



**Department of Statistics and Information Management
Central Office
Administration and Personnel Management Division
RESERVE BANK OF INDIA, BKC, MUMBAI**

RBI/DSIM-COD/01/2026-27

NOTICE INVITING e-TENDER (NIT)

August 31, 2026

E-Tender for Appointment of Concurrent Auditors for the year 2026-27 w.e.f. October 01, 2026 to September 30, 2027 by Reserve Bank of India, DSIM, CO Cluster.

Reserve Bank of India (hereinafter called “the Bank”), DSIM, CO, Mumbai invites e-Tenders for DSIM, CO Cluster under Two – Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditors for the year 2026-27, for the period with effect from October 01, 2026 to September 30, 2027.

For more details, please visit “TENDERS” link on our website <https://www.rbi.org.in> The last date for submission of e-tender on e-Tendering Portal of CPPP (<https://etenders.gov.in>) is **September 15, 2026, 1100 hrs.**

The Bank reserves the right to reject any tender without assigning any reason thereof.

Adviser-in-Charge
Department of Statistics and Information Management
Central Office
Mumbai



SCHEDULE OF e-TENDER

Note: This is a limited tender enquiry through e-tendering portal of CPPP. Only Category-I CA firms of Maharashtra State (Mumbai, Mumbai Suburban & Navi Mumbai region) are eligible to participate in this Tender. Bidders are advised to first visit our website <https://www.rbi.org.in> through “Tenders” link to check their eligibility. Eligible firms wishing to apply should register themselves with CPPP (<https://etenders.gov.in>) and apply online only.

A	e-Tender no	RBI/DSIM-COD/01/2026-27
B	Mode of Tender	Online e-Procurement System (Part I – Technical Bid and Part II - Financial Bid through CPPP (https://etenders.gov.in))
C	Date of Notice Inviting e-tender available for download on RBI website	August 31, 2026 at 1800 Hrs
D	Pre-Bid meeting	September 07, 2026 at 1100 Hrs
E	Estimated value of tender	₹1,31,000/- per month excluding GST i.e., ₹15,72,000/- for 12 months excluding GST
F	Earnest Money Deposit	₹31,440/- (2% of Estimated Cost) to be deposited by all bidders through NEFT in favour of Reserve Bank of India, Details of NEFT Beneficiary Name: Reserve Bank of India Beneficiary Account No. – 41869229912 IFSC Code – RBIS0COD001 (5th, 9th and 10th character is zero) [Note: Mention Name / Company Name of the vendor in NEFT transaction remarks]
G	Bank Guarantee	5% of Contract Value (to be submitted by successful bidder for the contract period plus 60 days beyond that)
H	Tender fees	Nil
I	Date & Time of Starting of online submission of e-tender (Technical Bid and Financial Bid) at https://etenders.gov.in	September 08, 2026 at 1100 Hrs
J	Date & time of closing of online submission of e-tender	September 15, 2026 at 1100hrs
K	Date & time of opening of Part-I (Technical Bid)	September 16, 2026 at 1100 hrs
L	Date of opening of Part-II (Financial Bid)	Part II (i.e., Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (i.e., Technical Bid) is found acceptable by DSIM CO, RBI, Mumbai. Such bidder(s) will be intimated regarding opening of Part-II (i.e., Financial Bid) through valid email ID provided.

Note: All parties interested in attending the pre bid meeting are requested to confirm their participation by emailing abhishekshukla@rbi.org.in and shirekhan@rbi.org.in on or before September 04, 2026 to enable us to make necessary arrangements.



**Department of Statistics and Information Management
Central Office
Administration and Personnel Management Division**

e-Tender- No RBI/DSIM-COD/01/2026-27 for Appointment of Concurrent Auditors for the year 2026-27 w.e.f. October 01, 2026 to September 30, 2027 for Reserve Bank of India, DSIM, CO Cluster, Mumbai

Reserve Bank of India, Department of Statistics and Information Management, Central Office, Mumbai (hereinafter called “the Bank”), invites e-Tender under Two Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditors for the year 2026-27 w.e.f. October 01, 2026 to September 30, 2027 for Reserve Bank of India, DSIM, CO Cluster.

The appointment of the Concurrent Auditors (CAs) will be for a period of one year initially i.e. from October 01, 2026 to September 30, 2027. However, the same may be renewed for second and third year subject to satisfactory performance of the Concurrent Auditor as per Annual Review.

The Part-I (Technical Bid) will be opened electronically on **September 16, 2026 at 11:00 hrs.** In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein.

Tender document can be downloaded from website www.rbi.org.in and <https://etenders.gov.in>. Any Amendment(s) / Corrigendum / Clarifications with respect to this Tender shall be uploaded on the website / e-portal only. The applicants should regularly check the above website / e-portal for any Amendment / Corrigendum / Clarification on the above website.

Adviser-in-Charge
Department of Statistics and Information Management
Central Office
Mumbai



DISCLAIMER

Reserve Bank of India, Department of Statistics and Information Management, Central Office, Mumbai, has prepared this document to give background information on the Contract to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be in order, neither Reserve Bank of India 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 Reserve Bank of India in submitting the e-tender. The information is provided on the basis that it is non – binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

Reserve Bank of India reserves the right not to proceed with the Contract or to change the configuration of the Contract, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.



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1. Important instructions for E-procurement

This is an e-procurement event of RBI. The e- procurement Service Provider/Contractor is the Central Public Procurement Portal (CPPP) <https://etenders.gov.in/eprocure/app>

Process of E-tender: Bidder manual kit is available on home page.

A) Registration for new bidder: The process involves vendor's registration with CPP portal which is free of cost.
<https://etenders.gov.in/eprocure/app?page=BiddersManualKit&service=page>

For any technical related queries please call at 24 x 7 Help Desk Number

0120-4001 002

0120-4001 005

0120- 4493395

email Support:

For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority.

Technical - support-eproc@nic.in

Policy Related - cphp-doe@nic.in

B) Contact persons (RBI):

Shri Abhishek Shukla

Assistant Manager

Tel: 022-26578512

Email: abhishekshukla@rbi.org.in



2. **NOTICE INVITING e-TENDER**

1. e-Tenders are invited under Two-Bid system from Category-I Chartered Accountant Firms registered with ICAI for Mumbai, Mumbai Suburban & Navi Mumbai region for **Appointment of Concurrent Auditors (CAs) for the year 2026-27 w.e.f. October 01, 2026 to September 30, 2027 for Reserve Bank of India, DSIM, CO Cluster, Mumbai.**
2. The intending bidders should refer scope of work, terms and conditions of the tender before submitting the bid.
3. Before submitting the tender, the bidders may satisfy themselves as to the eligibility and other criteria prescribed therein. It may also be noted that the terms and conditions specified herein are indicative in nature and the same shall not restrain the Bank from imposing or requiring the bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work to be awarded under this Tender.
4. Corrections, if any, in the quotation shall be duly authenticated with full signature/ digital signature of authorized person.
5. Bidder/ authorized signatory of the bidder shall sign on each page of the tender.
6. In the first stage, the Technical Bid (Part-I) will be opened on September 16, 2026 at 1100 Hrs at RBI, DSIM, CO, Mumbai. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. Subsequently, the selected technical bids will be evaluated as per the methodology given in the tender document. Decision in this regard will be at the sole discretion of the Bank.
7. 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 the opening the financial bids. **Financial bid should not be clubbed with the Technical bid form but submitted separately in the portal.**
8. No deviations/ conditions shall be stipulated by the bidder 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. Earnest Money Deposit: The Bidders shall deposit EMD of ₹31,440.00 (@ 2% of the estimated contract value) through NEFT (Account details given below) by 1100 hrs of September 15, 2026 and enclose a copy of transaction details along with their Technical Bid. **Bids not accompanied by EMD, shall be treated as nonresponsive, and will be rejected by the Bank** at its discretion. The EMD of all vendors other than successful vendor shall be refunded on expiry of bid validity (including extended validity) or on award of contract to the successful vendor whichever is earlier but without any interest. The Earnest Money deposited by the successful bidder shall be refunded on obtaining a Performance Bank Guarantee for the specified amount from the successful bidder where so stipulated in the tender.

Account Name: Reserve Bank of India

Account No. : 41869229912

IFSC : RBIS0COD001 (5th, 9th and 10th character is zero)

11. EMD shall be forfeited if the bidder:
- makes misleading or false representations in the forms, statements and attachments submitted, suppresses any material information, details of any legal proceedings pending in the court which might otherwise have created any impact on the eligibility criteria;
 - withdraws his/her/their Bid during the period of Bid validity, or
 - has been blacklisted by any government agency and the blacklist is still in force.
12. Falsification/ suppression of information shall lead to disqualification of the bidder/ cancellation of contract even after award of work during the currency of the contract.
13. Canvassing/ offering of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under relevant Laws as applicable in the matter. Such action will result in the rejection of bid, in addition to other punitive measures.



