भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
मानव संसाधन प्रबंधन विभाग
HUMAN RESCOURCE MANAGEMENT DEPARTMENT
आंध्र प्रदेश क्षेत्रीय कार्यालय
ANDHRA PRADESH REGIONAL OFFICE

NOTICE INVITING TENDER

Appointment of Concurrent Auditors for the period October 01, 2026 to September 30, 2027 by Reserve Bank of India, Andhra Pradesh Regional Office

Reserve Bank of India (RBI), Andhra Pradesh Regional Office invites e-tenders from eligible Chartered Accountant firms (as defined in the tender document), for Appointment of Concurrent Auditors for the period from October 01, 2026 to September 30, 2027 (extendable for two more years subject to the satisfactory performance, as evaluated by the Bank on an annual basis).

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

Tender document can be downloaded from both the RBI website www.rbi.org.in under 'Tender' section and from the website www.mstcecommerce.com. The last date for submission of tenders is August 17, 2026, till 12:00 PM. Tenders submitted **only** through the portal, will be accepted for the captioned process. Tenders, if received after the said date and time, will not be accepted by the Bank.

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

Regional Director
Reserve Bank of India
Andhra Pradesh

SCHEDULE OF TENDER

A.	e-Tender no.	RBI/Andhra Pradesh Regional Office/HRMD/1/26-27/ET/205
B.	Name of the Tender	Appointment of Concurrent Auditors for RBI, Andhra Pradesh Regional Office for the period from October 01, 2026 to September 30, 2027.
C.	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II – Financial Bid through https://www.mstcecommerce.com/eprocn/index.jsp
D.	Date of Notice Inviting e-tender available for view/download on RBI website	July 09, 2026 at 12:00 PM
E.	Estimated value of tender i.e., Minimum remuneration fees (per month)	₹61,000/- per month (including all costs and excluding GST) i.e. ₹7,32,000 for 12 months (including all costs and excluding GST.
F.	Date of Pre-Bid meeting	August 05, 2026 at 11:00 AM
G.	Venue of the Pre-Bid meeting	Tungabhadra Conference room, 1st floor, RBI, Stalin Central, Governor Pet, Vijayawada - 520002
H.	Date of Starting of online submission of e- tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eprochome/rbi	July 09, 2026 at 12:00 PM
I.	Date & time of closing of online submission of e-tender (Technical Bid and Financial Bid) on the MSTC portal	August 17, 2026 at 12:00 PM
J.	Date & time of opening of Part-I (Technical Bid) of Tender	August 17, 2026 at 03:00 PM
K.	Earnest Money Deposit (EMD)	2% of the estimated cost i.e. ₹7,32,000/- (Rupees Seven lakh thirty-two thousand only), i.e. ₹14,640/- (Rupees Fourteen thousand six hundred and forty only). Chartered Accountant firms registered as Micro and Small Enterprises (MSEs) having Udyam Registration Number (Udyog Aadhar Memorandum Number), shall be exempted from the requirement of submission of EMD at the time of bidding. Proof of MSE certificate shall be submitted along with technical bid. To be deposited by all bidders through NEFT. **<u>Details for NEFT for EMD deposit:</u>** Beneficiary Details:

		i. Beneficiary Name: ABC cell, Reserve Bank of India, AP RO ii. Beneficiary account No.: **186003001** iii. IFS Code: RBIS0APPA01 (5^{th} and 10^{th} digits are Zero) iv. Remarks: EMD towards appointment as Concurrent Auditors for 2026-27 – Firm Name The proof of having remitted the EMD has to be uploaded on MSTC portal.
L.	Date of opening of Part-II (Financial Bid) of Tender	Part-II (Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Andhra Pradesh Regional Office. Such bidder(s) will be intimated regarding date of opening of Part-II (Financial Bid) through valid e-mail id given by them.
M.	Transaction Fee (Non-refundable)	Payment of transaction fee as mentioned in the MSTC portal through MSTC payment Gateway/NEFT/RTGS in favour of MSTC limited or as advised by M/s MSTC limited.
N.	Bank Guarantee	5% of Contract Value (**to be submitted by successful bidder** for the contract period plus 30 days beyond that)

2. No quotation will be accepted with any condition quoted by the vendor whatsoever. Such quotation will be rejected at the discretion of the Bank.

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

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Reserve Bank of India
Andhra Pradesh Regional Office
Human Resource Management Department

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, Andhra Pradesh Regional Office (AP RO)

E-tender No.: RBI/Andhra Pradesh Regional Office/HRMD/1/26-27/ET/205

Reserve Bank of India, Andhra Pradesh (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, Andhra Pradesh Regional Office.

2. The appointment of Concurrent Auditors (CA) will be initially for a period of one year i.e. from October 01, 2026 to September 30, 2027. The firm may be re-appointed for a maximum of two years, one year at a time i.e., second year (October 01, 2027 to September 30, 2028) and third year (October 01, 2028 to September 30, 2029) upon the same terms and conditions, subject to their satisfactory performance as per annual review of the CA’s performance by the Bank.

3. The last date for submission of the e-tender on MSTC portal (www.mstcecommerce.com) is August 17, 2026, till 12.00 PM. Part-I (Technical Bid) of the e-tender will be opened electronically on August 17, 2026, at 03:00 PM. In the eventuality of any aforementioned date being declared as a Holiday, the next working day shall become operative for the respective purpose mentioned herein.

4. The Tendering process will be executed through the e-Tendering portal of MSTC Ltd. (https://mstcecommerce.com/eprocn). Interested tenderers must register themselves with MSTC Ltd. through the aforementioned website to participate in the tendering process.

5. Tender document can be downloaded from both RBI website www.rbi.org.in under ‘Tender’ section and from the website www.mstcecommerce.com. Tenders submitted only through the portal, will be accepted for the captioned process. Tenders, if received (in any mode) after the said date and time, will not be accepted by the Bank.

6. The Tenderer should check the above website / e-portal for any Amendment / Corrigendum / Clarification before submitting the bid. The Bank shall have the right to cancel / modify the Tender and extend the deadline for submission of Tender. The Bank

reserves the right to accept or reject any application or all the offers without assigning any reason thereof.

Regional Director
Reserve Bank of India
Andhra Pradesh

DISCLAIMER

Audit, Budget and Coordination Cell (ABCC), Andhra Pradesh Regional Office, Reserve Bank of India, has compiled this compendium on the Contract for information of all the interested parties/ bidders to enable them to bid for the contract for appointment as Concurrent Auditors in the Bank from October 01, 2026, to September 30, 2027, as per the terms and conditions set out in this tender and any other terms and conditions related to such information. While the Bank has taken due care in preparing this document and believe it to be in order, neither the Bank nor any of its authorities, agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representation, 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 confirm in writing that they have done so; and that they have not relied solely on the information provided by the Bank in submitting the e-tender. The information is provided on the basis that it is non–binding on the Bank or any of its authorities or agencies or any of their respective officers, employees, agents or advisors. The Bank is not responsible if due diligence is not exercised by the Respondents.

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

Table of Contents

Schedule of Tender

Note: This is a limited tender enquiry through MSTC portal. Only Category-I Chartered Accountant firms of Andhra Pradesh State 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 MSTC Portal (www.mstcecommerce.com) and apply online only.

A	E-tender no.	RBI/Andhra Pradesh Regional Office/HRMD/1/26-27/ET/205
B	Name of Tender	Appointment of Concurrent Auditors for the period October 01, 2026 to September 30, 2027, for Reserve Bank of India, Andhra Pradesh Regional Office.
C	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid through https://mstcecommerce.com/eprocn
D	Date of Notice Inviting E-tender available for view/download on RBI website	July 09, 2026 at 12:00 PM
E	Date of Starting of online submission of E-tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eprochome/rbi	July 09, 2026 at 12:00 PM
F	Estimated value of tender i.e. Minimum Remuneration	₹ 61,000/- per month (including all costs and excluding GST) i.e. ₹7,32,000 for 12 months (including all costs and excluding GST.
G	Earnest Money Deposit (EMD)	2% of the estimated cost i.e. ₹7,32,000/- (Rupees Seven lakh thirty-two thousand only), i.e. ₹14,640/- (Rupees Fourteen thousand six hundred and forty only). Chartered Accountant firms registered as Micro and Small Enterprises (MSEs) having Udyam Registration Number (Udyog Aadhar Memorandum Number), shall be exempted from the requirement of submission of EMD at the time of bidding. Proof of MSE certificate shall be submitted along with technical bid.

		To be deposited by all bidders through NEFT. **<u>Details for NEFT for EMD deposit:</u>** Beneficiary Details: i. Beneficiary Name: ABC cell, Reserve Bank of India, AP RO ii. Beneficiary account No.: **186003001** iii. IFS Code: RBIS0APPA01 (5th and 10th digits are Zero) iv. Remarks: EMD towards appointment as Concurrent Auditors for 2026-27 – Firm Name The proof of having remitted the EMD has to be uploaded on MSTC portal.
H	Transaction fees	Transaction fee to be paid through MSTC payment gateway/NEFT/RTGS in favour of MSTC LIMITED
I	Bank Guarantee	5% of Contract Value (incl. of GST) (**to be submitted by successful bidder** for the contract period plus 30 days beyond that)
I	Date of Pre-Bid meeting	August 05, 2026 at 11:00 AM
J	Venue of Pre-Bid meeting	Tungabhadra Conference room, 1st floor, RBI, Stalin Central, Governor Pet, Vijayawada - 520002
K	Last date for submission of EMD	August 17, 2026 at 11:00 AM
L	Last date of availability of E-tender on website	August 17, 2026 at 12:00 PM
M	Date & time of closing of online submission of E-tender (Technical Bid and Financial Bid).	August 17, 2026 at 12:00 PM
N	Date & time of opening of Part-I (Technical Bid)	August 17, 2026 at 03:00 PM

o	Date of opening of Part-II (Financial Bid)	Part-II (Financial Bid) will be opened electronically, of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, AP RO. Such bidder(s) will be informed regarding date of opening of Part- II (Financial Bid) through e-mails in the valid e-mail ID provided by them.

Important Instructions Regarding E-tender

This is an e-procurement event of Reserve Bank of India, Audit Budget and Coordination Cell (ABCC), Andhra Pradesh Regional Office. The e-procurement service provider is MSTC Limited. Bidders are requested to read and understand the Notice Inviting e-tender and subsequent Corrigendum, if any, before submitting their online tender.

A) Registration:

The process involves tenderer's registration with MSTC e-procurement portal which is free of cost. Only after registration, the tenderer(s) can submit their bids electronically. The Tenderer should possess Class III signing type digital certificate. Tenderers are to make their own arrangement for bidding from a computer connected with Internet. MSTC/ RBI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

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

1) Tenderers are required to register themselves online with www.mstcecommerce.com → e- Procurement →PSU / Govt. Depts.→ RBI. Register as tenderer by filling up details and creating own user id and password→ Submit.

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

3) In case of any clarification or guidance, please contact MSTC / RBI, Andhra Pradesh.

Contact persons Details (MSTC):

(i) MSTC HO Central Help desk – 07969066600
Email- helpdeskho@mstcindia.in

(ii) MSTC Telangana Help Desk –Contact No. (040) 23301039

(iii) MSTC Andhra Pradesh Help Desk – Contact No. (0891) 274 6948, 270 1066

(iv) MSTC South RO Help Desk - 044-28285049 / 09499054103
Email - helpdesksro@mstcindia.in

Contact person (RBI, ABCC, AP RO):

Shri Beshta Harish Manager (ABC Cell) harishbeshta@rbi.org.in Ph. No.: 0866-2426214 Mob. No.: +91- 8143317068	Shri Harinath Reddy Assistant Manager (ABC Cell) harinathreddy@rbi.org.in Ph. No.: 0866-2426214 Mob. No.: +91- 9502444059

Office Address:
Andhra Pradesh Regional Office
Ground and First Floor
Stalin Central Mall
#27-37-158, M G Road
Governor pet, Vijayawada – 520002
Tel: (0866) 2426214
Email Id: abccapro@rbi.org.in

B) System Requirements:

i) Windows XP-SP3 & above/Windows 7 Operating System

ii) IE-7 and above Internet browser.

iii) Signing type digital signature

iv) JRE 7 update 9 and above software to be downloaded and installed in the system.

To disable "Protected Mode" for DSC to appear in the signer box, following settings may be applied:

• Tools => Internet Options =>Security => Disable protected Mode If enabled - i.e.,

Remove the tick from the tick box mentioning "Enable Protected Mode".

Other Settings:

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

To enable ALL active X controls and disable 'use pop up blocker' under Tools→ Internet Options→ custom level (Please run IE settings from the page https://mstcecommerce.com/eprocn once).

For more details, tenderer may refer to the Vendor Guide and FAQ available at https://www.mstcecommerce.com/eprochome.

C) Process of E-tender:

1. The Technical Bid and the Financial Bid shall have to be submitted online at https://mstcecommerce.com/eprocn Tenders will be opened electronically on specified date and time as given in the tender.

2. All entries in the tender should be entered in online Technical & Financial formats without any ambiguity.

3. Special Note towards Transaction fee:

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

Transaction fee is non-refundable.

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

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

4. Information about tender / corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence, the tenderers are required to ensure that the corporate email-id provided is valid and updated at the time of registration of tenderer with MSTC. Tenderers are also requested to ensure validity of their DSC (Digital Signature Certificate).

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

6. Please note that there is no provision to take out the list of parties downloading the tender document from the website mentioned in NIT. As such, bidders are requested to see the website once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. **The responsibility of downloading the related corrigenda, if any, will be of the bidders only.** No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer(s) who have downloaded the documents from website.

7. **Bidding in E-tender:**

a) Tenderer(s) need to submit necessary EMD, and Transaction fees to be eligible to bid online in the e-tender. Transaction fees are non-refundable. The proof of having remitted the EMD amount of ₹14,640/- has to be uploaded on MSTC portal on or before August 17, 2026 at 11:00 AM. Chartered Accountant firms registered as Micro and Small Enterprises (MSEs) having Udyam Registration Number (Udyog Aadhar Memorandum Number), shall be exempted from the requirement of submission of EMD at the time of bidding. Proof of MSE certificate shall be submitted along with technical bid.

b) No interest shall be paid on EMD. EMD of the unsuccessful tenderer(s) will be refunded on expiry of bid validity (including extended validity) or on award of contract to the successful tenderer whichever is earlier but without any interest. EMD of 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

The EMD shall be forfeited in case, the tenderer:

i. makes misleading or false representations in the forms, statements and attachments submitted, suppressed any material information, details of any legal proceedings pending in the court which might otherwise would have created any impact on the eligibility criteria;

ii. withdraws his bid during the period of bid validity, or

iii. has been blacklisted by any government agency and the blacklist is still in force.

c) Bids not accompanied by EMD, shall be treated as non-responsive, and shall be rejected by the Bank at its discretion.

d) The process involves Electronic Bidding for submission of Technical and Financial Bid (Part - I & Part - II).

