



भारतीय रिज़र्व बैंक, चेन्नै
लेखा परीक्षा, बजट एवं समन्वय कक्ष
Reserve Bank of India, Chennai
Audit Budget and Co-ordination Cell (ABCC)

**E-Tender for Appointment of Concurrent Auditors for the period October 01,
2025 to September 30, 2026 by Reserve Bank of India, Chennai**
Tender No. – RBI/Chennai Regional Office/HRMD/1/25-26/ET/325

Reserve Bank of India (RBI), Chennai (hereinafter referred to as the "Bank") invites e-Tenders under Two – Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditors for RBI, Chennai as well as Reserve Bank Staff College, Chennai, for the period October 01, 2025 to September 30, 2026, with the provision of reappointment for a maximum of two more years, one year at a time, subject to satisfactory performance under a system of appraisal at the end of the contract period by RBI Chennai.

The Tender process will be executed through the e-Tendering portal of MSTC Ltd. (<https://www.mstcecommerce.com/>). Interested tenderers 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 www.rbi.org.in under 'Tenders' section and from the website www.mstcecommerce.com. The last date for submission of Applications is August 18, 2025 till 11:00 AM. Tenders submitted only through the portal, will be accepted for the captioned process. Tenders, if received after the said date and time, will not be accepted by the Bank.

The 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
Chennai



SCHEDULE OF TENDER

Note: This is a limited tender enquiry through MSTC portal. Only **Category-I CA firms** of state of Tamil Nadu are eligible to participate in this Tender. Bidders are advised to first visit “Tenders” link on our website <https://www.rbi.org.in> to check their eligibility. Eligible firms wishing to apply should register themselves with MSTC Portal (<https://www.mstcecommerce.com>) and apply online only.

A	e-Tender no	RBI/Chennai Regional Office/HRMD/1/25-26/ET/325[Appointment of Conc Auditors]
B	Name of the Tender	E-Tender for Appointment of Concurrent Auditors from October 01, 2025 to September 30, 2026 for RBI, Chennai as well as Reserve Bank Staff College, Chennai
C	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid through www.mstcecommerce.com)
D	Date of Notice Inviting e-tender available for view/download on RBI website	July 25, 2025 at 05:00 PM
E	Last date for seeking clarification through email	July 31, 2025 at 03:00 PM
F	Date of Pre-Bid meeting	August 01, 2025 at 12:00 PM
G	Venue of Pre-Bid meeting	2 nd floor, Conference Room-I, Reserve Bank of India, Chennai, Tamil Nadu-600 001
H	Estimated value of tender i.e. Minimum remuneration fees (per year)	₹26,47,920/- (inclusive of GST@18%) for 12 months
I	Earnest Money Deposit (EMD)	₹52,959/- (2% of Estimated Cost) to be remitted through NEFT. The details of transaction will have to be furnished as evidence of deposit of EMD along with technical bid. Details for NEFT for EMD Payment of ₹52,959/- Beneficiary Name: Reserve Bank of India, Chennai Beneficiary Ac No: 186003001



		<p>IFSC: RBIS0CNPA01 (5th and 10th digits are zeros)</p> <p>Remarks/particulars to be mentioned while remitting EMD through NEFT: EMD <CA firm name></p> <p>Last date of submission of EMD August 18, 2025 till 11:00 AM</p> <p>No exemption for payment of EMD is admissible even for firms/ companies registered as MSEs for this contract.</p>
J	Performance Bank Guarantee	₹1,32,396/- (5% of Estimated Cost) to be submitted by the successful bidder
K	Transaction fees	Payment of Transaction fee as mentioned in the MSTC portal through MSTC payment gateway through/ NEFT/ RTGS in favour of MSTC LIMITED or as advised by M/s MSTC Ltd. Please do not transfer the transaction fee to the Reserve Bank of India, Chennai. The fees charged by MSTC needs to be borne by the bidder only. Fees charged by MSTC Ltd. will not be refunded by the Bank in any case.
L	Date of publication of minutes of the pre-bid meeting on RBI website.	August 05, 2025
M	Last Date of Submission of EMD	On or before 11:00 AM of August 18, 2025.
N	Date of Starting of online submission of e-Tender (Technical Bid and Financial Bid) at www.mstcecommerce.com	August 05, 2025, 05:00 PM onwards
O	Date & time of closing of online submission of e-Tender (Technical Bid and Financial Bid).	August 18, 2025, 11:00 AM
P	Date & time of opening of Part-I (Technical Bid)	August 18, 2025, 03:00 PM
Q	Date of opening of Part-II (Financial Bid)	Part-II (Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Chennai. Such bidder(s) will be intimated regarding date of opening of Part-II (Financial Bid) through valid email given by them.



भारतीय रिज़र्व बैंक, चेन्नै
लेखा परीक्षा, बजट एवं समन्वय कक्ष
Reserve Bank of India, Chennai
Audit Budget and Co-ordination Cell (ABCC)

**E-Tender for Appointment of Concurrent Auditors for the period October 01,
2025 to September 30, 2026 by Reserve Bank of India, Chennai**
Tender No. – RBI/Chennai Regional Office/HRMD/1/25-26/ET/325

Reserve Bank of India (RBI), Chennai (hereinafter referred to as the "Bank") invites e-Tenders under Two – Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditors for RBI, Chennai as well as Reserve Bank Staff College, Chennai, for the period October 01, 2025 to September 30, 2026, with the provision of reappointment for a maximum of two more years, one year at a time, subject to satisfactory performance under a system of appraisal at the end of the contract period by RBI Chennai.

The Tender process will be executed through the e-Tendering portal of MSTC Ltd. (<https://www.mstcecommerce.com/>). Interested tenderers 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 www.rbi.org.in under 'Tenders' section and from the website www.mstcecommerce.com. The last date for submission of Applications is August 18, 2025 till 11:00 AM. Tenders submitted only through the portal, will be accepted for the captioned process. Tenders, if received after the said date and time, will not be accepted by the Bank.

The 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
Chennai



DISCLAIMER

Reserve Bank of India, Audit, Budget and Coordination Cell (ABCC), Chennai, has prepared this document to give background information on the contract to the interested parties. While RBI has taken due care in preparation of the information contained herein and believe it to be in order, neither RBI 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.

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 RBI in submitting the e-Tender. The information is provided on the basis that it is non – binding on RBI or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

RBI reserves the right not to proceed with the Contract or to change the configuration of the contract, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.

No reimbursement of cost of any type will be paid to persons or entities expressing interest.



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Important Instructions Regarding E-Tender

This is an e-procurement event of Reserve Bank of India (RBI), Chennai. The e-procurement service provider is MSTC Limited.

Interested tenderers are requested to read and understand the Notice inviting e-Tender and subsequent Corrigendum, if any, before submitting your online tender.

A) Registration:

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

SPECIAL NOTE:

THE TECHNICAL BID HAS TO BE SUBMITTED ONLINE at www.mstcecommerce.com.

- a) Bidders are required to register themselves online with MSTC Portal at www.mstcecommerce.com → e-Procurement→PSU / Govt.Depts→ Select RBI Logo→ Register as Vendor by filling up details and creating own user id and password→ Submit.
- b) Bidders will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.
- c) In case of any clarification, please contact RBI/MSTC, before the scheduled time of E-Tender.



Contact person (MSTC Ltd- During Office Hours only):

1. Shri. Shanmugam - 9176397264

Email id: nshanmugam@mstcindia.co.in

2. Shri. J Damodaran– 9841002253

Email id: jdmodaran@mstcindia.co.in

3. MSTC Help Line: 9499054101/2/3/4

Email id: helpdesk@mstcindia.co.in

Contact person (RBI, Chennai- During office hours only):

1. Shri Ganji Raghunath - 044-2539 9743

Email id: abccellchennai@rbi.org.in

2. Shri Sunil Kadam- 044-2539 9217

Email id: abccellchennai@rbi.org.in

B) System Requirements:

- a. Windows 7 or above Operating System
- b. IE-7 and above Internet Explorer
- c. Signing type digital signature
- d. Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system
- e. To disable “Protected Mode” for Digital Signature Certificate (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 <https://www.mstcecommerce.com> once).

C) Process of E-Tender:

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

The Bidders shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The Bidders have to select the particular tender from the event dropdown box. The bidder shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the bidder shall generate a challan by filling up a form. The bidder shall remit the transaction fee amount as per the details printed on the challan without making any change in the same. On selecting Online Payment, the bidder 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 bidder shall be receiving a system generated mail.

Transaction fee is non-refundable.

The bidder will not have the access to online e-Tender without making the payment towards transaction fee.

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



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

6. Bidding in E-Tender:

- a) Bidders(s) need to submit necessary Earnest Money Deposit (EMD), Tender fees (if any) and Transaction fees (If any) to be eligible to bid online in the e-Tender. Tender fees and Transaction fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by the Tender inviting authority.
- b) The process involves Electronic Bidding for submission of Technical and Financial Bid.
- c) The bidder(s) who have submitted transaction fee can only submit their Technical Bid and Financial Bid through internet in MSTC website www.mstcecommerce.com → Common Portal → Vendor Login → Register → My menu → Auction Floor Manager → live event → Selection of the live event.
- d) The bidder 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 bidder will not be able to save/submit his Technical bid.
- e) After filling the Technical Bid, bidder should click 'save' for recording their Technical bid. Once the same is done, the Financial Bid link becomes active and the same has to be filled up and then bidder should click on "save" to record their Financial bid. Then once both the bids have been saved, the bidder can click on the "Final submission" button to register their bid.



- f) Bidders are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.
- g) In all cases, bidder 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 bidders 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. All electronic bids submitted during the e-Tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Tender inviting authority will form a binding contract between Tender inviting authority and the Tenderer for execution of work.
- j) It is mandatory that all the bids are submitted with Digital Signature Certificate, otherwise the same will not be accepted by the system.
- k) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- l) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-Tender floor by any bidder confirms his acceptance of terms & conditions of the tender.
- m) Any order resulting from this e-Tender shall be governed by the terms and conditions mentioned therein.
- n) The Tender inviting authority has the right to cancel this e-Tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
- o) No deviation to the technical and commercial terms & conditions are allowed.
- p) Submission of bid in the e-Tender floor by any bidder confirms his acceptance of terms & conditions for the tender. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein. The tender inviting authority has the right to cancel this e-Tender or extend the due date of receipt of bid(s) without assigning any reasons thereof.



- q) The bid will be evaluated based on the filled-in technical & financial formats.
 - r) The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
 - s) Bidders are requested to read the vendor guide and see the video in the page <https://www.mstcecommerce.com/eprochome/rbi/> to familiarize them with the system before bidding.
7. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.



NOTICE INVITING TENDER

(Only through e-procurement)

E-Tender for Appointment of Concurrent Auditors for the period October 01, 2025 to September 30, 2026 by Reserve Bank of India, Chennai

Tender No. – RBI/Chennai Regional Office/HRMD/1/25-26/ET/325

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Tender document can be downloaded from both the RBI website www.rbi.org.in under 'Tenders' section and from the website www.mstcecommerce.com. The last date for submission of Applications is August 18, 2025 till 11:00 AM. Tenders submitted only through the portal, will be accepted for the captioned process. Tenders, if received after the said date and time, will not be accepted by the Bank.

The 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
Chennai**



SCHEDULE OF TENDER

Note: This is a limited tender enquiry through MSTC portal. Only **Category-I CA firms** of state of Tamil Nadu are eligible to participate in this Tender. Bidders are advised to first visit “Tenders” link on our website <https://www.rbi.org.in> to check their eligibility. Eligible firms wishing to apply should register themselves with MSTC Portal (<https://www.mstcecommerce.com>) and apply online only.

A	e-Tender no	RBI/Chennai Regional Office/HRMD/1/25-26/ET/325[Appointment of Conc Auditors]
B	Name of the Tender	E-Tender for Appointment of Concurrent Auditors from October 01, 2025 to September 30, 2026 for RBI, Chennai as well as Reserve Bank Staff College, Chennai
C	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid through www.mstcecommerce.com)
D	Date of Notice Inviting e-tender available for view/download on RBI website	July 25, 2025 at 05:00 PM
E	Last date for seeking clarification through email	July 31, 2025 at 03:00 PM
F	Date of Pre-Bid meeting	August 01, 2025 at 12:00 PM
G	Venue of Pre-Bid meeting	2 nd floor, Conference Room-I, Reserve Bank of India, Chennai, Tamil Nadu- 600 001
H	Estimated value of tender i.e. Minimum remuneration fees (per year)	₹26,47,920/- (inclusive of GST@18%) for 12 months
I	Earnest Money Deposit (EMD)	₹52,959/- (2% of Estimated Cost) to be remitted through NEFT. The details of transaction will have to be furnished as evidence of deposit of EMD along with technical bid. Details for NEFT for EMD Payment of ₹52,959/- Beneficiary Name: Reserve Bank of India, Chennai Beneficiary Ac No: 186003001 IFSC: RBIS0CNPA01 (5 th and 10 th digits are



		<p>zeros)</p> <p>Remarks/particulars to be mentioned while remitting EMD through NEFT: EMD <CA firm name></p> <p>Last date of submission of EMD August 18, 2025 till 11:00 AM</p> <p>No exemption for payment of EMD is admissible even for firms/ companies registered as MSEs for this contract.</p>
J	Performance Bank Guarantee	₹1,32,396/- (5% of Estimated Cost) to be submitted by the successful bidder
K	Transaction fees	Payment of Transaction fee as mentioned in the MSTC portal through MSTC payment gateway through/ NEFT/ RTGS in favour of MSTC LIMITED or as advised by M/s MSTC Ltd. Please do not transfer the transaction fee to the Reserve Bank of India, Chennai. The fees charged by MSTC needs to be borne by the bidder only. Fees charged by MSTC Ltd. will not be refunded by the Bank in any case.
L	Date of publication of minutes of the pre-bid meeting on RBI website.	August 05, 2025
M	Last Date of Submission of EMD	On or before 11:00 AM of August 18, 2025
N	Date of Starting of online submission of e-Tender (Technical Bid and Financial Bid) at www.mstcecommerce.com	August 05, 2025, 05:00 PM onwards
O	Date & time of closing of online submission of e-Tender (Technical Bid and Financial Bid).	August 18, 2025, 11:00 AM
P	Date & time of opening of Part-I (Technical Bid)	August 18, 2025, 03:00 PM
Q	Date of opening of Part -II (Financial Bid)	Part-II (Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Chennai. Such bidder(s) will be intimated regarding date of opening of Part-II (Financial Bid) through valid email given by them.



TENDER NOTICE/ Instruction for bidders

E-Tenders are invited under Two-Bid system from Category-I Concurrent Audit Firms registered with ICAI for State of Tamil Nadu for **Appointment of Concurrent Auditor for the period October 01, 2025 to September 30, 2026 for Reserve Bank of India, Chennai and Reserve Bank Staff College, Chennai, with the provision of reappointment for a maximum of two more years, one year at a time, subject to satisfactory performance under a system of appraisal at the end of the contract period by RBI, Chennai.**

1. The intending bidders should refer scope of work, terms and conditions of the tender before submitting the bid.
2. 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.
3. Corrections, if any, in the quotation shall be duly authenticated with full signature of authorized person.
4. Bidder/authorized signatory of the bidder shall sign on each page of the tender.
5. In the first stage, the Technical Bid (Part-I) will be opened on **August 18, 2025, 03:00 PM at RBI, Chennai**. 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 the Reserve Bank of India.
6. The Financial Bid (Part-II) of only those bidders, who have been short-listed in first stage will be opened. The bidders who have been short-listed will be intimated



regarding date and time of opening the financial bids.

7. **Bidders are advised NOT to submit the 'Financial Bid' form (Part-II) together with Technical Bid form (Part-I) on the MSTC portal. 'Form-1: Application for appointment as Concurrent Auditor: Technical Bid Form' can be submitted under Technical Bid (Part-I) and 'Form-2: Application for appointment as Concurrent Auditor: Financial Bid Form' can be submitted under 'Financial Bid' form (Part-II). Bid will be summarily rejected if Financial bid is submitted along with Technical Bid (Part-I).**
8. No deviations/ conditions shall be stipulated by the Concurrent Auditor in both technical and financial bids. **Conditional tenders will not be accepted and will be summarily rejected.**
9. 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.
10. 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.
11. 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.
12. 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 the tenders received without assigning any reason thereof.
13. Bank Guarantee - 5% of Estimated Cost to be submitted by the successful bidder or amount equivalent to PBG through online mode (NEFT/ RTGS). The PBG shall be valid for a period of thirty (30) days after the expiry of contract period. Failure of the successful vendor to submit the Performance Bank Guarantee or 17 execute the work after award of work or to execute the Agreement shall constitute sufficient ground for the annulment of the award, forfeiture of the EMD and debarring such



vendor from participating in any tender or from any business dealings with the Bank for a period of three years. The Performance Bank Guarantee shall be released without interest after two months of expiry of the contract period only after being satisfied of the successful completion of the contract and no liabilities from the successful vendor or its employees. In case of any complaint or pending dues, the Bank Guarantee shall be discharged only after adjusting all dues, liabilities, etc.

14. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he / she shall seek clarification from ABC Cell, HRMD, RBI Chennai not later than ten days before submitting his 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 ABC Cell, HRMD, RBI Chennai, 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.



TENDER DOCUMENT - CONTENTS

1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for **Appointment of Concurrent Auditors for the period October 01, 2025 to September 30, 2026 by Reserve Bank of India, Chennai** (hereinafter referred to as the "**Bank**"). The tender document comprises of:
 - I. Form 1 (Technical Bid Form)
 - II. Form 2 (Financial Bid Form)
 - III. Form 3 (Details of Full Time Partners)
 - IV. Form 4 (Details of Full Time Employed CA)
 - V. Form 5 (Details of the Experience of the Firm in Banks/RBI Audits)
 - VI. Eligibility Criteria
 - VII. Evaluation Criteria (with [Annex I](#) & [II](#))
 - VIII. Terms and Conditions
 - IX. Undertaking ([Annex-A](#))
 - X. Synopsis for Auditor ([Annex-B](#))
 - XI. Supporting Documents ([Annex-C](#))
 - XII. Draft Agreement ([Annex-D](#))
 - XIII. Concurrent Auditor Checklist ([Annex-E](#))
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 his/her/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.



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

1)	Name of the CA firm	
2)	Constitution	
3)	Complete Postal Address with PIN Code	
4)	Number and places of branches of CA firm, if any	
5)	Mobile Number	
6)	Telephone Number	
7)	Email Address	
8)	Date of establishment of the CA firm [Documentary evidence may be submitted]	
9)	Firm Registration Number with ICAI [Documentary evidence may be submitted]	
10)	Unique Code Number – RBI	
11)	Firm's RBI Category	
12)	GST Number [Copy of the GST Registration may be submitted]	
13)	Permanent Account Number (PAN) [Copy of the PAN may be submitted]	
14)	Whether currently under cooling period for RBI Concurrent Audit?	
15)	Whether previously worked as Statutory Central /Branch / Concurrent Auditor in RBI?	
16)	Name and membership number of the Full Time Fellow Chartered Accountants (FCAs) Partners	



	<p>who were exclusively associated with the firm throughout the calendar year immediately preceding the year of empanelment.</p> <p>[Details of the partners may be provided in the Form-3]</p>	
17)	<p>Name and membership number of the full time CA partner who were exclusively associated with the firm for more than five years and upto seven years.</p> <p>[Details of the partners may be provided in the Form-3]</p>	
18)	<p>Name and membership number of the full time CA partner who were exclusively associated with the firm for more than seven years and upto 10 years.</p> <p>[Details of the partners may be provided in the Form-3]</p>	
19)	<p>Name and membership number of the full time CA partner who were exclusively associated with the firm for more than 10 years.</p> <p>[Details of the partners may be provided in the Form-3]</p>	
20)	<p>Name and membership number of the qualified Concurrent Auditors employed in the firm</p> <p>[Details of the CA employed may be provided in the Form-4]</p>	
21)	<p>Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g. consultancy)</p> <p>[Documentary evidence may be submitted]</p>	



22)	Number of Skilled Staff in the firm (Group 2 of CA Intermediate or above)	
23)	Number of completed years of experience of the CA firm in bank audits as Concurrent Auditors /Statutory Central/ Branch Auditor [Details of bank audit experience may be provided in the Form-5]	
24)	Name and membership number of Full Time Partners having eight or more years of Bank Statutory Audit Experience.	
25)	Details of previous experience in RBI Audits as Concurrent Auditor/Statutory Central/ Branch Auditors.	
26)	Name and membership number of Full Time CA Partners who have acquired additional qualifications. [Details of the additional qualifications may be provided in the Form-3]	
27)	Whether the CA firm or any of its CA partners were reprimanded by National Financial Reporting Authority (NFRA) in the previous three years? If yes, the detail thereof may be provided.	
28)	Whether the CA firm or any of its CA partners were reprimanded by Quality Review Board in the previous three years? If yes, the detail thereof may be provided.	
29)	Whether the CA firm or any of its CA partner/s and/or any of the CA employee/s of the firm	



	was/were held guilty of professional misconduct during the previous five years under the Chartered Accountants Act 1949? If yes, the detail thereof may be provided.	
30)	Whether the CA firm had refused to take up the assigned concurrent audit or left the concurrent audit assigned to it by RBI before completion of stipulated three years period, in the previous three years? If yes, the details thereof may be provided.	
31)	Have you currently applied for appointment as Concurrent Auditor in any other RBI Office/Department? If yes, details thereof	
32)	Any other relevant information, the firm wishes to indicate.	

I/We declare as under:

(1) I/We confirm that the information furnished above is true and correct and we have not been de-panelled / blacklisted by any organization in the past and we fulfil all the conditions of eligibility for appointment with RBI as a Concurrent Auditor. If 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 Authorized Signatory
with the Seal of the CA Firm**



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

Name of the CA firm	
Complete Address	
Monthly remuneration for carrying out concurrent audit (including all costs and excluding applicable taxes) of both RBI, Chennai and Reserve Bank Staff College, Chennai together (Minimum Rs.1,47,000/- for RBI, Chennai and Rs.40,000/- for RBSC, Chennai) (Amount in Rupees - in words and figures)	

Place:

Date:

**Signature of Authorized Signatory
with the Seal of the CA Firm**



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

Diploma in Information Systems (DISA)

Certified Information System Auditor (CISA)

Certified Public Accountant (CPA)

Certified Internal Auditor (CIA)

Certified Fraud Examiner (CFE)

(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

From

ICAI

ISACA, USA

AICPA, USA

IIA, USA

ACFE, USA

ICAI



Form-4: Details of Full Time Employed CA

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



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

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

* Statutory Central / Statutory Branch / Concurrent Audit



VI. Eligibility Criteria

Reserve Bank of India (RBI), Chennai (hereinafter referred to as the "**Bank**") invites e-Tenders under Two – Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditor for the period October 01, 2025 to September 30, 2026 for RBI, Chennai as well as Reserve Bank Staff College, Chennai.

1. The applicant firm should be a **Category-I** Concurrent Audit firm registered with ICAI for State of Tamil Nadu to be eligible for appointment as Concurrent Auditor.
2. The minimum monthly remuneration for RBI Chennai will be Rs.1,47,000/- (Rupees One Lakh Fourty-Seven Thousand only) and for Reserve Bank Staff College, Chennai will be Rs.40,000/- (Rupees Fourty Thousand only) inclusive of all costs and exclusive of GST.
3. The applications indicating less than the minimum monthly remuneration will be rejected.
4. The documentary evidence must be uploaded with respect to each criterion. The type of documents have been listed in [Annex-C](#). The eligibility of the firm will be decided on the basis of the documents uploaded by the firm. If the required documents are not uploaded by the bidders, the bids submitted by the bidder concerned will be rejected and not processed further.
5. Please note that the Firms which are currently Statutory/ Statutory Branch Auditors/ Concurrent Auditors of RBI and those firms which have conducted such audits in RBI in the past but at least two years have not elapsed since the completion of such assignment as on September 30, 2025 are **NOT eligible**.
6. The firm or no partner should have been subjected to any disciplinary proceedings initiated by the ICAI.
7. The firm or partners of the firm should not have been debarred or blacklisted by any Government /Semi–Government organization/Institution in India or abroad.