14. Reserve Bank of India is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender or to reject any or all of the tenders received without assigning any reason thereof.
15. A pre-bid meeting will be held at 1100 Hrs on September 07, 2026, (venue: Conference Room, C8 / 4th floor, Reserve Bank of India, Bandra Kurla Complex, Mumbai- 400051) to discuss/ clarify anything about the tender. No separate communication will be sent for this meeting. The interested bidders may inform their participation through email at abhishekshukla@rbi.org.in and shirekhan@rbi.org.in by September 04, 2026.
16. The successful vendor shall execute an agreement with RBI on Non-Judicial stamp paper of appropriate value within 14 days of award of work. The stamp duty shall be borne by the successful vendor. However, the issue of intimation of award of work by RBI shall be considered as a binding contract, as though such an agreement has been executed and all the terms and conditions contained in this tender document.
17. Bank Guarantee -The successful vendor shall furnish along with the execution of the contract, a Performance Bank Guarantee (BG) @ 5% of Contract Value. The PBG shall be valid for a period of sixty (60) days after the expiry of contract period. The EMD of such vendor will be returned on receipt of the Performance Bank Guarantee. Failure of the successful vendor to submit the Performance Bank Guarantee or execute the work after award of work or to execute the Agreement shall constitute sufficient ground for the annulment of the award, forfeiture of the EMD and debarring such vendor from participating in any tender or from any business dealings with the Bank for a period of three years. The Performance Bank Guarantee shall be released without interest after two months of expiry of the contract period only after being satisfied of the successful completion of the contract and no liabilities from the successful vendor or its employees. In case of any complaint or pending dues, the Bank Guarantee shall be discharged only after adjusting all dues, liabilities, etc.
18. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he/ she shall seek clarification from DSIM, CO within 7 days from the date of publication of tender document. Any such clarification, together with all details on which clarification had been sought, will also be



forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the Bidder and the Bank shall be carried out in writing. Except for any such written clarification by the Bank which is expressly stated to be an addendum to the Tender document issued by DSIM, CO, no written or oral communication, presentation or explanation by any other employee of the Bank shall be taken to bind or fetter the Bank under the contract.



3. TENDER DOCUMENT – CONTENTS

1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for Appointment of Concurrent Auditor for the period from October 01, 2026 to September 30, 2027 by Reserve Bank of India (RBI), DSIM CO Cluster, Mumbai (hereinafter referred to as the "Bank").

The tender document comprises of:

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

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



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

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



17	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than five years and upto seven years. [Details of the partners may be provided in the Form-3]	
18	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than seven years and upto 10 years. [Details of the partners may be provided in the Form-3]	
19	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than 10 years. [Details of the partners may be provided in the Form-3]	
20	Name and membership number of the qualified CAs employed in the firm [Details of the CA employed may be provided in the Form-4]	
21	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g. consultancy) [Documentary evidence may be submitted]	
22	Number of Skilled Staff in the firm (Group 2 of CA Intermediate or above)	
23	Number of completed years of experience of the CA firm in bank audits as Concurrent Auditors /Statutory Central/ Branch Auditor [Details of bank audit experience may be provided in the Form-5]	
24	Name and membership number of Full Time Partners having eight or more years of Bank Statutory Audit Experience.	
25	Details of previous experience in RBI Audits as Concurrent Auditor/Statutory Central/ Branch Auditors.	
26	Name and membership number of Full Time CA Partners who have acquired additional qualifications. [Details of the additional qualifications may be provided in the Form-3]	



27	Whether the CA firm or any of its CA partners were reprimanded by National Financial Reporting Authority (NFRA) in the previous three years? If yes, the detail thereof may be provided.	
28	Whether the CA firm or any of its CA partners were reprimanded by Quality Review Board in the previous three years? If yes, the detail thereof may be provided.	
29	Whether the CA firm or any of its CA partner/s and/or any of the CA employee/s of the firm was/were held guilty of professional misconduct during the previous five years under the Chartered Accountants Act 1949? If yes, the detail thereof may be provided	
30	Whether the CA firm had refused to take up the assigned concurrent audit or left the concurrent audit assigned to it by RBI before completion of stipulated three years period, in the previous three years? If yes, the details thereof may be provided.	
31	Have you currently applied for appointment as Concurrent Auditor in any other RBI Office/Department? If yes, details thereof	
32	Any other relevant information, the firm wishes to indicate.	

I/We declare as under:

(1) I/We confirm that the information furnished above is true and correct and we have not been de-panelled / Blacklisted by any organization in the past and we fulfil all the conditions of eligibility for appointment with RBI as a Concurrent Auditor. If Bank finds the details provided by us above are incorrect / not true at a later date, then the appointment may be cancelled.

(2) I/We have read the terms and conditions stipulated for appointment as Concurrent Auditors of the Bank and I/We also understand that the Bank has reserved its right to accept or reject the application without assigning any reasons.

Place:

Date:

Signature of Authorised Signatory
with the Seal of the CA Firm



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

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

Place:

Date:

Signature of Authorised Signatory
with the Seal of the Firm



III) Form-3: Details of Full Time Partners

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

* Indicate only if the partner has acquired the following qualifications

Additional qualification

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



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

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



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

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

* Statutory Central / Statutory Branch / Concurrent Audit



VI) Eligibility Criteria

Reserve Bank of India, DSIM, CO, Mumbai invites e-Tender under Two – Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditor for the year 2026-27 w.e.f. October 01, 2026 to September 30, 2027 for DSIM, CO Cluster.

1. The applicant firm should be a category-I CA firm registered with ICAI for Maharashtra State (Mumbai, Mumbai Suburban & Navi Mumbai) region to be eligible for appointment as CA.
2. The minimum monthly remuneration will be Rs 1,31,000.00 (Rupees One lakh Thirty-One Thousand only) exclusive of GST.
3. The applications indicating less than the minimum monthly remuneration will be out-rightly rejected.
4. The documentary evidence must be uploaded with respect to each criterion. The eligibility of the firm will be decided on the basis of the documents uploaded by the firm. If the required documents are not uploaded by the bidders, the bids submitted by the bidder concerned will be rejected and not processed further.
5. Neither the firm nor the partner should have been subjected to any disciplinary proceedings initiated by the ICAI.
6. Neither the firm nor the partner should have been debarred or blacklisted by any Government/ Semi –Government organization/ institution in India or abroad.
7. Please note that the i) Firms which were/ are Statutory Auditors in RBI, DICGC and NHB for years 2024-25 and 2025-26, ii) are conducting/ selected for Concurrent Auditors of RBI and iii) 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, 2026 are **NOT** eligible.



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 in the presence of the Tender Opening Committee of the Bank. Financial Bids of applicants will be evaluated as per methodology given in [Annex-II](#).
 - c) The final evaluation will be done by combining the marks secured in the technical and financial evaluation in the ratio of 70:30 with the bidder obtaining the highest total marks becoming eligible for appointment.
 - d) In the event of tie after final evaluation, the tie 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.



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

Sr No	Parameters	Scoring Scale	Remarks	Score
1	Experience of the CA Firm	Half point (0.5) for every calendar year. [Maximum 15 Points]	Establishment year as per the ICAI data	
2	Full Time Fellow Chartered Accountant (FCA) Partners	One and half (1.5) Point for each Full-Time FCAs. [Maximum 12 Points]	Number of Full Time FCA associated with the firm throughout the calendar year immediately preceding the year of empanelment.	
3	Association of Full-Time CA partners with the firm - Number of Partners	• One point (1.0) for each Full-Time CA partner associated with the firm for more than five years and upto seven years. • One and half point (1.5) for each Full-Time CA partner associated with the firm for more than seven years and upto ten years. • Two points (2.0) for each Full-Time CA partner associated with the firm for more than ten years. [Maximum 10 Points]	Completed years from the joining date of CA partner.	
4	Key Professional Staff - Full Time CA Employees	One point (1.0) each for Full Time CA employees. [Maximum 8 Points]		



5	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g. consultancy)	- One point (1.0) each for turnover of ₹100 lakh average turnover and its multiples in metro cities (Mumbai, Delhi, Chennai, Kolkata, Bengaluru and Hyderabad) - One point (1.0) each for completed ₹ 60 lakh and its multiples at other places. [Maximum 10 Points]	e.g., If a firm is situated in Delhi having average turnover of ₹ 450 lakh, it would be awarded four points. In nonmetro centres, the firm with same turnover would get seven points.	
6	Number of Skilled Staff - Qualified in Group 2 of CA Intermediate	Quarter point (0.25) each for Full Time Qualified Skilled Staff [Maximum 12 Points]	e.g., If a firm has 30 Full Time Qualified Skilled Staff, then 7.5 points would be awarded.	
7	Experience of the CA firm in bank audits as Concurrent Auditors /Statutory Central/ Branch Auditor	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 20 Points]	e.g., In case the CA firm has 17 years of experience in bank audits as Concurrent Auditor/ Statutory Central /Branch Auditor, 8.5 points would be awarded.	
8	Number of Full Time Partners having eight or more years of Bank Statutory Audit experience.	One point (1.0) each for Full Time Partner having eight or more years of Bank Statutory Audit experience. [Maximum 4 Points]	e.g., if a firm has five Full Time Partners having more than 10 years of experience of Bank Statutory Audit, then four points would be awarded.	



9	Previous experience in RBI Audits as Concurrent Auditor/Statutory Central/ Branch Auditors.	- No Prior Experience of Audits in RBI - [Nil Point] - Prior Experience of Audits in RBI - [3.0 Points] [Maximum 3 Points]	In case of new firm having no prior audit engagement with RBI, no point would be awarded.	
10	Additional qualifications/ continuous skill upgradation of the Full Time CA Partners.	- 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 ICAI in viz. (i) IND AS (ii) Forensic Accounting and Fraud Prevention (iii) Public Finance & Government Accounting Concurrent audit of Banks (v) Anti Money Laundering Law (vi) Forex and Treasury Management (vii) Goods and Service Tax. [Maximum 6 Points]	One Full Time CA Partners will be awarded point only for one qualification.	
PROFESSIONAL TRACK RECORD				



11	The CA firm or any of its CA partners reprimanded by National Financial Reporting Authority (NFRA) in previous three years.	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 member as per ICAI in the previous five years.	The score of the firm will be reduced by 10 points, if the CA firm or any of its CA partner/s and/or any of the CA employee/s of the firm was/ were held guilty of professional misconduct during the previous five years under the Chartered Accountants Act 1949. [Maximum '0' Point]		
14	Refusal of Audit/s allotted by RBI in the previous three years.	The score of the firm, will be reduced by 10 points, in case, in the previous three years, the CA firm had refused to take up the assigned concurrent audit or left the concurrent audit assigned to it by RBI before completion of stipulated three years period. [Maximum '0' Point]		
		TOTAL		



ii. **Annex-2:**

Criteria for Financial Bid Evaluation

S 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

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

The applications indicating less than the minimum monthly remuneration (Rs.1,31,000/- excluding GST) will be out-rightly rejected.