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

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

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

h) Tenderers should use 'Attach Doc' button to upload documents. Multiple documents can be uploaded.

i)In all cases, tenderers should use their own ID and Password along with Digital Signature at the time of submission of their bids.

j)During the entire E-tender process, the tenderers will remain completely anonymous to one another and also to everybody else.

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

l) All electronic bids, submitted during the e-tender process, shall be legally binding on the tenderer. Any bid will be considered as the valid bid offered by that tenderer and acceptance of the same by the Bank will form a binding contract between the Bank and the tenderer for execution.

m) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.

n) No deviation from the terms and conditions of the tender document will be accepted. Submission of bid in the E-tender floor by any tenderer confirms his/her/their acceptance of the terms & conditions for the tender.

7. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.

8. No deviations from the technical and financial terms & conditions are allowed.

9. The Bank reserves the right to cancel partially or fully this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

10. Tenderers are requested to read the vendor guide and see the video in the page https://www.mstcecommerce.com/eprochome to familiarize themselves with the system before bidding.

11. Venders are requested to quote rates without GST. No change in quoted rates will be accepted.

12. MSTC portal will be available from July 09, 2026, 12:00 PM to August 17, 2026, 12:00 PM for uploading the documents and bidding.

Notice Inviting E-Tender

1. E-tenders are invited under Two-Bid System from Category-I Chartered Accountants Firms registered with ICAI of Andhra Pradesh State for Appointment as Concurrent Auditors (CA) for the year 2026-27 w.e.f. October 01, 2026, to September 30, 2027, by Reserve Bank of India, Andhra Pradesh Regional Office.
2. The intending bidders should refer to scope of work, terms and conditions of the tender before submitting the bid. Before submitting the tender, the bidders/tenderers may satisfy themselves as to the eligibility and other criteria prescribed therein. It may also be noted that the terms and conditions specified herein are indicative in nature and the same shall not restrain the Bank from imposing or requiring the Bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful Bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work to be awarded under this tender.
3. Bidder/authorized signatory of the Bidder shall sign on each page of the tender.
4. In the first stage, the Technical Bids (Part-I) will be opened electronically on August 17, 2026 at 03:00 PM at RBI, AP RO. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. Subsequently, the selected technical bids will be evaluated as per the methodology given in the Tender document. Decision in this regard will be at the sole discretion of Reserve Bank of India.
5. The Financial Bid (Part-II) of only those bidders, who have been short-listed in first stage i.e. Technical Bid (Part-I), will be opened electronically. The bidders who have been short-listed will be intimated regarding date and time of opening of the financial bids.
6. No deviations / conditions shall be stipulated by the CA in both technical and financial bids. **Conditional tenders shall not be accepted and shall be summarily rejected.**
7. Tender shall 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.
8. 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.
9. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under relevant Laws as applicable

in the matter. Such action will result in the rejection of bid, in addition to other punitive measures.

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

11. A pre-bid meeting will be held with the participating bidders on the designated date wherein bidders may seek clarifications from ABC, Cell, AP RO. The minutes of the meeting shall be uploaded on MSTC portal. **No separate communication will be sent for this meeting**. Except for any such written clarification by the Bank which is expressly stated to be an addendum to the tender document issued by the Deputy General Manager, ABCC, no other 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.

12. Bank Guarantee -The successful tenderer shall furnish along with the execution of the contract, a Bank Guarantee (BG) @ 5% of Contract Value in accordance with the proforma. The BG shall be valid for a period of thirty (30) days after the expiry of contract period. The EMD of such tenderer will be returned on receipt of the Bank Guarantee. Failure of the successful tenderer to submit the 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 tenderer from participating in any tender or from any business dealings with the Bank for a period of three years. The 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 tenderer or its employees. In case of any complaint or pending dues, the Bank Guarantee shall be discharged only after adjusting all dues, liabilities, etc.

13. The successful tenderer shall execute an agreement with RBI on Non-Judicial stamp paper of appropriate value within seven (7) days of award of work. The stamp duty shall be borne by the successful tenderer. 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.

TENDER DOCUMENT - CONTENTS

1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for Appointment of Concurrent Auditors for the year 2026-27 w.e.f. October 01, 2026, to September 30, 2027, by Reserve Bank of India, Andhra Pradesh Regional Office. The Tender document comprises of:

Part	Description
I.	Eligibility Criteria
II.	Evaluation Criteria
II(a)	Criteria for Technical Bid Evaluation
II(b)	Criteria for Financial Bid Evaluation
III.	Terms and Conditions
IV.	Scope of Work
V	Detailed Scope of Work
VI.	Form 1 – Technical Bid Form (With Appendices 1 and 2)
VII.	Form- 2 – Financial Bid Form
VIII.	Form 3 – Details of full time partners
IX.	Form 4 – Details of full time employed CA
X.	Form 5 – Details of experience of firm in Banks / RBI audits
XI.	Undertaking
XII.	Undertaking regarding declaration of debarment by public institutions
XIII.	Certified documents to be uploaded for determining eligibility criteria and evaluation of technical bids
XIV.	Format of Performance Bank Guarantee to be furnished after award of contract by the successful bidder
XV.	Indicative Checklist

2. The bidder is expected to examine all Instructions, Forms, Terms and Conditions and Scope of work 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 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. Eligibility Criteria

Reserve Bank of India, AP RO, 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, AP RO.

1.The applicant firm should be a Category-I CA firm registered with ICAI for Andhra Pradesh State to be eligible for appointment as Concurrent Auditor.

2. The applicant firm should be a company registered under Companies Act or an LLP registered underLLP Act or Partnership Firm or Proprietary firm. Copy of the Memorandum and Articles of Association/ Certificate of Incorporation/ Partnership Deed/ similar other relevant documents should be submitted.

3. The applicant firm should be registered under the Goods and Services Tax Act, 2017 and must submit a copy of PAN, GST Registration certificate.

4. The applicant firm should have its Registered Office or Head Office in Andhra Pradesh and will be able to maintain adequate manpower in Vijayawada to take care of replacement, etc., in respect of manpower to be eligible for appointment as Concurrent Auditor. The sub-contracting of work to any external entity or third-party firm is strictly prohibited under all circumstances.

5. As per ICAI guidelines, minimum remuneration is to be indicated for inviting bids. The **minimum monthly** remuneration will be Rs.61,000/- (Rupees Sixty-one Thousand only) exclusive of GST.

6. The bids/applications indicating **less** than the minimum monthly remuneration will be **rejected out-rightly**.

7. Firms which are currently Statutory/ Statutory Branch Auditors/ Concurrent Auditors of RBI and those firms which have conducted such audits in RBI in the past but at least two years have not elapsed since the completion of such assignment as on September 30, 2026, are **NOT** eligible. Additionally, the firms that were/are appointed as Statutory Auditors in the DICGC and NHB for the years 2024-25 and 2025-26 are not eligible to apply. An undertaking to this effect as given in part -VIII of the tender document is required to be submitted by the bidder.

8. 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. Firms securing 60 or more marks (out of 100) in technical bidding will be eligible for the next stage of financial evaluation.

9. 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.

10. Neither the firm or nor any of its partners should have been subjected to any disciplinary proceedings initiated by the ICAI.

11. The firm or no partner should not have been debarred or blacklisted by any Government/Semi–Government organization/ institution in India or abroad. An undertaking to this effect as given in part -XII of the tender document is required to be submitted by the bidder.

II. Evaluation Criteria (Technical and Financial)

1. Technical Bids of applicants will be evaluated based on the eligibility criteria as mentioned earlier, after scrutinizing all the relevant documents as sought from bidders and as per Methodology given.

2. 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.

3. The technical proposals of only those bidders who are complying with eligibility conditions, will be evaluated by the Bank.

4. Documentary evidence of EMD remitted (including UTR number) should be incorporated as part of Technical bid.

5. Quality, competence and reliability of the firm are the paramount requirement in this tender. The decision of appointment would be made as under:

a) Only those firms securing 60 or more marks (out of 100) in the Technical bid, will be eligible for the next stage of financial evaluation.

b) The Bank shall notify those bidders whose proposals did 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 electronic mail.

c) The Financial Bids shall be opened publicly in the presence of the bidders' representatives who choose to attend (only one representative per bidder). The name of the Bidder, the quality score and the offered prices shall be read aloud and recorded when the Financial bids are opened. The following formula would be used to normalise the scores considering L1 as base.

$$\textbf{Score under the financial evalution}_{\mathbf{x}} = \textbf{Lowest Financial Bid Amount } \mathbf{L_1} / \textbf{ Financial Bid Amount}_{\mathbf{x}}$$

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.

e) In 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.

II (a): Criteria for Technical 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, Bangaluru 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 non- metro centres, the firm with same turnover would get seven points.	

Sr No	Parameters	Scoring Scale	Remarks	Score
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	One Full Time CA Partners will be awarded point only for one qualification.	

Sr No	Parameters	Scoring Scale	Remarks	Score
		(iii) Public Finance & Government Accounting (iv) Concurrent audit of Banks (v) Anti Money Laundering Law (vi) Forex and Treasury Management (vii) Goods and Service Tax. [**Maximum 6 Points**]		
	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 (b): Scoring Criteria for Financial Bid Evaluation

S no	Particular	Formula*
1	Lowest Bid (L1)	L1 / L1
2	L-2	L1 / L2
3	L-3	L1 / L3
4	L-4	L1 / L4
5	L-5	L1 / L5
6	L-6	L1 / L6
	L-n	L1 / Ln

* Value up to two decimal points

The bids/applications indicating less than the minimum monthly remuneration (Rs.61,000/- excluding GST) shall be out-rightly rejected.

III. Terms and Conditions

1. **Acceptance of Contract**: The acceptance of offer of contract shall be communicated by the successful bidder such that the acceptance is received by the Reserve Bank within 7 days from the date of issue of the offer. Failure to accept the offer and communicate accordingly within this period shall result in revocation of the offer.

2. The Bank 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.

3. 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.

4. The Bank reserves the right to amend/ modify the tender document or issue any corrigendum to the bid process. The bidder shall not contest the right of the RBI to do the aforesaid.

5. **Remuneration, Staffing and Working**: The minimum monthly remuneration would be Rs. 61,000/- (Rupees Sixty-One Thousand only), inclusive of all costs and exclusive of GST, for undertaking the Concurrent Audit of RBI, Andhra Pradesh Regional Office. The remuneration would remain constant for the whole period and will not change, even on subsequent renewals of tenure, if any. The remuneration would be paid after deduction of Income Tax at source in terms of Section 393 (6)(iii) of the Income Tax Act 2025 and other applicable taxes. The quoted remuneration shall be final and irreversible. The payment shall be made electronically (through NEFT) within a reasonable period after submission of bill by the firm. The Bank shall not be liable for any penalty for delay in payment for reasons beyond its control.

6. The monthly remuneration quoted shall be deemed to have excluded GST. If the applicant fails to exclude GST in the tender, no claim thereof shall be entertained by the Bank afterwards.

7. No advance shall be paid. Bill for monthly remuneration may be raised by the CA on a monthly basis and the same shall be settled after deducting all applicable statutory taxes. The payment shall be made within 45 days through NEFT from the date of submission of complete bill.

8. The CA firm has to deploy, on a daily basis, **minimum three personnel** for Concurrent Audit of which, **one (1) should be qualified Chartered Accountant and two (2) should be Skilled Staff.** The skilled staff should have passed at least Group 2 of the CA Intermediate or Group II of IPCC (Integrated Professional Competence Course) and are presently undergoing Article Training. The team should have working knowledge of computers/ systems**. The staff shall be deployed at the office location i.e., Vijayawada. In case Office relocates to Amaravati in future during the period of contract, the same number of personnel should be deployed at the new location.**

9. The appointment may be extended for further period at Bank's discretion. The initial appointment will be up 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 year by the RBI. The extension of Contract, if any, shall be at the discretion of the Bank and at mutually agreed upon terms.

10. The presence of Chartered Accountant/ Partner of the firm, along with the requisite staff deployed, is mandatory in the Office premises, on all working days during usual office working hours. The presence of the above staff shall be monitored by the Bank. Absence of any one or more of the deployed staff/ suitable similar/ equivalent substitute staff would attract a **penalty of ₹610/- per day.** In normal course, the team deployed by the firm is not to be shuffled, but only under extreme exigency. The firm / CA shall ensure that the qualification of Article clerks engaged is as per latest ICAI guidelines and that the engaged Article clerks continue with the present assignment for **at least six months.**

11. **Scope of Work:** An indicative list of activities (in detail) covered under the audit is given in the 'Scope of work' section of the document along with the department-wise checklist (Annex-I). All the departments and activities as indicated in the 'Scope of work' section of the document shall be covered under Concurrent Audit. The establishment of any new departments within the office during the tenure of the contract shall be included within the scope of the audit.

12. **Note**- The said list is only tentative/indicative in nature and is subject to change based on the revisions done by the Bank from time to time. The Bank reserves the right to add/ delete areas of work of Concurrent Auditors (CA) as per its requirement for which there would be no change in the monthly remuneration quoted and agreed.

13. The firm shall assist Bank's staff in determination of all statutory taxes and returns thereof. **The firm shall prepare, and file Income Tax/GST returns of the Bank (and also any other related return/s which may come in force subsequently) at the designated intervals and within the statutory timelines.**
14. RBI shall not provide any other facility/ charges to staff besides suitable sitting space in the office premises. The CA or his staff shall not use the premises, properties, fixtures, fittings, etc., of the RBI premises for any purpose other than works related to his/ her job. The CA shall be responsible for taking adequate care of all equipment and materials provided by the Bank.
15. A quarterly meeting of the Management Team/ HoDs of the Office, with the Concurrent Auditors would be held after the end of every quarter to review the working of the office in the quarter and discuss changes in the tax laws/ structure and its impact on Bank and other matters as deemed fit by the Bank.
16. 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.
17. The firm/CA shall be responsible for any omission or commissions on its part in respect of any transactions seen by them. In case any serious act of omission and commission is noticed in the working of the audit firm, the Bank reserves the right to report to the Institute of chartered Accountants of India for such actions as they may deem fit.
18. The firm/CA shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the Bank to any other firm. In case of breach of these conditions, the Bank may serve a notice in writing on the Auditor rescinding the contract, without prejudice to Bank's other remedies against the Auditor.
19. **Termination**: 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 three calendar months in writing. The firm, if it wishes to terminate the services, has to provide a similar notice of three calendar months to the Bank. In case of failure to provide services for the notice period, the Bank has the right to forfeit the Performance Bank Guarantee.