VII. Evaluation Criteria

- (i) The appointment methodology comprises a two-stage process, involving technical and financial bidding, with separate evaluation for the two stages and a qualifying criterion in the technical evaluation. Bidders must note that a two-stage procedure will be adopted in evaluating the bids with the technical evaluation being completed prior to opening of financial bids.
- (ii) Firms securing 60 or more marks (out of 100) in technical bid only will be eligible for the next stage of financial evaluation.
- (iii) Technical Bids of applicants will be evaluated based on the eligibility criteria as mentioned earlier, after scrutinizing all the relevant documents as sought from the bidders and as per the methodology given below in [Annex-I](#).
- (iv) Quality, competence, and reliability of the firm is of paramount importance in this tender. The decision of appointment would be made as under:
 - a) The Bank shall notify those bidders whose proposals do not meet the minimum qualifying marks or were considered non-responsive to the tender conditions. The Bank shall simultaneously notify the bidders who have secured the minimum qualifying marks, indicating the date and time set for opening of the financial bids. The notification will be sent by e-mail.
 - b) The financial bids shall be opened publicly in the 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. Financial Bids of applicants will be evaluated as per methodology given in [Annex-II](#).
 - c) The final evaluation will be done by combining the marks secured in the technical and financial evaluation in the ratio of 70:30 with the bidder obtaining the highest total marks becoming eligible for appointment.
 - d) In the event of tie after final evaluation, the tie 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.



Annex - I

Appointment of Concurrent Auditors in RBI - Technical Evaluation

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



4.	Key Professional Staff - Full Time CA Employees	One point (1.0) each for Full Time CA employees. [Maximum Points] 8		8
5.	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g. consultancy)	<ul style="list-style-type: none"> One point (1.0) each for turnover of ₹100 lakh average turnover and its multiples in metro cities (Mumbai, Delhi, Chennai, Kolkata, Bangaluru and Hyderabad) One point (1.0) each for completed ₹ 60 lakh and its multiples at other places. [Maximum Points] 10	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.	10
6.	Number of Skilled Staff - Qualified in Group 2 of CA Intermediate	Quarter point (0.25) each for Full Time Qualified Skilled Staff [Maximum Points] 12	e.g., If a firm has 30 Full Time Qualified Skilled Staff, then 7.5 points would be awarded.	12
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. [Maximum Points] 20	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.	20
8.	Number of Full Time Partners having eight or more years of	One point (1.0) each for Full Time Partner having eight or more years of Bank	e.g., if a firm has five Full Time Partners having more than 10	4



	Bank Statutory Audit experience.	Statutory Audit experience. [Maximum Points] 4	years of experience of Bank Statutory Audit, then four points would be awarded.	
9.	Previous experience in RBI Audits as Concurrent Auditor/Statutory Central/ Branch Auditors.	<ul style="list-style-type: none"> No Prior Experience of Audits in RBI - [Nil Point] Prior Experience of Audits in RBI - [3.0 Points] [Maximum Points] 3	In case of new firm having no prior audit engagement with RBI, no point would be awarded.	3
10.	Additional qualifications/ continuous skill upgradation of the Full Time CA Partners.	<ul style="list-style-type: none"> 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. Quarter point (0.25) each for any of the certification courses from 	One Full Time CA Partners will be awarded point only for one qualification.	6



		ICAI in viz. (i) IND AS (ii) Forensic Accounting and Fraud Prevention (iii) Public Finance & Government Accounting (iv) Concurrent audit of Banks (v) Anti Money Laundering Law (vi) Forex and Treasury Management (vii) Goods and Service Tax. [Maximum Points] 6		
PROFESSIONAL TRACK RECORD				
11.	The CA firm or any of its CA partners reprimanded by National Financial Reporting Authority (NFRA) in previous three years.	In case, in previous three years, the CA firm or any of its partners have been issued/ imposed an Advisory / Caution/ Penalty (Monetary) by NFRA – [Negative 10 points]. [Maximum '0' Point]		
12.	The CA firm or any of its CA partners reprimanded by Quality Review Board in previous three years.	The score of the firm, will be reduced by 10 points, in case, in previous three years, the CA firm or any of its partners have been issued an advisory by the Quality Review Board. [Maximum '0' Point]		
13.	Professional Misconduct by a	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. [Maximum Point] '0'		
14.	Refusal of Audit/s allotted by RBI in the previous three years.	The score of the firm, will be reduced by 10 points, in case, in the previous three years, the CA firm had refused to take up the assigned concurrent audit or left the concurrent audit assigned to it by RBI before completion of stipulated three years period. [Maximum Point] '0'		
		TOTAL		100



Annex - II

Appointment of Concurrent Auditors in RBI, Chennai and RBSC Chennai - 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 upto two decimal points

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



VIII. Terms and Conditions

1. Tenders (Technical and Financial bids) are invited from Category-I Concurrent Audit (CA) firms registered with ICAI for State of Tamil Nadu for conducting Concurrent Audit of Bank of India, Chennai as well as Reserve Bank Staff College, Chennai.
2. The profile of the audit firm should include information of partners, staff strength (skilled) and previous experience of similar auditing etc.
3. The two-stage tendering process would be as under:
 - i. Tender is invited comprising a two-stage process involving technical and financial bidding with separate evaluation for the two stages and a qualifying criteria in the technical evaluation.
 - ii. The first stage will be evaluation of the technical bids. The detailed criteria for technical evaluation is given in [Annex-I](#). The maximum marks that can be secured under technical evaluation will be 100. Firms securing 60 marks or more, only will be considered for the next stage of financial evaluation.
 - iii. The second stage will be the opening of the financial bids of the firms that have qualified in the technical evaluation. The maximum marks that can be secured under financial evaluation will be 100 as detailed in [Annex-II](#).
 - iv. The final evaluation will be done by combining the marks secured in the technical and financial evaluation in the ratio of 70:30, with the bidder obtaining the highest total marks becoming eligible for appointment as Concurrent Auditor of Reserve Bank of India Chennai as well as Reserve Bank Staff College, Chennai.
 - v. In the eventuality of a tie in the final evaluation, the appointment may be made 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.

4. The firm selected on the basis of the above process will be eligible for appointment as concurrent auditor initially for the period October 01, 2025 to September 30, 2026, with the provision of reappointment for a maximum of two more years, one year at a time, subject to satisfactory performance under a system of appraisal at the end of the contract period by the RBI. The appraisal of performance will be done on parameters including quality of work, adequacy of Chartered Accountants and other skilled staff deployed, timeliness of submission of reports and such other parameters considered relevant by RBI.

5. **Payment Terms –**

- a. The minimum monthly remuneration for RBI Chennai will be Rs.1,47,000/- (Rupees One Lakh Fourty-Seven Thousand only) and for Reserve Bank Staff College, Chennai will be Rs.40,000/- (Rupees Fourty Thousand only) exclusive of GST and inclusive of all costs for undertaking the Concurrent Audit of RBI Chennai as well as Reserve Bank Staff College, Chennai. The remuneration specified would be applicable for the period of three years and will not be changed on renewal. The remuneration would be paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act 1961 and other applicable taxes.
- b. The quoted remuneration shall be final and irreversible. The payment shall be made electronically within a reasonable period after submission of bill by the firm. RBI shall not be liable for any penalty for delay in payment for reasons beyond its control. The remuneration quoted shall be fixed and binding without any escalation whatsoever till one year or on extension of time or renewal.
- c. No advance shall be paid. Bill for monthly remuneration may be raised by the Concurrent Audit firm on a monthly basis and the same shall be settled



after deducting all applicable statutory taxes. The payment shall be made within 30 days through NEFT from the date of submission of complete bill.

6. The Concurrent Audit firm must deploy minimum prescribed complement of Staff (1 Chartered Accountant + 9 skilled staff). The skilled staff should have at least qualified in Group 2 of the CA Intermediate or Group II of IPCC (Integrated Professional Competence Course) and undergoing Article Training. The team should have working knowledge of computers/ systems. A Minimum of 2 skilled staff out of 9 skilled staff shall be required to undertake Audit requirements of RBSC, Chennai.
7. **Penalty** - The presence of Chartered Accountant/ Partner of the firm on all working days (including CTS working days) during working hours is mandatory. The staff as indicated in the aforementioned para have to be present on all working days of RBI and observe the working hours of RBI. The presence of the above staff would be monitored by the Bank (physical/ electronic swipe card). Absence of any one or more of the deployed staff/ suitable similar/ equivalent substitute staff would attract a penalty of **₹3,000/- per day**. Under all circumstances, it should be ensured that each of the members are deployed in the Bank on a continuous basis for at least a period of six months. In normal course, the team deployed by the firm should not be shuffled, but only under extreme exigencies, and even in such situations, it should be ensured that the entire team of Nine (09) skilled staff are replaced in a staggered manner with a minimum gap of one (01) month.
8. The firms which are currently Statutory Branch Auditors/ GST Auditors/ Concurrent Auditors of RBI and those firms which have conducted such audits in RBI in the past but at least two years have not elapsed since the completion of such assignment, as on September 30, 2025 are **NOT** eligible to apply. An undertaking to this effect in attached [Annex-A](#) is required to be submitted by the firm.
9. An indicative list of activities covered under the audit and 'Synopsis for Concurrent Auditors' is given in [Annex-B](#). All the departments of Chennai Regional Office and Reserve Bank Staff College, Chennai shall be covered under Concurrent Audit. The firm shall assist the Bank's staff in determination of all statutory taxes and returns



thereof. The firm will prepare, and file Income Tax/ GST returns of the Bank (and any other related return/s which may come in force subsequently) at the designated intervals. The said list ([Annex-B](#)) is only tentative/ indicative in nature and is subject to change based on the revisions done by the Bank from time to time. The Bank reserves the right to add/ delete areas of work by Concurrent Auditors (CA) as per its requirement for which there would be no change in the monthly remuneration quoted and agreed.

10. RBI will not provide any other facility/ charges to staff besides suitable sitting space. The CA or his/her staff shall not use the premises, properties, fixtures, fittings, etc., of the RBI premises for any purpose other than works related to his/ her job. The CA shall be responsible for taking adequate care of all equipment and materials provided by RBI.
11. The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reason for doing so.

12. Scope of work –

- a. The scope of audit will include areas of work as mentioned in [Annex-B](#) of the tender document.
- b. The functions as specified in the scope and coverage may be enlarged from time to time depending upon the needs of the Bank without change in remuneration.
- c. The CA shall indemnify and keep indemnified, defend and hold good the Reserve Bank of India, 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.
- d. The firm/CA will be responsible for any omission or commissions on its part in respect of any transactions seen by them. In case any serious act of



omission and 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.

13. A quarterly meeting with the Concurrent Auditors would be held with Bank's Management Team/ HoDs 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.
14. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Bank's option. No request for any change in remuneration or conditions after the opening of the part II tender will be entertained.
15. The process of selection of concurrent auditors will be completed through e-Tendering. All chartered accountant firms are required to register themselves on <https://www.mstcecommerce.com> for e-Tendering process.
16. Please note that for applying under the e-Tendering process, a firm should be registered on MSTC portal. Therefore, you are requested to expedite bidder registration for participation in the tender process.
17. Part-I of the tender will be opened on **August 18, 2025, 03:00 PM** and Part-II of the tender will be opened for eligible tenderers subsequently. Firms are advised to use only the forms supplied by the Bank and not to use any other forms. Incomplete tenders are liable for rejection.
18. RBI reserves the right of addition/ alteration of the scope of audit by adding to or omitting any work without prejudice to this appointment. There would be no change in the monthly remuneration on account of this change in the areas of audit.
19. All disputes arising out of or in any way connected with this appointment shall be deemed to have arisen at Tamil Nadu and only Courts in Tamil Nadu shall have the jurisdiction to determine the same.



20. The firm/ 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. In case of breach of these conditions, the Bank may serve a notice in writing on the Auditor rescinding the contract, without prejudice to Bank's other remedies against the Auditor.
21. It shall be the firm/ CA's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed. If the CA fails to carry out any of his/ her obligations/ duties in terms of the Agreement or violates any general instructions and special conditions, the appointment may be terminated by the Bank without assigning any reason.
22. If the Auditor firm commits any act of insolvency or shall be adjudged an insolvent or being an incorporated company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up voluntarily or subject to supervision of the Court and official Assignee or liquidator in such acts of solvency or winding up, as the case may be, shall be unable within seven days after notice of him//her/them requiring him/her/them to do so, to show to the reasonable satisfaction of the Bank that the firm is able to carry out and fulfil the appointment and to give security therefor, if so required by the Bank.
23. The firm would be deemed to have acknowledged that all materials & information which has or will come into its possession or knowledge in connection with this agreement or the performance hereof, whether consisting of confidential or proprietary data or not, will at all times be held by it in strictest confidence and it shall not make any use thereof, other than for the performance of its obligations and to release it only to employees requiring such information for the purpose of performing obligations described herein and not to any other.
24. **Termination Clause** - If at any time the Bank is not satisfied with the services provided by the firm, the Bank may terminate the contract after giving a notice of one calendar month. The firm, if it wishes to terminate the services, has to provide a similar notice to the Bank.



25. Commercial conditions and settlement of dispute by Arbitration - All disputes and differences of any kind whatever arising out of or in connection with this appointment shall be referred to Regional Director, Reserve Bank of India, Chennai and settled by him/her who shall state his/her decision in writing. Such decision may be in the form of a final certificate or otherwise. If either the Employer or the firm be dissatisfied with the decision of the Regional Director on a matter, question or dispute of any kind or as to withholding by the Bank of any Certificate to which the firm may claim to be entitled, then and in any such case either party (the Employer or the firm) may within 28 days, after receiving notice of such decision, give a written notice to the other party requiring that matters in dispute be arbitrated upon. Such written notice shall specify the matters which are in dispute or difference, of which such written notice has been given and no other shall be and is hereby referred to the arbitration and final decision of an arbitrator to be agreed upon by both the parties or, in case of disagreement as to the appointment of single arbitrator, to the appointment of two arbitrators, one to be appointed by each party, which arbitrators shall, before taking upon themselves the burden of reference, appoint an Umpire. The entire arbitration will be governed by the Indian Arbitration and Conciliation Act 1996.
26. The firm shall abide by all the laws of the land in respect of Labour Act, PPF, gratuity, ESI, minimum wages etc. The 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 going to be deployed for the Bank's verification.
- 27. Prevention of Sexual Harassment Clause –**
- a. The firm shall be solely responsible for full compliance with the provisions of the sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013. In case of any complaint of sexual harassment against its employees within the premises of the Bank, the complaint will be filed before the Internal Complaint Committee constituted by the firm and the firm shall ensure appropriate action under the said Act in respect of the compliant.



- b. Any complaint of sexual harassment from any aggrieved employee of the firm against any employee/customer/visitor of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
 - c. The firm shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
 - d. The firm shall be responsible for any monetary compensation that may need to be paid in case the incidence involves the employees of the firm, for instance any monetary relief to the Bank's employee, if sexual violence by the employee of the firm is proved.
28. The monthly remuneration quoted shall be deemed to have excluded GST. If the applicant fails to exclude GST in the tender, no claim thereof will be entertained by the Bank afterwards. As per Indian laws, TDS will be deducted at source and a certificate for the same will be issued to the firm.
29. Financial bids shall contain remuneration in Indian Rupees (INR) only as per Form- 2, both in figures and words. No other enclosure is permitted with financial bid.
30. **Non-disclosure –**
- a. The Firm/Company shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment etc., which may come to the possession or knowledge of the Firm/ Company 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.



- b. Failure to observe the above shall be treated as breach of contract on the part of the Firm/ Company and the Bank shall be entitled to claim damages and pursue legal remedies. The Firm/ Company shall take all appropriate actions, as required, to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Firm's/ Company's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
- c. The selected firm is required to submit an affidavit-cum-indemnity bond on 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.

31. Signing of Contract:

- a. General instructions to the bidders and special conditions hereinbefore referred to shall be the basis of the final contract to be entered into with the successful bidder.
- b. In case of partnership firms the Tender submitted on behalf of a firm shall be signed by the partner of the firm on its behalf.
- c. On receipt of intimation from RBI regarding acceptance of the Tender, the successful tenderer shall be bound to implement the Contract from the date specified therein. The successful tenderer shall sign an agreement/ contract in accordance with the extant provisions. The successful tenderer shall be liable to pay the appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in Tamil Nadu.
- d. The acceptance of offer of contract shall be communicated by the successful bidder such that the acceptance is received by the Bank within 7 days from the date of issue of the offer. Failure to accept the offer and communicate accordingly within this period shall result in revocation of the offer.



- e. Notwithstanding the signing of the agreement, the written acceptance by the Bank of a tender in itself shall not constitute a binding agreement between the Bank and the person so bidding, whether such contract is or is not subsequently executed.

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

Signature of the authorized person:

Name of the signatory (in block capital letters):

Name of the firm:



Annex-A

IX. Undertaking

We, M/s(name of firm) having registered Office at (address of firm) are NOT currently Statutory/ Statutory Branch Auditors/ GST Auditors/ Concurrent Auditors of RBI and have NOT conducted such audits in RBI since September 30, 2023.

Further, we are not currently appointed / were not appointed in the past as Statutory Auditors in DICGC and NHB during since September 30, 2023.

We confirm that in the event of having rendered service in the past in the capacities mentioned above, the cooling period of two years prior to the 30th day of September 2025 had been observed.

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

Date:

Place:



Annex-B

X. SYNOPSIS FOR AUDITOR (Indicative List)

A. Appointment related information

1. The Concurrent Audit team should comprise of Staff (1 Chartered Accountant + 9 skilled staff). The team should have working knowledge of computers/ systems. A Minimum of 2 skilled staff out of 9 skilled staff shall be required to undertake Audit requirements of RBSC, Chennai.
2. The profile of the audit firm should include information of partners, staff strength (skilled) and previous experience of similar auditing etc.
3. The appointment of the Concurrent Auditors (CAs) will be for a period of one year initially i.e. from October 1, 2025 to September 30, 2026. Subsequently the same will be renewed for second and third year subject to annual review of the CAs performance by the office.
4. The presence of the Chartered Accountant/Partner of the firm is mandatory and his /her presence along with the requisite complement of staff on a regular basis will be monitored by the Bank.
5. The minimum monthly remuneration for RBI Chennai would be Rs.1,47,000/- (Rupees One Lakh Fourty-Seven Thousand only) and for Reserve Bank Staff College, Chennai would be Rs.40,000/- (Rupees Fourty Thousand only) exclusive of GST. The quotation should clearly mention the total monthly remuneration for undertaking the audit of RBI Chennai Office and Reserve Bank Staff College, Chennai. The remuneration would be for the period of three years and will not be changed on renewal.
6. The remuneration would be paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act 1961.
7. The CAs will be allowed 'view only' access in various applications for auditing of financial transactions.



8. The CA firm's functions as specified in the scope and coverage may be enlarged at a future date depending upon the needs of this Office/ training institute.
9. The auditors are expected to identify the problem areas at the Office and offer their suggestions to overcome them.
10. The Concurrent Audit as proposed would be on an on-going basis and for this purpose the supporting vouchers would be made readily available to them.
11. There should not be any delay in subjecting the transactions to Concurrent Audit.
12. The auditors have to verify and report whether the Financial Operations in the Bank are carried out in conformity with the systems and procedures as laid down by the Bank.
13. The auditors have also to verify and report whether the transactions are properly recorded / documented and vouched.
14. The auditors are required to maintain a daily report/ maintain a log book on deficiencies noticed for spot rectification and submit them on a monthly basis. They are also required to submit a monthly report on major deficiencies noticed in our Offices. Irregularities noticed in sensitive areas or transactions, which are of suspicious or fraudulent nature, should be brought to the notice of the Regional Director / Officer-in-Charge / Principal by name by means of a secret note. Major irregularities/frauds/shortages, if any, detected should invariably be reported to concerned Central Office Departments and the Inspection Department, along with the Action Taken Report.
15. Any adverse remarks on the facets of working of the Departments should be supported by reasons therefore.
16. The Audit Report should avoid making general and vague observations such as "reported" "given to understand" "Learnt" etc. Instead, CA should make it a point to incorporate specific comments duly supported by reasons and the relevant statistical and other data.



17. Monthly Audit Report should invariably indicate item-wise Action Points on the Financial, Non-Financial and other Major irregularities observed and state in clear terms that transactions / vouchers audited have been properly recorded / documented and vouched. The up-to-date status of compliance position of Audit irregularities of earlier reports should be incorporated in the Audit Reports.
18. The periodic Audit Reports should invariably highlight details of action and / or reasons of inaction in respect of old and high value outstanding entries in sensitive accounts, such as Suspense, Sundry Accounts etc.
19. Certificates as furnished hereunder should be incorporated in the Monthly Audit Report.
 - a. "The financial operations in the Office were carried out in conformity with the Systems & Procedures as laid down by the Bank"
 - b. "The transactions were properly recorded, documented and vouched"
 - c. "All areas to be audited as per the terms and conditions have been audited by us".
20. 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. The audit firm will have to sign an affidavit cum indemnity to protect information relating to the Bank and its data.

B. General:

1. An index of areas (Scope of Audit) on which Concurrent Audit (CA) firm may draw monthly audit scrutiny report will be given at the time of appointment. The CA firm will also include in the Index additional audit area/s assigned to them from time to time.

The CAs will cover the following departments of RBI Chennai:

- Deposit Accounts Dept. (Banking Department)
- Public Accounts Dept.(Banking Department)



- Public Debt Office
- Human Resource Management Department
- Central Establishment Section
- Estate Department, including Project Management Cell (Southern Zone)
- Foreign Exchange Department
- Issue - General and Issue – Cash Departments
- Department of Supervision
- Department of Regulation (DoR-NRO)
- Financial Inclusion & Development Department
- Department of Payment and Settlement Systems
- Office of the RBI Ombudsman I and II
- Zonal Training Centre, Chennai
- Rajbhasha Cell
- Audit, Budget, and Coordination Cell
- Protocol & Security Establishment
- Legal Cell
- Department of Economic and Policy Research
- Department of Statistics and Information Management
- Consumer Education and Protection Cell
- Department of Information Technology Cell
- Enforcement Department

Besides, the following departments/sections of RBSC, Chennai, are also to be covered:

- Administration Section (Admin General, Hostel & Lounge, HR/Stationary and Leave & Record Management)
- Library
- Rajbhasha
- Accounts & Bills Section



- Estate Cell
- Establishment Section
- ABC Cell
- IT Cell
- P&SE
- Academics Section

- a) On an average the number of vouchers to be checked by CAs monthly would be around 1200. 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.
- b) CAs are expected to familiarize themselves with the system and procedures of the Office 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.
- c) CAs are expected to familiarize themselves with the application - Audit Management System (AMS) developed by the Bank for audit purposes and submit the report/s and create action paras (including rectified paras) as required by the Bank.
- d) The CAs should undertake the scrutiny of vouchers with reference to the following aspects:
 - i. Adherence to Bank's Expenditure Rule,
 - 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 General A/C, SGL, supporting Records/ Registers etc.) as per prescribed norms.
 - v. Inter-office Auto Reconciliation A/c, Adjustments A/c.



- vi. Reconciliation and monitoring of Charges A/c at monthly interval.
 - vii. Calculation of claims of agency commission.
 - viii. Checking processing and posting of depreciation of assets capitalised
- e) The detailed synopsis/ checklist for CAs is enclosed in [Annex E/F](#). The Checklist details the financial and non-financial areas that need to be looked into while conducting the audit. 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 respective department.
- g) The CAs required to identify deficiencies noticed, if any, for spot rectification.
- h) CAs are expected to verify and report that the financial transactions undertaken are in conformity with the laid down system and procedure/s of the Bank.
- i) The 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 report., as per the requirement of the Office.
- j) Vetting of all financial transactions by various departments. 100% checking of the applicable taxes, tax rates on the transactions by various departments and also 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.
- k) The Concurrent Auditors / firm will prepare and file various GST/ Income Tax (IT-TDS)/ TCS returns(i.e. Form 27Q, 27 EQ, etc.)/ Professional Tax returns of the Bank (and also any other related return/s which may come in force subsequently) at prescribed / designated intervals. The Concurrent Auditors will also check and**



verify the tax related data prepared by the various departments. The departments will submit the data inputs through to the Concurrent Auditors for filing of Tax returns.

- l) The CAs functions as specified above may be enlarged at a future date as per the requirement of the office.

2. The Concurrent Auditor will obtain and familiarize themselves with:

- a) All the items of audit areas of Inspection Department's checklist provided by the Office/Department/Training Institution of the Bank ([Annex-E](#)). The Checklist details the financial and non-financial areas that need to be looked into while conducting the audit. Concurrent Audit as per checklist is mandatory.
- b) Updated copy of General Administration Manual, Banking Department Manual, Issue Department Manual and Premises Department Manual available at the respective Departments/ Sub-Offices of the Bank to be audited.
- c) All the relevant copies of Master Circulars issued by the Human Resource Management Department (HRMD), Central Office and other Central Office Departments. The audit firm will also arrange to make reference to the Central Office circulars incorporated in the annexures attached to the respective master circular issued by Central Office at the respective Auditee Office/Department of the Bank.
- d) Copy of Bank's Expenditure Rules
- e) Bank's Expenditure Rules and Department of Government and Bank Accounts (DGBA), Central Office circulars issued on the eve of last Annual Closing of Bank's Accounts.