VIII) Terms and Conditions

1. Tenders (Technical and Financial bids) are invited from Category-I CA firms for conducting Concurrent Audit of DSIM, CO Cluster, Reserve Bank of India, Mumbai.
2. The two-stage tendering process would be as under:
 - a) Tender is invited comprising a two-stage process involving technical and financial bidding with separate evaluation for the two stages and a qualifying criterion in the technical evaluation.
 - b) The first stage will be evaluation of the technical bids. The detailed criteria for technical evaluation is given in [Annex-1](#). 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.
 - c) 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-2](#).
 - d) 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 DSIM, CO cluster RBI, Mumbai.
 - e) 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. The firm selected on the basis of the above process will be eligible for appointment as concurrent auditor initially for the period from October 01, 2026 to September 30, 2027, 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.

- f) The minimum monthly remuneration would be Rs. 1,31,000/- (Rupees One lakh Thirty One Thousand only) exclusive of GST and inclusive of all costs for undertaking the Concurrent Audit of DSIM, CO cluster, RBI Mumbai. The remuneration would be for the period of three years and will not be changed on renewal. The remuneration would be paid after deduction of Income Tax at source as per Income Tax Act 2025 and other applicable taxes. The quoted remuneration shall be final and irreversible. The payment shall be made electronically within a reasonable period after submission of bill by the firm. RBI shall not be liable for any penalty for delay in payment for reasons beyond its control.
3. The Concurrent Audit team should comprise of atleast One Chartered Accountant and Two Skilled staff at BKC Office (DSIM-CO, Inspection Department and Rajbhasha Department) and One Chartered Accountant and Two Skilled staff at Byculla Office (DGBA and RBISB). The skilled staff should have at least qualified in Group 2 of CA intermediate or Group II of IPCC (Integrated Professional Competence Course) and undergoing article training. The team should have working knowledge of computers/ systems. The qualification documents of all the staff who will be deputed in the Bank have to be submitted by the qualified bidder upon acceptance of offer of contract.
4. **Penalty Clause:** The presence of Chartered Accountant/ Partner of the firm on all working days during working hours is mandatory. The staff as indicated in point no. 3 has to be present on all working days of RBI and observe the working hours of RBI. Further, also Saturdays and Sundays and other holidays, if required due to office exigency. The presence of the above staff would be monitored by the Bank. No deviation from the prescribed strength of Audit team will be permitted under any circumstances. Absence of any one or more of the deployed staff/ suitable similar/ equivalent substitute staff would attract a penalty of **₹2,000/- per day**. Under all circumstances, it should be ensured that all skilled staff of both the teams 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 skilled staff are replaced in a staggered manner.



5. The firms which are currently Statutory Branch Auditors/ Concurrent Auditors of RBI and those firms which have conducted such audits in RBI in the past but at least two years have not elapsed since the completion of such assignment, as on September 30, 2026 are **NOT** eligible to apply. An undertaking to this effect in attached [Annex-A](#) is required to be submitted by the firm.
6. An indicative list of activities covered under the audit is given in [Annex-B](#). All the departments as indicated in [Annex-B](#) shall be covered under Concurrent Audit. The firm shall assist Bank's staff in determination of all statutory taxes and returns thereof. The Bank reserves the right to add/ delete areas of audit as per its requirement for which there would be no change in the monthly remuneration quoted and agreed.
7. 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.
8. 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.
9. 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.
10. The process of selection of concurrent auditors will be completed through e-tendering. All chartered accountant firms are required to register themselves on <https://etenders.gov.in/eprocure/app> for e-tendering process.
11. Please note that for applying under the e-tendering process, a firm should be registered on CPPP. Therefore, you are requested to expedite vendor registration for participation in the tender process.
12. Part-I of the tender will be opened on September 16, 2026 at 1100 Hrs. Part-II of the tenders 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. The uploaded tender form must be filled in English. If



any of the documents is missing or unsigned, the tender may be considered invalid by the Bank in its discretion.

13. 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.
14. 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.
15. All disputes arising out of or in any way connected with this appointment shall be deemed to have arisen at Mumbai and only Courts in Mumbai shall have the jurisdiction to determine the same.
16. The acceptance of offer of contract shall be communicated by the successful bidder such that the acceptance is received by the Reserve Bank within **5 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.
17. The CA shall indemnify and keep indemnified, defend and hold good the Reserve Bank, its directors, officers, employees and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the CA on account of misconduct, omission and negligence by the CA.
18. The CA shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the Bank to any other firm.
19. It shall be the CA's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed. If the 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.
20. The Bank reserves the right to amend/ modify the tender document or issue any corrigendum/ addendum to the bid process. The bidder shall not contest the right of the RBI to do the aforesaid.



21. Non- disclosure-

- a) The Firm/ Company shall not disclose directly or indirectly any information, materials, and details of the Bank's infrastructure/ systems/ equipment etc., which may come to the possession or knowledge of the Firm/ Company while discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Firm/ Company shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Firm/ Company shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank.
 - b) Failure to observe the above shall be treated as breach of contract on the part of the Firm/ Company and the Bank shall be entitled to claim damages and pursue legal remedies. The Firm/ Company shall take all appropriate actions, as required, to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Firm's/ Company's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
 - c) The selected firm is required to submit an affidavit-cum-indemnity bond on nonjudicial stamp paper (value as per local stamp laws) at the time of appointment/ extension of the term of appointment, as to the maintenance of confidentiality and secrecy of the Bank's systems and procedures as also to indemnify the Bank against any claim due to loss or damage arising because of disclosure of any information by it.
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 within seven days after notice of him/ her/ them requiring him/ her/ them to do so, to show to the reasonable satisfaction of Bank that the firm is able to carry out and fulfil the appointment and to give security thereof, if so required by Bank.
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 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 Adviser-in-Charge, Department of Statistics and Information Management, Reserve Bank of India, Mumbai 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 Adviser-in-Charge 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, ESI, minimum wages etc. 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 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 work place (Prevention, Prohibition and Redressal) Act, 2013. In case of any complaint of sexual harassment against its employees within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the firm and the firm shall ensure appropriate action under the said Act in respect 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. No advance shall be paid. Bill for monthly remuneration may be raised by the CA firm on a monthly basis and the same shall be settled after deducting all applicable statutory taxes i.e. GST etc. The payment shall be made within 30 days through NEFT from the date of submission of complete bill. TDS Certificate shall be issued every quarter in support of TDS deductions effected from the bills.

31. **Compliance to IS policy:** The Bank requires all staff, consultants & external vendors/contractors to comply with the Bank's information security policies, violation of which may attract disciplinary action(s) as per HR Disciplinary Process.

32. **Signing of Contract:**

- a. General instructions to the bidders and special conditions hereinbefore referred to shall be the basis of the final contract to be entered into with the successful bidder.



- b. In case of partnership firms the Tender submitted on behalf of a firm shall be signed by the partner of the firm on its behalf.
- c. On receipt of intimation from RBI regarding acceptance of the Tender, the successful tenderer shall be bound to implement the Contract from the date specified therein. The successful tenderer shall sign an agreement/ contract in accordance with the extant provisions. The successful tenderer shall be liable to pay the appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in Maharashtra.
- d. The acceptance of offer of contract shall be communicated by the successful bidder such that the acceptance is received by the Bank within 5 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, 2024.

Further, we are not currently appointed / were not appointed in the past as Statutory Auditors in DICGC and NHB during since September 30, 2024. 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 2026 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 atleast One Chartered Accountant and Two Skilled staff at BKC Office (DSIM-CO, Inspection Department and Rajbhasha Department) and One Chartered Accountant and Two Skilled staff at Byculla Office (DGBA and RBISB). The skilled staff should have atleast qualified in Group 2 of CA Intermediate or Group II of Integrated Professional Competence Course (IPCC) and undergoing article training. The team should have working knowledge of computers/ systems.
2. The profile of the audit firm should include information of partners, staff strength (skilled) and previous experience of similar auditing etc.
3. The appointment of the Concurrent Auditors (CAs) will be for a period of one year initially i.e. from October 01, 2026 to September 30, 2027. Subsequently the same will be renewed for second and third year subject to annual review of the CAs performance by the office.
4. The presence of the Chartered Accountant/Partner of the firm is mandatory and his /her presence along with the requisite complement of staff on a regular basis will be monitored by the Bank.
5. The minimum monthly remuneration would be **₹1,31,000.00** (Rs. One Lakh Thirty One Thousand only) exclusive of GST. The quotation should clearly mention the total monthly remuneration for undertaking the audit of DSIM CO Cluster, RBI, Mumbai. The remuneration would be for the period of three years and will not be changed on renewal.
6. The remuneration would be paid after deduction of Income Tax at source as per Income Tax Act 2025.
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/Sub-Offices. The auditors are



expected to identify the problem areas at the Office and offer their suggestions to overcome them.

9. 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.
10. There should not be any delay in subjecting the transactions to Concurrent Audit.
11. 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.
12. The auditors have also to verify and report whether the transactions are properly recorded / documented and vouched.
13. 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 Office. Irregularities noticed in sensitive areas or transactions, which are of suspicious or fraudulent nature, should be brought to the notice of the Officer-in-Charge 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.
14. Any adverse remarks on the facets of working of the Departments should be supported by reasons therefore.
15. 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.
16. 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.
17. 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.



18. 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".