20. **Confidentiality and Non-disclosure clause**: The firm/CA 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 CA during the course of discharging contractual obligations in connection to this agreement, to any third party and shall, at all times hold the same in strictest confidence. The CA 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 CA shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper. The CA shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The CA's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

21. The firm shall be deemed to have acknowledged that all materials & information which has or will come into its possession or knowledge in connection with this agreement or the performance hereof, whether consisting of confidential or proprietary data or not, will at all times be held by it in strictest confidence and it shall not make any use thereof, other than for the performance of its obligations and to release it only to employees requiring such information for the purpose of performing obligations described herein and not to any other.

22. **Insolvency**: If the Auditor firm commits any act of insolvency or shall be adjudged an insolvent, or 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 report the same in writing to the Bank within seven days of such occurrence in order to enable the Bank to decide further course of action. Such action taken by the Bank in this regard shall be binding on the Audit Firm.

23. **Disputes and Arbitration**: 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 the Regional Director, RBI, Andhra Pradesh Regional Office, 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 is dissatisfied with the decision of the Regional Director, RBI Andhra Pradesh Regional Office on any 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.

24. All disputes arising out of, or in any way connected with this appointment shall be deemed to have arisen at Vijayawada and only Courts in Vijayawada shall have the jurisdiction to determine the same. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be at the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.

25. **Adherence to various Acts and Laws:** The firm shall abide by all the applicable 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 (along with the Pass certificates and ID proofs) going to be deployed for Bank's verification. Further, the firm shall carry out police verification of the personnel deployed at Bank's premises for security purposes and submit copy of the certificate to the Bank.

26. **Compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Related Responsibilities:** 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 complaint. 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. The firm shall be responsible for any monetary compensation that may need to be paid in case the incident involves the staff of the firm, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the firm is proved.

27. The firm shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

28. **Force Majeure** - If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, act of God, etc., which may prevent either party to discharge its obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall, by reason of such event, be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed, either party may at its option, terminate the contract.

29. **Signing of Contract Agreement**:

(i) 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.

(ii) In case of partnership firms, the tender submitted on behalf of a firm shall be signed by the partner of the firm on its behalf.

(iii) On receipt of intimation from RBI regarding acceptance of the tender, the successful tenderer shall be bound to implement the Contract from the date specified therein. The successful tenderer shall sign an agreement in accordance with the extant provisions. The terms and conditions contained in the tender document shall be treated as part and parcel of this agreement. 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 Vijayawada, Andhra Pradesh.

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

(v) The selected CA firm is required to submit an affidavit-cum-indemnity bond on non-judicial stamp paper (value as per local stamp laws) at the time of appointment/ extension of the term of appointment, as to the maintenance of confidentiality and secrecy of the Bank's systems and procedures as also to indemnify the Bank against any claim due to loss or damage arising as a consequence of disclosure of any information by it.

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: ……………………………………………………………………………

IV. Scope of work

1. Items to be covered under Concurrent Auditors' (CA) Monthly Audit Report are detailed as per the checklist, summary of financial action paragraphs, Summary of non-financial major action paragraphs, Summary of non-financial other action paragraphs, statement of irregular sanction by authorities below the rank of officer in charge, statement of irregular sanction by officer in charge, summary of complied and not be pursued paras and summary of non-complied paras.

2. Kindly note that the scope listed is **indicative only** and the Bank reserves the right to enhance/enlarge the functions of CA at a future date as per the requirement of the Bank for which there would be no change in the monthly remuneration quoted and agreed. The CA should audit the transactions within this framework. No relaxation in the transactions to be verified will be made on any account.

3. The Concurrent audit will cover the following departments of Andhra Pradesh Regional Office:

   a) Central Establishment Section (CES)

   b) Department of Supervision (DoS)

   c) Department of Information Technology (DIT)

   d) Foreign Exchange Department (FED)

   e) Financial Inclusion and Development Department (FIDD)

   f) Human Resource Management Department (HRMD)

   g) Integrated Banking Department (IBD)

   h) Any new department set-up in future during the period of contract.

3. On an average, the number of vouchers to be checked by CA on a monthly basis would be **300 (approx.).** However, the **number of vouchers 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. Concurrent auditors are expected to familiarize themselves with the system and procedures of the office/department and expected to go through all the relevant circulars/guidelines issued by the Bank from time to time, the provisions incorporated in the relevant manuals, Expenditure Rules, etc.

5. Concurrent auditors are expected to familiarize themselves with the application (AMS) developed by the Bank for the audit purpose and submit the reports and create action paras (including rectified paras) as required by the Bank.

6. The firm will take up audit of vouchers / Records / Registers of all (100%) financial transactions and 100% checking of the appropriate taxes, tax rates applied, amount on which tax is calculated, proper credit of tax to the respective authorities prior to payments being made and 100% verification of the returns prior to them being filed.

While conducting the scrutiny of vouchers, the CA will ensure strict adherence to the Bank's prescribed guidelines / procedures with particular reference to the following:

i) Bank's Expenditure Rules.

ii) Narration and Head of Account of Revenue/Capital (Dead Stock Account) A/c Expenditure.

iii) Correct accounting of revenue and capital nature of expenditure

iv) Maintenance of all relevant documents (Such as RBI Gen A/C, SGL, supporting records/ Registers etc.) as per prescribed norms.

v) Inter office reconciliation A/c, Adjustment A/c

vi) Reconciliation and monitoring of charges A/c at monthly interval

vii) Calculation of claims of agency commission

viii) Sanctioning authority with reference to delegated powers – grade wise.

ix) Posting of the day's voucher in the Manual Prescribed Charges A/c. Register (DAD 081) and /or in the computer system duly checked / authenticated under the initials of dealing officers.

x) General Ledger Accounts / Subsidiary General Ledger Accounts / Supporting Records /Registers as prescribed are drawn and properly maintained under the signature/s of the dealing / supervising officials.

xi) CA shall bring to the notice of In-Charge of the department, in writing, any deviation / irregularity / lacunae noticed in (i) to (x) above inconsistent with Bank's Expenditure Rules /Bank's General Administration Manual / Central Office prescribed instruction / guidelines and secure / arrange for immediate rectifications /corrections of the irregularity on the spot / without any undue delay.

7. Concurrent auditors should take up the audit of vouchers/records/registers on the agreed dates/days in consultation with the respective department.

8. The Concurrent Auditors are required to submit a daily report on deficiencies noticed to the in-charge of the respective department for spot rectification. The firm is also required to submit a monthly report on major deficiencies to the competent authority within specified time frame.

9. Concurrent Auditors are required to verify and report that the financial transactions undertaken are in conformity with the laid down system and procedure of the Bank.

10. The work areas as specified in the scope and coverage may be enlarged at a future date depending upon the needs of this office for which there would be no change in the monthly remuneration quoted and agreed.

11. Irregularities noticed in sensitive areas or transactions, which are of suspicious or fraudulent nature, should be brought to the notice of the Regional Director/ Officer–In-Charge by name by means of a secret note. Major irregularities/frauds/shortages, if any, detected by the CA, should invariably be reported to concerned Central Office Departments and the Inspection department, along with the Action Taken Report.

12. The Audit Report should avoid making general and vague observations such as “reported” ……….” given to understand’…..” Learnt”, etc. instead, the CA should make it a point to incorporate specific comments duly supported by reasons and the relevant statistical and other data.

13. 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.

14. The periodic Audit reports should invariably highlight details of action and / or reason of inaction in respect of old and high value outstanding entries in sensitive account, such as Suspense, Sundry, RBI General A/c, items-in-Transit A/c, etc.

15. CA are also expected 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 etc., as per the requirement of the Office/Department.

16. The CA shall assist the Bank's Staff in determination of all statutory taxes and returns thereof. The Firm will prepare and file GST/Income Tax returns of the Bank (and also any other return/s which may come in force subsequently) at the designated intervals.

17. The CA shall undertake the work of generation of 15CA/CB Certificates in respect of payment of rent to NRI/OCI/ Foreign National owners of leased flats. The certificates shall be provided within two calendar days, from the date of intimation/ request.

18. Checking of adequacy of provisions made at the time of half yearly/yearly closing of accounts.

19. Certifying half yearly/annual closing account statements and any prescribed statements/ control returns as per the requirement, to be submitted to Central Office by the Regional Office.

Reporting Requirements

1. Monthly audit report and certificate should be submitted to the Regional Director of Andhra Pradesh Regional Office within 10 working days of succeeding month in the format prescribed by the Bank or in the designated portal updated from time to time.

2. Monthly Audit Report should indicate item-wise action points on the financial and non-financial (major and other) action paras.

3. 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. 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. 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.

8. The Concurrent Auditor is required to submit a monthly Statutory and Regulatory Compliance Certificate that they have carried out 100% check of transactions and there is

100% compliance with all applicable Statutory and Regulatory requirements prescribed in relevant statutes/Rules/Acts by RBI, AP RO.

9. Certificate as furnished hereunder should be incorporated in the Monthly audit report.

a) “The transactions carried out in the Office are in conformity with the systems and procedures as laid down by the Bank”.

b) “We have carried out 100% check of transactions in terms of Master Circular on Statutory and regulatory compliance and there is 100% compliance with the statutory and regulatory requirements prescribed in the relevant statutes/ Rules/Acts.”

c) “All areas to be audited as per the terms and conditions have been audited by us”

V. Detailed Scope of Work / Synopsis for Concurrent Auditors to Undertake Audit of Reserve Bank of India, Andhra Pradesh Regional Office

Note: The scope/areas of the Concurrent Audit detailed below, are subject to revision from time to time and the Concurrent Auditors will be required to audit other items of work which may be included in the scope of the Concurrent Audit, as per the instructions of the Bank during the year.

1. The Concurrent Auditors will obtain and familiarise themselves with:

i) All the items of audit areas of Department Wise Check-list provided by the Bank.

ii) Updated copy of General Administration Manual, Banking Department Manual, and Premises Department Manual available at the respective department of the Bank to be audited.

iii) All the relevant copies of Master Circulars issued by the Human Resource Management Department (HRMD), Central Office and other Central Office Departments. The Audit firm will also arrange to make reference to the Central Office Circulars incorporated in the annexures attached to the respective Master Circular issued by Central Office.

iv) Copy of Bank’s Expenditure Rules and Department of Government and Bank Accounts (DGBA), Central Office circular addressed to all the CODs/RO’s/Training Institutions on the eve of last Annual Closing of Bank’s Accounts.

v) The Concurrent Auditor will take up audit of Vouchers/ Records/ Registers on the agreed dates/ days in consultation with the Bank’s concerned officers to be audited.

2. All financial transactions irrespective of their value will be covered under concurrent audit including the following:

(i) Hospitalisation Bills of existing as well as ex-employees (Direct settlement/ Reimbursement Scheme)
(ii) Claims settled under Medical Assistance Fund A/C
(iii) All Dental treatment and other medical claims
(iv) Basic Pension, Commutation of Pension and other calculations related to pension, Gratuity Claims (including Compassionate Gratuity), Leave Encashment Claims, Guarantee Fund Claims (wherever applicable), Claims of Retiring employees in the audit period. Tax calculation and Bank/Employee’s share in the remittable tax liability on the Superannuation dues payable etc.

(v) Re fixation of pay of the staff as well as re-fixation of pension in respect of ex-employees, whenever Pay-Scale/Pension Revision Orders are issued by Central Office.

(vi) Annual increment of staff/Re fixation of pay in the Promotional Grade.

(vii) All foreign tour bills.

(viii) Any other claims/bills suggested for 100% audit check under the instructions of Central Office of the Bank, issued from time to time.

(ix) All payments of rents, taxes, water charges, etc.

(x) All payments made to vendors/ suppliers / service providers.

(xi) Collection of rent of visiting officers flat (VOF), transit holiday home (THH), Holiday Homes and other recoveries.

3. Concurrent Auditor will certify the correctness of

(i) maintenance of Statutory Liquidity Ratio (SLR)/ Cash Reserve Ratio (CRR) by banks

(ii) calculation of penal interest for any shortfall in CRR/SLR.

4. Maintenance of Monthly control register with details of all vendor payments to track threshold for exemption of IT-TDS.

5. CA to periodically check the date of capitalization of the asset/s / transactions and furnish a quarterly certificate to the Estate Department / department concerned in this regard.

6. CA will certify the correctness of interest payments on the eligible CRR balances maintained by the banks.

7. Verification of calculations of currency verification and processing system (CVPS) incentives, scheme of incentives and penalties and currency distribution and exchange scheme (CDES) in Issue Department.

8. Apart from completing 100% check of above transactions-based Vouchers/ Claims/Bills, etc., Concurrent Auditor will examine/scrutinise following:

(i) Monthly Scrutiny of Petty Cash A/c and reversal of outstanding balance of Petty Cash A/c.

(ii) Surprise audit check of Cheque Books/ Stamps/ Franking Machine balance and other valuables held under the joint custody of officials, as per C.O. guidelines/ Manual Provisions carried out by the auditee officials. Concurrent Auditors will undertake the same at least once in a half year.

(iii) Preservation of Housing Loan Account Documents, other Documents, Agreements, Cheque Books and Valuables and safe custody of Cheque Books and valuables.

(iv) Preparation and timely submission of correct monthly statements of Suspense A/c, Sundry Deposit A/c, etc. and other monthly statements to be forwarded to DGBA, Central Office. Lists of long and high value outstanding entries in these sensitive accounts beyond one/ two months will be enclosed and commented in the reports.

(v) Reconciliation and monitoring of Charges A/c at monthly and quarterly rests. Charges A/c review suggested as per the CSBD guidelines vis-à-vis approved budget allocation.

(vi) Concurrent Auditors should verify the entries in the system with reference to the actual transactions/sanctions.

(vii) Monthly balancing/reconciliation of aggregate outstanding balances of Individual Staff Loans and Advances Recovery Accounts Sheets with the GL and SGL A/c. balances. Half-Yearly balancing of outstanding Accrued Interest balances of all staff Loan/Advances A/c s with outstanding SGL/GL balance and ‘C’ Registers (for Housing Loan accounts).

(viii) Application of Annual Interest on the outstanding balances of Staff Loan and Advances Accounts, passing of accounting entries to the Commission Account, Exchange Account, Discount Account, Profit & Loss Account from sale or otherwise of Bank’s assets, Depreciation and all other relevant Provisions Accounts and drawing up of Annual Closing Accounts etc. strictly in conformity with the DGBA, C.O. guidelines.

(ix) Concurrent Auditor shall 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 etc, as per the requirement of the Bank.

(x) Any Central Office prescribed Statements/Control Returns suggested for audit check by the Office.

(xi) Concurrent Auditor shall ensure that there is no leakage of Interest, Exchange, Commission, Discount etc. in the Bank’s Income Account of the Bank audited and that the delegates at the Bank’s concerned office does/do not undertake any unilateral change/s in the C.O prescribed circulars/instructions/guidelines on the various Schemes and other facilities for staff. Any income leakage/deviations made, without specific prior approval of the concerned C.O department, may be highlighted in the monthly Audit Report submitted to the concerned OIC/CGM/RD/Principal for immediate action/rectification.

(xii) Checking of the insurance of Bank's properties.

