimed earlier. (Arithmetical or other discrepancies in respect of the claims to be verified and
	(iv) Proof of payment in original
86.	<b>Air Remittance bills</b>
87.	Analyse the expenditure on air transport operator over a period to check unusual features, if any.
88.	<b>General</b>
89.	Outstanding entries in Sundry and Suspense Accounts - Reasons for delay in reversal of entries within the prescribed period as stipulated from time to time. Figures to be tallied with IBD statement
90.	Whether TDS etc. has been recovered from the bill and credited to Government



91.	Whether the coins received from other Issue offices or from mint are accounted for on the correct date?
	<b>ACCOUNTS SECTION</b>
92.	Whether the balances of EGN account in CyM tally with the EGN in CBS.
93.	Whether GL balances (other than those in respect of Chest Notes Account and Circulation Notes Account; and Coins Account and Chest Coins Accounts) tally with the balances under the respective heads with reference to the Inventory Position Report received from the Treasurer.
94.	Verification of Monthly Certificate regarding Reconciliation of balances at Issue Offices and Currency Chests submitted by the in-charges of the Issue Offices to the Regional Directors/ CGMs/ O-i-Cs.
95.	Whether the following certified reports are put up to the GM/DGM on the following day:
	a. CD – 53 (certified by Treasurer section)
	b. Trial Balance (certified by accounts section)
	c. GL and Denomination Reconciliation Report (certified by accounts section)
96.	Whether Transit Account(Remittance and Divergence) are monitored for unacknowledged entries and daily position of unreconciled entries are put up to DGM/GM on daily basis.
97.	Check all calculations made with regard to penal interest / penalty charged/collected in respect of delayed/wrong reporting of currency chest transactions.
98.	Whether the coins received from other Issue offices or from mint are accounted for on the correct date?
99.	Whether Chest Balance Confirmation Certificate for end February and March obtained from currency chests match with Currency Chest denomination wise balances – RCYMTBCCCLOCAL report
100.	Whether penal interest/penalty recovered in terms of "Master Direction-Scheme of Penalties for bank branches and currency chests for deficiency in rendering customer service to the members of public" and/ or "Master Direction on Penal Provisions in reporting of transactions / balances at Currency Chests" were transferred to Commission A/c as per stipulated timelines
101.	In terms of Circular DCM (CC) No S24/03.35.01/2025-26 dated April 01, 2025, whether the information regarding levy / waiver of penal interest on banks for delayed / wrong reporting including ineligible balances of currency chest transactions are reported as per prescribed performa by 10th of the month following each quarter.



102.	Whether user access of CyM is being reviewed and being put up to GM/DGM on a monthly basis.
103.	Whether the report on Currency Chests position is being sent to DCM CO every month in terms of instructions DCM (CC) No. S-301 /03.19.001/2023-24 dated May 31, 2023 read with DCM (CC) No. S-1182/03.19.001/2024-25 date July 16, 2024.
	<b>CASH DEPARTMENT</b>
104.	Box Balance
105.	Whether in terms of para 7.2 of Chapter III of ID Manual 2021, the balances agree with CD-21 and CD-22.
106.	Each disbursement from the box is recorded in CD-25 with Receiving Officials signature for disbursement from Box Balance.
107.	CD-21 and CD-25 to be cross-tallied on a test check basis.
108.	Whether the Box Balance is subjected to monthly surprise verification by an Officer deputed by General Manager /DGM. The number of packets and bundles or bags, as the case may be, should agree with the total denomination-wise details with the balance as per the accounts in form CD 21/22, and also as per balances in CyM. The balance should further be checked in detail as indicated below:
	• Chit packets in any denomination: Fully
	• ₹500 and above: Fully
	• Below ₹500, and any other denomination in excess of ₹50: 5%
	• ₹50, and lower denomination notes: 1%
109.	Uncurrent coins, if any, will have to be checked by yellow tags and commented as to how long they have been kept in the vault. Matter to be pursued with the Mint
	<b>Receipts by Post</b>
110.	To check whether insured covers containing notes received from post office have been posted in CL-5 register with IR number and whether the entries are properly marked off after payment. Check whether CL-8 Register is being put up to GM/DGM on regular basis.
	<b>Discrepancies in Chest Remittances</b>
111.	Whether entries in CyM portal with regard to discrepancies detected in soiled note remittances of currency chests are verified with vouchers issued by CVPS.
	<b>General</b>