C. Financial:

- 1. All financial transactions of all the departments including Office of Banking Ombudsman, irrespective of their value, will be covered under concurrent audit.



The vouchers scrutinized will strictly adhere to the Bank's prescribed guidelines/procedures with particular reference to following:

- a) Bank's Expenditure Rules.
 - b) Narration and Head of Account of Revenue/Capital (Dead Stock Account) A/c Expenditure.
 - c) Sanctioning authority with reference to cadre wise delegated powers.
 - d) Correctness of the postings of transactions in the respective accounting packages.
2. All financial transactions irrespective of their value will be covered under concurrent audit including the following:
- a) Hospitalization bills of existing as well as ex-employees (Direct settlement/ Reimbursement Scheme).
 - b) Claims settled under Medical Assistance Fund A/c.
 - c) All Dental treatment and other medical claims.
 - d) Pension/Family pension /Ex-gratia/Family ex-gratia calculation in respect of Retirees/Family Pensioners, Compassionate Gratuity and package calculation in respect of deceased employees.
 - e) 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 Central Office.
 - f) Annual increment of staff/ re-fixation of pay in the promotional grade.
 - g) All foreign tour bills.
 - h) All payments of rents, taxes, water charges, etc.
 - i) All payments made (including pre sanction, post sanction and post payment) to vendors/ suppliers / service providers.
 - j) Recoveries of electricity bills made from staff members of the Bank.
 - k) Arrear payments/ recoveries to be made on revision of minimum wages components such as ESIC, PF, base wages, etc.



- I) Collection of rent of visiting officers flat (VOF), transit holiday home (THH), Holiday Homes and other recoveries.
3. Concurrent Auditor will certify the correctness of (i) maintenance of Statutory Liquidity Ratio (SLR)/ Cash Reserve Ration (CRR) by Urban Co-operative Banks, State Co-operative Bank, District Central Co-operative Banks and Regional Rural Banks, and reported through Form I returns and (ii) calculation of penal interest on shortfall by DoS (for UCBs and DCCBs/St CB) and FIDD (for RRBs), if any.
4. Concurrent Auditor will certify that the waiver of penalty, if any, under the 'Scheme of Incentives & Penalties' and 'Currency Distribution and Exchange Scheme' for bank branches, was done with the approval of Regional Director/ Officer In-Charge/ Principal.
5. Verification of calculations of currency verification and processing system (CVPS) incentives, Shredding and briquetting system (SBS) incentives, scheme of incentives and penalties and Currency Distribution and Exchange Scheme (CDES) in Issue Department.
6. Any other audit area having financial implications indicated from time to time by Chennai Regional Office/ Central Office is to be audited by the Concurrent Auditor.
7. A certificate regarding the under noted instructions are to be furnished to our Inspection Department, Central Office, Mumbai on a monthly basis.
 - a) All financial sanctions will be subjected to Concurrent Audit. Excess/ irregularity in financial sanctions by the authority below the rank of Regional Director (RD) / Officer-In-Charge (O-i-C)/ Principal will be reported to the RD / O-i-C / Principal and also to Inspection Department and all irregular sanctions by the RD / O-i-C / Principal will be reported to the Inspection Department directly by the Concurrent Auditor. In case no irregularity is observed, a "NIL" statement will be sent by the Concurrent Auditor to the Inspection Department.
 - b) Financial powers exercised by the RD/ Principal will be reported by the Concurrent Auditor to the Inspection Department.



- c) The Concurrent Auditor should indicate whether the exercise of financial sanction /financial powers by the Officers of the Bank and the Regional Director/ Principal are as per the prevailing Reserve Bank of India Expenditure Rule.

D. Non-Financial:

1. Apart from carrying out 100% check of above transaction-based vouchers/claims/bills etc., Concurrent Auditor will examine/scrutinize the following but not limited to:
 - a) Surprise audit check of Cheque Books/Stamps and other valuables held under the joint custody of officials, as per Central Office guidelines/Manual provisions carried out by the auditee officials. Concurrent Auditor will undertake the same at least once in a half year.
 - b) Preservation of Housing Loan Account Documents, other documents, Agreements, Cheque Books, Stationery Items, Computer Consumables and Valuables and safe custody of Cheque Books and valuables.
 - c) Preparation and timely submission of correct monthly statements of Suspense A/c, Sundry Deposit A/c, etc. and other monthly statements to be forwarded to Department of Government & Bank Accounts (DGBA), Central Office. Lists of long and high value outstanding entries in these sensitive accounts beyond two months will be enclosed and commented in the reports.
 - d) Reconciliation, monitoring and certifying the correctness of balances in Charges A/c at monthly and quarterly Charges A/c review suggested as per the Corporate Strategy and Budget Department (CSBD) guidelines vis-a-vis approved budget allocation.
 - e) Monthly balancing/ reconciliation of aggregate outstanding balances of Individual Staff Housing Loan Recovery Accounts Sheets with the GL and SGL a/c balances.



- f) Application of Annual Interest on the outstanding balances of Staff Housing Loan Accounts, and 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 Central Office guidelines etc.
- g) 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.
- h) Any Central Office prescribed statements/ control returns suggested for audit check by the Office.
- i) Concurrent Auditor will ensure that there is no leakage of interest, exchange, commission, discount etc. in the Bank's Income Account at Chennai Regional Office audited and that the delegate/s at the Bank's concerned office does/ do not undertake any unilateral change/s in the Central Office 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 Central Office department, may be highlighted in the monthly Audit Report submitted to the concerned O-I-C /CGM/RD/Principal for immediate action/ rectification.
- j) Concurrent Auditor should verify the entries in the system with reference to the actual transactions/sanctions.
- k) Checking of the insurance of Bank's properties.
- l) Checking of the calculation of pension amount.
- m) Adherence to Bank's new fixed assets policy and verification of reconciliation of dead stock by Estate Department.

Taxation:

1. Pre-Payment Tax Verification



The Concurrent Auditor shall:

- i. Check and verify all tax-related transactions prior to any payment across all Departments/sections.
- ii. Conduct 100% verification of applicable tax (including GST), tax rates, and taxable amounts for all bills payable by the Office. Conduct 100% verification of applicable tax deductions under relevant sections of Income Tax Act, 1961 and Goods and Service Act 2017.
- iii. Stay updated with all tax-related instructions issued by the Government of India, guidelines issued by Central Tax Cell, Samadhan and provide relevant guidance to various units of the Office
- iv. Provide necessary guidance to Bank officials, as required, during the filing of statutory tax returns.

2. Income Tax Returns

The Auditor shall:

- A. Verify the correctness of Tax Deducted at Source (TDS) / Tax Collected at Source (TCS) including applicable rates, timing of deduction, and remittance.
- B. Ensure timely preparation, compilation, and filing of all applicable returns (e.g., 26Q/27Q) with concerned authorities based on inputs from Departments and perform necessary checks before monthly remittance of TDS to Income Tax Department and quarterly filing of IT TDS returns.
- C. Undertake the following specific tasks:
 - i. Verify data/statements submitted by Departments relating to IT-TDS deductions
 - ii. Generation of IT-TDS/TCS challans from the Income Tax Portal.
 - iii. Bulk generation of Forms 16/16A and 27A/27D in the name of the designated Tax Deductor (RBI Chennai and RBSC Chennai).
 - iv. Forward PRN copies / acknowledgement receipts of TDS filing preferably on the same



day of filing.

v. Dispatch TDS certificates within 15 days of filing.

vi. File rectification requests or revised returns, wherever applicable.

3. GST Return Filing

The Auditor shall:

A. Compile data for GST returns based on inputs from Departments and perform necessary checks before monthly filings.

B. File the following GST returns GSTR-7, GSTR-1, GSTR-3B, GSTR-9, and GSTR-9C, for RBI Chennai and RBSC Chennai and any other related returns that may come in force subsequently at designated intervals covering the following aspects:

i. Interpret and ensure compliance with GST rules, laws, CTC guidelines, timelines, notifications, and amended provisions.

ii. Cross-verify Department data with E-Kuber GL statements.

iii. Verify data/statements submitted by Departments in connection with GSTR1, GSTR7, GSTR-3B.

iv. Validate each invoice for accuracy in GST rate, HSN code, SGST/CGST/IGST applicability, intra/interstate classification, GSTIN, and ITC eligibility. Each invoice must be authenticated by the auditor with signature and stamp.

v. Generate challan on GST portal and provide copies for remittance through NEFT with at least one day in advance of last date of filing such return.

vi. Upload accurate GST data on GST portal of the Government for each return

vii. Ensure all returns are filed without delay (prior to last date and not on Saturday/Sunday/Holiday) to avoid penalties. Any such penalty if levied by the Government due to delay or error will be borne by the auditor.

viii. Provide copies of returns filed/acknowledgements.



- ix. Submit monthly and yearly reports highlighting completed activities and areas of concern.
- x. Lodge grievances on the IT/GST portal, if required, and follow up for resolution.
- xi. Ensure compliance with any modification in filing returns, new rules, notifications by Government, addition of returns etc.

4. GST Input Tax Credit (ITC) Reconciliation

The Auditor shall assist the Office in monthly reconciliation and matching exercise pertaining to GST Input Tax Credit to be claimed by the Office every month covering the following aspects:

- i. Monitoring Suspense ITC GLs.
- ii. Reconciling Departmental submissions (in prescribed format) with GSTR-2B generated from the GST portal.
- iii. Preparing workings related to permanent and temporary reversals for arriving at the ITC claimable in GSTR-3B every month

5. Handling Tax Notices and Appeals

The Auditor shall:

- (i) Provide consultancy services to RBI, Chennai and RBSC, Chennai in cases of receipt of any tax notice, clarifications sought, intimations for IT/GST Audits etc.
- (ii) Represent RBI Chennai and RBSC Chennai before authorities such as Income Tax Department, Income Tax Appellate Tribunals, CBIC, CBDT, GST Department, GST Appellate Authority or any other Authority for hearings, assessments proceedings on Income Tax and TDS Return, Direct & Indirect tax matters in connection with assessment proceedings, penalty proceedings, appeals, personal hearings and other matters including existing/ongoing



appeals/writs etc. Take timely action for disposal of pending matters from previous assessment years if any.

(iii) Draft and file appeals before appropriate authorities including Income Tax Commissioner, Income Tax Appellate Authority, GST Commissioner, GST Appellate Authority, Customs Excise and Service Tax Appellate Tribunal (CESTAT) etc., and represent RBI, Chennai and RBSC, Chennai for hearings of such appeals.

(iv) Draft replies to letters, queries, demand notices, show cause notices, etc., issued by any tax authorities.

(v) Assist in providing data or information to Tax Authorities required during GST/Income Tax audits or assessments.

6. Miscellaneous

(i) Provide on-site support for data compilation, checks, and e-invoice generation.

(ii) All works must be conducted on-site; no data will be shared via email or in physical form.

(iii) Provide training sessions to Bank staff periodically on latest GST provisions, returns, and compliance practices.

(iv) During the period of contract, assess all requirements to be fulfilled on behalf of RBI,

Chennai and RBSC Chennai

(v) Bank may not give any specific permission to work on non-working Saturday/Sunday/Holiday. The activities must be completed on working days before the

deadline set by the Government.

(vi) There should not be any delay with respect to the statutory provisions relating to GST



returns, as prescribed under GST Act 2017. Any late reporting or wrong reporting of GST/Income Tax return filings and any penalty arising therefrom, will not be borne by the

Bank and the penalty and responsibility on such cases will lie solely on the Auditor.

(vii) The Bank shall retain ownership of all data.

(viii) The Auditor shall keep the Office informed about changes in GST rates/laws, and

updates on ESIC, PF, minimum wages, etc., as and when notified by the concerned

Government Department to enable the Office to effect immediate implementation of the changes.

(ix) Any other matter incidental to ensuring adherence to GST/IT Act/regulations and/or statutory/regulatory permissions related to it.

7. The Concurrent Auditor should arrange for training session for staff of the Bank to impart working knowledge of taxation, various statutory requirements applicable to the Bank etc. on half yearly basis.

E. Confirmation of Balances:

1. The firm of Concurrent Auditor will undertake—

- a) Concurrent Audit of books of accounts, records, registers, periodical Central Office prescribed control returns and statements etc. at the Chennai Regional Office and RBSC Chennai.
- b) Registers to be verified by the auditor may include Sundry Register, Charges Register, Earnest Money Deposit/ Security Deposit Register, Bank Guarantee Register, etc.



- c) The Concurrent Auditor will take up the audit of vouchers/ records/ registers in physical/ digital mode in CBS/ e-Kuber on the agreed dates/ days in consultation with the Chennai Regional Office and RBSC Chennai.
- d) General Ledger accounts/Subsidiary General accounts/ supporting records/ registers as prescribed are drawn and properly maintained in CBS/ e-Kuber.
- e) Concurrent Auditor will bring to the notice of In-Charge of the Department, in writing, any deviation/ irregularity/ lacunae noticed in (a) to (d) above and inconsistent with Bank's Expenditure Rules/ Banks' General Administration Manual/Central Office prescribed instructions/ guidelines and secure/ arrange for immediate rectifications/ corrections of the irregularity on the spot/ without any undue delay.
- f) Certify the correctness of Weekly Statement of Affairs generated on Friday of every week to be forwarded to DGBA, Central Office.
- g) Certify the monthly confirmation of balances in income and expenditure accounts, dead stock accounts, loan accounts and any other account/ GL heads operated by Chennai Regional Office and RBSC Chennai.
- h) Certify the correctness of the Income Review Statement which includes income accrued but not received / expenditure incurred but not paid. The said statement is required to be forwarded to DGBA, Central Office for the months ended September, November, December, March and May.

F. Others:

1. Concurrent Auditor will submit a monthly Statutory and Regulatory compliances certifying that they have carried out 100% check of transactions and there is 100% compliance with Statutory and Regulatory requirements prescribed in relevant Statutes/ Rules/ Acts by RBI Chennai and RBSC Chennai..
2. Concurrent Auditor will submit a Monthly Audit Report to the Regional Director / Principal of the the concerned auditee office/ training institution of the Bank on 10th of every month and incorporate comments on the compliance position



of the audit irregularities pointed out in the previous report or otherwise in the subsequent report.

3. Concurrent Auditor are expected to familiarize themselves with the application - Audit Management System (AMS) 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.
4. Concurrent Auditor firm is advised to use red color pen while checking/ auditing the records and put a rubber stamp "checked/ audited" with the date and initials on the records subjected to scrutiny.

G. Reporting requirements:

1. The Monthly Audit Report and certificate should be submitted in the format prescribed by the Bank.
2. The Monthly Audit Report should indicate item-wise action points on the financial and non-financial (major and other) action paras.
3. The Monthly Audit Report should also indicate status of compliance in respect of action points pertaining to audit report which was rectified during the month and the reason for delay, of the outstanding compliances, if any.
4. The Monthly Audit Report should highlight the reasons for inaction in respect of old outstanding entries in sensitive accounts, such as Suspense, Sundry etc.
5. Irregularities noticed in sensitive areas and/ or transactions of suspicious nature should be brought to the notice of Regional Director/ Officer-in-Charge/ Principal by recording a special note.
6. The Concurrent Audit report should incorporate specific comments, wherever required, duly supported by facts and figures.
7. Major irregularities/ frauds/ leakages in income, if any, identified should be brought to the notice of in charge of auditee office, concerned Central Office Department and Inspection Department.



Annex C

XI. Certified documents to be uploaded for determining eligibility criteria and evaluation of technical bids

Sl. No.	Particulars	Certified documents must be uploaded
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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> i. ICAI Firm card* ii. Letter of Appointment
9	Number of Skilled Staff - Qualified in Group I & II of IPCC	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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



		<p>be considered only one and not three.</p> <p>ii. The experience letters/appointment letter should be uploaded year wise.</p>
11	Details of past experience in RBI audits	<p>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.</p>

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



Annex - D

XII. Draft Articles of Agreement

यह करार, **प्रथम पक्षकार** के रूप में भारतीय रिज़र्व बैंक, जिसका कार्यालय भारतीय रिज़र्व बैंक, चेन्नै - 600 001 (इसके बाद "बैंक" के रूप में संदर्भित है), (सिवाय उन परिस्थितियों में, जहाँ इस शब्द का प्रयोग प्रतिकूल न हो, और इसमें उनके सहयोगी, उत्तराधिकारी और समनुदेशिती भी शामिल हैं

और

द्वितीय पक्षकार के रूप में मेसर्स _____, जिसका कार्यालय _____ (इसके बाद ("समवर्ती लेखापरीक्षक" के रूप में संदर्भित है, सिवाय उन परिस्थितियों में, जहाँ इस शब्द का प्रयोग प्रतिकूल न हो, और इसमें उनके सहयोगी, उत्तराधिकारी और समनुदेशिती भी शामिल हैं के बीच दिनांक..... 2025 को निष्पादित किया गया।

This Agreement made on this _____ day of _____ 2025 between Reserve Bank of India, having its office at Reserve Bank of India, Chennai – 600001 (Hereinafter referred to as the "**Bank**") which expression shall unless it is repugnant to the context or meaning thereof deemed to include its affiliates, successors and assigns of the ONE part

and

M/s _____, having its office at _____ (herein after referred to as the " Concurrent Auditor ") which expression shall



unless it is repugnant to the context or meaning thereof deemed to include his heirs, representatives, administrators and assigns of the OTHER part.

जबकि समवर्ती लेखापरीक्षक इस संविदा में निर्दिष्ट तिथि से भारतीय रिज़र्व बैंक, चेन्नै और रिज़र्व बैंक स्टाफ कॉलेज, चेन्नै में समवर्ती लेखापरीक्षा कार्य कर रहा है;

Whereas the Concurrent Auditor is carrying on the conducting of Concurrent Audit at Reserve Bank of India, Chennai and Reserve Bank Staff College, Chennai from the date specified in this contract;

और जबकि बैंक पत्र संख्या _____ दिनांक _____ में उल्लिखित ब्योरे के अनुसार उपरोक्त प्रयोजन हेतु समवर्ती लेखापरीक्षकों की सेवाओं का लाभ प्राप्त के लिए इच्छुक है।

And whereas the Bank is desirous of availing services of the Concurrent Auditor for the above purposes as indicated in detail in letter No. _____ dated _____.

और जबकि बैंक और समवर्ती लेखापरीक्षक उन निबंधनों एवं शर्तों के अधीन इस कार्य हेतु इच्छुक हैं जिनके तहत समवर्ती लेखापरीक्षक द्वारा उक्त सेवाएं प्रदान की जानी हैं।

And whereas the Bank and Concurrent Auditor are desirous of recording the terms and conditions under or upon which the said services are to be rendered by the Concurrent Auditor.



अब एतद्वारा बैंक और समवर्ती लेखापरीक्षक के बीच इस प्रकार सहमति हुई है

**NOW IT IS HEREBY AGREED BY AND BETWEEN THE BANK AND THE
CONCURRENT AUDITOR HERETO AS FOLLOWS**

1. निविदा दस्तावेज और उसके सभी अनुलग्नक / संलग्नक संविदा के भाग हैं। समवर्ती लेखापरीक्षक निविदा के निबंधनों और शर्तों की स्वीकृति की पुष्टि करता है।

The tender document and all its annexures / enclosures are part of the agreement. The Concurrent Auditor confirms his/their acceptance of the terms & conditions for the tender.

2. यह करार ----- से लागू होगा और ----- तक लागू रहेगा जब तक इसमें निहित शर्तों के अनुसार इसे समाप्त नहीं किया जाता है।

This agreement will come into effect from -----and will remain in force up to ----- or until it is terminated as per the terms herein after contained.

3. निविदा दस्तावेज के निबंधन और शर्तों में निहित खंड संख्या (5) के अनुसार और इनवॉइस प्रस्तुति के अधीन, लागत को कवर करने वाली राशि रु. _____ के कोट की गई शुल्क मासिक आधार पर देय होंगे।

The quoted charges of Rs. _____ covering the cost of shall be payable on monthly basis subject to submission of invoice and according to the clause number (5) contained in Terms and Conditions of the tender document.



- 3.1 बैंक के अधिकारी इस आशय से विधिवत प्रमाणित करेंगे कि सेवाएं संतोषजनक रूप से प्रदान की गई हैं और इसके पश्चात सभी सांविधिक देयों/करों आदि की कटौती करने के बाद उनका भुगतान किया जाएगा।

The payment thereon will be made after the same is duly certified by the Bank's officials to the effect that the services have been provided satisfactorily and after deducting all statutory dues/taxes, etc.

4. प्रतिनिधित्व Representations:

- 4.1 समवर्ती लेखापरीक्षक द्वारा प्रस्तुत है कि यह, कंपनी अधिनियम के तहत पंजीकृत कंपनी है या एलएलपी अधिनियम के तहत पंजीकृत एक एलएलपी है या साझेदारी अधिनियम के तहत विधिवत पंजीकृत साझेदारी विलेख के साथ साझेदारी फर्म या मालिकाना फर्म है। समवर्ती लेखापरीक्षक एक श्रेणी-I सनदी लेखाकार है जो भारतीय सनदी लेखाकार संस्थान (आईसीएआई) के साथ विधिवत पंजीकृत है।

The concurrent auditor represent that it is a Company registered under Companies Act or an LLP registered under LLP Act or Partnership firm with partnership deed duly registered under Partnership Act or Proprietary firm. The concurrent auditor is a Category I Chartered Accountant duly registered with The Institute of Chartered Accountants of India (ICAI).

- 4.2 समवर्ती लेखापरीक्षक यह वचन देता है कि आरबीआई, चेन्नै और रिज़र्व बैंक स्टाफ कॉलेज, चेन्नै के लिए तैनात की जाने वाली समवर्ती लेखापरीक्षा दल का नेतृत्व एक सनदी लेखाकार द्वारा किया जाएगा और नौ कुशल कर्मियों द्वारा सहायता प्रदान की जाएगी।

Concurrent Auditor undertakes that the Concurrent Audit Team to be deployed for the RBI, Chennai and RBSC Chennai shall be headed by one Chartered Accountant and assisted by Nine skilled personnel.



4.3 सभी समवर्ती लेखापरीक्षा कर्मचारियों को कंप्यूटर का कार्यसाधक ज्ञान होगा। कुशल कर्मचारियों को न्यूनतम सीए इंटरमीडिएट के ग्रुप 2 या आईपीसीसी के ग्रुप II की योग्यता होनी चाहिए और आर्टिकल ट्रेनिंग प्राप्त कर रहे होने चाहिए।

All Concurrent Audit staff will have working knowledge of computers. The Skilled Staff should have a least qualified in Group 2 of the CA Intermediate or Group II of IPCC and undergoing Article Training.

- 4.4 समवर्ती लेखापरीक्षक इस बात से सहमत है कि लेखापरीक्षा दल बैंक के सभी कार्य दिवसों को कार्यालय समय के दौरान भारतीय रिज़र्व बैंक, चेन्नै और रिज़र्व बैंक स्टाफ कॉलेज, चेन्नै में उपस्थित रहेगा। **इसके अतिरिक्त, कार्यालय की आवश्यकतानुसार, यदि अपेक्षित हो, शनिवार और रविवार और अन्य अवकाश, को भी उपस्थित रहेंगे।**

The Concurrent Auditor agrees that the Audit team shall be present at the RBI, Chennai and RBSC Chennai on all working days for the working hours of the Bank. **Further, also Saturdays and Sundays and other holidays, if required due to office exigency.**

5. लेखापरीक्षा का दायरा Scope of Audit:

- 5.1 लेखापरीक्षा के दायरे में निविदा दस्तावेज के अनुबंध-बी में उल्लिखित कार्य क्षेत्र शामिल होंगे।

The scope of audit will include areas of work as mentioned in [Annex-B](#) of the tender document.

- 5.2 बैंक की जरूरतों के आधार पर दायरे और कार्यक्षेत्र में निर्दिष्ट कार्यों को समय-समय पर पारिश्रमिक में बदलाव के बिना बढ़ाया जा सकता है।



The functions as specified in the scope and coverage may be enlarged from time to time depending upon the needs of the Bank without change in remuneration.

6. फर्म द्वारा संवेदनशील क्षेत्र/लेन-देन में देखी गई अनियमितताएँ, जो संदेहास्पद या धोखाधड़ी प्रकृति की हैं, को क्षेत्रीय निदेशक/ प्रधानाचार्य को रिपोर्ट करना आवश्यक है।

The firm is required to report the irregularities noticed in sensitive areas/transactions which are of suspicious or fraudulent nature to the Regional Director/ Principal.