(xiii) Registers to be verified by the auditor may include Sundry Register, Charges Register, Earnest Money Deposit/ Security Deposit Register, Bank Guarantee Register, etc.

(xiv) Adherence to Bank's new fixed assets policy and verification of reconciliation of dead stock by Estate Department.

(xv) Verification of property tax, Bills for Water and Electricity Charges etc.

(xvi) Check and certify records of diesel consumption.

(xvii) Audit Late submission fee (LSF) calculation for delay in reporting of FDI/ODI transactions, compounding of other contraventions of FEMA.

(xviii) Audit check of registers/ records/ statements/ control returns as per C.O. guidelines/ Manual Provisions and as per requirements of the BANK. Registers to be verified by the auditor may include Sundry Register, Charges Register, Earnest Money Deposit/ Security Deposit Register, Bank Guarantee Register, IT-TDS Control register, etc.

(xix) Taxation:

a. The Concurrent Auditor should check and confirm the correctness of tax deducted at source (as to rate applied, time of deduction and time of remittance etc.) and also confirm the timely filing of returns by the office.
b. The Concurrent Auditor should assist Bank's staff in determination of all statutory taxes and returns thereof. The firm will provide professional guidance on matters related to GST/any other taxes and ensure and certify accuracy of data before filing of GST/any other tax returns.
c. The Concurrent Auditor should inform the Office on changes in GST rates/ rules/ laws, changes in the minimum wages (base rate, ESIC, PF etc) as and when notified by the concerned Government Departments from time to time to enable the Office to effect immediate implementation of the changes.
d. Tax deduction or collection at source and timely filing of returns. 100% checking of the appropriate taxes, tax rates applied, amount of which tax is calculated, proper credit of tax to the respective authorities, prior to payments being made and also 100% verification of the returns prior to them being filed.

e. Providing consultancy and all necessary help to RBI, AP RO, in case tax notice is received from tax authorities, clarifications sought by the Bank etc.

10. The Concurrent Auditors / firm shall file various GST (GSTR1/ GSTR-3B-RCM/ GSTR-3B-other than RCM/GSTR7/GSTR9 and GSTR9C) statements and file TDS returns (Form 26Q/27Q/27EQ) of the Bank (and also any other related return/s which may come in force subsequently) at designated intervals and within statutory timelines. The Concurrent Auditors will also check and verify the tax related data prepared by the various departments. The departments will submit the data inputs to the Concurrent Auditors for filing of Tax returns.

11. Concurrent Auditor should verify the adherence to guidelines of NEFT.

12. Concurrent Auditors should verify the entries in the subsidiary book with reference to the actual transactions/sanctions. This would bring out if any fraudulent transaction has been sent to DAD and subsidiary books have been manipulated.

13. Any other audit area having financial implications indicated from time to time by AP RO/ Central Office is to be audited by the Concurrent Auditor.

14. Registers to be verified by the auditor may include Sundry Register, Charges Register, Earnest Money Deposit/ Security Deposit Register, Bank Guarantee Register, etc.

15. The Concurrent Auditor will take up the audit of vouchers/ records/ registers in physical/ digital mode in CBS/ e-Kuber on the agreed dates/ days in consultation with the AP RO.

16. Certify the correctness of Weekly Statement of Affairs to be forwarded to DGBA Central Office.

17. Certify the correctness of the Income Review Statement which includes income accrued but not received / expenditure incurred but not paid. The said statement is required to be forwarded to DGBA Central Office for the prescribed months.

18. All financial transactions would be subjected to Concurrent Audit at pre-payment (post sanction) stage to ensure compliance with the Bank’s rules and regulations as well as Statutory and Regulatory Compliances norms which require a hundred percent check of financial transactions post payment.

VI. 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 Charted 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: Signature of Authorised Signatory
Date: with the Seal of the CA Firm

VII. Form-2

Application for appointment as Concurrent Auditor: Financial Bid Form

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

***Please see note below**

Place: Signature of Authorised Signatory with the Seal of the firm

Date:

NOTE: The above Financial Bid Form is only for information/ reference purpose. Bidders are advised **NOT to quote amount in above 'Financial Bid' (Part-II) form-2** together with Part I (i.e., Technical Bid) while uploading documents on the MSTC portal.

Financial bids submitted along with Part-I will be summarily rejected.

Bidders must enter 'Financial Bid' under the 'Event Catalog' on the MSTC portal.

VIII. Form-3: Details of Full Time Partners

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

* Indicate only if the partner has acquired the following qualifications

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

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

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

X. 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

XI. UNDERTAKING

(To be submitted by the tenderer on their letterhead)

We, M/s ……………..(Name of the firm) having registered office at…………………………….. ………………………………………………………………………..….. (Address of firm) are NOT currently Statutory Branch 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 the financial years 2024-25 and 2025-26.

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 has elapsed as on September 30, 2026.

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

Date:

Place:

XII. Undertaking regarding declaration of debarment by public institution (s)

(To be submitted by the tenderer on their letterhead)

Name of Work: ……………………………………………………

1. I/we …………………………………………………………. (Name of bidder) declares that

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

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

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

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

(Seal and signature of the bidder)

Date

Place

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

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

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

Sr. No.	Particulars	Certified documents to be uploaded
1	Proof of being Category-I Chartered Accountant (CA) Firm	ICAI Certificate
2	Proof of PAN registration	Copy of PAN Card
3	Proof of GST registration	Copy of GST Registration Certificate
4	Bidder should be a company registered under Companies Act or an LLP registered under LLP Act or Partnership Firm or Proprietary firm	Copy of the Memorandum and Articles of Association/Certificate of Incorporation/ Partnership Deed/ Similar other relevant documents
5	Details of Partners	i. Partnership Deed and/or similar other relevant document and ii. ICAI Firm Card
6	Experience of the Firm - No. of years	ICAI Firm card
7	Number of Full time Fellow Chartered Accountant (FCA) Partners	i. ICAI Firm card ii. Copy of the Memorandum and Articles of Association/ Certificate of Incorporation/ Partnership Deed deed/ Similar other relevant documents
8	Association with the same firm – No. of partners	i. ICAI Firm card ii. Copy of the Memorandum and Articles of Association/ Certificate of Incorporation/ Partnership Deed/ similar other relevant documents.
9	Number of Full time CA employees presently deployed – Key professional staff	i. Membership number & related ICAI certificate ii. Letter of Appointment
10	Number of Skilled Staff - Qualified in Group II of IPCC	Group II of IPCC i. Degree/ certificate/ Marks sheet issued by ICAI in support of having passed the Group II IPCC exam and

		ii. Appointment letters issued by the firm
11	Details of experience of the firm in banks audits as i) As System/ IS auditor ii) As Concurrent Auditor/ Statutory Central/ Branch Auditor	For the purpose of experience, only the number of years will be considered and not the number of institutions. For example, if in a particular year the firm has conducted audit in three banks, the number of years of experience considered will only be one and not three. The experience letters along with feedback from respective audited firms should be uploaded year wise.
12	Details of past experience in RBI audits and performance assessment by RBI as Concurrent Auditor/ Statutory Central/ Branch Auditor	The relevant appointment letters and performance assessment report issued by RBI with respect to RBI Audits.
13	Number of semi-skilled staff qualified in Group I-IPCC	Appointment Letters issued by the firm.
14	Number of other assistants	Appointment Letters issued by the firm.
15	EMD	The proof of having remitted the EMD has to be uploaded on MSTC portal
16	MSME Certificate	MSME Certificate, if registered.

In addition to above, each and every page of tender document shall be signed (along with the seal of the firm) and uploaded on MSTC portal.

XIV. Proforma of Bank Guarantee

(On Non-Judicial Stamp Paper of appropriate value purchased in the name of the issuing bank)

Place:____________ Date: _____

The Regional Director
Reserve Bank of India
Andhra Pradesh Regional Office
Vijayawada – 522001

Madam/ Sir,

Contract for Appointment of Concurrent Auditors for the year 2026-27 w.e.f. October 1, 2026 to September 30, 2027 for Reserve Bank of India, AP RO

Ref.: NIT/Advt.No. date

WHEREAS

Reserve Bank of India, Andhra Pradesh Regional Office (hereinafter called "the RBI") has awarded the Contract for the captioned work (hereinafter called the "Contract") to M/s……………….. (Name of the Contractor) (Hereinafter called "the said Contractor", which expression shall include its successors and assignees).

AND Whereas under the said contract the Contractor is bound to submit to RBI, Andhra Pradesh Regional Office a Performance Bank Guarantee (**5% of Contract value)** for a total amount of

₹.________________ (Rupees______________________________only) (Amount in figures and words) for the due fulfilment by the said Contractor of the terms and conditions contained in the contract. We, ………………...(Name of the Bank), (hereinafter called "the Bank"), at the request of M/s , the Contractor, do hereby undertake to pay to RBI, an amount not exceeding **₹.__(Rupees only) (Amount in figures and words)** as Performance Guarantee for due fulfilment of terms and conditions of the contract.

NOW THIS GUARANTEE WITNESSETH

1. We.................... (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assignees that in the event of RBI coming to the conclusion that the Contractor has not performed his obligations as per the terms & conditions of the said contract or has committed a breach thereof, which conclusion shall be binding on us as well as the said Contractor; we shall, on demand by RBI, pay without demur to RBI, a sum of ₹.________________________ (Rupees only) (Amount in figures and words) or any lower amount that may be demanded by RBI. Our guarantee shall be treated as equivalent to the Performance Guarantee Amount for the due performance of the obligations of the Contractor under the said Contract, provided, however, that our liability against such sum shall not exceed the sum of ₹. (Rupees______________________________________only) (Amount in figures and words)

2. We also agree to undertake and confirm that the sum not exceeding ₹._________ (Rupees only) (Amount in figures and words) as aforesaid shall be paid by us forthwith without any demur or protest, merely on demand from RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We shall pay to RBI any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal. We undertake to pay the amount claimed by RBI immediately on receipt of the notice as aforesaid.

3. We confirm that our obligation to RBI under this guarantee shall be independent of the agreement or agreements or other understandings between RBI and the Contractor.

4. This guarantee shall not be revoked by us without prior consent in writing of RBI.

5. Any notice by way of demand or otherwise hereunder may be sent by special courier, mail, fax or registered post to our local address as aforesaid and if sent by post, it

shall be deemed to have been given when the same has been posted.

We hereby further agree that –

a) Any forbearance or commission on the part of the RBI in enforcing the conditions of the said contract or in compliance with any of the terms and conditions stipulated in the said Contract and/or hereunder or granting of any time or showing of any indulgence by the RBI to the Contractor or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Contractor of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding ₹.____ (Rupees____________________only) (Amount in figures and words) Our liability under these presents shall not exceed the sum of ₹. ____ (Rupees______________________________only) (Amount in figures and words).

b) Our liability under these presents shall not be affected by any infirmity or irregularity on the part of our said constituents/clients or their obligations thereunder or by dissolution or change in the constitution of our said constituents.

c) This guarantee shall remain in force up to………………(Thirty days beyond the expiry of contract period) provided that if so desired by RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

d) In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.

e) Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.

f) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the __________ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within _________ or any extended period, all the rights of RBI against us under this guarantee shall be forfeited and we shall be released and discharged fromall our obligations and liabilities hereunder.

In witness whereof, I/We of the bank have signed and sealed this guarantee on the ………………………day of………..(Month) ……….. (Year) being herewith duly authorized.

For and on behalf of..(Name of the Bank)

Signature and Seal of authorized Bank

Official Name:

Designation:

Stamp/ Seal of the Bank

Signed, sealed and delivered for and on behalf of the Bank by the above named in the presence of:

Witness 1

Signature:
Name:
Address:

Witness 2

Signature:
Name:
Address:

(**Note**: This Bank Guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

Annex – I

Indicative Checklist

I. DEPARTMENT OF SUPERVISION

A. Verification of Expenditure
Whether the expenditure incurred is as per Expenditure Rules, 2023 and within the sanctioned limit of the appropriate authority?

B. Timely settlement of expenditure bills
Is there any delay in settling bills? Are the bills settled in accordance with current CO instructions?

C. Suspense Account
Are there any outstanding entries which are due for more than 2 months as on 31-01-2024?

D. Examination of MSME/ vendor data in e-Kuber by Concurrent Auditors for payments made by the Department during the month.

II. Foreign Exchange Department (FED)

A. Outstanding entries pertaining to application fee for compounding proceedings
Whether the outstanding entries are reversed within prescribed time?

B. Calculation of Late Submission Fee (LSF) as per FEMA 20 R
Whether the Late Submission Fee is calculated as per the provisions of Part XIII of the Master Direction on “Reporting under FEMA, 1999” dated January 01, 2016 (as updated from time to time)?

C. Verification of Expenditure
Whether the expenditure incurred are as per Expenditure Rules, 2023 and within the sanction limit of the appropriate authority?

D. Timely settlement of expenditure bills
Is there any delay in settling bills? Are the bills settled in accordance with current CO instruction?

E. Application fee for compounding and calculation of the amount levied in compounding order

(i) Whether the application fee of Rs. 10,000/- (plus GST) has been deposited in the Sundry Deposit Account, after receiving the Compounding Application complete in all aspects?

(ii) Whether the application fee of ₹10,000/- (plus GST) has been accounted for upon receipt and subsequently transferred to Commission Account as per the timelines and procedure prescribed in Para 7.2.2 of 'Administrative Guidelines on compounding of contraventions under FEMA, 1999', as updated from time to time.

(iii) Whether the amount levied in compounding order has been calculated as per the provisions of Para 5 of the 'Administrative Guidelines on Compounding of contraventions under FEMA, 1999', as updated from time to time, and Para 5.4 of 'Master Directions –Compounding of Contraventions under FEMA, 1999', as updated from time to time?

(iv) Whether the amount levied in compounding order has been received as per instructions contained in 'Administrative Guidelines for compounding of contraventions under FEMA, 1999', as updated from time to time, and has been transferred/credited into the account of Pay & Accounts Office, Ministry of Finance, D/O Revenue under the Major Head 0047.00.800.09?

F. Penalty imposed on the Authorised Persons

Whether, the penalty, if any, imposed on the Authorised Person was in compliance to the Section 11(3) of FEMA, 1999?

G. Expenditure incurred on advertisement, programmes/events and legal charges etc.

(i) Whether the expenditure incurred on the advertisement on cancellation of license of FFMC/AD Category-II has been in compliance with the Circular No. 09/2014-15, January 19, 2015 issued by Rajbhasha Department, Central Office?

(ii) Whether the provisions relating to TDS/GST and Income Tax etc. have been adhered to, while making payments towards (i) organising events (ii) legal charges paid to the Bank's advocate (iii) advertisements and any other payment relating to the Department?

H. Examination of MSME/ vendor data in e-Kuber by Concurrent Auditors for payments made by the Department during the month.