112.	To check whether balances in CD-53 tallies with the inventory reports provided by respective vault/section.
113.	In case of storage of treasure in more than one vault, balances of each vault's CD-3 to be totalled for a few days chosen at random and tallied with the main vault Register CD-53 reflecting the consolidated figure.
114.	Whether CD-59 statements giving instances of discrepancies observed in coin bags are forwarded to CO every quarter. Comment on unusual features, if any, observed as well as follow-up action taken with Mints etc.
115.	Whether satisfactory arrangements are in place to receive/accept coins and notes through exchange counters for both bulk and small value. Reverse flow of coins: Features observed.
	<b>Physical Verification</b>
116.	CD-3 balances to be tallied with CD-5 (Fresh Notes) and CD-11 (Re-issuable Notes) and both individually with CD-53
	<b>Coin Balances</b>
117.	Whether physical verification is carried out by number of bags, denomination-wise. The total is to be tallied with CD-6. The respective totals will have to be tallied with CD-53 for the day of checking.
118.	Whether small coins are maintained and accounted properly.
	<b>Vaults</b>
	<b>Fresh Notes Vault:</b>
119.	Whether discrepancies, if any, in fresh note remittances are recorded in CD-17 register and put up to GM/DGM, Issue Department with follow-up details on a fortnightly basis. Whether First in First Out (FIFO) is being followed, has to be checked.
	A half yearly statement of such discrepancies should also be forwarded to DCM, CO As per circular dated June 11, 2004
120.	Whether every month, balances according to stack book/bin books are agreed with the CD3/Subsidiary Register and the statement put up to DGM/GM (Para 2.11 of 2 Ch.3 of IDM).
121.	Whether balances of CD3 and CD9 tallies with bin books/stack books in FNV/CNV/DTDV
	<b>Outward Remittances - Remittance Section</b>
	<b>(Applicable to coins too)</b>
122.	RS-2 register is maintained under Remittance section.



123.	The number of remittances effected from the Vault may be totalled and counter-checked with Remittance Section.
	<b>Invoiced Notes Vault</b>
124.	CD-3 balance to be tallied with CD-9 and CD-9 with CyM Inventory
125.	Whether Joint Custodians conduct periodical check of balances in the vault and put up report to DGM/ GM, Issue Department in terms of Para 4.2.8 of Chapter 3 of ID Manual
	<b>Fidelity Guarantee Insurance</b>
126.	All losses involving amount exceeding Rs.500/- may be notified to Insurance provider without delay.
	<b>RECORDS SECTION</b>
	Dispatch
127.	Whether payments have been made to the vendors registered under MSMED Act 2006 within 45 days?
	<b>Subsidiary Registers</b>
128.	Suspense account and Sundry Deposit account - balances verified with IBD every month. Whether CBS generated sundry Deposit and Suspense account statements are in order? Whether it is tallied with IBD? Whether any discrepancies observed?"
129.	Verify whether the wiping out of outstanding entries in Sundry/Suspense a/c have been done within the stipulated time period.
130.	Any Delay in settling bills. Are they settled in accordance with current instructions?
	<b>Inward register for bills/ letters maintained</b>
131.	Whether these are properly maintained and marking off done. Instances of unusual delay in dealing with bills/ letters may be brought out.
	<b>Note Banding / Bundling / Counting / Coin Dispensers / Coin Sorting/ Counting Machines And Scales</b>
132.	Are the machines installed in working condition?
133.	Whether any assets were purchased during the month under audit.
134.	Have laid down procedures been followed in purchase of such machines.
135.	Whether there is disposal of assets during the month under audit.
136.	<b>Annual Maintenance Contract (AMC)</b>
137.	Is it entered into in time and is in force in respect of various machines in use in cash department viz. Note Counting Machines, note bundling machines etc.



138.	Action taken in case of unacceptable delays, invoking of penalty etc., may be verified.
	<b>General - Administration/ In-House Accounts</b>
139.	Suspense and Sundry Deposit A/C - Comment on the nature of entries, delay in reversing entries, unusual features, if any, etc.
140.	100% scrutiny of various bills settled, to ensure that they are in order.
141.	Whether List of bills outstanding for more than 15 days is prepared and submitted regularly to GM/DGM who will ensure that there is no avoidable delay in the settlement of bills.
	<b>Tax Deducted at Source (TDS/VAT/service Tax Calculation)</b>
142.	Whether statutory obligations like deduction of various taxes/payments, etc. were invariably met (as per rules /rates in force) and remitted in time on all bills/AMCs payments.
	<b>CURRENCY VERIFICATION AND PROCESSING SYSTEM (CVPS) AND SHREDDING &amp; BRIQUETTING SYSTEM (SBS)</b>
143.	Whether AMC entered into are on time and in force and payments made as specified by Central Office
144.	The incentives payable to the Note Processing Teams/SBS/CNV to be checked with reference to the basic records of number of notes processed.
145.	Whether calculation of payments for AMC and charges for downtime, if any, are correctly done.
146.	Whether calculation for sale of briquettes are correctly done
	<b>Additional items of check</b>
147.	The CAs before finalizing the report may discuss the same with the Department concerned and ensure that the observations were based on facts.
148.	With regard to payments made against articles received, Concurrent Auditors should verify whether the concerned Sections have obtained certificates stating that "the articles have been received in good condition and conforms to approved samples" and whether the deficiencies, if any, has been recorded in their reports.
149.	Whether confirmation is received from the banks for existing (valid) Bank Guarantees? Whether Bank Guarantee has been received when entered into a new contract?
150.	Whether all transaction entailing deduction or collection of taxes are being carried out through Fixed Assets (FA) module?