19. 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. Scope of Work

1. The Concurrent Auditors will cover the following departments of Reserve Bank of India at its office at Bandra Kurla Complex, Mumbai:
 - i. Department of Statistics and Information Management (DSIM, CO)
 - ii. Rajbhasha Department, Central Office and
 - iii. Inspection Department, Central Office; and
2. The Concurrent Auditors will also cover the following departments of Reserve Bank of India at its office at Byculla, Mumbai:
 - i. Reserve Bank of India Services Board (RBISB)
 - ii. Department of Government Bank Accounts (DGBA, CO)
3. On an average the number of vouchers to be checked by CAs on a monthly basis would be around 240 (approx). 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.
4. The CAs are expected to familiarize themselves with the systems and procedures of the Office / Department and expected to go through all the relevant circulars / guidelines issued by the Bank from time to time, the provisions incorporated in the relevant manuals, Expenditure Rules etc.



5. The CAs are expected to familiarize themselves with the application (i.e., AMS / NGAAS) of the Bank for audit purposes and submit the report/s and create action paras (including rectified paras) as required by the Bank.
6. The CAs should undertake the scrutiny of vouchers with particular reference to following aspects –
 - (a) Adherence to Bank's Expenditure Rule.
 - (b) Narration and accounting under the proper head of Accounts.
 - (c) Correct accounting of Revenue and Capital Nature of Expenditures.
 - (d) Maintenance of all relevant accounts (such as RBI Gen a/c, SGL, supporting Records / Registers etc.) as per prescribed norms.
 - (e) Inter- office Reconciliation a/c, Adjustments a/c.
 - (f) Reconciliation and monitoring of charges a/c at monthly interval.
 - (g) Calculation of claims of agency commission.
7. **The detailed scope of work / checklist for CAs** is enclosed as [Annex C](#). The checklist details the financial and non-financial areas that need to be looked into while conducting the audit. Concurrent audit as per checklist is mandatory.
8. The CAs should take up audit of vouchers / records / registers on the agreed dates / days in consultation with the concerned Office/ Department.
9. The CAs are required to identify deficiencies if any noticed for spot rectification.
10. The CAs are expected to verify and report that the financial transactions undertaken are in conformity with the laid down systems and procedures of the Bank and as per the prevailing tax/laws issued by any regulatory authority from time to time.
11. 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, House Keeping Statements etc., as per the requirement of the Office/ Department.
12. CAs are required to ensure GSTR/any other tax filing of eligible transactions pertaining to the concerned Office/Department.
13. CAs should certify that the payments, etc., are compliant with appropriate tax rules, as and when they are made.



14. CAs should take up random check of the Inventory items in the department on half yearly basis as per the inventory list of the department.
15. The CAs functions as specified above may be enlarged at a future date as per the requirement of the Office / Department.

C. Reporting requirements

1. The Monthly Audit Report and the Certificate should be submitted in the format prescribed by the Bank with seal and sign within 10 working days.
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 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.



XI. Detailed Scope of work (Annex - C)

Concurrent Audit Checklist of DSIM CO Cluster

I. Scope of Concurrent Audit for DSIM, CO

Sr. No.	Checklist Section	Checklist Description
1	APMD	Whether verification of petty cash balances has been carried out on monthly basis?
2	APMD	Whether service sheets are updated and authenticated with all required details?
3	APMD	Payment of Goods & Services Tax
4	APMD	Petty Cash: (Physical Verification)
5	APMD	Postage Stamps: (Physical Verification)
6	APMD	Revenue Stamp Verification
7	APMD	Franking Machine (Surprise Check)
8	APMD	Dispatch of Letters
9	APMD	Cheque Books: (Physical Verification)
10	APMD	Cancelled or Destroyed Cheques
11	APMD	C.H.B A/c
12	APMD	Sundry Deposit A/c
13	APMD	Suspense A/c
14	APMD	Balancing of Books
15	APMD	Maintenance of Subsidiary Ledger
16	APMD	Quarterly Charges A/c Analysis Vis-a-Vis Annual Budget Plan
17	APMD	Establishment: Medical



18	APMD	Establishment: Miscellaneous-Transfer/Traveling & Halting allowances
19	APMD	Establishment: Miscellaneous- Reimbursement of Out of Pocket & Conveyance Expenses
20	APMD	Establishment: OLDR and Staff Canteen Expenses
21	APMD	Establishment: Tea / Coffee Vending Machines
22	APMD	Establishment: Welfare Activities
23	APMD	Establishment: Scholarships for wards of employees
24	APMD	Establishment: Domestic Training: Training fees paid to external institutes/consultants
25	APMD	Establishment: In-house programmes
26	APMD	Establishment: Foreign Training-Travel and Halting allowance
27	APMD	Establishment: Foreign Training- Training fees
28	APMD	Establishment: Golden Jubilee Scholarship Scheme
29	APMD	Establishment: Miscellaneous - Not Enumerated
30	APMD	Establishment: Incentive scheme for employees for acquiring higher qualification
31	APMD	Auditors' Fees and Expenses
32	APMD	Postage/SWIFT/Cable TV/CCTV
33	APMD	Telecommunication Charges
34	APMD	Telecommunication Charges - Telephone / Cellular Phone / Fax
35	APMD	Telecommunication Charges - Internet
36	APMD	Online Data Services
37	APMD	Printing Charges- Bank's Publications



38	APMD	Printing Charges- Other Printing Charges
39	APMD	Printing Charges- Photocopy, Binding, Transcription, Copy-editing, Translation
40	APMD	Stationery Expenses
41	APMD	Computer Consumables
42	APMD	Computer Software Costing less than Rs. 1 lakh
43	APMD	Record Management-RFID Tagging of Assets
44	APMD	Advertisement
45	APMD	Library Books
46	APMD	Newspapers and Periodicals
47	APMD	Dead Stock other than Buildings
48	APMD	Maintenance / Service Contracts / Agreements / Work Orders - Computer Hardware / Software
49	APMD	Maintenance / Service Contracts / Agreements / Work Orders- Service Providers
50	APMD	Car Hire
51	APMD	Sundry Articles up to Rs. 1 lakh each - Sundry Articles up to Rs. 5,000/- each
52	APMD	Sundry Articles up to Rs. 1 lakh each - Furniture - Office
53	APMD	Sundry Articles up to Rs. 1 lakh each - Furniture – Residence
54	APMD	Electrical Installations and other Equipment – Office
55	APMD	Electrical Installations and Other Equipment - Residence
56	APMD	Computers/Microprocessors and Other Electronic Items & Easily Portable Electronic Items up to Rs. 10,000/- each



57	APMD	Telecommunication Equipment
58	APMD	Quiz, Debate, Hackathon, Competitions and Other Such Events
59	APMD	Official Entertainment
60	APMD	Contributions to Local / Foreign Institutions
61	APMD	Consultancy Charges (other than Legal)
62	APMD	Meetings / Seminars / Workshops / Guest Lectures / Conferences / Events
63	APMD	Expenditure towards Trainings arranged for Outsiders
64	APMD	Rajbhasha related Expenses
65	APMD	Expenditure Incurred on Surveys and Information Support Services
66	APMD	Usage and Other charges paid to other Institutions
67	APMD	Carpets, Venetian Blinds, Curtains, Bedsheets, Mattresses, Roller Blinds, and other similar items
68	APMD	Miscellaneous- Conveyance Charges (Local)
69	APMD	Sitting Fees and other expenses of Outside members of Committees / Working Groups constituted by the Government / Bank
70	APMD	Miscellaneous- Not Enumerated
71	APMD	Bills Register (Maintenance Section)
72	APMD	Verification of Annual Maintenance Contract
73	APMD	Security Deposit
74	APMD	Pension, Gratuity & Payment of Retired Employees
75	APMD	Verification of Vouchers
76	APMD	Valuable Register (RBR. 113)



77	APMD	Compliance of Audit Para's of Earlier Reports
78	APMD	Physical Verification of Dead Stock by the Department
79	APMD	BANK GUARANTEES AND AMCs
80	APMD	Memento
81	APMD	Project A/c
82	APMD	Repairs to Bank Property Dead Stock Other Than Bldg
83	APMD	Depreciation of Property- Dead Stock Other Than Bldg
84	APMD	National Pension System (NPS)- Status of PRAN
85	APMD	Law Charges
86	APMD	Dead Stock A/c
87	APMD	Library
88	APMD	Contract not renewed in time.
89	APMD	Surprise verification of the following by General Manager (GM)/ Deputy General Manager (DGM): (i) Surprise Verification of Record Room/housing loan documents/service sheets, etc (Half-Yearly). (ii) Surprise Verification of bills processed at APMD (Quarterly). (iii) Checking of BG Register and the BG documents maintained under the custody of APMD (Quarterly).
90	APMD	Return of Bank Guarantee on expiry of the same.
91	APMD	Sanctioning of expenditure without Competent Authority's approval.
92	APMD	Whether all register required as per COD's instructions are maintained
93	APMD	Entries recorded in various sheets, register-whether updated or not



94	APMD	"Timely submission of Quarterly Budget Review statements to CSBD,Co."
95	APMD	"Timely submission of CTEO statement to CVC ,HRMD, Co."
96	APMD	Irregular sanction by authorities below the rank of Officer-in-Charge (OIC)
97	APMD	Irregular sanction by Officer-in-Charge (OIC)
98	APMD	Whether all the employees covered under NPS have obtained PRAN, got it tagged to RBI and the details have been communicated to Samadhan i. No. of employees covered under NPS, who are yet to obtain PRAN/get it tagged to RBI at the beginning of the month: ii. No. of employees who have obtained PRAN/tagged to RBI, during the month: iii. No. of employees who are yet to obtain PRAN/get it tagged to RBI as at the end of the month
99	APMD	(i) Whether any NPS related issue was raised by any of the employees (ii) If yes, whether any visits of the HDFC representatives (POP) was arranged by the office to attend to the NPS related issues of the employees. (iii) If yes, number of meetings arranged with the POP during the month.
100	APMD	Whether all bills were entered in the inward bills register and were properly scrutinized, necessary pay orders obtained. Promptness in payment of bills is to be seen.
101	APMD	Whether all bill have Invoice no. and proper GST details.
102	APMD	Whether all invoice amount and calculations are regularly scrutinized for the raised amount.
103	APMD	Whether 'PAID' stamp is affixed as per the provisions of para 5.3.10 of the PD Manual on all copies of the bills including duplicates, sanction notes, etc. to guard against payment / presentation again.