7. ऑडिटिंग फर्म किसी भी लेनदेन की लेखापरीक्षा के संबंध में किसी भी भूल-चूक के लिए जिम्मेदार होगी। इन मामलों में, बैंक के पास यह अधिकार सुरक्षित है कि वह ऐसे कार्यों, जैसा उचित समझे, के बारे में भारतीय सनदी लेखाकार संस्थान को सूचित करें।

The auditing firm will be responsible for any omissions or commissions in respect of any transactions audited. In such a case, Bank reserves the right to report to the Institute of Chartered Accountants of India for such actions as they may deem fit.

8. **वारंटी Warranties:**

- 8.1 समवर्ती लेखापरीक्षा का कार्य दैनिक आधार पर संपादित किया जाएगा। ऑडिट टीम को सहायक नोट आदि / अभिलेखों का ऑनलाइन एक्सेस सुगम तरीके से उपलब्ध कराया जाएगा। वित्तीय लेनदेन की समवर्ती लेखापरीक्षा करवाने में कोई देरी नहीं होनी चाहिए।

The Concurrent Audit will be on a daily basis. The supporting notes etc. /online access to records will be made readily available to the audit team. There should not be any delay in subjecting the financial transactions to Concurrent Audit.



8.2 समवर्ती लेखापरीक्षक निम्नलिखित के संबंध में शत प्रतिशत लेखापरीक्षा जांच करेंगे :-

- (a) स्टाफ और विक्रेता भुगतान से संबंधित सभी वित्तीय लेनदेन।
- (b) सभी वित्तीय लेनदेन समवर्ती लेखापरीक्षा (जिसमें स्वीकृति पूर्व, स्वीकृति उपरांत और भुगतान उपरांत के चरण शामिल हैं) के अधीन होना चाहिए ताकि बैंक की व्यय नियमावली और एसआरसीसी मानदंडों की अनुरूपता सुनिश्चित हो सके, जिसमें लेन-देन की सटीकता सुनिश्चित करने हेतु वित्तीय लेनदेन की स्वीकृति और भुगतान के बाद भी शत प्रतिशत जांच अपेक्षित है।
- (c) समवर्ती लेखापरीक्षक को प्रमाणित करना चाहिए कि उन्होंने लेनदेन की 100% जांच की है और संबंधित कानूनों/नियमों/अधिनियमों में निर्धारित सांविधिक और नियामक आवश्यकताओं का 100% अनुपालन किया गया है।

Concurrent Auditor will undertake 100% audit check in respect of following:-

- a. All financial transactions relating to staff and vendor payments.
 - b. All financial transactions should be subjected to Concurrent Audit (including pre sanction, post sanction and post payment) stage to ensure conformity to Expenditure Rule of the Bank as well as Statutory & Regulatory Compliance Certificate (SRCC) norms which requires a hundred percent check of financial transactions post sanction and also at the post payment stage to ensure accuracy of transactions
 - c. The Concurrent Auditor should certify that, they have carried out 100% check of transactions and there is 100% compliance with the Statutory and Regulatory requirements prescribed in relevant Statutes/Rules/Acts.
9. **क्षतिपूर्ति खंड:** समवर्ती लेखापरीक्षक बैंक और उसके अधिकारियों, कर्मचारियों, निदेशकों और प्रतिनिधियों को उनके द्वारा ऑडिट किए गए किसी भी लेनदेन के संबंध में और सभी दावों (तीसरे पक्ष के दावों सहित) कार्यों के संबंध में किसी भी भूल-चूक के लिए क्षतिपूर्ति



करने और क्षतिपूर्ति बनाए रखने के लिए सहमत है, जिसमें नुकसान, क्षति, लागत, व्यय, कानूनी खर्च सहित शुल्क, जो बैंक को समवर्ती लेखापरीक्षक की निम्नलिखित कृत्यों के परिणामस्वरूप किसी भूल-चूक के कारण वहन करना पड़ सकता है:

9.1 संविदा अवधि के दौरान सरकार या अन्य वैधानिक प्राधिकरणों द्वारा जारी किसी भी लागू कानूनों, विनियमों, दिशानिर्देशों का उल्लंघन; या

9.2 समवर्ती लेखापरीक्षक के निबंधनों और शर्तों का उल्लंघन या गैर-निष्पादन; या

9.3 समवर्ती लेखापरीक्षक द्वारा दी गई वचनबद्धता और वारंटी का उल्लंघन; या

9.4 समवर्ती लेखापरीक्षक या उनकी ओर से तीसरे पक्षकार की लापरवाही या धोखाधड़ीपूर्ण कृत्य या भूल-चूक;

Indemnity Clause: The Concurrent Auditor agrees to indemnify and to keep the Bank and its officers, employees, directors and representatives indemnified for any omissions or commissions in respect of any transaction audited by them and against all claims (including third party claims) actions, losses, damages, costs, expenses, charges including legal expenses which the Bank may suffer or incur on account of any default, omission or commission on the part of the Concurrent Auditor due to:

9.1 Violations of any applicable laws, regulations, guidelines issued by the Government or other statutory authorities during the contract period; or

9.2 Breach or non-performance of the terms and conditions of the Concurrent Auditor; or

9.3 Breach of the representations and warranties made by the Concurrent Auditor; or

9.4 Negligent or fraudulent act or omission by the Concurrent Auditor; or any third party for reasons attributable to the Concurrent Auditor.

10. समवर्ती लेखा परीक्षक अपने स्टाफ या एजेंट / प्रतिनिधियों के किसी भी दावे के खिलाफ बैंक को क्षतिपूर्ति भी करेगा और समवर्ती लेखा परीक्षक का यह कर्तव्य होगा कि वह अपने कर्मियों



/ कर्मचारियों को स्पष्ट रूप से सूचित करें कि उनका बैंक के खिलाफ कोई दावा नहीं होगा और वे अपनी किसी भी सेवा शर्तों के संबंध में या अन्यथा, प्रत्यक्ष और/अथवा परोक्ष रूप से, बैंक के साथ या उसके विरुद्ध कोई औद्योगिक विवाद नहीं उठाएंगे। इसके अलावा, समवर्ती लेखापरीक्षक सदैव बैंक को उन सभी दावों के लिए क्षतिपूर्ति करेगा जो कर्मकार मुआवजा अधिनियम, या उसके तहत बनाए गए नियम या किसी भी कानून या मुआवजे के नियमों के तहत होंगे, जो इस करार के प्रयोजन के तहत रोजगार के दौरान किसी भी व्यक्ति द्वारा की गई दुर्घटना या चोट के परिणामस्वरूप देय होगा। समवर्ती लेखापरीक्षक अपने कर्मचारियों के पारिश्रमिक और अन्य देय राशि के साथ-साथ उनके द्वारा की गई भूल-चूक के लिए भी पूरी तरह से जिम्मेदार होगा।

The Concurrent Auditor shall also keep the Bank indemnified against any claim from the staff of the Concurrent Auditor or agents /representatives and it shall be the duty of the Concurrent Auditor to clearly inform their own personnel/staff that they shall have no claim whatsoever against the Bank and they shall not raise any industrial dispute, either directly and/or indirectly, with or against the Bank in respect of any of their service conditions or otherwise. Further, the Concurrent Auditor shall at all times indemnify the Bank against all claims which may be made under the Workmen's Compensation Act, or rules framed thereunder or under any law or rules of compensation payable in consequence of any accident or injury sustained by any person in its employment for the purpose of this agreement. The Concurrent Auditor shall be solely responsible for the remuneration and other dues to its employees, as also for omissions/commissions done by them.

- 10.1 **गैर-प्रकटीकरण:** समवर्ती लेखापरीक्षक इस करार के संबंध में अपने संविदात्मक दायित्वों को पूरा करने के दौरान ठेकदार को मिलने वाली कोई भी जानकारी, सामग्री तथा बैंक के बुनियादी ढांचाउपकरणों आदि के संबंध में मिलने वाली जानकारी का प्रत्यक्ष या/सिस्टम/अप्रत्यक्ष रूप से प्रकटीकरण किसी अन्य पक्षकार को नहीं करेगा तथा हमेशा इसे



अतिगोपनीय बनाए रखेगा। समवर्ती लेखापरीक्षक, लागू कानून का अनुपालन करने या संविदा के अधीन अपने दायित्वों को पूरा करने के लिए आवश्यक होने की स्थिति को छोड़कर इस संविदा के ब्योरे को निजी दायरे में और गोपनीय बनाए रखेगा। समवर्ती लेखापरीक्षक, नियोक्ता की पूर्वलिखित अनुमति के बिना किसी व्यापारिक या तकनीकी पेपर में या अन्यत्र कार्य के विवरण को न तो प्रकाशित करेगा, न ही प्रकाशन की अनुमति देगा और न ही इसका प्रकटीकरण करेगा। समवर्ती लेखापरीक्षक किसी गोपनीय जानकारी के प्रकटीकरण के परिणामस्वरूप बैंक को हुई हानि के लिए बैंक को क्षतिपूर्ति करेगा। समवर्ती लेखापरीक्षक द्वारा उपर्युक्त शर्तों का पालन न करना संविदा भंग माना जाएगा और बैंक संविदा की समाप्ति के अलावा अपने विवेकानुसार हुई क्षति का दावा करने तथा कानूनी उपाय करने का हकदार होगा।

Non-Disclosure: The Concurrent Auditor 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 Concurrent Auditor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Concurrent Auditor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Concurrent Auditor 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 Concurrent Auditor shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Concurrent Auditor and the Bank shall be entitled to claim damages and pursue legal remedies, apart from termination of contract, at its discretion.



समवर्ती लेखापरीक्षक इस करार के अधीन गोपनीय जानकारी का प्रकटीकरण न किए जाने के दायित्व को सुनिश्चित करने के लिए अपने कर्मचारियों से संबन्धित सभी उचित कार्रवाई करेगा। गैर-प्रकटीकरण और गोपनीयता के संबंध में समवर्ती लेखापरीक्षक के दायित्व इस करार की समाप्ति या किसी भी कारण से की गयी समाप्ति से परे रहेंगे।

The Concurrent Auditor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Concurrent Auditor's obligations with respect to nondisclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

11. जुर्माना / Penalty

सेवाओं में किसी भी कमी या किसी भी शिकायत पर ध्यान न देने की स्थिति में, बैंक निविदा दस्तावेज के निबंधन और शर्तों में निहित खंड संख्या (7) के अनुसार समवर्ती लेखापरीक्षक पर जुर्माना लगा सकता है।

In case of any deficiency in services or any complaint remaining unattended, the Bank may impose on the Concurrent Auditor penalty as clause number (7) contained in Terms and Conditions of the tender document.

करार की समाप्ति: TERMINATION OF AGREEMENT

12. इसमें ऊपर निहित से किसी पूर्वाग्रह के बिना, बैंक अपने एकमात्र और पूर्ण विवेक पर, बिना कोई कारण बताए और बिना किसी मुआवजे के भुगतान के लिखित नोटिस द्वारा इस करार को तुरंत समाप्त करने का हकदार होगा, यदि

Without prejudice to what is contained hereinabove, the Bank shall at its sole and absolute discretion, be entitled to terminate this agreement forthwith by written notice without assigning any reason and without payment of any compensation, if



12.1 बैंक की राय में (जिसपर समवर्ती लेखापरीक्षक द्वारा प्रश्न नहीं किया जाएगा और जो समवर्ती लेखापरीक्षक पर बाध्यकारी होगा) समवर्ती लेखापरीक्षक इस करार को बैंक की संतुष्टि के लिए लागू करने में विफल रहता है या इनकार करता है, और/या

in the opinion of the Bank (which shall not be called in question by the Concurrent Auditor and shall be binding on the Concurrent Auditor) the Concurrent Auditor fails or refuses to implement this agreement to the Bank's satisfaction, and/or

12.2 समवर्ती लेखा परीक्षक इस अनुबंध/निविदा के किसी भी नियम और शर्तों का उल्लंघन करता है, और/या

the Concurrent Auditor commits a breach of any terms and conditions of this agreement / tender, and/or

12.3 समवर्ती लेखापरीक्षक को दिवालिया घोषित किया जाता है या उसके द्वारा अपने लेनदारों के साथ करार किया जाता है या यदि आपात या निष्पादन या अन्य प्रक्रिया लागू होती है या समवर्ती लेखापरीक्षक की संपत्ति या संपत्ति के किसी भी हिस्से के लिए रिसीवर नियुक्त किया जाता है, और/या

the Concurrent Auditor is adjudged an insolvent or a compromise is entered by it with its creditors or if distress or execution or other process is levied upon or receiver is appointed for any part of the assets or property of Concurrent Auditor, and/or

12.4 किसी भी कारण से, समवर्ती लेखा परीक्षक इस समझौते के तहत अपने दायित्वों को पूरा करने के लिए कानून में वंचित हो जाता है, और/या

for any reason whatsoever, the Concurrent Auditor becomes disentitled in law to perform its obligations under this agreement, and/or

12.5 बैंक के लिखित पूर्वानुमोदन के बिना समवर्ती लेखापरीक्षक या उसके व्यवसाय के स्वामित्व/साझेदारी या प्रबंधन में कोई भिन्नता है।



there is any variation in the ownership/ partnership or management of the Concurrent Auditor or its business without the prior approval in writing of the Bank to such variation

- 12.6 बैंक किसी भी समय फर्म द्वारा प्रदान की जाने वाली सेवाओं से संतुष्ट नहीं है तो बैंक एक कैलेंडर माह का नोटिस देकर संविदा समाप्त कर सकता है।

at any time the Bank is not satisfied with the services provided by the firm, the Bank may terminate the contract after giving a notice of one calendar month.

13. किसी भी कारण से इस करार के समाप्त होने की स्थिति में, समवर्ती लेखापरीक्षक/या उसके द्वारा नियोजित व्यक्ति या उसके एजेंट नुकसान के लिए मुआवजे के रूप में या अन्यथा बैंक से किसी भी राशि के लिए हकदार नहीं होंगे।

In the event of termination of this agreement for any reason whatsoever, the Concurrent Auditor /or persons employed by it or its agents shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation for damages or otherwise.

मध्यस्थता ARBITRATION

14. यदि इस करार को बनाए जाने के संबंध में या इस करार में निहित या इससे उत्पन्न होने वाली किसी भी चीज के संबंध में या उक्त पार्टियों के अधिकारों, दायित्वों और कर्तव्यों के संबंध में पार्टियों के बीच किसी भी समय कोई विवाद, मतभेद या प्रश्न उठता है, इसे माध्यस्थता और सुलह अधिनियम, 1996 या उसके किसी भी वैधानिक संशोधन के प्रावधानों के तहत मध्यस्थता के लिए संदर्भित किया जाएगा और मध्यस्थ के निर्णय / मध्यस्थों के पैनल दोनों पक्षों के लिए अंतिम और बाध्यकारी होंगे। मध्यस्थता का स्थान चेन्नै, तमिलनाडु, भारत होगा। इसके अलावा ऐसे विवाद, मतभेद या प्रश्न, यदि कोई हों, को चेन्नै में उत्पन्न माना जाएगा और इसे निर्धारित करने का अधिकार केवल चेन्नै की अदालतों को होगा।

If any dispute, difference or question shall, at any time, arise between the parties as to the construction of this Agreement or concerning anything herein contained or arising out of this Agreement or as to the rights,



liabilities and duties of the said parties, the same shall be referred to arbitration under the provisions of Arbitration and Conciliation Act, 1996 or any Statutory modification thereof and the decisions of the Arbitrator/ Panel of Arbitrators shall be final and binding on both the parties. The venue of arbitration shall be Chennai, Tamil Nadu India. Further such disputes, difference or questions, if any, shall be deemed to have arisen at Chennai and only courts in Chennai shall have jurisdiction to determine the same.

15. **कार्यस्थल पर महिलाओं के यौन उत्पीड़न (रोकथाम, निषेध और निवारण) अधिनियम, 2013 अधिनियम' के प्रावधानों का अनुपालन**

Abiding by the provisions of Sexual Harassment of Women (Prevention, Prohibition and Redressal) Act, 2013 at work place:

- 15.1 'कार्यस्थल पर महिलाओं के यौन उत्पीड़न (रोकथाम, निषेध और निवारण) अधिनियम, 2013 अधिनियम' के प्रावधानों के पूर्ण अनुपालन का उत्तरदायित्व पूरी तरह से समवर्ती लेखापरीक्षक का होगा। बैंक के परिसर के भीतर अपने किसी कर्मचारी के विरुद्ध यौन उत्पीड़न की किसी शिकायत की स्थिति में समवर्ती लेखापरीक्षक द्वारा गठित आंतरिक शिकायत समिति के समक्ष शिकायत दर्ज की जाएगी। उक्त अधिनियम के अंतर्गत शिकायत के संबंध में समवर्ती लेखापरीक्षक समुचित कार्रवाई सुनिश्चित करेगा।

The Concurrent Auditor shall be solely responsible for full compliance with the provision of 'Sexual Harassment for women at work place (Prevention, Prohibition & 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 Concurrent Auditor. The Concurrent Auditor shall ensure appropriate action under the said Act in respect of the complaint.

- 15.2 फर्म / कंपनी के किसी पीड़ित कर्मचारी से बैंक के किसी कर्मचारी के विरुद्ध प्राप्त यौन उत्पीड़न संबंधी शिकायत का संज्ञान बैंक द्वारा गठित क्षेत्रीय शिकायत समिति द्वारा लिया जाएगा।



Any complaint of sexual harassment from any aggrieved employee of the Firm/ Company against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

15.3 समवर्ती लेखापरीक्षा फर्म / कंपनी के कर्मचारियों की संलिप्तता की स्थिति में भुगतान किए जाने के लिए आवश्यक क्षतिपूर्ति के लिए समवर्ती लेखापरीक्षक उत्तरदायी होगा, उदाहरण के लिए यदि समवर्ती लेखापरीक्षा फर्म / कंपनी के किसी कर्मचारी द्वारा की गई यौन हिंसा प्रमाणित हो जाती है तो बैंक कर्मचारी को दी जाने वाली मौद्रिक राहत।

The Concurrent Auditor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee of the Concurrent Audit Firm/ Company, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the Concurrent Audit Firm/ Company is proved.

15.4 कार्यस्थल पर यौन उत्पीड़न तथा संबंधित मामलों के संबंध में अपने कर्मचारियों को शिक्षित करने की जिम्मेदारी समवर्ती लेखापरीक्षक की होगी।

The Concurrent Auditor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

समवर्ती लेखापरीक्षक अपने उन कर्मचारियों की पूर्ण और अद्यतन सूची बैंक को उपलब्ध कराएगा जिन्हें बैंक परिसर में काम पर लगाया गया है।

The Concurrent Auditor shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

कि इस संविदा को समवर्ती लेखापरीक्षक द्वारा पढ़ा गया है और समवर्ती लेखापरीक्षक द्वारा पूरी तरह से समझा गया है।

That this Contract have been read by the Concurrent auditor and fully understood by the concurrent auditor.



यदि समवर्ती लेखापरीक्षक एक साझेदारी या स्वामित्व वाली संस्था है If the Concurrent Auditor is a Partnership or a Proprietary concern	जिसके साक्ष्य में बैंक और समवर्ती लेखापरीक्षक ने इन पर और दो डुप्लीकेट प्रतियों पर इसके ऊपर लिखित दिन और वर्ष को अपने हस्ताक्षर किए हैं IN WITNESS WHEREOF the Bank and the Concurrent Auditor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.
यदि समवर्ती लेखापरीक्षक एक कंपनी है If the Concurrent Auditor is a Company	जिसके साक्ष्य में बैंक ने अपने विधिवत प्राधिकृत अधिकारी के माध्यम से इन पर और इसकी ओर से निष्पादित की जाने वाली उक्त दो प्रतियों पर इसके ऊपर लिखित दिन और वर्ष को हस्ताक्षर किए हैं और समवर्ती लेखापरीक्षक ने अपनी सामान्य मुहर को लगाया है। IN WITNESS WHEREOF the Bank has set its hands to these presents through its duly authorized official and the Concurrent Auditor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written.

मैं/हम एतद्वारा कर्मचारियों के वेतन को सीधे उनके बैंक खाते में एनईएफटी के माध्यम से वितरित करने के लिए और उपरोक्त कार्यों के संबंध में एनईएफटी के माध्यम से हमारी फर्म/कंपनी को दिए जाने वाले भुगतान भी स्वीकार करने के लिए सहमत हैं और पुष्टि करते हैं।

I/we hereby agree and confirm to disburse the salary of the employees through NEFT directly into their Bank account and also accept the payment in respect of the above works, if awarded to our Firm/Company, through NEFT.



हस्ताक्षर खंड Signature Clause:

भारतीय रिज़र्व बैंक, चेन्नै द्वारा हस्ताक्षरित एवं सुपुर्द
SIGNED AND DELIVERED by Reserve Bank of India,
Chennai

(नाम और पदनाम)
(Name and Designation)

इनकी उपस्थिति में हस्ताक्षर किये गए
साक्षी -
In the presence of -
Witnesses –

1. _____

पता Address _____

2. _____

पता Address _____

SIGNED AND DELIVERED by

_____ द्वारा हस्ताक्षरित एवं सुपुर्द



Annex – E

XIII. Concurrent Auditor Checklist – RBI Chennai

CA Master Checklist Details for ABCC

Sr. No.	Checklist Section	Checklist Description
1	Audit Budget and Co-ordination Cell	Whether payments were verified and found to be a. In accordance with the relevant Expenditure Rules. b. Approved by appropriate authorities. c. Within the sanctioned limits/ budgets.
2	Audit Budget and Co-ordination Cell	Whether GST liability has been remitted as per law and within due dates?
3	Audit Budget and Co-ordination Cell	Departments which have not entered into any financial transaction and have not incurred any expenditure during the month under audit
4	Audit Budget and Co-ordination Cell	Expenditure exceeding Rs.20.00 lakhs during the month of audit.
5	Audit Budget and Co-ordination Cell	List of RD/CGM & BO's Sanctions for the month under audit

CA Master Checklist Details for Banking and PDO

Sr. No.	Checklist Section	Checklist Description
1	Banking/PDO	WARRANT WRITING SECTION : (i) Whether the Sectional Balance Book is maintained properly. (ii) Whether the Securities are examined in terms of Paras 7.1 and 7.1.1 of PDO Manual (Edition 5) Volume I (iii) Whether time-barred (after 6 years) interest payments are to be processed in terms of Para 4.1.3 of PDO Manual (Edition 5) Volume I. (iv) Whether, on random checking, the calculation of income tax deducted on non-Government Securities has been correctly calculated. (v) Whether paid Warrants are duly marked off in the Warrant Register. Whether there is any backlog as per 4.11.4.1 of PDO Manual (Edition 5) Volume I. (vi) Whether Day Book is maintained and the Receipt particulars are entered regularly and authenticated by AM concerned. (Under R&D counter) (vii) Whether reminders are sent to the parties in respect of Bonds/Pay orders/warrants lying at the counter undelivered



Sr. No.	Checklist Section	Checklist Description
		and transferred to Unclaimed account as per prescribed procedure laid down in Para 4.10.5.1 of PDO Manual (Edition 5) Volume I.
2	Banking/PDO	CORRESPONDENCE SECTION - (i) Whether the transit account register in PDO 168 is properly maintained to ensure that; a) The entries in the register are checked and watched for the return of the Securities by the Section. b) The Officer-in-charge scrutinizes the register at least once every fortnight to see that no securities sent out through the transit account are overdue and to ensure that cases of overdue Securities are properly pursued as per Para 4.10.1.6 of PDO Manual (Edition 5) Volume I
3	Banking/PDO	BOOK DEBTS SECTION - (i) As per para 4.1.4 of PDO Manual (Edition 5) Volume I: a) Whether letters are being issued in case of Warrants returned undelivered by postal authorities. In case of no reply, whether the warrants are transferred to the "Unclaimed Account" and entered in the "Register of Unclaimed Stock Warrants" maintained in Form PDO 79. b) Whether the warrants which are received back undelivered or returned by banks owing to the death of registered holders are transferred to "Unclaimed Account" and entered in the "Register of Unclaimed Stock Warrants" on the date of their receipt in the PDO. c) Whether suitable remarks were made against relative entry in stock interest register and warrant dispatch register. (ii) Whether progressive total is accorded throughout the year in the Issue Register of Stock Certificates. Whether the balance struck as on December 31st each year is tallied with GL and in token of having tallied whether Asst. Manager has certified in the Issue Register Para 9.6.8 of PDO Manual (Edition 5) Volume I. (iii) Whether the Cancelled Securities Register- PDO 124 are maintained and updated properly [Para 4.11.3.3 PDO Manual (Edition 5) Volume I. iv) Whether cancellations on account of repayment are checked/authenticate by Officer Gr.'B' (paragraph 156).
4	Banking/PDO	ACCOUNTS SECTION - Whether the following register is maintained: (i) General Ledger. (ii) Whether there was any case of writing off of the unclaimed securities. If so, whether Govt. Orders were received through the CDD in terms of Para 6.1 of PDO Manual (Edition 5) Volume I. (iii) Whether there has been any writing off of the balance in Discharged Loan. If so, whether instructions were received therefor from Central Debt Division (Para.6.2 of PDO Manual (Edition 5) Volume I. (iv)