III. FINANCIAL INCLUSION AND DEVELOPMENT DEPARTMENT (FIDD)

A. Verification of Expenditure
Whether the expenditure incurred is as per Expenditure Rules, 2023 and within the sanction limit of the appropriate authority?

B. Timely settlement of expenditure bills

Is there any delay in settling bills? Are the bills settled in accordance with current CO instructions?

B. Examination of MSME/ vendor data in e-Kuber by Concurrent Auditors for payments made by the Department during the month.

IV. Integrated Banking Department (IBD)
Accounts Management Division (erstwhile DAD)

Part I: Transaction Audit

The transaction checklist report (RTRNCHKLST) pertaining to the department is to be taken from CBS.

A. Non-cash transactions (daily)

Presently, vouchers are not prepared and instead posting is done on the basis of supporting document which includes office notes, challan, applications in prescribed format, instruments, etc. On daily basis, the transaction checklist report pertaining to the respective department is to be generated from CBS and the same is to be verified as follows: -

i. Accounts which have been debited and credited are same as those indicated on the supporting documents. In case of inter-office transactions (IOAR entries), it should be ensured that the correct IAU code has been debited or credited.
ii. Necessary details may be verified from the office notes, specifically, sanctions obtained are as per Expenditure Rules and relevant CO instructions.
iii. Debit in customer account is effected only after verifying the signatories of the instrument/advice.
iv. Batch number of transaction along with date of transaction is recorded on the supporting document.
v. Whether manual provisions (Para 5.6 and 5.7 of BD Manual Vol I) / extant instructions are followed in case of transfer cheque?
   Whether the cheques not found in order are returned unpaid along with an Objection Memo?
vi. Wherever tax is applicable, the correctness of its amount must be verified and ensured that correct amount has been accounted for and remitted to Government within the prescribed time.

B. Cash transactions (daily)

Cash will be received either for funding an outward remittance (Demand Drafts/Payment Order/NEFT/RTGS) or for deposit into an account. Also, Cash payment is made based on supporting/base document. This document will either be an application in prescribed format/pay in slip/challan/cash voucher/cheque. (Para 2.3 of BD Manual Vol I)/ extant instructions.

i. Verify the transactions in terms of points A (i) to (iv) above. In case of cash transactions, other than withdrawal by a current account holder, there should not be an IOAR transaction.
ii. In case of cash payment against cheque, whether the details of the cheque are entered correctly in the system?
iii. Whether "Cash received / Paid" stamp is affixed on the supporting/base document along with the date and signature?

C. Financial Entry Request (FER) transactions (daily)

(Note: RFERTRAN report can be generated from CBS to ascertain the FER transactions)

i. Whether there are any outstanding/pending FER to be responded/authorized by the auditee office?

ii. Whether the authorization of FER originated by other IAU has been done based on communication from the originating IAU/confirmation thereon and the resultant accounting entry passed is correct in terms of account and amount?

iii. Whether there are any outstanding/pending FERs originated by the auditee office and pending authorization by the other (responding) IAU?

Part II: Current Account Management

A. Current Account opening and closing (Weekly)

i. Whether any current account has been opened or closed?

ii. Whether provisions contained in manual and/or additional instructions issued by the Central Office have been followed for opening (Para 3.2.4 & 3.2.5 of BD Manual Vol I) /extant instructions and closing (Para 3.2.10 of BD Manual Vol I) /extant instructions of accounts?

iii. Whether approval of the nodal Central Office Department has been obtained for opening or closing the current account?

iv. Whether the new account has been opened with stipulated minimum balance i.e.the minimum balance was credited to the new current account on the same day on which the account was opened? (Para 3.2.3.9 of BD Manual Vol I)

v. Whether on closure of a current account, unused cheques returned by the account holder has been recorded in CBS, the authorized signatories removed in CBS and the fact has been recorded on the physical signature cards with remark 'Cancelled'?

vi. Whether the unused cheque forms have been destroyed and whether certificate of destruction signed by the concerned official has been placed on record?

vii. Whether the closing balance in the current account, if any, has been transferred to the account indicated by the current account holder on closure of the account?

viii. Whether the current account has been closed after ascertaining whether any loans and advances are outstanding in the name of the entity before processing the account closing application?

ix. Whether the confirmation of the balance showing 'NIL' balance as on the date of the closing of the account has been obtained?

x. Whether provisions contained in BD Manual (Para 3.2.9 of BD Manual Vol I and/or additional instructions issued by Central Office Departments have been followed by the Office while opening Current Accounts of Foreign Central Banks/ Institutions?

xi. In terms of provisions contained in Para 3.2.3.1 of BD Manual Vol I /extant instructions, banks and financial institutions which are eligible to open account with the Bank can open only a single Current Account. However, in case of amalgamation, amalgamating entities are allowed to operate separate accounts from amalgamated entity for a temporary period.

(a) Whether such accounts were allowed to continue operations for specific purposes and for a temporary period with due approval of nodal Central Office Department/s concerned?
(b) Whether any such accounts were allowed to be continued even after prescribed period? (Para 3.2.3.5 of BD Manual Vol I)

xii. (a) Whether there was any instance of a bank placed under moratorium/ all-inclusive directions? If so, whether the instance was referred to the concerned Central Office Department e.g. Department of Banking Regulation etc. without delay and necessary instructions obtained, under advice to DGBA.

(b) Whether any restrictions placed by Court, Central Government on a bank for operating on their account(s) with the Bank was appropriately complied with.

B. Maintenance of record of Authorized Signatories (Monthly) (Para 3.2.7 of BD Manual Vol I)

i. Whether any specimen signature has been added or cancelled during the month?

ii. In case of addition of signature, whether the specimen signature cards (BDF 4) are signed with date by Assistant Manager after verifying the signatures of attesting officials and uploaded in CBS?

iii. Whether the addition of authorized signatories is based on proper documents submitted by the account holder?

iv. Whether on receipt of requests for cancellation of any authorized signatory from the account holders, the specimen signature card is affixed with the remark `Cancelled' in bold letters in red ink under the signature of the Manager/AGM and the same has been updated in CBS?

v. Whether the list of authorized officials whose specimen signatures are operative is kept up-to-date in CBS?

vi. (a) Whether the list of authorized signatories has been referred to the account holder in the prescribed form (by February 15) and confirmation obtained within prescribed timelines?

(b) Whether the date of expiry of authority of officials to operate on accounts, if any, is prominently noted on the specimen signature card and appropriately captured in CBS?

C. Power of attorney and Board resolutions (Weekly) (Para 8.1.1 of BD Manual Vol I)

i. Whether any PoA and/or Board of Resolution has been registered in PoA register?

ii. (a) Whether the documents have been verified in terms of BD Manual Vol I / circulars / instructions issued/if any?

(b) Whether BD manual provisions have been followed for registration of power of attorney/board resolution?

iii. Whether Power of Attorney has been stamped in accordance with Indian StampAct and the State Stamp Act in force?

iv. If the powers granted to the official are operative for a specified period, the date on which the Power of Attorney/Resolution will expire has been mentioned in the PoA and also entered in CBS.

v. When the Power of Attorney lapses or is revoked, whether the signature is deleted from CBS and updated in the signature card and PoA register?

D. Request for Change in name of account holder (Weekly) (Para 3.2.15 of BD Manual Vol I or extant instructions)

i. Whether there has been any request for change in the name of current account?

ii. Whether the change in name of account holder has been processed after receipt of

regulatory approval from the nodal COD?
In case of banks appearing in the Second Schedule, a copy of the gazette notification in which such change has been published shall mandatorily be obtained.

E. Inoperative Accounts(Annual) (Para 3.2.17 of BD Manual Vol I or extant instructions)
Whether a list of current accounts which have not been operated upon for three successive accounting years as at the close of accounting year has been taken from CBS, reviewed and referred to the nodal COD of the account concerned for instructions?

F. Obtaining Balance Confirmation (quarterly)
(Para 3.2.13 of BD Manual Vol I or extant instructions)
Whether balance confirmation has been obtained from the current account holders as at the end of every quarter?

G. Court orders /Garnishee orders/attachment orders (Daily)

i. Whether any court orders/garnishee orders/attachment orders have been received with respect to any current account holder?
ii. Whether legal cell/department was consulted for the same and timely action had been taken thereon?
iii. Whether provisions contained in BD manual (Para 8.2 of BD Manual Vol I) and/or additional instruction/Standard Operating Procedure issued by DGBA have been followed by the Office?
iv. Whether statement containing details of all pending court cases are sent to DGBA on quarterly basis by 10th of the month following the quarter? (Para 8.3 of BD Manual Vol I)
v. Ascertain, if any balances are lying in Sundry Deposit - legal/ litigation account or any other Sundry Deposit account in connection with Garnishee/ Attachment Order received from Statutory authorities for a period of more than 3-4 working days and the reasons thereof.

PART III: Inventory Management (DD/PO/Cheque)

i. Whether stock of instruments (DD/PO/cheque) are inventorized in CBS on receipt from the press? (Para 5.1.1 of BD Manual Vol I)
ii. Whether cheque leaves/books are issued based on request and after verification of signature of the applicant and also entered in CBS? (Para 5.6.1 of BD Manual Vol I/extant instructions)?
iii. Whether number of leaves/books in physical stock is verified on a half-yearly basis and it matches with the inventory in CBS? (Para 5.4 of BD Manual Vol I)
iv. Whether paid instruments in custody of remittance section are verified on monthly basis? (Para 5.4.2 of BD Manual Vol I)

PART IV: Loans & Advances (daily)

A. In case loans or advances has been extended following will be verified

i. In case any loans and advances has been given to banks or Primary Dealer (PD), whether the correct account heads have been debited and credited?
ii. Whether the loan was granted on submission and verification of required documents? Whether instructions of the COD concerned have been followed for granting loans? (Para 7.2 and 7.3 of BD Manual Vol I)

iii. Whether the application for loan has been signed by the authorized official/s whose signature/s is/are on Bank's record and is/are in accordance with the operational instructions? [Para 7.4 (b) (i) of BD Manual Vol I]
iv. Whether the amount of advance applied for, together with the outstanding balance, if any, is within the limit sanctioned for the bank / PD and does not exceed the ceiling limit or drawing limit, whichever is lower? [Para 7.4 (b) (ii) of BD Manual Vol I]
v. In case the promissory notes are to be renewed within 3 years (or any other specified period) of their date of execution, whether the Demand Promissory Note forming part of the required documents, is valid i.e., within due date/ within its validity period? (Para 7.9 of BD Manual Vol I)
vi. Whether the total of outstanding balances in individual loan accounts in various categories agree with the GL balance? (Para 7.8 of BD Manual Vol I)
vii. In case of repayment of loan (in part or in full), whether the loan balance was updated correctly and whether correct accounting entry for repayment was passed?
(Note: Instruction on loans and advances are issued by nodal CODs concerned)

B. Interest on loans and advances

i. Whether the interest is being recovered monthly? (If any other periodicity has been prescribed by the Central Office Department concerned, for interest recovery, interest calculation and recovery should be checked accordingly).
ii. Whether the amount of interest is correctly calculated on the outstanding balance and at applicable rate?
iii. Whether correct accounting entry has taken place for interest recovery?
iv. In case of final repayment, whether interest has been recovered at the time of settling the outstanding loan balance? (Para 7.10 of BD Manual Vol I)
v. If a loan is repaid on the same day it is availed of, whether a day's interest has been recovered? (Para 7.10 of BD Manual Vol I)
vi. Whether the instructions of COD concerned are being followed for levy of penal interest? (Para 7.12 of BD Manual Vol I)

PART VI: Remittance

A. Issue and payment of Demand Draft (DD)

i. Whether the passing official is subjecting applications to the prescribed verifications and subscribing initials on the application? (Para 6.9 of BD Manual Vol I)
ii. Whether the accounting entry passed for DD issue is correct? Whether the DD has been issued to correct beneficiary and for correct amount?
iii. (a) In case of issue of DD against cash, it must be seen that DD for Rs 50,000/- and above has **NOT** been issued against cash.
(b) Whether the cash receipt stamp with date and signature of recipient is present in DD application form? (Para 6.9 of BD Manual Vol I)
iv. In case of issue of DD against cheque, whether the DD has been issued after realization of cheque?
v. In case, the application is from Government department, whether the applicant's signature has been verified?

B. Issue of new DD in lieu of expired / lost DDs

i. If the DD is payable at SBI bank branch, whether a non-payment certificate/email confirmation has been obtained from SBI? (Para 6.17.1 of BD Manual Vol I)

ii. In case DD is payable at any RBI Branch, whether it was verified from CBS that the DD was outstanding for payment?

iii. (a) Whether letter of Indemnity has been obtained?

(b) Whether it is stamped as an agreement in case the applicant is a customer? (Para 6.17.1.2 of BD Manual Vol I)

(c) Whether it has been taken as a letter of undertaking in case the applicant is an employee of the Bank?

iv. (a) Whether the expired/lost DD is cancelled, and fresh DD has been issued in its place for the same amount and favoring the same beneficiary?

(b) Whether the details of DDs issued, and DDs cancelled are correctly updated in CBS? (Para 6.17.1.4 of BD Manual Vol I).

C. Other aspects of DD

i. **Recording of Stop Payment of DDs (Para 6.20 of BD Manual Vol I)**

(a) Whether the Stop payment has been recorded for DD issued by the office based on application received from the applicant to stop payment.

(b) Whether the DD was outstanding at the time of marking 'STOP'? (In case of drafts issued to Government Departments, offices may entertain requests for stop payment from the payees/endorsees thereof)

ii. **Payment of drafts by cancellation (Para 6.18 of BD Manual Vol I)**

a. Whether the original draft as well as the duplicate, if any, issued has been surrendered? (The draft received for cancellation will itself be treated as the debit voucher).