104	APMD	Whether it was ensured that all payments to staff and outside parties were made by ECS/EFT/NEFT. Whether NEFT credit was given to the correct account.
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II. Scope of Concurrent Audit for Inspection Department, CO

Sr. No.	Department/ Division	Checklist Section	Check Point	Subject
1	Accounts Division	Dead Stock-Computer/Microp rocessors/Other Electronic Items Above Rs.1, 00,000	Dead Stock-Computer/Mi croprocessors /Other Electronic Items Above Rs.1, 00,000	Computers / Microprocessors and Other Electronic Items
2	Accounts Division	Accounts Section- Conveyance Charges	LFC, RFC & Leave Encashment Claims:	Leave Fare Concession and Retirement Fare Concession (LFC and RFC) And Travel Fare Allowance (TFA)
3	Accounts Division	Accounts Section - Ta/Ha	Est. Misc. Transfer Ta/Ha Allowance Bd	Transfer / Travelling and Halting Allowances
4	Accounts Division	Accounts Section- Conveyance Charges	Reimburseme nt of Local Conveyance Charges	Reimbursement of Out of Pocket & Conveyance Expenses
5	Accounts Division	Reimbursement of Any Other	Reimburseme nt of Any Other	Reimbursement of Expenses to Employees



		Expense to Employee:	Expense to Employee:	
6	Accounts Division	OLDR & Canteen: Establishment- Miscellaneous- Expenses On OLDR/Food Coupons	OLDR & Canteen: Establishmen t- Miscellaneous -Expenses On OLDR/Food Coupons	OLDR And Staff Canteen Expenses
7	Accounts Division	Establishment Miscellaneous Contribution to Recreationary Club/Other	Establishmen t Miscellaneous Contribution to Recreationary Club/Other	Contribution to Recreation Clubs / Staff Organisations
8	Accounts Division	Accounts Section-Est Misc Scholarship Bd	Accounts Section-Est Misc Scholarship Bd	RBI Golden Jubilee Scholarship Scheme
9	Accounts Division	Accounts Section - TA/HA	Training Expenses- Domestic Training- TA/HA	Training Expenses, Travelling and Halting Allowances



10	Accounts Division	Accounts Section - Training	Training Expenses- Domestic Training- In House Program:	Training Expenses, In-House Programmes
11	Accounts Division	Accounts Section - Training	Training Expenses - Domestic Training- Other Expenditure:	Training Expenses, Other Expenditure
12	Accounts Division	Accounts Section - Training	Training Expenses- Foreign Training Fees:	Training Expenses, Foreign Training Fees
13	Accounts Division	Accounts Section - Training	External Institutes/Consultants	Training Expenses, Training Fees Paid to External Institutions / Consultants
14	Accounts Division	Domestic Training Expenses- Training/Fees Paid to Ext Inst/Cons	Domestic Training Expenses- Training/Fees Paid to Ext Inst/Cons	Domestic Training, Training Fees Paid to External Institutions / Consultants



15	Accounts Division	Est- Misc. Incentives for Employee for Acquiring Higher Qualification	Est- Misc. Incentives for Employee for Acquiring Higher Qualification	Incentive Scheme for Employees for Acquiring Higher Qualifications
16	Accounts Division	Establishment Miscellaneous Not Enumerated (EMNE)	Establishmen t Miscellaneous Not Enumerated (EMNE)	Not Enumerated
17	Accounts Division	Directors, Fees & Expenses	Directors, Fees & Expenses	Central Board Directors' and Local Board Members' Fees and Related Expenses
18	Accounts Division	Accounts Section-Special Audit	Accounts Section- Special Audit	Special Audits
19	Accounts Division	Rent, Taxes & Insurance	Rent, Taxes & Insurance	Rent, Taxes, Insurance, Lighting, Water, And Other Similar Expenditure



20	Accounts Division	Accounts Section-Postage and Courier Charges:	Postage Tele. Charges Teleph. Cel. Fax	Telecommunica- tion / Telephone / Cellular Phone / Fax
21	Accounts Division	Accounts Section-Postage and Courier Charges:	Postage and Courier Charges	Postage / Courier Charges
22	Accounts Division	Accounts Section - Telephone Bills	Periodic Expenditure on Account of Charges for Swift / Smart Card, Cable TV, CCTV, And so on	Swift / Smart Card Charges
23	Accounts Division	Accounts Section - Telephone Bills	Office Telephones	Internet
24	Accounts Division	Accounts Section -Printing &Stationery	Printing Charges of Stationery Articles, Etc.	Other Printing Charges
25	Accounts Division	Accounts Section -Printing &Stationery	Printing &Stationery	Stationery Expenses
26	Accounts Division	Printing Charges Bank Publication	Printing Charges Bank Publication	Bank's Publications



27	Accounts Division	Accounts Section -Printing &Stationery	Photocopying & Binding	Photocopy, Binding, Transcription, Copy-Editing, Translation
28	Accounts Division	Accounts Section -Printing &Stationery	Computer Consumables	Computer Consumables
29	Accounts Division	Computer Software Bd:	Computer Software Bd:	Computer Software Costing Less Than ₹1 Lakh
30	Accounts Division	Record Management(Scanning Etc)	Record Management(Scanning Etc)	Scanning / Digitisation
31	Accounts Division	Record Management	Record Management	Radio Frequency Identification (RFID) Tagging of Assets
32	Accounts Division	Depreciation of Property Dead Stock Other Than Building	Depreciation of Property Dead Stock Other Than Building	Dead Stock Other Than Buildings
33	Accounts Division	Advertisement	Advertisemen t	Advertisement



34	Accounts Division	Accounts Section-Library:	Accounts Section-Library:	Library Books
35	Accounts Division	Accounts Section-Newspapers& Periodicals	Newspapers& Periodicals	Newspapers and Periodicals
36	Accounts Division	Accounts Section-Uniform &Liveries:	Accounts Section-Uniform &Liveries:	Liveries
37	Accounts Division	Maintenance Service Contract for Hardware and Software:	Maintenance Service Contract for Hardware and Software:	Computer Hardware / Software
38	Accounts Division	Maintenance Service Contract D/S Other Than Building	Maintenance Service Contract D/S Other Than Building	Dead Stock Other Than Buildings
39	Accounts Division	Accounts Section - Car Hire	Car Hire	Car Hire
40	Accounts Division	Dead Stock-Electrical Installations and Other Office Equipment	Dead Stock-Electrical Installations and Other	Electrical Installations and Other Equipment – Office



			Office Equipment	
41	Accounts Division	Accounts Section-Sundry Articles Upto Rs.100000/:	33.1(B) - Sundry Art Upto Rs.1 Lakh - Furniture Office	Furniture - Office
42	Accounts Division	Accounts Section-Sundry Articles Upto Rs.100000/:	33.1 -Bdc- Fur-Res-Sdy Art Upto 1 Lakh	Furniture - Residence
43	Accounts Division	Accounts Section-Sundry Articles Upto Rs.100000/:	33.1(D)- Sundry Art Upto Rs.1 Lakh - Elec Inst Oth - Office	Electrical Installations and Other Equipment - Office
44	Accounts Division	Accounts Section-Sundry Articles Upto Rs.100000/:	33.1 -Chgs- Sdry Article Upto 1 Lakh- Items Below 5000	Sundry Articles Up To ₹5000/- Each
45	Accounts Division	Accounts Section-Sundry Articles Upto Rs.100000/:	33.1(F)- Sundry Art Upto Rs.1 Lakh-Comp	Computers / Microprocessors and Other Electronic Items



			and Oth Elec Items	
46	Accounts Division	Accounts Section-Est Misc- Miscellaneous Expenses Offical Entertainment (Tea/Lunch Service)	Accounts Section-Est Misc- Miscellaneous Expenses Offical Entertainmen t (Tea/Lunch Service)	Official Entertainment
47	Accounts Division	Accounts Section- Consultancy Charges	Accounts Section- Consultancy Charges	Consultancy Charges (Other Than Legal)
48	Accounts Division	Misc.Exp.Seminar r Guest Lectures	Misc.Exp.Seminar Guest Lectures	Meetings / Seminars / Workshops / Guest Lectures / Conferences / Events
49	Accounts Division	Rajbhasha Related Expenses	Rajbhasha Related Expenses	Rajbhasha Related Expenses
50	Accounts Division	Miscellaneous Expenses Not Enumerated (MENE)	Miscellaneous Expenses Not Enumerated (MENE)	Not Enumerated



51	Accounts Division	Accounts Section	Payment of Goods & Services Tax	Payment of Goods & Services Tax
52	Accounts Division	Accounts Section -Physical Verification	Petty Cash	Petty Cash
53	Accounts Division	Accounts Section -Physical Verification	Revenue Stamp Verification	Revenue Stamp Verification
54	Accounts Division	Accounts Section -Physical Verification	Postage Stamps	Postage Stamps
55	Accounts Division	Accounts Section -Physical Verification	Cheque Books	Cheque Books
56	Accounts Division	Accounts Section- Transit Entries/Accounts	Sundry Deposit A/C	Sundry Deposit A/C
57	Accounts Division	Accounts Section- Transit Entries/Accounts	Suspense A/C	Suspense A/C
58	Accounts Division	Accounts Section- Transit Entries/Accounts	Balancing of Books	Balancing of Books
59	Accounts Division	Accounts Section- Transit Entries/Accounts	Security Deposit Account	Security Deposit Account