Sr. No.	Checklist Section	Checklist Description
		Whether the cancelled securities are punched and authenticated as indicated in Paragraph 4.11.3.1 and a Certificate regarding punching and entered in the Index Register of cancelled securities maintained in Form PDO 219 under the initials of the Asst. Manager. (v) Checking of all periodical statements prepared on monthly/quarterly basis.
5	Banking/PDO	LOAN BALANCING SECTION : (i) In case of Compensation Bonds whether the outstanding balances of discharged loans are tallied with General Ledger balance as contemplated in Para 9.6.8 (b) (iv) of the PDO Manual (Edition 5) Volume I.
6	Banking/PDO	RECORDS SECTION - (i) Whether paid warrants and vouchers are arranged as per paragraphs 4.11.4.1, 4.11.4.2 and 4.11.5 of PDO Manual (Edition 5) Volume I respectively and destroyed after preservation of six years from the year of payment by shredding in the presence of the AGM/Manager and an Asst. Manager after obtaining formal sanction of the DGM/GM (Para 18.11 of PDO Manual (Edition 5) Volume I). (ii) Whether a certificate of destruction is recorded in the relative registers as per Para 4.11.7 of PDO Manual (Edition 5) Volume I. (iii) Whether the balance arrived at in Index Register of cancelled securities tallies with General Balance Book as per Para 4.11.3.1 of PDO Manual (Edition 5) Volume I.
7	Banking/PDO	VOUCHER AUDIT SECTION : (i) Whether there was delay in posting of vouchers in Check Register. (ii) Whether paid vouchers received are entered in PDO 214 (Para 4.11.4.2 of PDO Manual (Edition 5) Volume I). (iii) Whether precautionary remarks in check registers in respect of deceased holders are made as per Para 4.5.3 of PDO Manual (Edition 5) Volume I.
8	Banking/PDO	NEW LOAN SECTION : As per para 3.4 of PDO Manual (Edition 5) Volume I as (i) Whether bill for Floatation Charges (PDO 263) from e-kuber and send it to respective State Governments for recovery of the same. (ii) Whether the quarterly statement of expenditure for managing Land Tenure Abolition Bonds as required in terms of para 9.6.10 of PDO Manual (Edition 5) Volume I was prepared and forwarded to the State Government concerned for claiming recovery of the expenditure incurred
9	Banking/PDO	RELIEF BOND SECTION : (i) Whether all the bank branches nominated to accept subscription towards Relief Bonds are submitting monthly statement with the particulars of Bond Ledger A/Cs. opened in form given in Appendix IV of the



Sr. No.	Checklist Section	Checklist Description
		<p>Scheme. (ii) Whether the Section was scrutinizing the monthly statement received from bank branches with reference to statement of credit/credit advice received from CAS, Nagpur and matching the entries to ensure that the subscriptions received by bank branches have reached CAS, Nagpur. Whether discrepancies were found due to retention of the collections at the branch without remitting the same for credit to Govt. A/c. at CAS Nagpur and if so whether the bank's a/c. with DAD was debited. (iii) Whether quarterly statement of subscriptions received (including from agency banks) sent to C.O in prescribed form (Ref: CO.DT.13.01.251/6564/2000-01 dated 25.06.01). (iv) Whether the reconciliation of various Relief Bond Scheme is in arrears or up to date. (v) Whether the following Registers are maintained properly a) Issue Register/Ledger Bond Account Register. b) Repayment Register. (vi) Whether paid interest warrants are marked off. Whether there is huge backlog in this. (vii) In respect of issue of Relief/Saving Bonds (Computer Division) and Servicing of Relief/Saving Bonds-Whether procedure prescribed in the PDO Manual is followed and due dates as per citizens' Charter is adhered to in respect of: 1) Deletion, 2) Transfer, 3) Nomination 4) Revaluation of Interest Warrants, 5) Change of Enfacement. 6) Whether maintenance of recoverable Central/State Govt. Expenses- PDO (8905014) is done once in half year. (As on September 30 and March 31) (viii) Whether time schedule laid down in the Citizens' charter is followed up in respect of payment of bonds?</p>
10	Banking/PDO	<p>GENERAL : (i) Whether test check of important Registers by AM/AGM carried out and particulars thereof recorded in a scroll book [Para 2.29(b) of PDO Manual]. (ii) Whether Statistics Register in PDO15 maintained properly (Para 4.10.10 of PDO Manual (Edition 5) Volume I). (iii) Whether Register for Spoilt Interest Warrant Forms (PDO 39) entered under the initials of Asst. Manager and put up to the Officer-in-Charge of the PDO for his initials along with the General Balance Book whenever a Warrant form is spoilt as per Para 4.10.3.5 of PDO Manual (Edition 5) Volume I)." (iv) CAs should verify the amount drawn and debit of correct account Head. (v) Reconciliation of PDO Loans with CAS figures, the balances checked on a particular day should be indicated in the report instead of commenting that no discrepancy was observed. (vi) Monthly balancing of GL with e-kuber. (vii) Confirmation of outstanding balances of Rupee Debt Statement generated from CBS with General Ledger balances of PDO and to record discrepancies if any.</p>



Sr. No.	Checklist Section	Checklist Description
		(viii) Reconciliation of Charges Account with DAD. (ix) Marking off of paid instruments.
11	Banking/PDO	TABLE A - New Loans for the month of January 2024
12	Banking/PDO	TABLE B - Monthly Statements for the Month of January 2024
13	Banking/GBD	1. Cash / Clearing / Transfer
14	Banking/GBD	i) Whether scrutiny of challans is done as per prescribed procedure laid down in para 2.3.3 of GBD manual.
15	Banking/GBD	ii) For cash receipts, whether a proper receipt generated from CBS and manual receipt is given to the customers depositing cash into Govt. accounts.
16	Banking/GBD	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.
17	Banking/GBD	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.
18	Banking/GBD	v) Whether receipted challans are handed over to the depositors after realization of cheques in clearing.
19	Banking/GBD	vi) Whether the instruments returned by Drawee banks are returned to the depositors and proper record of the same is kept in the department.
20	Banking/GBD	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.
21	Banking/GBD	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).
22	Banking/GBD	ix) Whether it is ensured that credit is given to the correct head of account of the state government.
23	Banking/GBD	2. Short Credit
24	Banking/GBD	i) Whether instruments received under Short Credits are entered and dispatched to the respective banks / Regional Offices on the same/next day of receipt?



Sr. No.	Checklist Section	Checklist Description
25	Banking/GBD	ii) In respect of Short Credits pertaining to other Regional Offices, whether entries are made in Short Credit Module in CBS.
26	Banking/GBD	iii) a) Whether outstanding pay-in slips/ challans/ credit vouchers are tallied with outstanding items in the register of short credits dispatched to the outstation Offices/banks at fortnightly intervals. b) Whether suitable remark is made against the last entry in the register by the AM.
27	Banking/GBD	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 taken.
28	Banking/GBD	v) A letter is to be sent on fortnightly basis to the head of controlling offices of banks providing details of short credit entries which are pending. The auditors may examine whether the same was dispatched in time by the Department.
29	Banking/GBD	3. GENERAL
30	Banking/GBD	i) Whether Personal Ledger Accounts, Drawing Accounts and Assignment Accounts are properly maintained in the system?
31	Banking/GBD	ii) Whether there are any inoperative or dormant accounts?
32	Banking/GBD	iii) Whether the list of authorised signatories is properly scanned and tagged to the respective accounts in CBS?
33	Banking/GBD	iv) Whether date of expiry of such signatures is properly entered in the system?
34	Banking/GBD	v) Whether the department is taking telephonic confirmation from the drawers of the instruments if the value is more than ₹5.00 lakh?
35	Banking/GBD	vi) 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 ₹25.00 lakh, then the same should be passed/ paid by Manager and above)
36	Banking/GBD	vii) Whether the confirmation of balance was obtained from the Personal Ledger A/c. holders periodically.
37	Banking/GBD	viii) Whether STOP payment instructions properly signed by the authorised signatories of the accounts are properly recorded in CBS and reviewed periodically?



Sr. No.	Checklist Section	Checklist Description
38	Banking/GBD	ix) Whether STOP Revocation instructions received from authorised signatories are verified and then entered in CBS?
39	Banking/GBD	x) Whether the Date-wise Monthly Statement (DMS) are sent in time to accounting authorities.
40	Banking/GBD	xi) Paid cheques should be checked with the respective payment scroll in GBD 8 generated from the system.
41	Banking/GBD	4. RECONCILIATION OF ACCOUNTS
42	Banking/GBD	I) Whether large numbers of entries are pending for reversal; if so, reason, therefore.
43	Banking/GBD	II) Whether proper efforts are made to reconcile/wipe out entries outstanding for a longer period.
44	Banking/GBD	III) Whether the outstanding items parked in the Demand Draft received for realization account are reconciled and tallied with the figures available in DAD.
45	Banking/GBD	IV) Whether Cheques for collection a/c is operated by the department and balance reconciled.
46	Banking/GBD	5. Debit mandate from the Government for Reimbursement
47	Banking/GBD	i) Whether proper debit mandate from the Government to reimburse the concerned commercial banks towards LC /BG is on record.
48	Banking/GBD	ii) Whether reimbursement has been made as per the debit mandate received from the Government.
49	Banking/GBD	iii) Whether proper records are maintained for all the LCs / BGs for which reimbursements have been made.
50	Banking/GBD	iv) A) Whether the specimen signatures of the Govt. Officials issuing debit mandates are properly maintained in GBD for verification. B) Whether the same are duly verified before making payments? and whether the signatures are scanned and uploaded in CBS package?
51	Banking/GBD	6. SPECIAL DEPOSIT SCHEME
52	Banking/GBD	i) To confirm that no interest has been paid for the accounts whose balances have not been confirmed.
53	Banking/GBD	ii) a) Whether interest claim was supported by payment scroll in the prescribed format. B) Whether interest applied at the appropriate prevailing rate. (7.1% per Quarter). C) Whether a



Sr. No.	Checklist Section	Checklist Description
		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.
54	Banking/GBD	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 September 14, 2008.
55	Banking/GBD	iv) Whether for 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 regarding withdrawals in the meeting of Board of Trustees. b) List of members of the fund indicating amounts payable to them. c) In respect of investments of the funds made in various securities including SDS-1975 as on date. Wherever approval required from the concerned Regional Provident Fund Commissioner, EPFO, whether it was obtained before permitting such refund.
56	Banking/GBD	v) a) Whether the department is maintaining proper account-wise ledgers / registers for maintenance of SDS Direct Accounts and SDS Mirror Accounts? B) Whether entries regarding payment of interest, withdrawals, etc. are properly recorded and authenticated by the officials manning the section?
57	Banking/GBD	vi) Whether Balance Confirmation is being taken from SDS Direct Account holders and SDS Mirror Account holders as the end of April 31, every year and information forwarded to DGBA, C.O. by June 30, every year?
58	Banking/GBD	vii) Whether necessary SDS Statements are being sent as at the end of October 15 to DGBA, C.O. and to Ministry of Finance?
59	Banking/GBD	viii) Whether necessary approval has been taken from DGBA for transfer-in / transfer-out cases, involving SBI / RBI.
60	Banking/GBD	7. Safe Deposit of Articles
61	Banking/GBD	i) Whether Safe Deposit Register in form GBD 22 and relevant files are maintained properly under the initials of the officer in charge of the section.
62	Banking/GBD	ii) Whether articles are accepted from Government Ministries/ Departments of Central/ State Governments/ Union Territories



Sr. No.	Checklist Section	Checklist Description
		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' cooperative credit society may avail the facility of safe deposit only for depositing duplicate keys in their official capacity.
63	Banking/GBD	iii) Whether Annual verification of articles in safe custody is being carried out by an officer to be deputed by the Regional Director?
64	Banking/GBD	8. Agency Charges
65	Banking/GBD	i) Whether in respect of Agency Charges A/c. Agency Bank-wise Ledger and State Govt.-wise Ledger are maintained in CBS?
66	Banking/GBD	ii) a. Whether all State Govt. transactions reported by the agency banks are accounted for in the CBS System on the same day? b. If the reporting is manual, whether the same are authorized by an Officer without any delay. c. Whether the Agency Transaction Day Book and List of agency transactions are sent to Treasury Office, Finance Department without any delay.
67	Banking/GBD	iii) Whether bank-wise, monthly statements known as monthly closing statements are received from the Link Offices of the banks authorized to conduct State Govt. transactions and whether the same are forwarded to AG's Office and Finance Department.
68	Banking/GBD	iv) Whether the link branch of the nominated bank is sending separate daily advice/ statements, one for reporting previous month's transactions and the other for current month's transaction.
69	Banking/GBD	9. Agency Turnover Commission
70	Banking/GBD	i) Take out all cases, verify the calculations applying the prescribed rate.
71	Banking/GBD	ii) Whether the claim for Turnover Commission is received within the stipulated period from agency banks. If there is a delay, whether there was proper follow up by the department?
72	Banking/GBD	iii) Whether the turn-over commission claims are submitted by the banks in the format prescribed in DGBA Circular DGBA.



Sr. No.	Checklist Section	Checklist Description
		GBD. No. 115/ 31. 12. 010(C) /2018 -19 dated September16, 2018.
73	Banking/GBD	iv) Whether the turn-over amount on which the commission is payable is checked with reference to the records of GBD (before making payment of commission)
74	Banking/GBD	v) a. Whether the data pertaining to turnover commission is entered in CBS and the commission calculated by the system? B. Whether correct Head of Account is debited for payment of turn-over commission i.e., Agency Charges A/c – Turnover Commission (payable because of Govt. turnover).
75	Banking/GBD	vi) Whether TDS under GST has been deducted as per applicable rate for the applicable category of the banks.
76	Banking/GBD	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 given in the CGST Act, 2017. This will be applicable only if the activity is done by GBD at ROs.
77	Banking/GBD	viii) Whether agency commission payment done as per the revised applicable rates for the transaction pertaining to quarter ending September2019 onwards.
78	Banking/GBD	ix) Whether GST has been paid correctly on the applicable rate along with TOC for transactions done w.e.f September1, 2019, by Ros
79	Banking/GBD	10. GOVERNMENT ACCOUNTS
80	Banking/GBD	I) Whether balance transfer for the month end has been carried out correctly.
81	Banking/GBD	II) Whether DMS, including for those State Government accounts that are opened for the purpose of integration, has been sent concerned Treasury, Finance Department and AG's Office and VDMS has been received within the prescribed time.
82	Banking/GBD	11. Management Information System (MIS)
83	Banking/GBD	i) Whether receipt/payment scrolls for the previous day and other reports as mentioned in para 2.7 of chapter 2 of BD Manual Vol II updated till April 31, 2022, generated from CBS has been sent to respective accounting authorities (Concerned Treasury, Finance Department) in a timely manner.



Sr. No.	Checklist Section	Checklist Description
84	Banking/GBD	ii) Whether FORM I generated from the e-Kuber is matched with the DMS submitted by the agency banks has been done properly or not? Whether Form I/J are sent to AG's Office and Finance Department without any delay?
85	Banking/GBD	12. OPENING OF ACCOUNTS
86	Banking/GBD	i) For the newly opened accounts whether the KYC documents have been obtained and verified or not?
87	Banking/GBD	ii) Whether newly opened government accounts have been mapped correctly?
88	Banking/GBD	iii) Whether the status of inoperative accounts reviewed yearly or not?
89	Banking/GBD	13. HO/BRANCH INSPECTION
90	Banking/GBD	Whether RO is adhering to instructions contained in DGBA circular dated April 1, 2016, regarding periodical HO/branch inspection, where applicable.
91	Banking/DBA	14. Non-cash transactions (daily) - Part I (Transaction Audit)
92	Banking/DBA	Presently, vouchers are not prepared and instead posting is done on the basis of supporting documents which includes office notes, challan, applications in prescribed format, instruments, etc. On daily basis, the transaction checklist report pertaining to the respective departments from CBS is to be taken and the same is to be verified as follows:
93	Banking/DBA	i) Accounts which have been debited and credited are the same as those indicated on the supporting document. In case of inter office transaction (IOAR entries), it should be seen that the correct IAU code has been debited or credited.
94	Banking/DBA	ii) Necessary details may be verified from the office note specifically sanctions obtained are as per Expenditure Rules and relevant CO instructions.
95	Banking/DBA	iii) Debit in customer account is affected only after verifying the signatories of the instrument/advice.
96	Banking/DBA	iv) Batch number of transactions is recorded on the supporting document.
97	Banking/DBA	v) Whether manual provisions/ extant instructions are followed in case of transfer cheque (Para 3.4.1, Vol I, Section II).



Sr. No.	Checklist Section	Checklist Description
		Whether the cheques not found in order are returned unpaid along with an Objection Memo?
98	Banking/DBA	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.
99	Banking/DBA	15. CASH TRANSACTIONS (DAILY)
100	Banking/DBA	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 3.3 of Vol I, Section I)/ extant instructions.
101	Banking/DBA	i) Verify the transaction 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.
102	Banking/DBA	ii) In case of cash payment against cheque, whether the details of the cheque are entered correctly in the system?
103	Banking/DBA	iii) Whether Cash received / paid stamp is there on the supporting / base document along with the date and signature?
104	Banking/DBA	16. Financial Entry Request (FER) transactions (daily)
105	Banking/DBA	i) Whether there is any outstanding / pending FER to be responded to / authorized by the auditee office?
106	Banking/DBA	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?
107	Banking/DBA	iii) Whether there are any outstanding / pending FERs originated by the auditee office and pending authorization by the other (responding)(IAU) Note: RFERTRAN report can be generated from CBS to ascertain the FER transactions.
108	Banking/DBA	Accounts Management Division (erstwhile DAD) - Part II: Current Account Management
109	Banking/DBA	17. Current Account opening and closing (Weekly)
110	Banking/DBA	i) Whether any current account has been opened or closed?



Sr. No.	Checklist Section	Checklist Description
111	Banking/DBA	ii) Whether provisions contained in manual and /or additional instruction issued by the Central Office have been followed for opening (Para 4.2.5 to Para 4.2.7, Vol I, Section I)/ extant instructions and closing (Para 4.2.13, Vol I, Section I) / extant instructions of accounts.
112	Banking/DBA	iii) Whether approval of the nodal Central Office Department (regulatory Department) has been obtained for opening or closing the current account?
113	Banking/DBA	iv) 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?
114	Banking/DBA	v) Whether on closure of a current account, unused cheques returned by the account holder have been recorded in CBS, the authorized signatories removed in CBS and the fact has been recorded on the physical signature cards with remark 'cancelled'.
115	Banking/DBA	vi) Whether the unused cheque forms have been destroyed and whether certificate of destruction signed by the concerned official has been placed on record?
116	Banking/DBA	vii) 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.
117	Banking/DBA	viii) 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?
118	Banking/DBA	ix) Whether the confirmation of the balance showing NIL balance as on the date of the closing of the account has been obtained?
119	Banking/DBA	x) Whether provisions contained in BD manual (Para 4.2.12, Vol I, Section I) and /or additional instruction issued by Central Office Departments have been followed by the Office while opening Current Accounts of Foreign Central Banks / Institutions.
120	Banking/DBA	xi) In terms of para 4.2.3.a (Vol.I Section I)/ extant instructions banks and financial institutions which are eligible to open accounts with the Bank can open only a single Current Account. However, in case of amalgamation, amalgamating



Sr. No.	Checklist Section	Checklist Description
		entities are allowed to operate separate accounts from amalgamated entity for temporary periods. Whether such accounts were allowed to continue operations for specific purposes and for a temporary period with due approvals of Central Office Department concerned. Whether any such accounts were allowed to be continued even after prescribed period.
121	Banking/DBA	xii) 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 Banking Regulation etc. without delay and necessary instructions obtained, under advice to DGBA. Whether any restrictions placed by Court, Central Government on a bank for operating on their account(s) with the Bank was appropriately complied with.
122	Banking/DBA	18. Maintenance of record of Authorized Signatories (Monthly)
123	Banking/DBA	i) Whether any specimen signature has been added or cancelled during the month?
124	Banking/DBA	ii) In case of addition of signature, whether the specimen signature cards (form no BDF 4) are signed with date by Assistant Manager after verifying the signatures of attesting officials and uploaded in CBS?
125	Banking/DBA	iii) Whether the addition of authorized signatories is based on proper documents submitted by the account holder?
126	Banking/DBA	iv) Whether on receipt of requests for cancellation of any authorized signatory from the account holders, the specimen signature cards is branded 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.
127	Banking/DBA	v) Whether the list of authorized officials whose specimen signatures are operative is kept up to date in CBS?
128	Banking/DBA	vi)A) Whether the list of authorized signatories has been referred to the account holder in the prescribed form and confirmation obtained within prescribed timelines? B) 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?
129	Banking/DBA	19. Power of attorney and Board resolutions (Weekly)



Sr. No.	Checklist Section	Checklist Description
130	Banking/DBA	i) Whether any PoA and/or Board of Resolution has been registered in PoA register?
131	Banking/DBA	ii) Whether the documents have been verified in terms of BD Manual Vol I and the circular/s/ instructions issued/ if any? Whether manual provisions have been followed for registration of power of attorney/board resolution? (Para 5.1, Vol I, Section I)/ extant instructions.
132	Banking/DBA	iii) Whether Power of Attorney has been stamped in accordance with Indian Stamp Act and the State Stamp Act in force?
133	Banking/DBA	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.
134	Banking/DBA	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.
135	Banking/DBA	20. Request for Change in name of account holder (Weekly)
136	Banking/DBA	i) Whether there has been any request for change in the name of current account?
137	Banking/DBA	ii) Whether the change in name of account holder has been processed after receipt of regulatory approval from the Central Office Department concerned along with a copy of the gazette notification in case of banks appearing in the Second Schedule in which such change has been published? (Para 4.2.18, Vol I, Section I).
138	Banking/DBA	21. Inoperative Accounts (Annual)
139	Banking/DBA	i) 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 Central Office Department concerned for instructions? Whether the list as at close of accounting year has been forwarded to DGBA (Para 4.2.20, Vol I, Section I)
140	Banking/DBA	22. Obtaining Balance Confirmation (quarterly)
141	Banking/DBA	i) Whether balance confirmation has been obtained from the current account holders at the end of every quarter? (Para 4.2.16, Vol I, Section I or extant instructions.)



Sr. No.	Checklist Section	Checklist Description
142	Banking/DBA	23. Court orders /Garnishee orders/attachment orders (Daily)
143	Banking/DBA	i) Whether any court orders /garnishee orders/attachment orders have been received with respect to any current account holder?
144	Banking/DBA	ii) Whether legal cell/department was consulted for the same and timely action had been taken thereon?
145	Banking/DBA	iii) a) Whether provisions contained in BD manual (Para 5.2, Vol I Section I) and / or additional instructions /Standard Operating Procedures issued by DGBA have been followed by the office. b) Whether statements containing details of all pending court cases are sent to DGBA on quarterly basis by 5th of the month following the quarter?
146	Banking/DBA	iv) Ascertain if any balances are lying in Sundry Deposit-legal/litigation or any other Sundry Deposit account in connection with Garnishee/ Attachment Order received from Statutory authorities for a period of more than 15 days and the reasons thereof.
147	Banking/DBA	PART III: Inventory Management
148	Banking/DBA	24. (DD/PO/Cheque)
149	Banking/DBA	i) Whether stock of instruments (DD/PO/ cheque) are inventoried in CBS on receipt from the press? (Para 9.2.4, Vol I, Section II)
150	Banking/DBA	ii) Whether cheque leaves/books are issued based on request and after verification of signature of the applicant and also entered in CBS (Para 4.1, Vol I, Section II/ extant instructions)?
151	Banking/DBA	iii) Whether number of leaves/books in physical stock is verified on a half yearly basis and it matches with the inventory in CBS?
152	Banking/DBA	iv) Whether DDs (loose forms and used cheque books) in custody of Remittance section verified on monthly basis? (para 9.3(b), Vol I, Section II).
153	Banking/DBA	PART IV – REMITTANCE
154	Banking/DBA	25. Issue and payment of Demand Draft (DD)
155	Banking/DBA	i) Whether the passing official is subjecting applications to the prescribed verifications and subscribing initials on the application (Para 5.12.1, Vol I, Section II)?