- Whether application for cancellation has been received from the original applicant?
- Whether draft cancelled was outstanding?
- Whether the drafts are cancelled by offices who have drawn/ issued them?
- Whether the amount was refunded to the remitter with the approval of the Manager/AGM? (No refund will be made on a lost draft and the remitter will have to obtain a duplicate of the draft from the issuing office in such cases and receive the payment thereof through the payee at the drawee office).
- Whether the refund has been made as a transfer to the account only and not paid in cash?
- Whether the cancellation of the draft by issuing office has been effected by debit to the office to which the original credit was afforded under advice to that office and refund made to the remitter?
- In case of drafts drawn on SBI, whether a Non-Payment Certificate/email confirmation has been obtained from SBI stating that the draft is still outstanding in their records and a stop payment has been marked for the same? (Only then, the cancellation request will be entered in CBS and the funds will be transferred back to the account of the customer /account holder / applicant)

iii. **Payment of lapsed drafts**: Since lapsed drafts are transferred to 'Commission Account – Sundries', whether the payment against lapsed drafts has been made by debit to 'Commission account - Sundries' after obtaining approval of RD/CGM/ Officer in Charge? (Para 6.15 of BD Manual Vol I)

iv. **Revalidation of Drafts**: On receipt of application for revalidation of draft along with reasons for delay in encashment, the existing demand draft will be cancelled, and a fresh demand draft of three months' validity will be issued for the same amount and favoring the same beneficiary after ensuring that no stop has been recorded against the draft and no duplicate draft has been issued for the original draft. (Para 6.19 of BD Manual Vol I)

D. Monitoring Outstanding DD (Para 6.14 and 6.15 of BD Manual Vol I)

i. Whether the total balance of draft outstanding agrees with the balance in the Drafts Payable A/c?

ii. Whether the list of outstanding DDs has been put up to Manager / AGM and to HOD of BD at quarterly intervals?

iii. Whether items outstanding for three consecutive years in the "Draft Payable Account" are transferred to the "Commission Account – Sundries" by the drawee office at the time of annual closing after obtaining due approval of RD/CGM/OIC as per the manual provisions/ extant instructions issued by DGBA? (Para 6.15 of BD Manual Vol I)

E. Issue of Payment Order (PO) / Banker's Cheque (BC)

i. Whether PO has been issued based on sanction note of the department concerned?

ii. Whether PO/ BC Payable Account (8022007) has been credited by the department concerned before the issue of PO?

iii. Whether PO has been issued for the correct amount and beneficiaries name mentioned is as per the sanction note?

F. Issue of new PO in lieu of expired/lost PO

Whether the original PO was outstanding? Whether a fresh PO issued is for the same amount and favoring the same beneficiary?

Whether the details of POs issued, and POs cancelled are correctly updated in CBS?

G. Monitoring Outstanding PO

i. Whether the total of PO outstanding matches with the GL balance?

ii. Whether the Payment Orders outstanding for over three consecutive accounting years are transferred to the 'Commission A/c. – Sundries' at the time of annual closing as per the extant instructions issued by DGBA?

Part VII- Monitoring of accounts

a. Daily checking

i. Whether exception transaction report, if any, is checked and put up to DGM/GM of Banking Department on the next business day (Para 2.12.5 of BD Manual Vol I / extant instructions)?

ii. Whether cash scroll, transfer scroll, clean cash book, GL Summation, GL Posting is verified on daily basis and discrepancies observed, if any, are being promptly resolved?

iii. Whether CHB account is being monitored on daily basis (if not feasible on a daily basis, then at designated regular intervals) and reconciliations are being attended to?

(Note: The Concurrent Auditors should not only give the status of above but also comment on the reasons for discrepancy and the action / inaction of the Department.)

b. **Weekly checking**
Statement of Affairs (Para 2.10 of BD Manual Vol)

i. Whether Weekly Statement of affairs (WSA) for every week as of Friday is verified and whether the confirmation of correctness of WSA has been sent to DGBA as per the extant instructions?

ii. Whether weekly confirmations have been received from other sections/ departments on the correctness of their transactions?

iii. Following aspects must also be seen while verifying WSA: -
- Whether WSA is balanced?
- Whether figures reported under various heads in the statement of affairs report and weekly abstract of statement of affairs report are tallying with the respective GL Balance, Trial Balance?
- Whether figures reported under Central and State Government accounts are tallying with the DP report of CAS Nagpur? (**For CAS Nagpur**)
- Whether the amount of notes, rupee coins and small coins matches with the physical cash register?
- Whether total of assets/liabilities matches with Grand total of each side in both WSA and WSA abstract?

Weekly certificate
Whether weekly certificate has been regularly put up to DGM/GM as per the extant instructions??

Batch cancellation and supplementary transaction

- Whether there were any instances of batch cancellation or supplementary transaction passed during the week?
- Whether the same was carried out after taking approvals as indicated in Para 2.10.1 read with Annex B, of BD Manual (Vol I)?
- Whether the WSA of the current week or any of the previous week/s was changed due to the said transaction/cancellation? In case of change in WSA,the same has to be checked again and it must be ensured that a confirmation of correctness of WSA has been sent by the office to DGBA.

c. **Monthly checking**

i. (a) Whether the register for charges account has been confirmed by the departments concerned on monthly basis?
(b) Whether the GL balance of Dead Stock/Fixed Asset tallies with total inventory?
(c) Whether monthly confirmation is furnished to the HOD of the Banking Department regarding the current signatures of users who are authorized to issue DDs/POs?
(d) Whether paid instruments have been verified on monthly basis?
(e) Whether the list of outstanding DDs has been put up to Manager/AGM on monthly basis?

ii. Whether the items outstanding in all transit accounts as at the end of every month has been put up to Regional Director/ Officer in Charge?

iii. Whether confirmation regarding the outstanding entries in sundry, suspense, security deposit and earnest money deposit has been obtained from the departments concerned on monthly basis?

iv. Whether entries in transit internal account heads carrying statutory balances like Sundry Deposit- TDS/ GST/ TCS etc., has been reversed by remitting to the Government Account within the prescribed timeline?

d. Income Review Statement (IRS)

i. Whether it is being prepared for period ended June, November, December and/or any other period specified by DGBA?
ii. Whether the same is prepared and sent to DGBA within the time limit indicated by DGBA?
iii. Whether provision utilized has been marked off in CBS before submitting IRS to DGBA for the month for which IRS is prepared and the provision balance (unutilized) shown in the RPROVBAL report is correct?
iv. Whether the GL balances reflected in IRS (System generated) is correct?
v. Whether outstanding expenditure and accrued income have been considered in preparation of IRS? Whether the proforma entries for the same has been passed in CBS?
vi. In case of prepaid expenditure, whether the portion of expenditure pertaining to period after the month ended for which IRS is to be prepared has been excluded in manual IRS and proforma entry for the same has been passed in CBS?
vii. Whether the manually prepared IRS and CBS generated IRS tallies? If not, whether the discrepancies have been identified and resolved?

e. Housekeeping (Half Yearly)

i. Whether instructions contained in circular issued by DGBA Instruction No.02/2024-25 dated August 01, 2024 and provisions of para 1.2 (4) (iii) of BD Manual Vol I/ extant instructions have been followed by the Office?
ii. Whether Housekeeping Statement has been prepared on half-yearly basis in timely manner and relevant appendices has been submitted to the concerned CODs as mentioned in DGBA circular dated August 01, 2024?
iii. Whether steps have been taken for the reversal of outstanding entries?

Part VIII - Annual Closing

i. Whether instructions contained in annual closing circular issued by DGBA have been followed by the Office?
ii. Provisions (income & expenditure) may be verified for its correctness andaccounting entries thereof may be verified.
iii. In case of outstanding payments, it must be seen that amount to be provided for, includes TDS and GST (ineligible ITC portion), wherever applicable.
iv. In case of Income Accrued but Not Received, it must be seen that separate liability has been booked for GST while making provision for income, wherever GST is applicable

on outward supply of services in terms of DGBA Instruction No.009/ 2022-23 - CO.DGBA.DBA.No.S1527/57.01.001/ 2022-23 dated March 29, 2023.

v. It may be verified whether unutilized provision for expenditure incurred but not defrayed and income accrued but not received, if any, is to be carried forward for next accounting year or written back. If it is to be carried forward, the same has been done correctly and if the same is not required to be carried forward, it has been transferred to specific Provision No longer required GL as per the extant instructions in this regard

vi. Whether approval of the RD/O-i-C has been obtained before making provision?

vii. Annual Closing returns must be verified for their correctness.

viii. It must be verified that Prior period transactions and utilization of global provision has been correctly reported in the format prescribed by DGBA. Whether prior period transaction reported as part of annual closing returns also matches with CBS?

Part IX – Half yearly review (September end)

i. Whether instructions contained in Half-Yearly Review circular issued by DGBA have been followed by the Office?

ii. Provisions (income & expenditure) may be verified for its correctness. Further, it must be verified whether the provision made was reversed on the first working day of October?

iii. Whether unutilized provision made in previous March (annual closing) and it is certain that the same will not be required to be used in the second half of the year (October to next March), has been transferred to ‘Provision no longer required’ as per the extant instructions?

iv. Correctness of Provision Balance Report (RPROVBAL) as at September end must be seen to ensure that provisions utilized have been marked off, amount transferred to provision no longer required has been marked off andthe positive balance reflected in the report shows the unutilized provision to be utilized in the remaining six months (October to March) and the same is carried forward.

v. Returns for Half yearly review should be verified and checked for itscorrectness.

A. WEEKLY STATEMENT OF AFFAIRS (WSA) – BANKING DEPARTMENT and ISSUE DEPARTMENT			
Sr. No	**Areas**	**Frequency**	**Verification/audit required**
	a. Assets and Liabilities- BankingDepartment **b. Assets and Liabilities- Issue Department** **c. Schedules Forming part of WSA**	**Weekly**	To be verified from various available reports.
2	Whether there were any incidents pertaining to WSAfor the week?	**Weekly**	Brief description with corrective action, if any, to betaken by the division.

B. OTHERS			
Sr. No	**Areas**	**Frequency**	**Verification/audit required**
1	Income Review Statement	Period ended **June, September, November and December.** IRS may be called for any other period also as decided/ advised by DGBA.	Verifying whether: a. the activity is being carried out b. The data on income and expenditure prepared andreported 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 unresponded financial entry request.	**Monthly**	Verifying whether any entries in transit accounts are remaining outstanding for the division beyond the prescribed period and status of FER, if any.
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	**Annual**	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 - Whether approval for payment is as per relevant ER para.
7	Payment to Statutory Auditors	**Annual**	Whether payment, if any, due to the Statutory Auditors have been correctly calculated including taxes, if any, on them?
8	Annual Closing	**Annual**	c) Whether provision, if any, required to be made has been correctly calculated including the tax component, if any, and also correctly accounted for. d) Checking the closing related reports for the accounting unit and consolidated reports.
9	Half yearly review	**Half year ended September**	e) 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. f) Whether all relevant half-yearly reports of provisions have been checked. g) 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. h) Checking of reports for half year ended 30th September, the Balance Sheet, Income Statement and other reports of assets and liabilities and income and expenditure.

Integrated Banking Department (IBD) - GOVERNMENT BANKING DIVISION

1. Receipts - Cash / Clearing / Transfer

i. Whether scrutiny of challans is done as per prescribed procedure laid down in Para 2.3.3 of GBD manual (Vol – II)?
ii. For cash receipts, whether a proper receipt generated from CBS/manual receipt is given to the customers depositing cash into Govt. accounts?
iii. Whether cheques drawn on other banks and received for credit to Govt. Accounts are presented in the same day's CTS clearing within the cut off time?
iv. Whether receipted challans along with receipt scrolls are forwarded to the Govt. departments, the next working day and in case of cheque, the third day after realization of cheques in clearing?
v. Whether receipted challans are handed over to the depositors after realization of cheques in clearing?
vi. Whether the instruments returned by Drawee banks are returned back to the depositors and proper record of the same is kept in the department?
vii. Whether instruments returned by Drawee banks due to technical reasons (or) fault from RBI such as not affixing clearing stamp, etc. are presented again in the same day's CTS clearing within the cut off time?
viii. Whether balancing of cash receipts with the relevant challans is done at the end of the day before closure of Banking Cash (if done by GBD)?
ix. Whether it is ensured that credit is given to the correct head of account of the State Government?

2. Short Credits

i. Whether instruments received under Short Credits are entered and dispatched to the concerned Regional Offices on the same/next day of receipt?
ii. In respect of Short Credits pertaining to other Regional Offices, whether entries are made in Short Credit Module in CBS?

iii. Whether outstanding pay-in slips/challans/credit vouchers are tallied with outstanding items in the register of short credits dispatched to the outstation Offices at fortnightly intervals; whether suitable remark is made against the last entry in the register by the AM?
iv. Whether a list of outstanding entries is prepared at fortnightly intervals and put up to DGM/GM of Banking Department for his perusal and appropriate action as advised by the DGM/GM is taken?

3. Payments –Cash / Clearing/Transfer

i. Whether the specimen signatures of authorized signatories are properly scanned and tagged to the respective accounts in CBS? Whether date of expiry of such signatures is properly entered in the system? Whether the signatures on instruments are verified before passing?
ii. Whether the cheque book series intimated by the Govt. Departments are properly entered in CBS and authorized?
iii. Whether the department is taking telephonic/e-mail confirmation from the drawers of the instruments if the value is more than 5.00 lakh?
iv. Whether payment cheques are passed at various levels of authorities based on their amounts? (for e.g. if the value of the instrument is more than Rs. 25.00 lakh, then the same should be passed/paid by AGM)?
v. Whether the confirmation of balance was obtained from the Personal Ledger A/c. holders periodically?
vi. Whether STOP payment instructions properly signed by the authorized signatories of the accounts are properly recorded in CBS and reviewed periodically? Whether STOP Revocation instructions received from authorized signatories are verified and then entered in CBS?
vii. Whether paid Interest Warrants are sent to PDO for preservation at PDO as per PDO Manual provisions?
viii. Whether the Date-wise Monthly Statement (DMS) mentioning the settlement date is timely sent to the accounting authorities?
ix. Paid cheques should be checked with the respective payment scroll in GBD 7 generated from the system.
x. Whether paid instruments are properly verified and sent to respective Government Departments on the same day or next working day?
xi. Checks for uploading of files manually for e-payment: –

(a). Whether payment file is uploaded based on confirmation of payment by Government through cheque/ debit mandate?

(b). Whether total payment amount mentioned in cheque/ debit mandate are cross-checked against the total amount mentioned in e-payment file? (Date of payment may also be verified)

(c). Whether Cheque/ debit mandate is signed by authorized signatory?

4. Demand Draft Received for Realisation A/c / Cheque for Collection A/c

i. Whether large numbers of entries are pending for reversal? If so, reasons thereof.

ii. Whether proper efforts are made to reconcile/mark-off entries outstanding for a longer period?
iii. Whether the outstanding items parked in the Demand Draft received for realization account are reconciled and tallied with the figures available in DAD?
iv. Whether Cheques for collection a/c is operated by the department and balance reconciled?

5. <u>Reimbursement of claims for payment in respect of LC/BG</u>

i. Whether proper debit mandate from the Government to reimburse the concerned commercial banks towards LC/BG is on record?
ii. Whether reimbursement has been made as per the debit mandate received from the Government?
iii. Whether proper records are maintained for all the LCs / BGs for which reimbursements have been made?
iv. Whether the specimen signatures of the Govt. Officials issuing debit mandates are properly maintained in GBD for verification and whether the same are duly verified before making payments? Whether the signatures are scanned and uploaded in CBS package?