60	Accounts Division	Accounts Section - Dead Stock: - Repairs to Bank Property Other Then Building	Physical Verification by The Department	Physical Verification by The Department
61	Accounts Division	Accounts Section- Outstanding Bills Register	Accounts Section- Outstanding Bills Register	Outstanding Bills Register
62	Accounts Division	Accounts Section- Verification of Bills/Sanction Notes:	Accounts Section- Verification of Bills/Sanction Notes:	Verification of Bills/Sanction Notes
63	Accounts Division	Forfeiture of Leave (For Late Attendance)	Forfeiture of Leave (For Late Attendance)	Forfeiture of Leave (For Late Attendance)
64	Accounts Division	Leave Adjustment	Leave Adjustment	Leave Adjustment
65	Accounts Division	Reimbursement of Conveyance Charges to Officers:	Reimbursement of Conveyance Charges to Officers:	Reimbursement of Conveyance Charges to Officers:
66	Accounts Division	Pension, Gratuity & Payment of	Pension, Gratuity & Payment of	Pension, Gratuity & Payment of



		Retired Employees	Retired Employees	Retired Employees
67	Accounts Division	Increments	Increments	Increments
68	Accounts Division	Damaged Electronic Items for Claim from Insurance Company:	Damaged Electronic Items for Claim from Insurance Company:	Damaged Electronic Items for Claim from Insurance Company:
69	Accounts Division	Bank Guarantee Invoked and Amount Transferred to Commission Account:	Bank Guarantee Invoked and Amount Transferred to Commission Account:	Bank Guarantee Invoked and Amount Transferred to Commission Account:
70	Accounts Division	Filing of Quarterly TDS Return:	Filing of Quarterly TDS Return:	Filing of Quarterly TDS Return:
71	Accounts Division	Financial Entry Request Raised During the Month:	Financial Entry Request Raised During the Month:	Financial Entry Request Raised During the Month:
72	Accounts Division	Transfer (TA) Bills:	Transfer (TA) Bills:	Transfer (TA) Bills:



73	Accounts Division	Budget	Budget	Budget
74	Accounts Division	Bank Guarantees and AMC's:	Bank Guarantees and AMC's:	Bank Guarantees and AMC's
75	Accounts Division	Accounts	Computer Software Costing Above 1 Lakh	Computer Software
76	Accounts Division	Accounts Section	Earnest Money Deposit Account	Earnest Money Deposit Account



III. Scope of Concurrent Audit for Rajbhasha Department, CO

Sr. No.	Checklist Section	Checklist Description
1	Administration	Whether the payment is made following proper procedure? Miscellaneous
2	Administration	Whether Quotation Register is maintained and updated regularly?
3	Administration	Repair to Bank Property D/S Other than Building
4	Administration	Whether it is maintained properly? Accounts
5	Administration	Whether there are any discrepancies related to leave?
6	Administration	Whether payment of encashment of leave to retiree was based on last drawn gross pay and ordinary leave as per the service sheet
7	Administration	Whether verification of Petty cash balance has been carried out on monthly basis?
8	Administration	Whether service-sheets are updated and authenticated with all required details
9	Administration	Whether the payment is made following proper procedure? Local Conveyance
10	Administration	Whether verification has been carried out on monthly basis? Deadstock/ stationary
11	Administration	Whether register is maintained properly? Attendance
12	Administration	Whether there were any cases of overtime & retirement?
13	Administration	MENE
14	Administration	Conveyance (Local)
15	Administration	Newspaper
16	Administration	Telephone
17	Administration	Stationery



18	Administration	Liveries
19	Administration	Computer consumable
20	Administration	Postage/ Courier
21	Administration	Petrol Diesel- Car hire
22	Administration	Depreciation of property Dead stock other than building.
23	Administration	Record Management (Scanning ETC)
24	Administration	Est Misc Scholarship BD
25	Administration	MAINT SERVICE CONTR-DEAD STOCK OTH THAN ID ASSETS
26	Administration	EST MISC - OLDR AND STAFF CANTEEN EXPENSES
27	Administration	Whether there are any discrepancies? Monthly charges reconciliation
28	Administration	Whether the bills were verified before sending to HRMD for payments?
29	Administration	Whether the payment is made following proper procedure? MENE
30	Administration	Whether the prescribed statements and returns are submitted on time?
31	Administration	Lunch Time Certification
32	Administration	Review of Late Coming
33	Administration	Monthly Reporting of Leave
34	Administration	Monthly Work Certificate
35	Administration	Review of monthly details of expenses statement
36	Administration	Office Premises – Fire hazards – safety precautions
37	Administration	Letters pending for more than 1 month
38	Administration	BVO - quarterly report



39	Administration	Family members in bank financial ins. etc. - quarterly report
40	Administration	Staff discipline etc. - Monthly report
41	Administration	Vigilance and anti – corruption - quarterly report
42	Administration	Class III staff - quarterly report
43	Administration	CTEO-Works and Contract - quarterly report
44	Administration	Annual BVO Report
45	Administration	List of Employees with Doubtful Integrity
46	Administration	QPRs on Staff Discipline (Appendix C, D)
47	Administration	QPRs Data on permission granted for Post-retirement Commercial employment
48	Administration	Monthly statement on staff strength of the department
49	Administration	Vigilance related administrative matters
50	Administration	Monthly report on the cases of false caste certificate
51	Administration	Half- yearly statements on staff discipline (Appendix F, I)
52	Administration	Annual statements of penalties imposed for different types of misconducts during the year-Staff Discipline.
53	Administration	Whether there are any outstanding para(s) and Complied with?
54	Administration	Whether statutory requirements related to TDS has been complied?
55	Administration	EST MISC OTHER WELFARE ACTIVITIES
56	Administration	EST MISC TA HA DOMESTIC TOURS OTH THAN TRNG
57	ADMINISTRATION	EST Miscellaneous - Not Enumerated
58	ADMINISTRATION	EST Incentive scheme for employees for acquiring higher qualification
59	ADMINISTRATION	Original Artwork, Paintings and Other Items



60	ADMINISTRATION	Payment to Staff/Fulltime consultant on Contract
61	ADMINISTRATION	Sundry Articles Upto Rs.5000 each
62	ADMINISTRATION	Furniture - Office
63	ADMINISTRATION	Electrical Installations And Office Equipments - Office
64	ADMINISTRATION	Whether the payment is made following proper procedure? Internet Charges/ Sundry Article up to Rs. 1 Lakh- Telecommunication equip /other expenses/ Medical Expenses/ Memento / Education Allowance/ MENE / Uniform and Liveries / Essay Competition / House Journal Competition /Out of Pocket Expenses, Entertainment Allowance/ Brief case/Scholarship/ Tea lunch dinner/ Reimbursement of conveyance/ Book Grant/ Est-Misc.- Reimbursement of any other Exp. to Employee/ Reimbursement of newspaper at residence/ Reimbursement of telephone on declaration/ / Insurance
65	Prabhag I	Whether the payment is made following proper procedure? Miscellaneous
66	Prabhag I	Photocopying
67	Prabhag I	Whether Quotation Register is maintained and updated regularly?
68	Prabhag II	Domestic Training Ext. Inst.
69	Prabhag II	Domestic Training Other Expenditure
70	Prabhag II	Domestic Training In House Program
71	Prabhag II	Library books
72	Prabhag II	Whether register is maintained and is there any delay in returning books? Library Issue
73	Prabhag II	Whether the payment is made following proper procedure? Library – Purchase
74	Prabhag II	Whether Quotation Register is maintained and updated regularly?



75	Prabhag II	Whether the payment is made following proper procedure? Miscellaneous
76	Prabhag II	Whether register is maintained and verification has been carried out on monthly basis? Bank Publication
77	Prabhag II	Printing charges for bank publication
78	Prabhag III	Whether the payment is made following proper procedure? Miscellaneous
79	Prabhag III	Whether the Study Forum is conducted?
80	Prabhag III	RAJBHASHA RELATED EXPENSES
81	Prabhag III	Non – Misc Exp Seminar guest Lec
82	Prabhag III	Whether Quotation Register is maintained and updated regularly?
83	Prabhag IV	Whether the payment is made following proper procedure? Miscellaneous
84	Prabhag IV	Repair to Bank Property D/S Other than Building
85	Prabhag IV	Whether Quotation Register is maintained and updated regularly?
86	Prabhag IV	Maintenance Service Contract COMPUTER HARDWARE / SOFTWARE
87	Prabhag IV	Computer Microprocessor Electronic Item – SD ART
88	Prabhag IV	Computers/ Microprocessors and Electronic Items capital exp
89	Prabhag IV	Computer Software costing above rupees 1 lakh
90	Prabhag IV	Whether the Bank Guarantee has been issued following the proper procedure and its register maintained properly?
91	Prabhag IV	Computer Microprocessor Electronic Item – SD ART below 5000



IV. Scope of Concurrent Audit for DGBA, CO

Sr. No.	Aspects Covered	Category Financial/Non-Financial Major/Non-Financial Other	Check Point
1	Posting of Service Sheets including Re-Fixation of Pay on Account of Promotion /Annual Increment	Non–Financial- Others	a. Whether Office Order of the promotion has been sent to Samadhan through ASK HR for effecting pay re-fixation? Whether it is ensured that such pay re-fixation has been effected? Whether it is ensured that annual increment has been made effective for eligible employees?
2	Liveries	Financial	a. Whether Staff is eligible for Liveries? Whether payment is as per Expenditure Rules 2023?
3	Officer's Lounge and Dining Room/ Canteen Facility to Staff	Financial	a. Whether payment is as per Expenditure Rules 2023? b. Whether payments are received from DICGC in time? In case of delay beyond three weeks from the date of intimation, whether reminder has been sent for (for recovery)? c. Whether TDS is deducted correctly? Whether GST and ITC guidelines are being complied with?
4	Sodexo Meal Card	Non–Financial– Major	Are the Addition/Deletion of Sodexo Card Holders' details informed to HRMD, CO?
5	Library	Financial	Whether payment is as per Expenditure Rules 2023?
6	Tea/Lunch/ Dinner /Conveyance / Local Conveyance	Financial	Whether payment is as per Expenditure Rules 2023?
7	Entertainment Allowance/ Corp. Credit Card	Financial	a. Whether the payment is made following proper procedure? Whether payment is as per Expenditure Rules 2023?