151.	In terms of Circular DCM (S&D) No 2226/12.01.22/2018-19 dated March 13, 2019, whether the SD 1 and SD 1-A statements have been sent to DCM, CO by 10th of next month of ending Quarter.
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**(12) Banking Ombudsman**

<b>(12) <u>Banking Ombudsman</u></b>	
<b>Sr No.</b>	<b>Particulars</b>
i)	Whether regular checking in respect of bills is done during the month?
ii)	Whether any observations were found during the period under audit?



# **Annexure- D**

## **Certified documents to be uploaded for determining eligibility criteria and evaluation of technical bid**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Certified documents must be uploaded</b>
1	Proof of Chartered Accountant (CA) Firm	i. ICAI Certificate* ii. Copy of the Memorandum and Articles of Association/Certificate of Incorporation/ Partnership Deed/ Similar other relevant documents.
2	Proof of PAN registration	Copy of PAN Card
3	Proof of GST registration	Copy of GST Registration Certificate
4	Details of Partners	i. Partnership Deed and/or similar other relevant document and ii. ICAI Firm Card*
5	Experience of the Firm - No. of years	ICAI Firm card*
6	Number of Full time Fellow Chartered Accountant (FCA) Partners	ICAI Firm card*
7	Association with the same firm – No. of partners	i. ICAI Firm card* ii. Copy of the Memorandum and Articles of Association/Certificate of Incorporation/ Partnership Deed / similar other relevant documents.



8	Number of Full time CA employees presently deployed – Key professional staff	i. ICAI Firm card* ii. Letter of Appointment
9	Number of Skilled Staff - Qualified in Group I & II of IPCC	i. Certificate/ Marks sheet issued by ICAI in support of having passed the Group I & II IPCC exam and ii. Declaration by the firm
10	Details of experience of the firm in banks audits as i) System/ IS auditor ii) Concurrent Auditor/ Statutory Central/ Branch Auditor	i. For the purpose of experience, only the number of years will be considered and not the number of institutions. For example, if in a particular year the firm has conducted audit in three banks, the number of year of experience will be considered only one and not three. ii. The experience letters/appointment letter should be uploaded year wise.
11	Details of past experience in RBI audits	The relevant experience of RBI audit and assessment of performance by RBI will have to be provided. Marks will not be awarded if above document/s is/are not uploaded by the bidder.

\* ICAI Firm Card & ICAI Certificate shall be generated between July 01, 2025 and the last date of submission of bid.

Note: This above list is indicative in nature and not exhaustive.



**Annexure- E**

**Undertaking regarding declaration of debarment by Govt./Semi-Govt./public  
institution (s)**

**(To be submitted by the tenderer on their letterhead)**

Name of Work: .....

1. I/we ..... (Name of bidder) declare that

a) I/we or any of our allied firm\* is/ are not debarred/suspended/blacklisted by any public institution/entity in India or any other country as on ..... (last date of submission of bid.)

b) I/We or any of our allied firm\* have not made any transgression in respect of the code of integrity (as mentioned in the tender) with any public institution/entity in India or any other country in last three years as on ..... (last date of submission of bid).

c) We will inform Bank in writing, in case, I/We or any of our allied firm\* is/are debarred/suspended/blacklisted by any public institution/entity in India or any other country on or before award of work for the captioned work.

2. I/we ..... (Name of the bidder) declares that I/We or any of our allied firm\* ..... (Name of the allied firm(s) is / are debarred / suspended / blacklisted by ..... (Name and address of public institution in India or any other country) and the same effective up to..... (date). A copy of such letter is attached for your information and record.

(Seal and signature of the bidder)

Date

Place

(Note: strike out one of the above two declarations which is not applicable)

\*Allied firm: A firm would be termed as “allied firm” if the management is common, or substantial or majority shares are owned by the banned/suspended firm and by virtue of this it has a controlling voice. Further all successor firms will also be considered as allied firms.