Sr. No.	Checklist Section	Checklist Description
156	Banking/DBA	ii) Whether the accounting entry passed for DD issue is correct? Whether the DD has been issued to correct beneficiary and for correct amount?
157	Banking/DBA	iii) In case of issue of DD against cash, it must be seen that DD for Rs 50,000/- and above has NOT been issued against cash? Whether the cash receipt stamp with date and signature of recipient is present in DD application form? (Para 5.10, Vol I, Section II)
158	Banking/DBA	iv) In case of issue of DD against cheque, whether the DD has been issued after realization of cheque?
159	Banking/DBA	v) In case, the application is from Government department, whether the applicant signature has been verified?
160	Banking/DBA	26. Issue of new DD in lieu of expired / lost DDs
161	Banking/DBA	i) If the DD is payable at SBI bank branch, whether a non-payment certificate has been obtained from SBI? if the DD is payable at SBI associate bank branch (such DDs were issued till September 2017), whether a non-payment confirmation is obtained from CAS, Nagpur.
162	Banking/DBA	ii) In case DD is payable at any RBI Branch, whether it was verified from CBS that the DD was outstanding for payment?
163	Banking/DBA	iii) Whether letter of Indemnity has been obtained? Whether it is stamped as an agreement, in case the applicant is a customer (Para 5.13.2, pg. 33, Vol I, Section II)? Whether it has been taken as a letter of undertaking, in case the applicant is an employee of the Bank?
164	Banking/DBA	iv) 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? Whether the details of DDs issued and DDs cancelled are correctly updated in CBS? (Para 5.13.4, Vol I, Section II).
165	Banking/DBA	27. OTHER ASPECTS OF DD
166	Banking/DBA	1. Recording of Stop Payment of DDs (Para 5.22, Vol I, Section II)
167	Banking/DBA	Whether the Stop payment has been recorded for DD issued by the office based on applications received from the applicant to stop payment and whether the DD was outstanding at the time of marking stop? (In case of drafts issued to Government



Sr. No.	Checklist Section	Checklist Description
		Departments, offices may entertain requests for stop payment from the payees/endorsees thereof.)
168	Banking/DBA	2. Payment of drafts by cancellation (Para 5.18, Vol I, Section II)
169	Banking/DBA	i) 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). Whether application for cancellation has been received from the original applicant?
170	Banking/DBA	ii) Whether draft cancelled was outstanding? Whether the drafts are cancelled by offices who have drawn/ issued them?
171	Banking/DBA	iii) 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).
172	Banking/DBA	iv) Whether the refund has been made as a transfer to the account only and not paid in cash?
173	Banking/DBA	v) 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.
174	Banking/DBA	vi) In case of drafts drawn on SBI, whether a Non-Payment Certificate 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.)
175	Banking/DBA	3. Payment of lapsed drafts: 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 5.19, Vol I, Section II)
176	Banking/DBA	4. Revalidation of Drafts: 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



Sr. No.	Checklist Section	Checklist Description
		no duplicate draft has been issued for the original draft. (Para 5.21, Vol I, Section II)
177	Banking/DBA	28. Monitoring Outstanding DD (Para 5.17, Vol I, Section II)
178	Banking/DBA	i) Whether the total balance of draft outstanding agrees with the balance in the Drafts Payable A/c.
179	Banking/DBA	ii) Whether the list of outstanding DDs has been put up to Manager / AGM and to CGM/GM at quarterly intervals.
180	Banking/DBA	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.
181	Banking/DBA	29. Issue of Payment Order (PO) / Banker's Cheque (BC)
182	Banking/DBA	i) Whether PO has been issued based on sanction note of the department concerned?
183	Banking/DBA	ii) Whether PO / BC Payable Account (8022007) has been credited by the department concerned before issue of PO?
184	Banking/DBA	iii) Whether PO has been issued for the correct amount and beneficiaries name mentioned is as per the sanction note?
185	Banking/DBA	30. Issue of new PO in lieu of expired/lost PO: Whether the original PO was outstanding? Whether a fresh PO issued is for the same amount and favoring the same beneficiary? Whether the details of POs issued, and POs cancelled are correctly updated in CBS?
186	Banking/DBA	31. Monitoring Outstanding PO
187	Banking/DBA	i) Whether the total of PO outstanding matches with the GL balance?
188	Banking/DBA	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?
189	Banking/DBA	PART V - MONITORING OF ACCOUNTS
190	Banking/DBA	32. Daily checking



Sr. No.	Checklist Section	Checklist Description
191	Banking/DBA	i) Whether exception transaction report is checked and put up to DGM/GM of Banking Department on the next business day? [(Para 7.1.6 Vol.I Section II)/ extant instructions.]
192	Banking/DBA	ii) Cash scroll, transfer scroll, clean cash book, GL Summation, GL Posting is to be verified on daily basis and it must be seen that discrepancies, if any, in these reports are being promptly resolved?
193	Banking/DBA	iii) Whether CHB account is being monitored on daily basis (if not feasible daily, then at designated regular intervals) and reconciliations are being attended to?
194	Banking/DBA	iv) Whether IDMD Special current account maintained at MRO is nullified on daily basis (For Mumbai Office)?
195	Banking/DBA	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.
196	Banking/DBA	33. Weekly checking Statement of Affairs (Para 7.1.1, Vol 1, Section II)
197	Banking/DBA	i) Whether Weekly Statement of affairs (WSA) for week ended Friday is verified and whether the confirmation of correctness of WSA has been sent to DGBA as per the manual provisions/ extant instructions?
198	Banking/DBA	ii) Whether weekly confirmations have been received from other sections/ departments on the correctness of their transactions.
199	Banking/DBA	iii) Following aspects must also be seen while verifying WSA: a) Whether WSA is balanced? B) Whether figures reported under various heads in the statement of affairs report and weekly abstract of statement of affairs report are tallying with the respective GL Balance? c) Whether figures reported under Central and State Government account is tallying with the DP report of CAS Nagpur (For CAS Nagpur) d) Whether the amount of notes, rupee coins and small coins matches with the physical cash register? e) Whether total of assets/liabilities matches with Grand total of each side in both WSA and WSA abstract.
200	Banking/DBA	34. Weekly Certificate - Whether weekly certificate has been regularly put up to DGM/GM as per the manual provisions/ extant instructions?



Sr. No.	Checklist Section	Checklist Description
201	Banking/DBA	35. Batch cancellation and supplementary transaction
202	Banking/DBA	i) Whether there was any batch cancellation, or any supplementary transaction passed during the week?
203	Banking/DBA	ii) Whether the same was carried out after taking approvals as indicated in Para 7.1.1.1, Vol I Section II/ extant instructions.
204	Banking/DBA	iii) 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.
205	Banking/DBA	36. MONTHLY CHECKING
206	Banking/DBA	I) A) Whether the register for charges account has been confirmed by the departments concerned on monthly basis by 5th of next month. B) Whether the GL balance of Dead Stock/Fixed Asset tallies with total of inventory?
207	Banking/DBA	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.
208	Banking/DBA	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.
209	Banking/DBA	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.
210	Banking/DBA	37. Income Review Statement (IRS)
211	Banking/DBA	i) Whether it is being prepared for period ended June, September, November, December and/or any other period specified by DGBA?
212	Banking/DBA	ii) Whether the same is prepared and sent to DGBA within prescribed time i.e. by 5th of following month or within the time indicated by DGBA?
213	Banking/DBA	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?



Sr. No.	Checklist Section	Checklist Description
214	Banking/DBA	iv) Whether the GL balances reflected in IRS (System generated) is correct?
215	Banking/DBA	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?
216	Banking/DBA	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.
217	Banking/DBA	vii) Whether the manually prepared IRS and CBS generated tallies. If not, whether the discrepancies have been identified and resolved? (Reference: Para 7.1.7, Volume I, Section II/ extant instructions issued by DGBA from time to time)
218	Banking/DBA	38. Housekeeping (Half Yearly)
219	Banking/DBA	i) Whether instructions contained in circular issued by DGBA vide DGBA Acct. (AP) H. no. S1208/ 63.03.005 / 2021-22 dated December 23, 2021, and provision of para 7.1.3 of BD manual provisions/ extent instructions have been followed by the Office.
220	Banking/DBA	ii) Whether Housekeeping Statement has been prepared on half yearly basis in timely manner and relevant appendices has been submitted to concerned CODs as mentioned in DGBA circular dated December 23, 2021.
221	Banking/DBA	iii) Whether steps have been taken for the reversal of outstanding entries.
222	Banking/DBA	iv) Whether instructions contained in annual closing circular issued by DGBA have been followed by the Office?
223	Banking/DBA	v) Provisions (income & expenditure) may be verified for its correctness and accounting entries thereof may be verified.
224	Banking/DBA	vi) In case of outstanding payments, it must be seen that amount to be provided for includes TDS and GST, wherever applicable.
225	Banking/DBA	vii) 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, re- provision of the same has been done correctly and if the same is not required to be carried forward, it has been transferred to



Sr. No.	Checklist Section	Checklist Description
		specific Provision No longer required GL as per the manual provisions/ extant instructions in this regard?
226	Banking/DBA	viii) Whether approval of the RD/OIC has been obtained before making provision?
227	Banking/DBA	ix) Annual Closing returns must be verified for their correctness.
228	Banking/DBA	x) 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?
229	Banking/DBA	Part VI – Half yearly review (September-end) -(39)
230	Banking/DBA	i) Whether instructions issued by DGBA have been followed?
231	Banking/DBA	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 November?
232	Banking/DBA	iii) Whether unutilized provision made in previous April (annual closing) and it is certain that the same will not be required to be used in the second half of the year (November to next April) has been transferred to Provision no longer required as per the manual provisions/ extant instructions?
233	Banking/DBA	iv) Correctness of Provision balance report (RPROVBAL) 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 balance reflected in the report shows the unutilized provision to be utilized in the remaining six months (November to April).
234	Banking/DBA	v) It must be verified whether the unutilized balances reflected in RPROVBAL report are transferred to adjusting account and then reversed on the first working day of November.
235	Banking/DBA	vi) Returns for Half yearly review should be verified and checked for its correctness.
236	Banking/DBA	Concurrent audit checklist for DBA, Banking Dept.
237	Banking/DBA	40. WEEKLY STATEMENT OF AFFAIRS (WSA) – BANKING DEPARTMENT and ISSUE DEPARTMENT
238	Banking/DBA	a. Assets and Liabilities Banking Department -Weekly



Sr. No.	Checklist Section	Checklist Description
239	Banking/DBA	b. Assets and Liabilities- Issue Department - Weekly
240	Banking/DBA	c. Schedules Forming part of WSA - Weekly
241	Banking/DBA	2. Whether there were any incidents pertaining to WSA for the week?
242	Banking/DBA	41. OTHERS
243	Banking/DBA	1.Income Review Statement - Period ended June, September, November and December. IRS may be called for any other period also as decided/ advised by DGBA.
244	Banking/DBA	2. Housekeeping Statement - Half Yearly
245	Banking/DBA	3. Internal account opened or closed - As and when occurs
246	Banking/DBA	4. Position of outstanding entries in Sundry Deposit and Suspense Account of DBA and any unresponded financial entry request – Monthly
247	Banking/DBA	5. Cancellation of entries / rectification of entries - Daily
248	Banking/DBA	6.Indent for paper instruments - Annual
249	Banking/DBA	7.Payment to Statutory Auditors - Annual
250	Banking/DBA	8.Annual Closing – Annual
251	Banking/DBA	9.Half yearly review - Half yearly ended September
252	Banking/DBA	10.Verification of Financial Transactions - Daily

CA Master Checklist Details for CEPC

Sr. No.	Checklist Section	Checklist Description
1	Consumer Education and Protection Cell	Whether payments were verified and found to be: a) In accordance with the relevant expenditure rules. b) Approved by appropriate authorities c) Within the sanctioned limits/budget.
2	Consumer Education and Protection Cell	Whether department has made TDS: a) Under GST b) Under Income Tax Act, 1961.



CA Master Checklist Details for CES(HRMD)

Sr. No.	Checklist Section	Checklist Description
1	Central Establishment Section	SUBMISSION OF ANNUAL MEDICAL REPORT & HOUSING LOAN STATEMENT: Whether the following statements / returns are promptly submitted to Central Office: a) Annual Medical Report- Now it is put up to Regional Director at the end of each Financial Year. b) Monthly statement regarding the housing loans sanctioned to Individual/society. c) Whether leave requests/entries particularly in respect of EOL/SL/Spl. Leave on half/quarter pay are properly and timely entered in Samadhan by the offices for salary process consideration
2	Central Establishment Section	SALARIES - DRAWAL & DISBURSEMENT: a) Whether recovery of professional tax and other taxes/dues is promptly credited and relevant returns/statements are dispatched in time. b) Whether court attachment orders are promptly attended to.c) Whether leave requests/entries particularly in respect of EOL/SL/Spl.Leave on half/quarter pay are properly and timely entered in Samadhan by the offices for salary process consideration.
3	Central Establishment Section	PROVIDENT FUND : a) Whether Provident Fund subscriptions are promptly credited to the Administrators A/c. on the same day. b) Whether individual Provident Fund A/cs. are properly maintained. c) In case of advances/ withdrawal from PF and final payments, whether the correct amount has been paid in accordance with the rules. d) Whether the balances as on March 31 every year in the General Fund A/c. with the figures on the above date in the Administrator's A/c. and the aggregate balances of the individual Guarantee Fund A/cs. of the subscribers are reconciled properly
4	Central Establishment Section	PROVIDENT FUND ADVANCES AND WITHDRAWALS: a) Whether appropriate application has been filled in with all relevant particulars/documents. b) Whether the application has been in warded. advance/withdrawal has been established? Whether the advance/withdrawal made is as per extant guidelines. d) Whether the Bank's dues are properly recovered from the final payment. e) Whether any delay in settlement has resulted in payment of additional interest.
5	Central Establishment Section	PAYMENT OF GRATUITY: Whether in cases of payment of compassionate gratuity and Final Gratuity, the payment is made up to the admissible extent and as per rules.



Sr. No.	Checklist Section	Checklist Description
6	Central Establishment Section	PENSION: a) Whether the basic Pension amount is calculated and paid according to the extant instructions. b) Whether photographs of pensioners/ nominees are fixed properly on relevant forms and filed in separate spring file along with pension sanction papers. c) Whether before making family pension payment prescribed undertaking from the widow or widower or child has been obtained. d) Whether the pensioners who desire to have their monthly pension by credit to their local bank account have furnished the prescribed undertaking from their nominee/joint account holder. e) Whether all pensioners have submitted 'Life Certificate' in the prescribed format before November 30 every year. Whether pension payment is stopped in case of non- submission of the same. f) Whether all the pensioners are issued a passbook.
7	Central Establishment Section	TA/HA: a) TAHA- whether all the bills inwarded are passed by the authorized officers under Bank's Expenditure rules for the correct amount. b) Whether Advance, unspent balances and amount payable has been correctly accounted. c) Whether the balance amount payable has been correctly worked out. d) Whether references to Central Office, seeking instructions/interpretation for settlement of bills are properly followed up. e) Whether the bills are submitted with in the period indicated in the undertaking.
8	Central Establishment Section	II. TRAVELLING/ HALTING ALLOWANCE BILLS: a) 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. b) Whether the fares are admitted by the entitled class and restricted to the shortest route. c) 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. d) Whether II A.C sleeper charge is paid only when I class accommodation is not available or the train does not have I Class. e) Whether a declaration is furnished by the employee in respect of the rail journey. f) Whether 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. g) 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 or actual charges whichever is less. h) Whether it is ensured that when the travel



Sr. No.	Checklist Section	Checklist Description
		is performed by private airlines, the fare charged is not higher than that charged by national carrier.
9	Central Establishment Section	i) Whether the advances drawn at temporary headquarters, if any, were utilized in time. j) Whether for, officers stay in Hotels, VOFs, Dharmshalas etc., lodging, charges paid are as per the rates prescribed by CO. k) Whether Hotel charges are paid as per rules by admitting tax/luxury tax/service charge etc. whenever claimed. l) 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. m) Whether advance towards HA is restricted to one week for longer tours where Banks offices are located. n) 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. o) Whether incidentals @ ¼ of per diem H.A has been paid to the officers as per rules. p) 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.
10	Central Establishment Section	III. MAZDOOR CHARGES: Whether Mazdoor charges are reimbursed at the appropriate rates as applicable at residence and station etc., or lump sum amount is payable under the declaration scheme.
11	Central Establishment Section	IV. HALTING ALLOWANCE: a) Whether halting allowance has been paid for the correct number of days and rates are appropriate and according to the place of stay. b) Whether Sundays / holidays spent wholly outside temporary headquarters, if any, have been excluded and rounding-off of the number of days. c) 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. d) Whether the halting allowance for the actual period of stay rounded off to the nearest day (12 hours or more to be



Sr. No.	Checklist Section	Checklist Description
		taken as one day and less than that to be ignored) is computed first and the remainder is treated as journey period. e) Whether the sliding scales of halting allowance are applied, wherever applicable. f) Whether proper deduction has been made when the employee is treated as guest by the concerned institution.
12	Central Establishment Section	V. TRANSFER (TA) BILLS: a) 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. b) Whether the fares have been claimed by the shortest route and by entitled class and an amount not exceeding two months' pay to meet incidental expenses as admissible has been paid. c) Whether the Octroi charges, Railway Charges, Packing, Unpacking, Clearing and forwarding, Loading and Unloading, Insurance are compensated after verifying the facts/documents at the rates prescribed by CO. d) Whether the railway receipt for the container charges is produced when transportation is done by container service. e) Whether the freight charges are admitted up to 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 up to 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). f) 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). g) Whether any demurrage charges have been reimbursed. h) 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.
13	Central Establishment Section	VI. HALTING ALLOWANCE ON TRANSFER: a) 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. b) Whether halting allowance has been paid for the number of days spent outside headquarters on leave/holidays. c) 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 center or the



Sr. No.	Checklist Section	Checklist Description
		transfer was at the request of the officer. d) Whether the application for accommodation has been made before reporting to the new center. e) Whether any accommodation has been declined by the officer.
14	Central Establishment Section	CONVEYANCE BILLS : a) 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. b) 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. c) Whether officers who are claiming reimbursement of salary for personal driver have claimed reimbursement of expenses on local trips for official purpose. d) 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.
15	Central Establishment Section	OUT-OF- POCKET EXPENSES BILLS : a) Whether the place of duty is beyond 8 kms. from the normal place of work b) 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. c) 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). d) Whether the officers from Mumbai/Chennai going to BTC/ Staff College to deliver talks are reimbursed out-of- pocket expenses. e) Whether out-of-pocket expenses are paid for intervening Sundays/ holidays. f) Whether out-of-pocket expenses are correctly reimbursed at half the rate of halting allowance applicable to the place of work. g) 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.
16	Central Establishment Section	TEA/LUNCH/ DINNER/ CONVEY ANCE CHARGES BILLS : a) Whether late sitting/early coming is for approved items of work. b) 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. c) Whether reimbursement of



Sr. No.	Checklist Section	Checklist Description
		tea/snacks/breakfast charges for officers attending to protocol duties are as per prescribed rates. d) Whether the prescribed register is maintained for this purpose. e) Whether the monthly statement regarding payment is filed along with the monthly reviews of overtime payments.
17	Central Establishment Section	HOUSING LOAN: Whether Document Register is properly maintained? 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 above para has been modified)
18	Central Establishment Section	TAX DEDUCTED AT SOURCE (TDS) : Whether statutory obligations like deduction of various taxes/payments, etc. were invariably met (as per rules /rates in force) and remitted in time; filing of Returns/ Statements, wherever called for, may also be checked.
19	Central Establishment Section	MAINTENANCE OF SUBSIDIARY LEDGERS : a) Whether subsidiary charges account ledger, suspense account sundry deposit ledger is maintained as per Manual provisions, entries are duly checked and authenticated by AM/ Manager. b) Whether weekly reconciliation of transitory account balances and monthly reconciliation of charges account balances was done with GL balances on regular basis. c) 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. d) 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. (Now all payments to staff and outside parties are made by NEFT only and ECS has been discontinued)
20	Central Establishment Section	MEDICAL BILLS: 1) 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. 2) Whether the claim is properly supported by documents such as doctor's receipted bills bearing the Registration No. of Doctor, prescriptions, chemist cash memo and dates and quantity corresponds to prescription. 3) Whether the claim is restricted only in respect of self, non- earning spouse and dependent children & whether necessary declaration/ certificate is



Sr. No.	Checklist Section	Checklist Description
		<p>obtained in respect of earning spouse, in respect of whom the facility is claimed. 4) 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. 5) Whether the dates of Cash Memo correspond to the date of prescription and the quantity purchased corresponds to the quantity prescribed. 6) Whether any claim has been preferred in respect of dependent parents/ brothers/sisters. 7) Whether cost of treatment taken by officers from a RMP under Homoeopathic/Ayurvedic treatment is reimbursed up to 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 BMO. Also whether specialist consultation is done only with BMO's prior permission, unless under emergency of which BMO is subsequently informed.</p>
21	Central Establishment Section	<p>MEDICAL BILLS (contd): 8) Whether visit/consultation charges of general practitioners are restricted to admissible extent. 9) 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. 10) Whether the maternity expenses and the charges for caesarian operation are reimbursed to the admissible extent. (No amount is reimbursable under MAF). 11) Whether the stoppage charges in case of hospitalization are reimbursed within the ceilings prescribed 12) Whether the operation charges (inclusive of theatre charges, anesthesia charges, Assistant Surgeon's fees etc.) are reimbursed on the basis of respective schedules/rates applicable to their grade, depending on the nature of operation as per para 8.1.6 of BMFS 2022 13) 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. 14) Whether the cost of hormones (except for thyroid), multivitamins, tonics, drugs having nutritional food values, enzymes, advertised drugs, cosmetic medicating and medicated soaps are reimbursed.</p>



Sr. No.	Checklist Section	Checklist Description
		Whether cost of lotions/oointments, 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). 15) Whether the Registration fees/charges levied by the trust/ Charitable/Private hospitals/nursing homes for indoor treatment was reimbursed as per BMFS schedule provided the treatment was taken with prior permission of BMO.
22	Central Establishment Section	MEDICAL BILLS (contd) : 16) Whether the claims for following ailments which are outside the BMFS has been admitted: Obesity (other than for medical reasons), Surgery done for cosmetic purposes (Acne, hair loss, melasma etc.), change of sex, allergy tests etc. 17) 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. 18) Whether the cost of pace- maker 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. 19) Whether the cost of crutches, cervical collar, corset belts and artificial limbs has been reimbursed keeping in view the extant instructions. 20) Whether for CAT scan test prior approval/recommendation was obtained. Whether in the case of D & C operations histopathological report has been submitted. 21) Whether the reimbursement of charges for medical termination of pregnancy was reimbursed only to admissible extent subject to fulfillment of prescribed conditions 22) Whether the expenditure on account of tubectomy/vasectomy operations were reimbursed correctly up to the prescribed limits in addition to the incentive amount. 23) Whether the special nursing charges was reimbursed on fulfillment of certain conditions. 24) 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.
23	Central Establishment Section	MEDICAL BILLS (contd) : 25) Whether cost of allopathic medicines prescribed by a non-allopathic doctor was reimbursed (not reimbursable). 26) Whether the bill was submitted once on quarterly basis within one year of the succeeding quarter, if the claim amount was less than Rs. 1000/- 27) Whether the prescription bears the Registration No. of the Doctor. 28) Whether druggists' bills are paid promptly 29) Whether the stock register and prescription files are properly maintained? 30) Whether quarterly surprise check of



Sr. No.	Checklist Section	Checklist Description
		all dispensaries have been carried out? 31) Whether verification and checking of stock of drugs and dead stock articles in the dispensary is arranged periodically. 32) Whether the bottles of medicines are properly labeled to indicate their contents. 33) 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 Medi claim Policy for Retired Members of MAFs/Settlement of claims of Retired Executives.
24	Central Establishment Section	TABLE – A - Value of PF balances settled in respect of retiree during the month of January 2024 is as under:
25	Central Establishment Section	TABLE – B - PF Final settlements with held details:
26	Central Establishment Section	TABLE – C - Gratuity payments released during the month of January 2024
27	Central Establishment Section	SUNDRY DEPOSIT ACCOUNT: The following entries in the sundry deposit account are outstanding for more than 6 months:
28	Central Establishment Section	TABLE – D - List of employees whose legal heirs have not responded to claim the amount:

CA Master Checklist Details for DBS

Sr. No.	Checklist Section	Checklist Description
1	Department of Supervision - Banks	Whether payments were verified and found to be a. In accordance with the relevant Expenditure Rules. b. Approved by appropriate authorities. c. Within the sanctioned limits/ budgets.
2	Department of Supervision - Banks	Whether department has made TDS: a) Under GST b) Under Income Tax Act, 1961.