8	Visiting Card Expenses	Financial	a. Whether the payment is made following proper procedure? Whether payment is as per Expenditure Rules 2023?
9	Other Misc. Expenses	Financial	a. Whether the payment is made following proper procedure? b. Whether payment is as per Expenditure Rules 2023? c. Whether TDS is deducted correctly? Whether GST and ITC guidelines are being complied with?
10	Car Hire Charges	Financial	a. Whether payment is as per Expenditure Rules 2023? b. Whether TDS is deducted correctly? Whether GST and ITC guidelines are being complied with?
11	Verification of Stationery	Non–Financial–Major	a. Whether periodical verification of stationery (on monthly/half yearly basis) has been carried out?
12	Stationery	Financial	a. Whether Order placed is as per MRO Guidelines? Whether payment is as per Expenditure Rules 2023?
13	Postage and Telegraph Charges	Financial	a. Whether payment is as per Expenditure Rules 2023? b. Whether physical balance of Postage stamps tallies with balance value / amount of postage stamps in register?
14	Newspaper Bills	Financial	Whether payment is as per Expenditure Rules 2023?
15	Telephone Bills	Financial	Whether payment is as per Expenditure Rules 2023?
16	Cable TV Connection Charges	Financial	Whether payment is as per Expenditure Rules 2023?
17	Computer Consumables (IT Cell)	Financial	a. Whether the payment is made following proper procedure? b. Whether payment is as per Expenditure Rules 2023? c. Whether TDS is deducted correctly? Whether GST and ITC guidelines are being complied with?
18	Computer Consumables (IT Cell)	Non–Financial–others	Trend analysis of expenditure on Computer Stationery –



			a. Whether the procuring authority has placed the procurement plan before ITPC in terms of Para 3.8 of IT Procurement Manual 2024?
19	Computer Consumables (IT Cell)	Non-Financial-others	a. Whether the procurement of desktops, laptops/ tablets/ i-Pads and printers, etc. is as per the latest guidelines on IT Procurement? (Para 1.4.3 of IT Procurement Manual 2024)
20	Computer Consumables (IT Cell)	Non-Financial-others	a. Whether an inventory of IT assets in the Office along with a Replacement Calendar, is maintained as per the latest guidelines on Replacement of IT Systems in RBI? (Para 5 of Guidelines on Replacement of IT Systems in RBI 2013)
21	Computer Consumables (IT Cell)	Non-Financial-others	a. Whether the capitalization of the IT assets in being ensured in FA Module of the e-Kuber while making payment to the vendor and whether the same was done correctly? (Para 5.3.17 (xv) of Premises Department Manual Vol-I, 2024)
22	Computer Consumables (IT Cell)	Non-Financial-others	a. Whether the half-yearly physical verification of Audio Video (AV)/ Video Conferencing (VC) equipment and Firewalls in the concerned office is being carried out and the details of the AV/ VC equipment installed in the office is being maintained in the Inventory Register? (Circular CO.DIT.NCD. No. S165/04-23 023/2024-2025 dated May 16, 2024)
23	Computer Consumables / e-waste (IT Cell)	Non-Financial-others	a. Whether the e-waste generated have been handed over only to the registered producer, refurbisher or recycler as stated in circular CO.DIT.INFW.No. S849/04-23-046 /2023-2024 dated February 02, 2024 on "E-waste (Management) Rule, 2022 - Responsibilities of Bulk consumer"?



24	Maintenance, Software Services (IT Cell)	Non-Financial-others	a. Whether all resources of IT Cell like computers, printers, and other hardware are adequately insured? b. Whether the details of newly acquired items/articles have been submitted to the insurance company within 7 days of acquisition (and within the same month) to obtain broken period insurance?
25	Maintenance, Software Services (IT Cell)	Non-Financial-others	a. Whether AMC for maintenance of all computers, printers and other hardware have been made? (Para 10.22 of IS Policy 2025)
26	Budget and Accounts (IT Cell)	Non-Financial-others	a. Verification and remarks on Quotation register maintained. b. Whether quotation/tender is called/opened as per laid down procedures? (Para 3.5 of IT Procurement Manual 2024)
27	Inward Register - SARTHI	Non-Financial-others	a. Position of outstanding bills beyond 15 days and reasons thereof, if any? (Para 6.4.5 of General Administration Manual 2024)
28	Submission of Housekeeping Statements to DBA	Non-Financial-Major	a. Whether there are any discrepancies in the Half-Year House Keeping Statement? Whether it is sent on time?
29	Sundry Deposit Account/ Suspense Account	Non-Financial-Major	a. Are there any outstanding entries beyond the prescribed timelines? Status of FER, if any?
30	Fixed Assets and Reconciliation	Non-Financial-Major	a. Whether verification of Fixed Assets has been carried out on half-yearly basis? b. Whether half-yearly certificate has been sent to PD, CO within the prescribed timeline?
31	Project Account(s) /	Non-Financial-Others	a. Whether any Project/ Internal account is opened? b. Whether payment is as per Expenditure Rules 2023?



	Internal Account(s)		c. Whether TDS is correct? d. Whether due approvals for capitalization is obtained? Whether correct entries are made in CBS?
32	Physical Verification of Documents	Non-Financial-Major	a. Whether document register is maintained and updated on time? b. Whether documents in hand is matching in register? Whether verification of documents with respect to entries in register has been carried out on annual basis?
33	Quotation Register	Non-Financial-Others	Whether Quotation Register is maintained/updated regularly?
34	Maintenance and Service Contracts	Financial	a. Whether payment is as per Expenditure Rules 2023? b. Whether TDS is deducted correctly? Whether GST and ITC guidelines are being complied with?
35	Bank Guarantee	Financial	a. Whether the Bank Guarantee has been obtained wherever necessary? b. Whether Bank Guarantees are being maintained on 'Suvidha' portal? Whether all relevant details were entered and captured properly? c. Whether the Bank Guarantees submitted by the vendors have been confirmed by the issuing bank? d. Whether old Guarantees expired are updated in document register? e. Whether expired Bank Guarantees have been returned to the issuing bank? <i>(Para 4.27 (vii) of Premises Department Manual Vol-I, 2024)</i>
36	Provisions	Financial	a. Whether Provisions are made for expenses incurred but not paid at the end of every year and its utilization is ensured in the next FY? b. Whether TDS is deducted correctly? Whether GST and ITC guidelines are being complied with?



37	Insurance of the Bank's Properties	Non-Financial-Major	a. Whether the properties are insured and/or renewed on yearly basis? b. Whether new purchases are insured from the date of purchase? c. Whether properties are tallied completely with inventory list?
38	Depreciation	Non-Financial-Major	Whether depreciation is done as per procedure?
39	Dead Stock	Non-Financial-Major	Whether Dead Stock articles are capitalized as per instructions issued by Premises Department, Central Office?
40	Disposal of unserviceable articles	Non-Financial-Others	Whether there is any disposal of unserviceable articles? If yes, then whether proper procedure is followed?
41	Income Review Statement	Financial	Whether Income Review Statement is being prepared for period ended June, September, and December as per guidelines provided by DBA and are submitted on time?
42	Annual Closing/ Half yearly review	Financial	Whether the Annual closing / half-yearly review related reports for the accounting unit are prepared as per relevant guidelines of DBA and are submitted on time?
43	Payments made to MSME vendors	Financial	a. Whether Payments are made to MSME vendors within stipulated timelines: - • Within fifteen days from the day of acceptance in case of no agreement or; • If agreement is executed with the vendor, payment to be made as per days agreed upon (i.e., ≤ 45 days) in the contract from the day of acceptance. (In case of any query / objections raised from our end, the day of acceptance must be the day on which the query/ objection is resolved) b. If there is any delay in payment, whether interest is paid for the delay? c. Whether payment notes include details of MSME vendors?



			Whether post payment audits are being carried out?
44	Examination of MSME/ vendor related data in e-Kuber	Non-Financial - Others	a. Whether following data related to MSME vendors are up to date in e-Kuber: - • MSME Registration Number • PAN, GSTN, Phone Number, other KYC updates (if any) • Status of MSME (Active/Inactive) (Above data should be cross-checked from Udyam Portal)

DIVISION OF BANK ACCOUNTS

A. WEEKLY STATEMENT OF AFFAIRS (WSA) – BANKING DEPARTMENT and ISSUE DEPARTMENT

Sr. No	Areas	Frequency	Verification/audit required
1	a. Assets and Liabilities- Banking Department b. Assets and Liabilities- Issue Department Schedules Forming part of WSA	Weekly	To be verified from various available reports.
2	Whether there were any incidents pertaining to WSA for the week?	Weekly	Brief description with corrective action, if any, to be taken by the division.