6. <u>Special Deposit A/c. – 1975 (</u>(only applicable to ROs maintaining accounts under Special Deposit Scheme 1975)

i) To confirm that no interest has been paid for the accounts whose balances have not been confirmed.

ii) **a)** Whether interest claim was supported by payment scroll in the prescribed format;
b) Whether interest applied at the appropriate prevailing rate.
c) Whether a certificate was obtained from the claimant's internal auditor/statutory auditor regarding the correctness of the claims in respect of the amount of yearly interest paid to the Fund/Trust on the Special Deposit Scheme A/c.

iii) Whether the refunds in SDS A/c are made in accordance with GovernmentNotification No. F 5(6) –ECB & PR/2003 dated May 01, 2003 **and letter No.F.No.6(10)/2008-PR dated August 14, 2008.**

iv) Whether withdrawals from SDS A/c to meet the obligatory payment was supported by the following documents (to be signed by at least two authorized signatories (Trustees): -Resolution passed with regard to withdrawals in the meeting of Board of Trustees.
a) Resolution passed with regard to withdrawal in the meeting of Board of Trustees.
b) Wherever approval required from the concerned Regional Provident Fund Commissioner, EPFO, it was obtained before permitting such refund.

v) Whether the department is maintaining proper account-wise ledgers / registers for maintenance of SDS Direct Accounts and SDS Mirror Accounts? Whether entries with regard to payment of interest, withdrawals, etc. are properly recorded and authenticated by the officials handling the section?

vi) Whether Balance Confirmation is being taken from SDS Direct Account holders and SDS Mirror Account holders as at the end of March 31, every year and information forwarded to DGBA, C.O. by June 30, every year?

vii) Whether necessary SDS Statements are being sent to DGBA, CO and to Ministry of Finance as per timelines given below: -

(a) SDS Balances as on March 31 – to DGBA, CO by June 30 every year.

(b) Withdrawal / closure / transfer / interest payment Report – to DEA, MoF, GoI by 10^{th} of subsequent month.

(c) Revised Estimates/Budget Estimates of interest liability under SDS – to DGBA, CO by October 15 every year.

viii) Whether necessary approval has been taken from DGBA for transfer-in / transfer-out cases, involving SBI / RBI.

ix) Whether necessary approval has been taken from DGBA, CO for payment of interest pertaining to previous years?

7. Safe Custody of Articles

i) Whether Safe Deposit Register in form GBD 21 and relevant files are maintained properly under the initials of the officer in charge of the section?

ii) Whether articles are accepted from Government Ministries/ Departments of Central/State Governments/Union Territories who are banking with the Bank, and such other parties as may be specifically permitted by Central Office? Heads of Department of the Bank at its Regional Offices may deposit articles in their official capacity. The Employees'/Officers' Co-operative Credit Society may avail the facility of safe deposit only for depositing duplicate keys in their official capacity.

iii) Whether annual verification of articles in safe custody is being carried out by an officer deputed by the Regional Director?

8. Agency transactions on account of State Government

i. Whether in respect of Agency Charges A/c, Agency Bank-wise Ledger and State Govt.-wise Ledger are maintained in CBS?

ii. Whether all State Govt. transactions reported by the agency banks are accounted for in the CBS System on the same day? If the reporting is manual, whether the same are authorized by an officer without any delay?
Whether the Agency Transaction Day Book and List of agency transactions are sent to Treasury Office, Finance Department without any delay?

iii. Whether bank-wise, monthly statements known as monthly closing statements are received from the Link/ Nodal Offices of the banks authorized to conduct State Govt. transactions and whether the same are forwarded to AG's Office and Finance Department?

iv. Whether the link/nodal branch of the Agency bank is sending separate daily advice/statements, one for reporting previous month's transactions and the other for current month's transactions within 4^{th} day of every month?

v. Whether FORM I generated from the e-Kuber is matched with the DMS submitted by the agency banks? Whether Form I/J are sent to AG's Office and Finance Department without any delay?

9. Payment of Turnover Commission

i. Whether agency commission payment has been made as per the revised applicable rates and instructions for the transactions? Calculation for all cases to be verified.

ii. Whether the claim for agency Commission is received within the stipulated period from agency banks. If there is a delay, whether there was proper follow up by the department?
iii. Whether the agency commission claims are submitted by the banks in the format prescribed in DGBA Master Circular DGBA.GBD.No.S2/31-12-010/2024-2025 dated April 01, 2024, (as updated/revised from time to time)?
iv. Whether the turnover amount on which the commission is payable is checked with reference to the records of GBD (before making payment of agency commission)?
v. Whether the data pertaining to agency commission is entered in CBS and the commission calculated by the system? Whether correct Head of Account is debited for payment of agency commission i.e., Agency Charges A/c – Turnover Commission (payable on account of Govt. turnover)?
vi. Whether TDS under GST has been deducted as per applicable rate for the applicable category of the banks?
vii. Whether TDS deducted has been remitted within the stipulated time frame to the government and all returns relating to TDS under GST deduction have been complied and submitted to the government within the time period given in the CGST Act, 2017? (This will be applicable only if the activity is done by GBD at ROs)
viii. Whether GST has been paid correctly on the applicable rate along with agency commission for transactions done w.e.f. July 1, 2019 by ROs?

10. Month end activities

i. Whether balance transfer for the month end has been carried out correctly
ii. Whether DMS, including for those State Government accounts that are opened for the purpose of integration, has been sent to the concerned Treasury, Finance Department and AG's Office and VDMS has been received within the prescribed time?

11. Integration of State Government portal with e-Kuber

i. Whether QPX Monitoring Screen access has been obtained by GBD officials for monitoring of transactions under e-payments and e-receipts and is being used by RO for below:-
- For replying to queries of Government before escalating matter to DGBA or e-Kuber QPX support team
- For adhering to SOP for Role of Regional Offices for sending list of Debit Notifications and Return Notifications.

ii. Whether the following reports are mandatorily sent by GBDs to the concerned officials/authorities in a timely manner as mentioned in para 2.7 of BD Manual Vol II: -

a. For agency transactions: -

S. No	Report	Frequency	Source and Report Format	Recipient
1	Form D: Agency Transaction Day Book	Daily	e-Kuber, pdf	Treasury & Finance Department
2	List of Agency Transactions (Agency Bank-wise)	Daily	e-Kuber, pdf	Treasury & Finance Department

3	Form I & J: Agencies Transaction account	Monthly	e-Kuber, pdf	AG Office, Finance Department & Treasury
4	Monthly statement of Agency Banks	Monthly	Link office of Agency Banks (preferably pdf)	AG Office, Finance Department & Treasury

b. For transactions done directly at RBI (applicable where State Government has account with RBI):
Whether following reports are sent in a timely manner to State Government/ AG Office as mentioned in para 2.7 of BD Manual vol II:-

S. No.	Report	Frequency	Source & Report Format	Recipient
1.	Receipt Scrolls: DAD Portion Account Wise Summary	Daily	e-Kuber, pdf	Treasury & Finance Department
2.	Payment Scrolls: DAD Portion Account Wise Summary	Daily	e-Kuber, pdf	Treasury & Finance Department
3.	PSB 1 to 5: SG account statements	Monthly	e-Kuber, pdf	AG Office, Finance Department & Treasury

c. If any of the above reports are not sent to the Government/accounting authority or in cases where such practice has been discontinued by the RO, whether confirmation on the same was obtained from the Government/accounting authority?
d. Any other reports sent by the RO, based on the request from the State Government, that involve banking transactions or otherwise, which are not generated from e-kuber / not provided by agency bank, are sent **with a disclaimer** that "the reports are only for information/MIS requirement of the State Government and the same may not be used as primary sources for reconciliation purpose".

12. KYC status of accounts

i. Whether the KYC documents for the newly opened accounts have been obtained and verified?
ii. Whether KYC documents are obtained periodically (once in every eight years) or whenever any change in incumbency of the authorized officials of the government accounts is reported to RBI?
iii. Whether newly opened government accounts have been mapped correctly?
iv. Whether there are any inoperative accounts? Whether the status of inoperative accounts is reviewed yearly?
v. Whenever there is no change in the KYC information of the Legal Entity Customer, whether a self-declaration in this regard is obtained from the Government Department?
vi. Whether notice period of three months have been given to the concerned Government departments before closing an inoperative account?

13. Inspection of HO/branches of agency banks

i. Whether RO is adhering to instructions contained in DGBA circular dated April 01, 2016, regarding periodical HO/branch inspection, where applicable?
ii. Cross checking of recovery of agency commission/ penalty amount, if any.

14. Examination of MSME/ vendor data in e-Kuber by Concurrent Auditors for payments made by the Department during the month.

V. Human Resource Management Department (HRMD)

1. Allotment of Flats:
(i) Whether rent in respect of Bank's accommodation occupied by Officers/ Employees is being recovered as per instructions and the same are posted in relevant registers under proper authentication?
(ii) Whether penal rent is recovered at the appropriate time and rate?
(iii) Whether the record of recoveries to be made from the outgoing allottee is maintained and followed-up.
(iv) Verification of bills paid to private security agencies in respect of the security guards posted at various Bank's colonies.
(v) Whether renewal of lease agreement for providing accommodation to employees was done on time.

2. Liveries:
Whether scrutiny of bills in respect of purchase/stitching of liveries, purchase of monsoon equipments, shoes etc. is correct and paid without delay.

3. Officer's Lounge and Dining Room:
Whether the Office has prepared the monthly income and expenditure accounts which is being put up to higher-ups for their perusal and signatures.

4. Sports Club:
(i) Whether grants paid to the Sports Club is as per instructions contained in Central Office Circular CO. HRMD. No. G-107/ 7002/ 20.34.01/ 2011-12 dated April 11, 2012.
(ii) Whether Sports Club run by Welfare Associations of staff quarters submits necessary financial statements for claiming Bank's assistance.

5. Library:
(i) Whether expenditure towards subscriptions to Newspapers/financial journals etc. incurred in accordance with Paras 26.2 of RBI Expenditure Rules, 2023.
(ii) Whether a register in Form Gen.066 with separate folios for each journal, gazette etc. maintained to record their receipt.
(iii) What is the annual limit for purchase of books and how it is utilized?

(iv) The sale of Bank's publications, the details of amount realized, the date of realization and date of credit to the respective head of account etc. should be checked and correctness verified. (To be checked by CA)

6. Bank's Car:

(i) Bills regarding purchase of petrol, repairs to Bank's car, etc -

Whether bills are duly certified and approval has been obtained from Competent Authority as per ER Rules before payment.

(ii) Verification of bills paid to the travel agency in respect of the cars hired by the office.

Whether bills are duly certified and approval has been obtained from Competent Authority as per ER Rules before payment.

7. Stationery Section:

(i) Verify whether lowest quoted rate accepted and wherever the higher rate has been approved, reasons thereof are recorded and approval of the competent authority obtained.

(ii) Whether the stationery bills are passed for payment by the competent officer as per the RBI Expenditure Rules, 2023 without delay.

(iii) Whether the stationery bills are duly certified by A.M. and paid without delay.

8. Central Receipt and Despatch Section (CRDS)

Whether the Departments maintained a combined outward letters and postage register in Form No. Gen. 043 or the register in form No. Gen. 0.44 and postage registration in Form No. 045. (Para 7.40)

9. Franking Machine:

(i) Whether franking prepaid postage facility is obtained

(ii) Whether the franking of covers done as per the provisions.

(iii) Whether cross checking of balance as per the register of postal franking with the machine readings is carried out every day

(iv) Whether defective franking is properly accounted for

(v) Whether eligible rebate receivable from Post Office is promptly claimed and accounted.

10. Maintenance of Subsidiary Ledgers:

(i) Whether entries in the subsidiary ledgers were checked by the Concurrent Auditors vis – a – vis the supporting documents and the same were found in order. (DGBA Circular No. 19 dated 08.11.2005).

(ii) Whether it was ensured that all payments to staff and outside parties were made by NEFT. Whether NEFT credit was given to the correct account.

1. **Rajbhasha Cell:**

Whether the bills paid by the cell are duly sanctioned as per Expenditure Rules 2023 and C.O. instructions.

12. Audit, Budget and Co-ordination Cell:

Whether the bills pertaining to meetings held in connection with Central/ Local Board, audit fees (concurrent audit/ statutory audit/ Special audit/ PF audit, etc.) are duly sanctioned as per the C.O. instructions/ ER 2023.

13. Additional items to be checked:
Comments on provisions made for expenses at the end of every year and its utilization in next year.

14. Examination of MSME/ vendor data in e-Kuber by Concurrent Auditors for payments made by the Department during the month.

VI. Department of Information Technology Cell

1. Trend analysis of expenditure on Computer Stationery - Whether the procuring authority has placed the procurement plan before ITPC in terms of Para 3.8 of IT Procurement Manual 2024.

2. 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.)

3. 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.)

4. Whether the half-yearly physical verification and reconciliation of dead stock and sundry articles/IT equipment is carried out, as on March and September every year.
Para 4.12 (vii) of Premises Department Manual Vol-I, 2024)

5. 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)

6. 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)

7. Whether the e-waste generated have been handed over only to the registered producer, refurbisher or recycler as stated in circular CO.DIT.INFHW.No.S849/04-23-046 /2023-2024 dated February 02, 2024 on “E-waste (Management) Rule, 2022 - Responsibilities of Bulk consumer”

8. Maintenance, Software Services :
i. Whether all resources of IT Cell like computers, printers, and other hardware are adequately insured.
ii. 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. (कें.क .परर.वि.पी ीसी.सं.एस-920 / 71.03.010 / 2024-25 dated 27.03.2025)

9. Whether AMC for maintenance of all computers, printers and other hardware have been made. (Para 10.22 of IS Policy 2024)

10. Budget and Accounts:
i. Verification and remarks on Quotation register maintained.
ii. Whether quotation/tender is called/opened as per laid down procedures?
(Para 3.5 of IT Procurement Manual 2024)

11. Whether sanctioning power is exercised in accordance with the provision of latest Expenditure Rules while making payment to the vendor, and TDS, wherever applicable, has been duly deducted?
(Expenditure Rules 2023 as amended upto July 30, 2025)

2. Bill Payments:
Position of outstanding bills beyond 15 days and reasons thereof, if any? (Para 6.4.5 of General Administration Manual 2024)

13. Budget and Accounts
i. Position of outstanding Entries in Sundry Deposit and Suspense Account and reasons thereof, if any.
ii. Whether permission from the RD/CGM/O-i-C was obtained for entries outstanding beyond the prescribed period.
(Para 2.20 of Banking Department Manual 2024 – Volume I)

14. EMD:
i. Whether EMDs were being maintained on 'Suvidha' portal
ii. Whether all relevant details were entered and captured properly.
iii. Whether EMDs were refunded to parties or in case of allotment of tender to the parties, their amount has been transferred to security money deposit account.
(Para 5.3.14 of Premises Department Manual Vol-I, 2024)

15. Bank Guarantee

i. Whether Bank Guarantees are being maintained on 'Suvidha' portal
ii. Whether all relevant details were entered and captured properly.
iii. Whether the Bank Guarantees submitted by the vendors have been confirmed by the issuing bank.
iv. Whether expired Bank Guarantees have been returned to the issuing bank.
(Para 4.27 (vii) of Premises Department Manual Vol-I, 2024)

16. Position of outstanding Paragraphs from Previous Concurrent Audit Report:
i. Whether any outstanding paras from previous CA report is pending with the department/ IT Cell.
ii. If yes, reason for the same may be recorded.