Sr. No.	Checklist Section	Checklist Description
3	Department of Supervision -Urban Co-operative Banks	Whether payments were verified and found to be a. In accordance with the relevant Expenditure Rules. b. Approved by appropriate authorities. c. Within the sanctioned limits/ budgets.
4	Department of Supervision -Urban Co-operative Banks	Whether department has made TDS: a) Under GST b) Under Income Tax Act, 1961.
5	Department of Supervision -Urban Co-operative Banks	Whether CRR & SLR balances of DCCB/SCB/ UCB are maintained up to date?
6	Department of Supervision - Non-Banking Financial Companies	Whether payments were verified and found to be a. In accordance with the relevant Expenditure Rules. b. Approved by appropriate authorities. c. Within the sanctioned limits/ budgets.
7	Department of Supervision - Non-Banking Financial Companies	Whether department has made TDS: a) Under GST b) Under Income Tax Act, 1961.

CA Master Checklist Details for DEPR

Sr. No.	Checklist Section	Checklist Description
1	Department of Economic and Policy Research	Whether payments were verified and found to be in accordance with the relevant Expenditure rules and approved by appropriate authority?
2	Department of Economic and Policy Research	a) Whether registers are maintained for expenses incurred.
3	Department of Economic and Policy Research	b) Whether records are maintained & updated for the library stock.
4	Department of Economic and Policy Research	a) Whether expenditure towards subscriptions to Newspapers/ financial journals etc., incurred is in accordance with Para 26.2 of RBI Expenditure Rules, 2023?
5	Department of Economic and Policy Research	b) Whether a register in Form Gen.066 with separate folios for each journal, gazette, etc. maintained to record their receipt?



Sr. No.	Checklist Section	Checklist Description
6	Department of Economic and Policy Research	c) What is the annual limit for purchase of books and how it is utilized?
7	Department of Economic and Policy Research	d) Whether 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. have been checked and the correctness of the transaction has been verified?
8	Department of Economic and Policy Research	Whether department has made TDS: a) Under GST b) Under Income Tax Act, 1961.

CA Master Checklist Details for DIT

Sr. No.	Checklist Section	Checklist Description
1	Department of Information Technology	Whether payments were verified and found to be: a. In accordance with the relevant expenditure rules b. Approved by appropriate authorities. C) Within the sanctioned limits/ budget
2	Department of Information Technology	Whether department has made TDS: a) Under GST b) Under Income Tax Act, 1961.
3	Department of Information Technology	Whether Bank Guarantee (Security deposit) account is maintained properly & updated?
4	Department of Information Technology	1. 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.
5	Department of Information Technology	2. 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.
6	Department of Information Technology	Computer Consumables - 1. Trend analysis of expenditure on computer stationery to be done and commented. (In terms of



Sr. No.	Checklist Section	Checklist Description
		Chapter 5 (5) of the IT Procurement Policy 2019, the Procuring Authority shall place the procurement plan to ITPC. -
7	Department of Information Technology	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. Comment on the systems and procedures in place –
8	DIT Cell	IT Cell Whether reconciliation in respect of Computers & Printers is done between Inventory report in CBS & Inventory register with IT Cell?

CA Master Checklist Details for DPSS

Sr. No.	Checklist Section	Checklist Description
1	Department of Payment and Settlement Systems	Whether payments were verified and found to be: a) In accordance with the relevant Expenditure Rules. B) Within the sanctioned limits/ Budget.
2	Department of Payment and Settlement Systems	Whether department has made TDS: a) Under GST b) Under Income Tax Act, 1961.



CA Master Checklist Details for Department of Statistics and Information Management (DSIM)

Sr. No.	Checklist Section	Checklist Description
1	Department of Statistics and Information Management	Whether payments were verified and found to be: a) In accordance with the relevant Expenditure Rules. B) Within the sanctioned limits/ Budget.
2	Department of Statistics and Information Management	Whether department has made TDS: a) Under GST b) Under Income Tax Act, 1961.

CA Master Checklist Details for Enforcement Department

Sr. No.	Checklist Section	Checklist Description
1	Enforcement Department	Whether payments were verified and found to be: a) In accordance with the relevant Expenditure Rules. B) Within the sanctioned limits/ Budget
2	Enforcement Department	Whether department has made TDS: a) Under GST b) Under Income Tax Act, 1961.

CA Master Checklist Details for Estate

Sr. No.	Checklist Section	Checklist Description
1	Estate Department	Sundry Deposits Account - Whether any outstanding entries for more than 6 months noticed as on last day of the month.
2	Estate Department	Suspense Account - Whether any outstanding entries for more than 2 months noticed as on last day of the month.
3	Estate Department	Earnest Money Deposit: i) Whether the amount is transferred to Security Deposit Account after allotting the work to the successful bidder and EMD amount refunded to the remaining bidders. ii) Whether any outstanding entry for more than one year noticed



Sr. No.	Checklist Section	Checklist Description
4	Estate Department	Security Deposits: i) Whether the Security Deposit Account has been maintained and the Security Deposit due for refund is being realized in time. ii) 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) iii) Whether security deposit due for refund is being refunded in time ? Whether any outstanding entries for more than three years noticed?
5	Estate Department	Reconciliations: i) 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? ii) 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 (at least once in a year).
6	Estate Department	Insurance of Bank Properties: i) Whether all eligible properties/Deadstock have been properly and adequately insured in time? ii) Whether the statement regarding items to be insured, sent to Central Office Premises Department in time? iii) 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?
7	Estate Department	Paid Bills: i) 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 provisions for tender work are properly followed? iv) GST in the bills included may be checked for accuracy.
8	Estate Department	Income Tax/Other Taxes: i) Whether the TDS is deducted as per the specified rate in Income Tax Act, 1961 as amended from time to time and credited to Govt. 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?
9	Estate Department	Inwarding of references/bills: i) Whether all references/bills are inwarded? ii) Whether all outstanding references/bills are put up to DGM/GM on a regular basis?



Sr. No.	Checklist Section	Checklist Description
10	Estate Department	Bank Guarantee (BG) Register Whether Bank guarantee register is maintained and updated in Suvidha Portal?
11	Estate Department	Property Registers are maintained 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?
12	Estate Department	Repairs to Kitchen Equipment 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?
13	Estate Department	Capitalization of Project 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?
14	Estate Department	Maintenance of Diesel Consumption Register i) Whether Diesel Consumption Register is maintained? ii) Whether physical verification of stock of diesel is carried out during the month?
15	Estate Department	Depreciation 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?
16	Estate Department	Major Construction Projects i) Whether any major construction project undertaken during the month? ii) Whether periodical surprise checks are conducted? iii) Whether recoveries towards income-tax are made from the contractors' running account bills at prescribed rates? iv) Whether any Project Account is live even after the project is completed?
17	Estate Department	Whether the following registers are maintained and updated as required. (ONLY IN RESPECT OF MAJOR PROJECTS) i) Project Register ii) Register showing payments made to contractors iii) Subsidiary registers for recoveries affected from contractors' 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
18	Estate Department	Insurance Records i) Whether records on various insurance covers taken for construction work and on workers by the



Sr. No.	Checklist Section	Checklist Description
		contractors are maintained? ii) Whether payments against bills of the contractors are made after obtaining Insurance covers? iii) Whether insurance covers have been duly extended without any break till the period of completion of the project work?
19	Estate Department	Whether proper estimates are prepared before awarding contracts?
20	Estate Department	Before allowing payment of bills, whether the following are verified? i) 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 be ensured 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 on its purchase/consumption.
21	Estate Department	While inviting competitive offers for procurement of cement and steel, whether norms prescribed are observed?
22	Estate Department	Whether records to show high as well as low rates quoted by the tenderer are maintained?
23	Estate Department	Whether test certificates for major electro mechanical equipment's have been received before making payments?
24	Estate Department	Maintenance of records/contracts/renewal. Periodical reports to CO Whether the Cell/Department is maintaining all prescribed records and furnishing periodic reports to Central Office?
25	Estate Department	Dead Stock 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 (₹ 5000/- and above) have been inventorised and disposed of articles have been written off / cancelled from inventory list in CBS system?



Sr. No.	Checklist Section	Checklist Description
26	Estate Department	Quotation Registers i) Whether Quotations registers are maintained and opened on the due dates 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 procedure has been followed while calling for quotations/tenders from the approved list of contractors/suppliers?
27	Estate Department	Maintenance of Subsidiary Ledgers i) Whether Suspense Account Sundry Deposit ledger is 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 with the supporting documents and the same were found 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?
28	Estate Department	Annual Maintenance Contracts Whether AMC have been renewed and properly recorded/ updated in Suvidha portal?
29	Estate Department	Budget allocation – Expenditure Review i) Whether expenditure incurred for the quarter is as per the 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?
30	Estate Department	Income Review Statement to DGBA Provision made for expenses at the end of financial year and its utilization in the next year
31	Estate Department	Disposal of Unserviceable Articles 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?
32	Estate Department	Whether these Registers are maintained and updated 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 Log Book Register



Sr. No.	Checklist Section	Checklist Description
33	Estate Department	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?

CA Master Checklist Details for FED

Sr. No.	Checklist Section	Checklist Description
1	Foreign Exchange Department	Whether payments were verified and found to be: a) In accordance with the relevant Expenditure Rules. B) Approved by appropriate authorities.
2	Foreign Exchange Department	Whether department has made TDS: a) Under GST b) Under Income Tax Act, 1961.
3	Foreign Exchange Department	Calculation of Late submission Fee: 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)?
4	Foreign Exchange Department	Application fee for compounding and calculation of the amount levied in compounding order: 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?
5	Foreign Exchange Department	Application fee for compounding and calculation of the amount levied in compounding order: 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?
6	Foreign Exchange Department	Application fee for compounding and calculation of the amount levied in compounding order: 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?



Sr. No.	Checklist Section	Checklist Description
7	Foreign Exchange Department	Penalty imposed on the Authorised Persons: 1. Whether, the penalty, if any, imposed on the Authorised Person was in compliance to the Section 11 (3) of FEMA, 1999?
8	Foreign Exchange Department	Expenditure incurred on advertisement, programmes/events and legal charges etc., 1) Whether the expenditure incurred on the advertisement on cancellation of licence of FPMC/AD Category - II has been in compliance with the Circular No. 09/201-15, January 19, 2015 issued by Rajbhasha Department, Central Office?
9	Foreign Exchange Department	2) 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?

CA Master Checklist Details for FIDD

Sr. No.	Checklist Section	Checklist Description
1	Financial Inclusion and Development Department	Whether payments were verified and found to be: a) In accordance with the relevant Expenditure Rules. B) Approved by appropriate authorities within the sanctioned limits/ budget.
2	Financial Inclusion and Development Department	Whether department has made TDS: a) Under GST b) Under Income Tax Act, 1961.
3	Financial Inclusion and Development Department	Whether CRR & SLR balances of DCCB/RRB/SCB/UCB are maintained and are up to date?



CA Master Checklist Details for HRMD

Sr. No.	Checklist Section	Checklist Description
1	Human Resources Management Department	Whether payments were verified and found to be in accordance with the relevant Expenditure rules, budget allocation and approved by appropriate authority?
2	Human Resources Management Department	Whether department has made TDS: a) Under GST b) Under Income Tax Act, 1961.
3	Human Resources Management Department	Allotment of Flats: a. 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?
4	Human Resources Management Department	b. Whether cash received on account of THH/VOF/HH bookings done outside SAMADHAN module is duly accounted for?
5	Human Resources Management Department	c. Whether penal rent is recovered at the appropriate time and rate?
6	Human Resources Management Department	Whether scrutiny of bills in respect of purchase/stitching of liveries, purchase of monsoon equipment, shoes etc. is correct and paid without delay?
7	Human Resources Management Department	Coffee Vending Machine: Whether the payment made to the service provider is in accordance with the rates as agreed in the Contract?
8	Human Resources Management Department	Printing and Stationery: Verify whether lowest quoted rate accepted and wherever the higher rate has been approved, reasons therefore are recorded, and approval of the competent authority obtained (Para. 4) Whether the stationery bills are duly certified by AM and passed for payment by the competent officer as mentioned in RBI Expenditure Rules, 2018, and paid within a reasonable time?
9	Human Resources Management Department	Bank's Car: Whether bills are duly certified, and approval has been obtained from Competent Authority as per ER Rules before payment?
10	Human Resources Management Department	CRDS: a. Dispatch of letters – Whether the section maintains a combined outward letters and postage register in Form No. Gen.HK 9?



Sr. No.	Checklist Section	Checklist Description
11	Human Resources Management Department	b. Franking Machine: i. Whether franking prepaid postage facility is obtained?
12	Human Resources Management Department	ii. Whether the franking of covers is done as per the provisions?
13	Human Resources Management Department	iii. Whether cross -checking of balance as per the register of postal franking with the machine readings is carried out every day and review of the same is being done on a weekly basis?
14	Human Resources Management Department	iv. Whether defective franking is properly accounted for?
15	Human Resources Management Department	v. Whether the eligible rebate receivable from Post Office is claimed and accounted on a yearly basis?
16	Human Resources Management Department	Whether all employees, who have been appointed in the Bank after January 17, 2023 have been covered under Group Term Life Insurance (GTLI) Policy. a) No. of employees not covered under GTLI as at the beginning of the month. b)No. of employees who have been appointed in the Bank during the month. c)No. of employees covered under GTLI during the month d) No. of employees who are yet to be covered under GTLI

CA Master Checklist Details for Issue

Sr. No.	Checklist Section	Checklist Description
1	Issue/Administration	1. Valuables - i) Petty Cash(May be deleted for those ROs not maintaining petty cash. Expenditure done through petty cash and balance amount shown in the register are verified by Concurrent Auditor at the end of the month. Balance should be NIL at the end of the month.
2	Issue/Remittance	ii) Monitoring of Security Deposit Account
3	Issue/Remittance	iii) Entries made in the subsidiary books maintained by the Sections / Departments to be verified with reference to the actual transactions / sanctions and comments to be made.



Sr. No.	Checklist Section	Checklist Description
4	Issue/Remittance	iv) Whether outstanding entries in all the transit accounts are cleared before the prescribed time limit. If not, permission of appropriate authority is taken for continuance
5	Issue/Claims	2. CLAIMS SECTION : 100% of cases handled in the section during the period under audit should be subjected to scrutiny with reference to the following: -
6	Issue/Claims	i) Whether mandate and date of payment are recorded.
7	Issue/Claims	ii) 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.
8	Issue/Claims	iii) 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)
9	Issue/Claims	iv) Whether forged notes detected are recorded properly.
10	Issue/Claims	v) 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.
11	Issue/Claims	vi) Check whether physical inventory of Claim Section is matching with system inventory in CyM.
12	Issue/Claims	vii) In terms of ID Manual para 5.6 of Chapter 5 and DCM letters DCM (NE) No.181/08.03.020/2021-22 dated October 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.
13	Issue/Claims	viii) Check whether NE 1/NE 2 statement on adjudication and audit of notes are sent to Central Office within 15 days after the end of every quarter
14	Issue/Claims	ix) To check whether the laid down procedure 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.
15	Issue/Claims	x) Whether exchange value for fully paid notes is credited to Exchanged Good Notes account.



Sr. No.	Checklist Section	Checklist Description
16	Issue/Claims	xi) For notes adjudicated as half value, whether unpaid portion of Half Paid notes is credited to Sundry Deposit- Unpaid Half value account.
17	Issue/Claims	xii) Whether CL-5 Register is maintained and whether CL-8 Register is put up to GM/DGM on daily basis?
18	Issue/Claims	xiii) 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.
19	Issue/Claims	xiv) 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.
20	Issue/Claims	xv) 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.
21	Issue/Claims	xvi) Whether necessary recovery and adjustment in case of incorrect adjudication has been done as per Para 3.11, Chapter-5 of ID Manual.
22	Issue/Claims	xvii) 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.
23	Issue/Claims	xviii) Whether undelivered payments have been transferred to Sundry Deposits/Unclaimed Govt. of India Re.1 Notes and Rs.2/- & above notes are transferred to Government of India Account and Commission Account respectively?
24	Issue/Claims	xix) Whether outstanding balance in half value paid account is credited to Commission Account?
25	Issue/Claims	xx) Whether stipulated timelines for transfer of balances to Commission Account have been followed in respect of the above?



Sr. No.	Checklist Section	Checklist Description
26	Issue/Claims	xxi) To check whether the audit of paid notes has been carried out as per laid down procedure in terms of para 5.6 of Chapter 5 of ID Manual
27	Issue/Claims	xxii) 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.
28	Issue/Claims	xxiii) 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.
29	Issue/Claims	xxiv) 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.
30	Issue/Claims	xxv) In the case of Unclaimed Notes: a) Whether amounts have been credited to corresponding Sundry Deposits as per extant instructions. b) In the case of one rupee note, whether "Unclaimed Government of India ₹1 Notes" has been credited.
31	Issue/Claims	xxvi) Whether refund of any value because of unclaimed notes has been done as per the laid down procedures in terms of ID Manual para 7.4 of Chapter 5.
32	Issue/Claims	xxvii) Whether the half-yearly surprise verification of forged notes is being carried out in terms of CO circular DCM (FNVD) 630/16.13.01/2004-05dated June 21, 2005.
33	Issue/Claims	xxviii) 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, 2005.
34	Issue/Claims	xxix) Whether FICN impounded are accounted for properly in claims section?
35	Issue/Claims	xxx) (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 up to four (04) pieces in single transaction, whether consolidated reporting to Police is done on monthly basis?
36	Issue/Claims	3. EXCHANGE OOD NOTES (EGN) : i) Whether the balances of EGN account in CyM are agreeable to the EGN in CBS



Sr. No.	Checklist Section	Checklist Description
37	Issue/Claims	4. RECEIPTS BY POST: a) 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. b) Check whether CL-8 Register is being put up to GM/DGM on regular basis.
38	Issue/Claims	5.IMPORTANT REGISTERS: 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.
39	Issue/Claims	6. ACCOUNTING SYSTEM CLAIMS: i) 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.
40	Issue/Claims	ii) Whether the balancing of forged notes received/ sent to CBI/ CID etc. are being carried out periodically?
41	Issue/Res I	7. RESOURCE SECTION - SCD TRANSACTION : i) Whether RES-8 are maintained properly and posted with reference to the deposit slip in Form TA51 received from SCDs"
42	Issue/Inspection	ii) 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	Issue/Res I	iii) Whether the monthly statements in Forms RES 10 and RES 11 are being sent to Central Office by 15th of the following month.
44	Issue/Res I	iv) Whether payments are made to the banks as and when the statements are received from SCDs
45	Issue/Res II	v) Verifying the GST-TDS statement for the payments done during the month.
46	Issue/Res II	vi) Verify whether GST payment on incentives is to be released to banks/vendors is paid after receipt of GST- Invoice from banks/Vendors.



Sr. No.	Checklist Section	Checklist Description
47	Issue/Inspection	vii) Whether Penalty on CCs is levied in timely manner and waiver, if any, is done by appropriate authority.
48	Issue/Claims	viii) To check whether the accuracy of various incentives paid by IOs to the banks are as per guidelines.
49	Issue	8.CANCELLED / RETIRED NOTE VAULT SECTION - i) Preserved Note Packets/cases- Whether 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.
50	Issue	ii) Notes dealt with under Special Procedure - Preservation/Destruction thereof (a) 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.
51	Issue	b) 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.
52	Issue	c) If balances are held in Cancelled Note Vault, the concurrent auditor may ensure on a monthly basis that the entries in CD-3 balances as on the date of audit tallies with CD-9 Register and the entries in CD-9 Register tally with those posted in CD-88 Register. Further, he may also ensure that the Joint Custodians conduct a monthly check and furnish a certificate to the GM/DGM of Issue Department of the balances held under custody.
53	Issue	9. Irregularities detected in CCVS : i) Whether register for recording the irregularities as indicated in Annexure to Central Office letter DCM (NPD) No. 762/09.39.00/2003-04 dated January 17, 2004 is being maintained.
54	Issue	ii) Irregularities detected and entered in V-5 have been copied in CD-91 register.
55	Issue	iii) Whether unusual delays occur in rectifying irregularities recorded in V-5 register.



Sr. No.	Checklist Section	Checklist Description
56	Issue	iv) Whether the irregularities recorded in V-5 register have been posted in CD-91 register and appropriate action taken against the employees at fault in cases of serious irregularities or repeated lapses.
57	Issue	v) Whether the non-re issuable 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 up to 15 days from the date of adjudication. DCM No.487/08.02.01/2016-17 dated October 26, 2016
58	Issue/Remittance	10.REMITTANCE SECTION : i) Concurrent Auditor should check the Labour and Transport Contract Agreement of each Issue Office and 100% of the paid bills. The following aspects may be seen:
59	Issue/Remittance	ii) Whether the contract has been awarded in accordance with Central Office instructions.
60	Issue/Remittance	iii) As per Circular DCM (RMMT) No. 3352/11.01.01/2017-18 dated June 20, 2018, proper rate analysis for payment of treasure transportation bills is done on historical data on distance of currency chests from RBI Offices
61	Issue/Remittance	iv) 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.
62	Issue/Remittance	v) Whether the bills clearly specify the various activities performed and correct rates have been applied.
63	Issue/Remittance	vi) 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
64	Issue/Remittance	vii) Whether the bills receipt/payment registers are put up to General Manager/Deputy General Manager periodically
65	Issue/Remittance	viii) Whether the payment towards extra-ordinary/special item of work is done with the approval of General Manager/Deputy General Manager.
66	Issue/Remittance	ix) 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.



Sr. No.	Checklist Section	Checklist Description
67	Issue/Remittance	x) Analyse the expenditure on coin transport operator and Labour/transport contractor over a period to check unusual features, if any.
68	Issue/Remittance	xi) Budgetary provision for remittance related expenditure and deviation there from – analysis may be made.
69	Issue/Remittance	xii) 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.
70	Issue/Remittance	xiii) Whether independent record of the work performed by the contractor is maintained by Joint Custodians and SDOs.
71	Issue/Remittance	xiv) Whether RS-1 registers on scheduled inward/ outward remittances maintained properly and are scrutinized to ensure that they are complete in all respect in terms of ID Manual 2021
72	Issue/Remittance	xv) In case of advances are given to the Potdar, whether it is given keeping in view, the extant instructions for taking over of the remittances by chests.
73	Issue/Remittance	xvi) Overtime expenditure on remittances – Analyze over a period.
74	Issue/Remittance	xvii) Whether discrepancies in fresh note remittances are adjusted as per prescribed procedure.
75	Issue/Remittance	xviii) Whether the reimbursement of bills received from banks, Railways, Police Dept., office of the AG etc., on account of diversions / remittances (consequent to decentralization since 1st June 2003) are being settled promptly.
76	Issue/Remittance	xix) 100% of the bills so received should be checked to ensure against any irregularity.
77	Issue/Remittance	xx) Total expenditure incurred on the above, over a period and bank-wise, may be analyzed.
78	Issue/Remittance	xxi) Whether the amount collected towards the sale of scrap is as per the agreement entered with the scrap purchaser and applicable taxes are applied over the amount complying with the prevalent laws
79	Issue/Remittance	xxii) 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.