B. OTHERS

Sr. No	Areas	Frequency	Verification/audit required
1	Income Review Statement	Period ended June, September and December. IRS may be called for any other period also as decided/ advised by DGBA.	Verifying whether: a. the activity is being carried out b. The data on income and expenditure prepared and reported by ROs and CODs are matching with the relevant report in CBS c. The consolidation of data by DBA is correct



2	Housekeeping Statement	Half yearly	Verifying whether the consolidation is being done as per the prescribed procedure and correctness of data used for preparation of the same.
3	Internal account opened or closed	As and when occurs	Verifying whether any internal accounts were opened and closed and checking details from CBS.
4	Position of outstanding entries in Sundry Deposit and Suspense Account of DBA and any un-responded financial entry request.	Monthly	Whether any FER is pending for approval?
5	Cancellation of entries/ rectification of entries	Daily	Whether any cancellation/ rectification/ reversal of original accounting entry/ies was/ were done? Reason for the same and whether correct accounting entries are passed in place of the incorrect ones with due approval.
6	Indent for paper instruments	Biennially	a. Whether the consolidated indent matches with the requests forwarded by Offices? b. Verification of payment vis a vis bill raised by the printing press. c. Whether approval for payment is as per relevant ER 2023 para?
7	Payment to Statutory Auditors	Half-yearly	Whether payment, if any, due to the Statutory Auditors have been correctly calculated including taxes, if any, on them?
8	Other Payments	As and when incurred	Whether payment to the external members/vendors have been correctly calculated including applicable taxes, etc.?
9	Annual Closing	Annual	a. Whether provision, if any, required to be made has been correctly calculated including the tax component, if any, and also correctly accounted for? b. Checking the closing related reports for the accounting unit and consolidated reports. c. Whether the Asset & Liabilities and Income & Expenditure position for branches have been certified and the consequent surplus amount arrived at annual closing is correct?
10	Half-yearly review	Half-year ended September	a. Whether provisions, if any, required to be made for receivables and payables for the half-year ended September 30



			for Income and Expenditure account heads have been correctly calculated and accounted for? b. Whether all relevant half-yearly reports have been checked? c. Whether the income and expenditure position for branches have been certified and the consequent surplus amount arrived at for the half-year ended September 30 is correct?
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Office Notes to be checked at various periodicity

Sr. No.	Areas
1	Housekeeping Statement: Verification of Housekeeping data for the half-yearly period.
2	Weekly Statement of Affairs – checking of WSA every week including checking WSA of all Independent Accounting Units (33) and WSA and Schedules to WSA for the Bank as a whole along with Annexes I and II .
3	Income Review Statement: checking of IRS submitted by all ROs (32) and CODs (earlier 31, now 28), and consolidated IRS for the Bank as a whole.
4	Half Yearly Review – checking of consolidated Half Yearly Returns for the Bank as a whole and DGBA as an auditee unit including Income Statement (IS), Schedules, multiple reports supporting figures of IS and Schedules.
5	Annual Closing - checking of consolidated Annual Closing Returns for the Bank as a whole and DGBA including Balance Sheet (BS), Income Statement (IS), Schedules, multiple reports supporting figures of BS, IS and Schedules, Prior Period Transactions (all ROs, CODs and consolidated position), MSME Disclosure (all offices, CODs and consolidated position), Contingent Liability (all ROs, CODs and consolidated position), Errors and Omissions (all ROs, CODs and consolidated position), Cash Balance Position (all CODs and consolidated position), Long Term provision certification for Bank as a whole, 4 CSO Statements sent to DEPR.
6	Account Opening - New internal accounts which are opened in CBS, to be verified by the Concurrent Auditors.
7	Checking of postal stamp balance
8	Checking of Increment Sheets (monthly) (as per requirement)
9	Checking of Refixation Sheets on transfer / promotion (as per requirement)
10	Checking of 'Put to use' date of IT assets (Desktops/laptops) purchased in the department (as per requirement)
11	Checking of office notes related to buyback of laptop by senior officers (as per requirement)
12	Checking of Replacement of IT Assets (monthly)
13	Assets transfer in case of transfer of senior officers
14	Addition / Deletion of Annually / Monthly health Checkup Data
15	OLDR - Health License Renewal



Office Notes to be checked at various periodicity	
Sr. No.	Areas
16	Reloading of Sodexo indents (for DGBA Staff) and for Newly Transferred / recruited Staff
17	Surrender of Budget
18	Subscription of Dignity Dialogue
19	DICGC Recovery
20	Car hire facility – Rs. 1/- Scheme
21	Physical Verification of Stationery on monthly basis
22	Calculation of pension payment
23	Monthly Audit reports of 2 divisions of DGBA submitted by Concurrent Auditors
24	Checking of Bank Guarantee
25	Insurance of Bank's Properties
26	Half yearly verification of Fixed Assets
27	Transactions / Vouchers passed in CBS checked / certified by Concurrent Auditors
28	Checking of Efficiency Bar Clearance Sheet (as per requirement)



V. Scope of Concurrent Audit for RBISB

Sl. No.	Aspects Covered	Category Financial/Non-Financial Major/Non-Financial Other	Check Point
1.	Leave	Non–Financial–Others	Whether there are any discrepancies related to leave?
2.	Accounts (Sundry Deposit/ Suspense Account/ Commission Account)	Non–Financial–Major	a. Whether there were any outstanding entries beyond the prescribed time? b. Status of FER, if any?
3.	Dead Stock & Reconciliation and Disposal of unserviceable articles	Non–Financial–Others	a. Whether verification of Fixed Assets has been done out on half yearly basis? b. Whether there is any disposal of unserviceable articles, if yes, procedure followed?
4.	Verification of Stationery	Non–Financial–Major	Whether verification of stationery has been carried out?
5.	Stationery/ Printing	Financial	a. Whether order placed is as per MRO Stationery Rate Chart - Guidelines? b. Whether payment is as per Expenditure Rules 2023?
6.	Car Hire Charges	Financial	Whether payment is as per Expenditure Rules 2023?
7.	Purchase Newspaper and Periodicals	Financial	Whether payment is as per Expenditure Rules 2023?
8.	Repairs to Banks Property	Financial	Whether payment is as per Expenditure Rules 2023?



Sl. No.	Aspects Covered	Category Financial/Non-Financial Major/Non-Financial Other	Check Point
9.	Miscellaneous exp not enumerated	Financial	Whether payment is as per Expenditure Rules 2023?
10.	OLDR Expenses	Financial	Whether payment is as per Expenditure Rules 2023?
11.	Tea/Lunch/Dinner/ Conv., Charges Bills	Financial	Whether payment is as per Expenditure Rules 2023?
12.	Travelling and Halting Allowance for Chairman and Member of RBISB	Financial	Whether payment is as per Expenditure Rules 2023?
13.	Liveries	Financial	Whether payment is as per Expenditure Rules 2023?
14.	Bank Guarantee/ EMD/ Security Deposit	Financial	Whether the Bank Guarantee has been issued following the proper procedure and its register maintained properly? Maturity of Bank Guarantee/ EMD/ Security Deposit is being checked?
15.	Maintenance of Outstanding Bills Register	Non– Financial- Others	Whether there are any pending bills?



Sl. No.	Aspects Covered	Category Financial/Non-Financial Major/Non-Financial Other	Check Point
16.	AMC/ Annual & Broken Period Insurance of Dead Stock Articles	Financial	Whether payment is as per Expenditure Rules 2023?
17.	Domestic Training - Training fees paid to external institutes/consultants	Financial	Whether payment is as per Expenditure Rules 2023?
18.	Monthly Payment to Board Members-HA, Conveyance, etc.	Financial	Whether payment is as per Expenditure Rules 2023?
19.	Payment- Telephone/ Mobile Bills	Financial	Whether payment is as per Expenditure Rules 2023?
20.	Telecom Charges - CCTV / Internet	Financial	Whether payment is as per Expenditure Rules 2023?
21.	Maintenance of Quotation Register	Non-Financial-Others	Whether Quotation Register is maintained and updated regularly?



Sl. No.	Aspects Covered	Category Financial/Non-Financial Major/Non-Financial Other	Check Point
22.	Recruitment Expenses	Financial	Whether payment is as per Expenditure Rules 2023?
23.	Purchases of Sundry Articles- Rs. 1 Lac	Financial	Whether payment is as per Expenditure Rules 2023?
24.	Postage	Financial	Whether payment is as per Expenditure Rules 2023?
25.	Computer Hardware and Software	Financial	Whether payment is as per Expenditure Rules 2023?
26.	Miscellaneous Scholarship	Financial	Whether payment is as per Expenditure Rules 2023?
27.	Furniture- Office	Financial	Whether payment is as per Expenditure Rules 2023?
28.	TDS Compliance	Financial	Whether statutory requirements related to TDS has been complied?
29.	Maintenance of Charges Register (In CBS)	Non – Financial – Major	Whether Charges Register is maintained and updated regularly?
30.	Utilization of Budget & Monitoring Proper Reporting	Financial	Is Approved Budget has been reviewed, monitored and reported properly?
31.	Computer Processor/ Electronic Items	Financial	Whether payment is as per Expenditure Rules 2023?



Sl. No.	Aspects Covered	Category Financial/Non-Financial Major/Non-Financial Other	Check Point
32.	Dead Stock	Non–Financial–Major	a. Whether capitalization of Dead Stock articles done correctly? b. Whether verification of the date of capitalization of asset/s (i.e the date on which the asset/s is put to use) is carried out on a quarterly basis? CA to issue a certificate in this regard.
33.	Checking of Transfer Scroll	Financial	Whether the transfer scroll generated from CBS system is in congruity with the vouchers and respective supportive documents.
34.	Provisions	Financial	whether provisions are made for expenses above ₹1 Lakh at the end of every year and its utilization in next year?
35.	Replacement of IT assets	Financial	Whether the procurement of desktops, laptops, tablets, iPads and printers etc. is as per the para 6(B)(3), Chapter 4 of guidelines on Replacement of IT systems in RBI 2019. In terms of para 5 of guidelines on “Replacement of IT systems in RBI 2013”, whether an inventory of IT assets in the office along with a replacement calendar is maintained.
36.	Other Misc. Expenses/ Legal Expenses	Financial	Whether the payment is made following proper procedure?
37.	GST Compliance	Financial	Check Whether Verification of computation in respect of GST liability and remittance is as per law?