17. Examination of MSME/ vendor data in e-Kuber by Concurrent Auditors for payments made by the Department during the month.

VII. <u>Central Establishment Section</u>

1. GENERAL - TA/HA etc.
(i) Whether all bills are inwarded.

(ii) Whether all bills are passed by the officers authorized to pass the bills under Bank's Expenditure Rules.
(iii) Whether the amount for which the bill is passed is correct.
(iv) Whether advances and unspent balances have been correctly accounted for.
(v) Whether the balance amount payable has been correctly worked out.
(vi) Whether references to Central Office, seeking instructions/interpretation for settlement of bills are properly followed up.

2. TRAVELING/HALTING ALLOWANCE:
(i) Whether the fares are admitted by the entitled class and by the shortest route.
(ii) Whether the fares are restricted for the distance by the shortest route only.
(iii) Whether there is specific approval of RD/Department-in-Charge for journey performed by air by an employee not ordinarily entitled to travel by air.
(iv) Whether return journey fare is paid to the employee who returns to headquarters before completion of work or who returns after availing of leave (other than casual leave) after completion of work, except when the absence is on medical grounds and for short period or for sudden/serious illness of a close relative.
(v) Whether a declaration is furnished by the employee in respect of the rail journey, if tickets are not enclosed.
(vi) Whether the compensation equal to the difference in fares for the actual class of travel and the entitled class is paid correctly after verifying the facts/documents (admissible to Class III employees only-Potdars) and the amount so paid taken into account for the purpose of calculation of Income-tax.
(vii) Whether Air tickets for officers on Tour/Training are purchases under CATA. In exceptional cases where the ticket is booked by the officer outside the corporate arrangement, whether the bill is settled only after the approval of the competent authority.
(viii) Whether the advances drawn at temporary headquarters, if any, were utilized in time.
(ix) Whether for, officers stay in Hotels, VOFs, Dharmshalas etc., lodging, charges paid are as per the rates prescribed by CO.
(x) Whether incidentals @ ¼ of per diem H.A has been paid to the officers as per rules.
(xi) Whether Hotel charges are paid as per rules by admitting tax/luxury tax/service charge etc whenever claimed.
(xii) Whether officer is availing hotel facility regulating his stay in such a way that he is not required to pay full additional day's charges for a part of the day not involving night stay.
(xiii) Whether advance towards HA is restricted to one week for longer tours where Banks offices are located.
(xiv) Whether an employee proceeding on tour to a place 50 Kms away from the HQ and returning on the same day but before midnight after staying outside for more than 8 hours is paid any other charges except HA. (Mazdoor charges may be paid at the discretion of Competent Authority).

3. MAZDOOR CHARGES:
Whether Mazdoor charges are reimbursed at the appropriate rates as applicable at residence and station etc., or lump sum amount is payable under the declaration scheme.

4. HALTING ALLOWANCE:
(i) Whether halting allowance has been paid for the correct number of days.
(ii) Whether the rates are appropriate and according to the place of stay.

(iii) Whether any halting allowance is paid for the period of leave other than casual leave on medical ground duly supported by medical certificate and for the journey period when return journey is performed before completion of work at temporary headquarters or after completion of work but on expiry of leave (other than casual leave or ordinary leave for short period on medical ground supported by medical certificate) availed of after completion of work.
(iv) Whether Sundays/holidays spent wholly outside temporary headquarters, if any, have been excluded and rounding off of the number of days is properly done.
(v) Whether the halting allowance for the actual period of stay rounded off to the nearest day (12 hours or more to be taken as one day and less than that to be ignored) is computed first and the remainder is treated as journey period.
(vi) Whether the sliding scales of halting allowance are applied, wherever applicable.
(vii) Whether proper deduction has been made when the employee is treated as guest by the concerned institution.

5. TRANSFER (TA) BILLS:
(i) Whether the transfer bills are submitted within a period of six months from the date of transfer or within the extended period subject to a maximum of two years from the date of transfer.
(ii) Whether the fares have been claimed by the shortest route and by entitled class.
(iii) Whether the amount not exceeding two months pays to meet incidental expenses as admissible has been paid.
(iv) Whether the Octroi receipt is produced in support of the claim.
(v) Whether the railway receipt for the container charges is produced when transportation is done by container service.
(vi) Whether the packing and crating, unpacking, clearing and forwarding, transportation and cartage, loading and unloading and Insurance etc., charges are admitted as per rules.
(vii) Whether the freight charges are admitted up to a maximum of 60 quintals or one full four-wheeler wagon load by ordinary goods train. (If goods are transported by lorry or any other mode of transport, expenditure incurred up to 60 quintals of weight on actual terms not exceeding the amount charged by well-known transport companies having all India operations. Consignment note/ challan in addition to the receipt for freight should be produced).
(viii) Whether, in cases where scooter/ motorcycle are transported separately, charges to the extent of two quintals at parcel (railway) rate as applicable only are paid.
(ix) Whether any demurrage charges have been reimbursed.

6. HALTING ALLOWANCE ON TRANSFER:
(i) Whether halting allowance on transfer has been paid for a maximum period of 60 days or the date of securing accommodation whichever is earlier. (Halting allowance will cease to be paid from the day next to the date of allotment of accommodation at the new centre).
(ii) Whether halting allowance has been paid for the number of days spent outside headquarters on leave/holidays.
(iii) Whether halting allowance has been paid to an officer who has own accommodation not leased to the Bank or belonging to Joint Hindu Family or has residential accommodation ready for occupation at the new centre or the transfer was effected at the request of the officer.
(iv) Whether the application for accommodation has been made before reporting to the new centre.
(v) Whether any accommodation has been declined by the officer.

7. CONVEYANCE BILLS (Processes have been taken over by Samadhan, Only local conveyance bills are being processed beyond 8 kms for Officers who are not eligible for driver allowance and Class III and Class IV employees are being paid by IES module on local conveyance.)

(i) Whether the distance stated in conveyance bill is correct, the point of deviation in order, the mode of transport used appropriate from the point of view of eligibility and the amount claimed and admitted is proper.

(ii) Whether officers who are claiming reimbursement of conveyance expenses either for maintaining vehicle or on monthly-consolidated basis have claimed conveyance expenses separately for official trips of less distance than 8 kms at headquarters.

(iii) Whether officers who are claiming reimbursement of salary for personal driver have claimed reimbursement of expenses on local trips for official purpose.

(iv) Whether, in cases where employees travel in groups of two or more, endeavour is made, to the extent possible to share the same conveyance, so as to keep the expenditure within the limits of necessity.

8. OUT-OF-POCKET EXPENSES BILLS (Out of Pocket expenses bills are being processed beyond 8 kms (at least 50 kms) for Officers, Class III and Class IV employees and are being paid by IES module on local conveyance)

(i) Whether the place of duty is beyond 8kms from the normal place of work.

(ii) Whether there is any lounge/canteen facility of the Bank available or any arrangements have been made by the Bank with any hotel or restaurant within a distance of 1.5 kms from temporary place of work.

(iii) Whether the minimum absence from the normal place of work is between 12.00 and 2.00 PM. (However the time limit is not applicable to employee on remittance, inspection or cash verification duty).

(iv) Whether out-of-pocket expenses are paid for intervening Sundays/holidays.

(v) Whether out-of-pocket expenses are correctly reimbursed at half the rate of halting allowance applicable to the place of work.

(vi) Whether sliding scale of out-of-pocket expenses was applied after first 45 days except in case of employees on remittance, inspection or cash verification duty.

9. MEDICAL BILLS:

(i) Whether the bill has been submitted within one year from the date of completion of treatment and if there is delay, whether the same has been condoned.

(ii) Whether the claim is properly supported by documents such as doctor's receipted bills, prescriptions, chemist cash memo etc.

(iii) Whether the treatment is taken at headquarters and if not, whether the reasons for not taking the treatment at headquarters are furnished and the same are justified.

(iv) Whether the claim is restricted only in respect of self, non-earning spouse and dependent children and whether necessary declaration/certificate is obtained in respect of earning spouse, in respect of whom the facility is claimed (Married female employee is eligible to claim medical facilities either for their dependent natural parents or parents-in-law by giving irrevocable option. In the case of dependent parents-in-law, the claim can be made only if her husband is no more or not earning).

(v) Whether families of workmen employees who have not opted for dispensary facilities for the purpose of reimbursement of medical expenses under the PMT scheme have availed of dispensary facilities.

(vi) Whether the dates of cash memo correspond to the date of prescription.
(vii) Whether the quantity purchased corresponds to the quantity prescribed.
(viii) Whether any claim has been preferred in respect of dependent parents/brothers/sisters.
(ix) Whether cost of treatment taken by officers from a RMP under Homoeopathic/ Ayurvedic treatment is reimbursed up to a period not exceeding three months and only one consultation charge is reimbursed during the period. If treatment exceeds three months at a time for the same ailment whether amount reimbursed only if treatment is taken from Govt./Govt. recognized Trust/ Charitable hospitals/dispensaries.
In the case of indoor hospitalization, whether the treatment has been taken in the hospital run/recognized by Central/State Government and after consultation with BMC.
(x) Whether visit/consultation charges of general practitioners are restricted to admissible extent.
(xi) Whether the specialist consultation fee is reimbursed only if done with BMO's prior permission, unless under emergency of which BMO is subsequently informed.
(xii) Whether the charges for pathological/radiological tests, physiotherapy and dental treatments, dressing etc. are reimbursed as per the appropriate schedules, as applicable to officers and workmen staff respectively.
(xiii) Whether the maternity expenses and the charges for caesarean operation are reimbursed to the admissible extent.
(xiv) Whether the stoppage charges in case of hospitalization are reimbursed within the ceilings prescribed.
(xv) Whether the operation charges (inclusive of theatre charges, anaesthesia charges, Assistant Surgeon's fees etc) are reimbursed are reimbursed on the basis of respective schedule/rates applicable to their grade, depending on the nature of operation as per para 8.1.6 of BMFS 2022.
(xvi) Whether the reimbursement in respect of treatment of gynaecological problems like leucorrhoea, menorrhagia, irregular bleeding/ cycle etc. is reimbursed to officers and workmen employees subject to specific diagnosis by the attending Gynaecologist and on recommendations of BMO.
(xvii) Whether the cost of hormones (except for thyroid), multivitamins, tonics, drugs having nutritional food values, enzymes, advertised drugs, cosmetic medicating and medicated soaps is reimbursed. Whether cost of lotions/ointments, eye/ear drops etc. reimbursed only when they are required to be purchased in emergency/acute cases. (Cost of disposable syringes used during hospitalization treatment only can be reimbursed).
(xviii) Whether the registration fees/charges levied by the Trust/Charitable/Private hospitals/nursing homes for indoor treatment was reimbursed as per BMFS rate schedule provided the treatment was taken with prior permission of BMO.
(xix) Whether surcharge levied by Govt./Municipal/Trust / Charitable hospitals reimbursed as per rates levied by these hospitals or at the rate of 20% whichever is lower. (However, surcharge levied by private hospitals/ nursing homes is not reimbursable).
(xx) Whether record of reimbursement made to individual officers has been maintained.
(xxi) Whether the claims for following ailments which are outside the BMFS has been admitted:
Sexually transmitted diseases, Obesity, Retarded growth, Sterility perse, Insanity, Menopause Syndrome, Surgery done for cosmetic purposes, change of sex, allergy tests etc.
(xxii) Whether the refraction test of eyes is allowed only once in two/three years and whether instructions regarding reimbursement of the cost of spectacles have been strictly adhered to.
(xxiii) Whether the cost of pace-maker in the case of an employee is reimbursed only once during the service on proper recommendations and payment is made directly to the authorized supplying agency.

(xxiv) Whether the cost of crutches, cervical collar, corset belts and artificial limbs has been reimbursed keeping in view the extant instructions.
(xxv) Whether for CAT scan test prior approval/ recommendation was obtained.
(xxvi) Whether in case of D&C operations histopathological report has been submitted.
(xxvii) Whether the reimbursement of charges for medical termination of pregnancy was reimbursed only to admissible extent subject to fulfilment of prescribed conditions.
(xxviii) Whether the expenditure on account of tubectomy/ vasectomy operations was reimbursed correctly up to the prescribed limits in addition to the incentive amount.
(xxix) Whether the special nursing charges was reimbursed on fulfilment of certain conditions.
(xxx) Whether only those part-time employees in Class IV whose hours of work exceeded 13 hours per week has availed of dispensary facility for their family members.
(xxxi) Whether cost of allopathic medicines prescribed by a non-allopathic doctor was reimbursed (not reimbursable).
(xxxii) Whether the bill was submitted once in quarterly basis within one year of the succeeding quarter, if the claim amount was less than 1000/-.
(xxxiii) Whether the prescription bears the Registration No. of the Doctor.
(xxxiv) Consultation charges of a Dentist and the cost of Bridges and Crowns/Caps are now reimbursable w.e.f. 1.8.2002).
(xxxv) Whether druggists' bills are paid promptly.
(xxxvi) Whether the stock register and prescription files are properly maintained?
(xxxvii) Whether monthly and quarterly surprise check of all dispensaries has been carried out"?
(xxxviii) Whether verification and checking of stock of drugs and dead stock articles in the dispensary is arranged periodically.
(xxxix) Whether the bottles of medicines are properly labelled to indicate their contents.
(xxxx) Whether the name and telephone number of nominated nodal officer has been advised to all the retired executives/employees in the area for any help/information required by them for settlement under Group Mediclaim Policy for Retired Members of MAFs/Settlement of claims of Retired Executives.

10. ADVANCES (Motor Vehicle/Consumer Articles/Personal Computer/ Education/Flood-Cyclone Relief/ Fan/ Bicycle etc.):
Individual staff members have to apply for Advance in the Samadhan module on "Personal Advances" as the process has been taken over by Samadhan, however CA's should ensure that recoveries do not exceed 25% of total emoluments which includes instalments of all advances.

11. Housing Loan (Paras 11.5.1.1) Individual staff members have to apply for Housing Loan in the Samadhan module on "Housing Loan" as the process has been taken over by Samadhan:
Whether Document Register is properly maintained?

3. **Tax Deducted at Source (TDS):**
Whether statutory obligations like deduction of various taxes/payments, etc. were invariably met (as per rules /rates in force) and remitted in time; filing of Returns / Statements, wherever called for, may also be checked.

4. Examination of MSME/ vendor data in e-Kuber by Concurrent Auditors for payments made by the Department during the month.

5. **Fund Accounts:**

(i) “Whether section is ensuring that the balance in all the local Fund Accounts is NIL at the end of every month”.

(ii) “In case of Funds transferred to CSBD, whether section is submitting monthly statement, as per the format at Annex II duly verified by concurrent auditors, to CSBD.

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