Sr. No.	Checklist Section	Checklist Description
80	Issue/Remittance	xxiii) Uncurrent coins, if any, will have to be checked by yellow tags and commented as to how long they have been kept in vault. Matter to be pursued with the Mint.
81	Issue/Remittance	11. Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -
82	Issue/Remittance	i) Whether advances to Potdars are recorded properly in RS-7.
83	Issue/Remittance	ii) In case of additional advances drawn by Potdars at chests are properly accounted for.
84	Issue/Remittance	iii) Whether there is delay in returning/reporting of Potdars accompanying remittances? Whether the bills are settled without delay?
85	Issue/Remittance	iv) Whether permission to stay outside temporary headquarters was granted in large number of cases?
86	Issue/Remittance	v) 00% of bills paid during the period under audit to be scrutinized to ensure that they are in accordance with Central Office instructions issued from time to time.
87	Issue/Remittance	vi) Comment on pending bills giving age-wise details, amount involved and whether delay is justified.
88	Issue/Remittance	vii) Unusual detention of Bank's Potdars is monitored.
89	Issue/Remittance	viii) Overtime bills of Potdars on remittance duty are settled as per current instructions.
90	Issue/Remittance	12. Preliminary/Final Receipts - i) Check whether preliminary/final receipts have been received. Carry out test checks.
91	Issue/Remittance	ii) Non-receipt of preliminary receipts/ final receipts/ delays, if any.
92	Issue/Inspection	13. Discrepancies in Chest Remittances - Whether entries in CyM portal with regard to discrepancies detected in soiled note remittances of currency chests are verified with vouchers issued by CVPS.
93	Issue/Remittance	14. POLICE BILLS : i) 100% checking of bills to be done.
94	Issue/Remittance	ii) Bills in respect of armed police guards provided by the State Government are being paid regularly.
95	Issue/Remittance	iii) Payments are made in accordance with Central Office instructions with certificate from Security Officers.



Sr. No.	Checklist Section	Checklist Description
96	Issue/Remittance	iv) Bills in respect of police escort for accompanying remittances are settled expeditiously and in accordance with current instructions.
97	Issue/Remittance	v) Comment on the unusual features observed in the bills received from Police Department.
98	Issue/Remittance	vi) Whether remittance bills/ claims received from chest banks/ STOs (through Government) are being settled promptly
99	Issue/Remittance	Whether claims in respect of police escort charges submitted by the Currency Chests are supported by the copy remittance order / diversion order issued by RBI and the following documents are submitted: · A copy of the requisition letter issued by the chest officer for obtaining police escort. · Police Escort Bill in original attested by a competent authority. · 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 Proof of payment in original
100	Issue/Remittance	15. Air Remittance bills - Analyze the expenditure on air transport operator over a period to check unusual features, if any.
101	Issue/Remittance	16. GENERAL - i) Outstanding entries in Sundry and Suspense Accounts - Reasons for delay in reversal of within the prescribed period as stipulated from time to time. Figures to be tallied with IBD statement.
102	Issue/Remittance	ii) Whether TDS etc. has been recovered from the bill and credited to Government.
103	Issue/Remittance	iii) TA Bills and Police Advance recovery.
104	Issue/Remittance	iv) Whether the coins received from other Issue offices or from mint are accounted for on the correct date?
105	Issue/Accounts	17.ACCOUNTS SECTION - i) Whether the balances of EGN account in CyM tally with EGN in CBS
106	Issue/Accounts	ii) 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.



Sr. No.	Checklist Section	Checklist Description
107	Issue/Accounts	iii) Whether the GL Balance of Chest Notes Account and Chest Coins Account are reconciled with that of their respective Inventory Reports.
108	Issue/Accounts	iv) Whether GL balance of Chest Notes Account and Chest Coins Account are reconciled with that of their respective Inventory Reports.
109	Issue/Accounts	v) 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)
110	Issue/Accounts	vi) Whether the remittances and diversions are monitored for unacknowledged entries are monitored and put up to GM/DGM on daily basis.
111	Issue/Accounts	vii) Whether the remittances or diversions are monitored for unacknowledged entries are monitored and put up to GM/DGM on daily basis
112	Issue/Accounts	viii) Check all calculations made with regard to penal interest / penalty charged/collected in respect of delayed/wrong reporting of currency chest transactions.
113	Issue/Accounts	ix) Whether the coins received from other Issue offices or from mint are accounted for on the correct date?
114	Issue/Accounts	x) Whether Chest Balance Confirmation Certificate for end February and March obtained from currency chests match with Currency Chest denomination wise balances – RCYMTBCCCLOCAL report
115	Issue/Accounts	xi) Whether transit account for remittances is monitored and daily position of unreconciled entries put up to DGM/GM. In terms of DCM (CD) No.1518 / 04.06.003 / 2019-20 dated February 03, 2020, the accounts section has to put up the daily position to DGM/GM of ID with reasons for pendency and also take necessary steps to clear the unreconciled entries. Concurrent auditors may check the details of the transactions with respect to transit account and offer comments.
116	Issue	18. CASH DEPARTMENT - BOX BALANCE
117	Issue/Box	i) Whether in terms of para 8.2 of Chapter III of ID Manual 2021, the balances agree with CD-21 and CD-22.



Sr. No.	Checklist Section	Checklist Description
118	Issue/Box	ii) Each disbursement from the box is recorded in CD-25 with Receiving Officials signature for disbursement from Box Balance.
119	Issue/Box	iii) CD-21 and CD-25 to be cross-tallied on a test check basis.
120	Issue/Box	iv) 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%
121	Issue	19. GENERAL
122	Issue	i) To check whether balances in CD-53 tallies with the inventory reports provided by respective vault/section.
123	Issue	ii) In case of storage of treasure in more than one vault, balances of each vault's CD-3 to be totaled for a few days chosen at random and tallied with the main vault Register CD-53 reflecting the consolidated figure.
124	Issue/Remittance	iii) Whether CD-59 statements giving instances of discrepancies observed in coin bags forwarded to CO every quarter. Comment on unusual features, if any, observed as well as follow-up action taken with Mints etc.
125	Issue/Cash	iv) 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.
126	Issue	20. PHYSICAL VERIFICATION
127	Issue/Fresh Note Vault	CD-3 balances to be tallied with CD-5 (Fresh Notes) and CD-11 (Re-issuable Notes) and both individually with CD-53
128	Issue	21. COIN BALANCES
129	Issue/Coin Vault	i) Whether physical verification is carried out by number of bags, denomination-wise. The total to be tallied with CD-6. The respective totals will have to be tallied with CD-53 for the day of checking.



Sr. No.	Checklist Section	Checklist Description
130	Issue/Coin Vault	ii) Whether small coins are maintained and accounted properly.
131	Issue	22. VAULTS - FRESH NOTE VAULT
132	Issue/Fresh Note Vault	1) 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. 2) Whether First in First Out (FIFO) is being followed has to be checked. 3) A half yearly statement of such discrepancies should also be forwarded to DCM, CO As per circular dated June 11, 2004.
133	Issue/Fresh Note Vault	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 2.3.2 Ch. II revised IDM).
134	Issue/Fresh Note Vault	Whether balances of CD3 and CD9 tallies with bin books/stack books in FNV/CNV/DTDV
135	Issue/Fresh Note Vault	Whether Joint Custodians conduct periodical check of balances in the vault and put up report to DGM/ GM, Issue Department. (Para 4.2.8 of Chapter 3 of ID Manual, 2021)
136	Issue	23. Outward Remittances: Remittance Section (Applicable to coins too)
137	Issue/Remittance	i) RS-2 register is maintained under Remittance section.
138	Issue/Remittance	ii) The number of remittances effected from the Vault may be totalled and counter-checked with Remittance Section.
139	Issue	24. Invoiced Notes Vault
140	Issue/CNV	i) CD-3 balance to be tallied with CD-9; and CD-9 with CD-88.
141	Issue/CNV	ii) Whether Joint Custodians conduct periodical check of balances in the vault and put up report to DGM/ GM, Issue Department. Para 4.2.8 of Chapter 3 of ID Manual
142	Issue	25. Fidelity Guarantee Insurance
143	Issue	All losses involving amount exceeding Rs.500/- may be notified to insurance provider without delay.
144	Issue	26. RECORDS SECTION -DISPATCH
145	Issue/Records	Whether surprise verification of unspent balances in Franking Machine, if any has been done.
146	Issue	27. SUBSIDIARY REGISTERS



Sr. No.	Checklist Section	Checklist Description
147	Issue/Remittance	i) 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?”.
148	Issue/Remittance	ii) Verify whether the wiping out of outstanding entries in Sundry/Suspense a/c have been done within the stipulated time period.
149	Issue/Remittance	iii) Any Delay in settling bills. Are they settled in accordance with current instructions?
150	Issue	28. Inward register for bills/ letters maintained
151	Issue/Administration	Whether these are properly maintained and marking off done. Instances of unusual delay in dealing with bills/ letters may be brought out.
152	Issue	29. Note Banding / Bundling / Counting / Coin Dispensers / Coin Sorting/ Counting Machines and Scales
153	Issue	i) Are the machines installed in working condition?
154	Issue	ii) Whether any assets were purchased during the month under audit.
155	Issue	iii) Have laid down procedures been followed in purchase of such machines.
156	Issue	iv) Whether there is disposal of assets during the month under audit.
157	Issue	30. Annual Maintenance Contract (AMC)
158	Issue/Records	i) 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.
159	Issue/Records	ii) Action taken in case of unacceptable delays, invoking of penalty etc., may be verified.
160	Issue	31. General - Administration/ In-House Accounts
161	Issue/Remittance	i) Suspense and Sundry Deposit A/C - Comment on the nature of entries, delay in reversing entries, unusual features, if any, etc.
162	Issue/Remittance	ii) 100% scrutiny of various bills settled to ensure that they are in order.



Sr. No.	Checklist Section	Checklist Description
163	Issue	iii) 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.
164	Issue	32. Tax Deducted at Source (TDS/VAT/service Tax Calculation)
165	Issue/Records	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.
166	Issue	33.CURRENCY VERIFICATION AND PROCESSING SYSTEM (CVPS) AND SHREDDING & BRIQUETTING SYSTEM (SBS)
167	Issue/Administration	i) Whether AMC entered into on time and payments made as specified by Central Office.
168	Issue/CVPS	ii) The incentives payable to the Note Processing Teams to be checked with reference to the basic records of number of notes processed.
169	Issue/Administration	iii) Whether calculation of payments for AMC and charges for downtime, if any, are correctly done.
170	Issue/Administration	iv) Whether calculation for sale of briquettes are correctly done
171	Issue	34. Additional items of check
172	Issue	i) The CAs before finalizing the report may discuss the same with the Department concerned and ensure that the observations were based on facts.
173	Issue	ii) As regards payments against articles received, the Concurrent Auditors should verify that certificates from the concerned Sections that" the articles have been received in good condition and conforms to approved samples" have been obtained and record the deficiencies, if any, in their reports.
174	Issue	35. RBI MUSEUM
175	Issue	Whether all items displayed in the Museum are subject to bimonthly verification.
176	Issue	Table –A - Surprise check of the notes adjudicated carried out for January 2024
177	Issue	Table –B Refunds to Tenderers made from Sundry Deposit-Unclaimed Bank Notes for January 2024
178	Issue	Table - C Preliminary/final receipts received for January 2024
179	Issue	Table - D- Downtime register maintained by CVPS.



**CA Master Checklist Details for Office of Reserve Bank Integrated Ombudsman
(ORBIO)-01**

Sr. No.	Checklist Section	Checklist Description
1	ORBIO-I	VERIFICATION OF FINANCIAL TRANSACTIONS: Whether payments were verified and found to be: a)in accordance with the relevant Expenditure Rules b)approved by appropriate authorities
2	ORBIO-I	TDS Compliance: Whether department has made TDS: a)Under GST b) Under Income Tax Act,1961.

**CA Master Checklist Details for Office of Reserve Bank Integrated Ombudsman
(ORBIO)-02**

Sr. No.	Checklist Section	Checklist Description
1	ORBIO-II	VERIFICATION OF FINANCIAL TRANSACTIONS: Whether payments were verified and found to be: a)in accordance with the relevant Expenditure Rules b)approved by appropriate authorities
2	ORBIO-II	TDS Compliance: Whether department has made TDS: a)Under GST b) Under Income Tax Act,1961.



CA Master Checklist Details for Protocol and Security Cell

Sr. No.	Checklist Section	Checklist Description
1	Protocol and Security Establishment	Whether the bills for security service dogs & handler services provided by contractors were verified?
2	Protocol and Security Establishment	Verification of bills paid to private security agencies in respect of the security guards posted at various Bank's colonies?
3	Protocol and Security Establishment	Whether department has made TDS: a) Under GST b) Under Income Tax Act, 1961.

CA Master Checklist Details for ZTC

Sr. No.	Checklist Section	Checklist Description
1	Zonal Training Centre	Whether payments were verified and found to be: a) In accordance with the relevant Expenditure Rules. B) Within the sanctioned limits/ Budget
2	Zonal Training Centre	Whether department has made TDS: a) Under GST b) Under Income Tax Act, 1961.
3	Zonal Training Centre	Whether payments were verified and found to be: a) In accordance with the relevant Expenditure Rules? b) Within the sanctioning limits?

CA Master Checklist Details for Rajbhasha

Sr. No.	Checklist Section	Checklist Description
1	Rajbhasha Cell	Whether payments were verified and found to be: a) In accordance with the relevant Expenditure Rules. B) Approved by appropriate authorities.
2	Rajbhasha Cell	Whether department has made TDS: a) Under GST b) Under Income Tax Act, 1961.



Annex – F

XIV. Concurrent Auditor Checklist – RBSC, Chennai

CA Master Checklist Details for Accounts Section

Sr. No.	Checklist Section/Sub-Section	Checklist Description
1	Accounts	Verification of Financial Transactions a) Whether payments were verified(pre & post) and found to be in accordance with the relevant Expenditure Rules and approved by appropriate authorities within the sanctioned limits and TDS were deducted at Appropriate rate? b) Whether paid stamps were embossed on all bills and the same is authenticated by the concerned officer?
2	Accounts	Filing of TDS Returns under GST Act and Income Tax Act Whether the computation in respect of TDS liability in respect of all departments in RBSC have been verified by Accounts & Bills section and remitted as per law and within due dates?
3	Accounts	Verification of honorarium payments Whether the notes related to honorarium payment request to Experts/Consultants/ Speakers of Eminence delivering lectures are entered in Sarthi portal for recording the inward before processing the payments?
4	Accounts	Accounting of Transactions Whether entries are passed through Fixed Asset Module?
5	Accounts	GST compliance Whether the computation in respect of GST liability for the month in respect of all departments in RBSC have been verified by Accounts & Bills section and remitted as per law and within due dates?
6	Accounts	Outstanding entries in transit accounts Verification of outstanding entries and transit accounts for the month?



CA Master Checklist Details for Administration Section

Sr. No.	Checklist Section/Sub-Section	Checklist Description
1	ADMN	<p>Verification of Financial Transactions</p> <p>a) Whether payments were verified (pre & post) and found to be in accordance with the relevant Expenditure Rules and approved by appropriate authorities within the sanctioned limits and TDS were deducted at Appropriate rate?</p> <p>b) Whether paid stamps were embossed on all bills and the same is authenticated by the concerned officer?</p>
2	ADMN	<p>Bill Payment / Reimbursement</p> <p>Whether payments made / reimbursed were in order and as per Expenditure Rules 2023 and without delay for the following:</p> <p>(a) Purchase / stitching of liveries, purchase of monsoon equipments, shoes etc.</p> <p>(b) Incentive for Higher Education</p> <p>(c) Training Fee paid to external institutions</p> <p>(d) Cleaning Materials</p>
3	ADMN	<p>Surprise Verification of Vice Principal's Order</p> <p>Whether Monthly & Quarterly surprise verification of various items with financial implications has been carried out?</p>
4	ADMN	<p>Commemorative Coins and Stamps</p> <p>a. Whether verification of Commemorative coins & stamps have been carried out on monthly basis?</p> <p>b. Check whether the physical stock of coins and stamps tallies with the register maintained</p>
5	ADMN	<p>Security Deposits (SD) & Bank Guarantee (BG) register</p> <p>a) Whether security deposits are retained and released properly?</p> <p>b) Whether BGs of expired contracts are returned/ BGs of new contracts submitted?</p> <p>c) Whether bank guarantee register is maintained and updated till date?</p> <p>d) Whether BG were confirmed by issuer bank?</p>



6	ADMN	<p>Earnest Money Deposit (EMD)</p> <p>a) Whether the amount is transferred to Security Deposit Account after allotting the work to the successful bidder and EMD amount refunded to the remaining bidders.</p> <p>b) Whether any outstanding entry for more than one year noticed.</p>
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CA Master Checklist Details for DIT

Sr. No.	Checklist Section/Sub-Section	Checklist Description
1	DIT	<p>Verification of financial transactions</p> <p>Whether payments were verified (pre & post) and found to be in accordance with the relevant Expenditure Rules and approved by appropriate authorities within the sanctioned limits and TDS were deducted at Appropriate rate?</p> <p>b) Whether paid stamps were embossed on all bills and the same is authenticated by the concerned officer?</p>
2	DIT	<p>Annual Maintenance Contract</p> <p>Whether AMC has been renewed properly?</p>
3	DIT	<p>Capitalization of Assets</p> <p>Is there any capitalization of assets during the month?</p>
4	DIT	<p>Sundry Deposit</p> <p>a) Is there any amount pending in sundry deposit a/c for more than 2 months?</p>
5	DIT	<p>Security deposit & Bank Guarantee (BG) register</p> <p>a) Whether security deposits are retained and released properly?</p> <p>b) Whether BGs of expired contracts are returned/ BGs of new contracts submitted?</p> <p>c) Whether bank guarantee register is maintained and updated till date?</p> <p>d) Whether BG were confirmed by issuer bank?</p>
6	DIT	<p>Earnest Money Deposit (EMD)</p> <p>a) Whether the amount is transferred to Security Deposit Account after allotting the work to the successful bidder and EMD amount refunded to the remaining bidders.</p> <p>b) Whether any outstanding entry for more than one year noticed.</p>



7	DIT	Adequacy of insurance of IT assets Whether adequacy of insurance of Bank's property checked on monthly basis.
8	DIT	Depreciation of assets/ Buybacks a) Whether the rate of depreciation applied for the various category of assets is in order and as per extant guidelines? b) Whether depreciation with respect to capital assets is tallied with system generated monthly depreciation statement? Are there any discrepancies observed? c) Whether the depreciation of assets w.r.t laptop being purchased by the Senior Officer / officer on buyback and on retirement is in order and as per extant guidelines?

CA Master Checklist Details for Estate

Sr. No.	Checklist Section/Sub-Section	Checklist Description
1	Estate	Verification of Financial Transactions a) Whether payments were verified(pre & post) and found to be in accordance with the relevant Expenditure Rules and approved by appropriate authorities within the sanctioned limits and TDS were deducted at Appropriate rate? b) Whether paid stamps were embossed on all bills and the same is authenticated by the concerned officer?
2	Estate	Suspense Account Whether any amounts relating to Estate department parked in suspense account?
3	Estate	Work Order Register Whether work order register is maintained and updated properly?
4	Estate	Property register Whether property register is maintained and property tax has been paid correctly within due dates?
5	Estate	Capitalization of Assets Is there any capitalization of assets during the month?
6	Estate	Quotation registers Whether quotation register is maintained and expenditure rules have been followed?



7	Estate	Annual Maintenance Contracts Whether AMC have been renewed properly and accordingly updated in the registers?
8	Estate	Disposable of unserviceable Articles Whether the register of Unserviceable Articles is maintained, and unserviceable articles are recorded in the register?
9	Estate	Diesel Consumption Register Ensure that maintenance of generator sets has been done by the contractors regularly?
10	Estate	Dead stock disposal Are the assets sold written off from Dead Stock account and Dead Stock register?
11	Estate	Sundry deposit Account Whether amounts relating to Estate department parked in Sundry Deposit account for more than 2 months?
12	Estate	Document register Whether Document Register is maintained and updated regularly?
13	Estate	Security Deposits (SD) & Bank Guarantee (BG) register a) Whether security deposits are retained and released properly? b) Whether BGs of expired contracts are returned/ BGs of new contracts submitted? c) Whether bank guarantee register is maintained and updated till date? d) Whether BG were confirmed by issuer bank?
14	Estate	Earnest Money Deposits (EMD) a) Whether the amount is transferred to Security Deposit Account after allotting the work to the successful bidder and EMD amount refunded to the remaining bidders. b) Whether any outstanding entry for more than one year noticed.
15	Estate	Depreciation of assets/ Buybacks a) Whether the rate of depreciation applied for the various category of assets is in order and as per extant guidelines? b) Whether deprecation with respect to capital assets is tallied with system generated monthly depreciation statement? Are there any discrepancies observed?
16	Estate	Adequacy of Insurance of Banks Property Whether adequacy of Insurance of Banks property checked?



CA Master Checklist Details for Establishment Section

Sr. No.	Checklist Section/Sub-Section	Checklist Description
1	Establishment	<p>Travelling and Halting Allowance</p> <p>a) Whether payments made towards TA/ HA claims submitted by the staff were verified (pre & post) and found to be in accordance with the relevant Expenditure Rules and approved by appropriate authorities within the sanctioned limits and TDS were detected at appropriate rates?</p> <p>b) Whether paid stamps were embossed on all bills and the same is authenticated by the concerned officer?</p>
2	Establishment	<p>Conveyance</p> <p>a) Whether payments made towards conveyance claims submitted by staff were verified (pre & post) and found to be in accordance with the relevant Expenditure Rules and approved by appropriate authorities within the sanctioned limits and TDS were detected at appropriate rates?</p> <p>b) Whether paid stamps were embossed on all bills and the same is authenticated by the concerned officer?</p>
3	Establishment	<p>Direct Settlement Scheme</p> <p>a) Whether payments made under DSS settlement were verified (pre & post) and found to be in accordance with the relevant Expenditure Rules and approved by appropriate authorities within the sanctioned limits and TDS were detected at appropriate rates?</p> <p>b) Whether paid stamps were embossed on all bills and the same is authenticated by the concerned officer?</p>
4	Establishment	<p>Transfer Bills</p> <p>a) Whether payments made towards Transfer bills submitted by staff were verified (pre & post) and found to be in accordance with the relevant Expenditure Rules and approved by appropriate authorities within the sanctioned limits and TDS were detected at appropriate rates?</p> <p>B) Whether paid stamps were embossed on all bills and the same is authenticated by the concerned officer?</p>



5	Establishment	<p>Medical Bills</p> <p>a) Whether payments made towards reimbursement of medical bills under BMFS submitted by staff were verified (pre & post) and found to be in accordance with the relevant Expenditure Rules and approved by appropriate authorities within the sanctioned limits and TDS were detected at appropriate rates?</p> <p>b) Whether paid stamps were embossed on all bills and the same is authenticated by the concerned officer?</p>
6	Establishment	<p>Suspense Account</p> <p>Whether any amount is relating to Establishment department parked in suspense account?</p>

CA Master Checklist Details for Library Section

Sr. No.	Checklist Section/Sub-Section	Checklist Description
1	Library	<p>Verification of Financial Transactions</p> <p>a) Whether payments were verified (pre & post) and found to be in accordance with the relevant Expenditure Rules and approved by appropriate authorities within the sanctioned limits and TDS were deducted at Appropriate rate?</p> <p>b) Whether paid stamps were embossed on all bills and the same is authenticated by the concerned officer?</p>
2	Library	<p>Verification of Registers and Library Stock</p> <p>Whether registers are maintained for expenses incurred?</p> <p>Whether records are maintained for the library stock?</p>
3	Library	<p>Verification of Library Books overdue & collection of fines</p> <p>Whether the department has collected Rs.5/- per day per book on all overdue books returned by members after the due date.</p>



CA Master Checklist Details for PS

Sr. No.	Checklist Section/Sub-Section	Checklist Description
1	PS	Verification of Financial Transactions a) Whether payments were verified (pre & post) and found to be in accordance with the relevant Expenditure Rules and approved by appropriate authorities within the sanctioned limits and TDS were deducted at Appropriate rate? b) Whether paid stamps were embossed on all bills and the same is authenticated by the concerned officer?
2	PS	Reverse Charge Mechanism Ensure that GST to be charged on Reverse Charge Mechanism has been remitted to the Government properly as per GST Act wherever applicable.
3	PS	Earnest Money Deposits (EMD) a) Whether the amount is transferred to Security Deposit Account after allotting the work to the successful bidder and EMD amount refunded to the remaining bidders. b) Whether any outstanding entry for more than one year noticed.
4	PS	Security Deposits (SD) & Bank Guarantee (BG) register a) Whether security deposits are retained and released properly? b) Whether BGs of expired contracts are returned/ BGs of new contracts submitted? c) Whether bank guarantee register is maintained and updated till date? d) Whether BG were confirmed by issuer bank?

CA Master Checklist Details for Rajbhasha Section

Sr. No.	Checklist Section/Sub-Section	Checklist Description
	Raj Basha	Verification of Financial Transactions a) Whether payments were verified(pre & post) and found to be in accordance with the relevant Expenditure Rules and approved by appropriate authorities within the sanctioned limits and TDS were deducted at Appropriate rate? b) Whether paid stamps were embossed on all bills and the same is authenticated by the concerned officer?