

## Application for Empanelment of CA/ CMA firms in Dakshin Bihar Gramin Bank For Conducting Concurrent & Revenue Audit of allocated Branches.

**The General Manager** Dakshin Bihar Gramin Bank Head Office, Ashochak, Patna-800030

I/We hereby submit my application requesting for my empanelment as CA/ CMA Firms for conducting **Concurrent Audit, Revenue Audit** of allocated branches & Audit of CCPC / H.O. Departments of the Bank after the notice displayed in the Bank's website [www.dbgb.co.in](http://www.dbgb.co.in)

### My/Our Complete Bio-Data is as under:-

Self-attested Photograph of proprietor /partners.

Self-attested Photograph of proprietor /partners.

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Self-attested Photograph of proprietor /partners.

Sr. No.	Particulars Detail	Response Column to Fill & Supported Documents to be submitted
01	Name of the Firm	
02	Constitution: Individual/ Proprietorship/ Partnership Firm Limited Co	
03	Address with PIN Code	
04	Mobile Number	
05	Whats App Number	
06	E-Mail address	
07	Date of formation/establishment of the Firm	
08	PAN No. of the firm (Copy to be attached)	
09	GST No. of the firm (Copy to be attached)	
10	Registration No. of the Firm with ICAI / CMA (Copy to be attached)	
11	Registration No. of Firm/Co. With Date (unique Code Number) with RBI (Copy to be attached)	
12	<b>No. of Partners &amp; Chartered Accountants Name of the all Partners/ Cost Accountants along with their mobile number.</b>	
13	The CA/ CMA Firms should have their Headquarter / Branch office within the operational area of Dakshin Bihar Gramin Bank i.e. 20 districts at present & having 12 Regional Offices in <b>entire South Bihar, Samastipur, Begusarai &amp; Khagaria district.</b> Provide Full Address and <b>Contact Details of the firm.</b>	
14	Details of audit staff employed : <b>Qualified Chartered Accountants / Cost Accountants, Semi Qualified Chartered Accountants, Retired/Ex-bank officers, Article/Audit Clerks, Other Assistants</b>	
15	Experience of concurrent auditor with DBGB (please give the details with supporting documents) (add rows if required) Name of the branch Period worked(from - to- ) with dates No. of yrs.' and Months	
16	Experience of Concurrent Audit with PSBs (Please give details with supporting documents) Name of the bank & Branch. Period Worked (From - to- ) with dates No. of yrs. and months	
17	Additional Qualification possessed by partners <b>CA/ CMA</b> (i.e.CISA/DISA etc.) (please give the details with supporting documents) (add rows if required) Name of the person, Designation, Addl. Qualification Possessed, Month/Year of the Certificate / Passing	
18	Experience In specialized areas like <b>CCPC / Big Branches etc.</b> (please give details with supporting documents) Area Experience in Years	



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19	Whether appointed as Statutory Auditor/Stock Auditor/Concurrent Auditor etc. for DBGB If Yes, give details like nature of audit, period of engagement, present position.	
20	If worked as Concurrent auditor in DBGB, whether under cooling period (Yes / No / Not Applicable)	
21	Name of the Branch where worked with Branch Code Branch Name	
22	If any of the branch of the CA / CMA firm is already engaged as concurrent auditor, then name of the branch / Branch Code	
23	Whether any disciplinary action by ICAI / CMA instituted/pending against any member of the firm (if 'Yes' give details)	
24	If Firm or partners are having any Credit Facilities / stood as a guarantor with Dakshin Bihar Gramin Bank, please furnish necessary details indicating nature of the dealings and the name of the Bank's branch where the account/s is/are maintained:	
25	CA/CMA firms which carry Statutory Audit Assignments for a year will not be considered for internal audit assignment during that year and the next year. These instructions would even apply to firms of which a partner or proprietor is engaged or to be engaged in internal assignment of the bank's Associate concerns CA/CMA Firms should not have conducted Statutory Audit of our Bank or its subsidiary / sister concern during the preceding year's. An audit firm in which a partner is also a partner / proprietor of firm entrusted with Statutory Audit (central or branch) of the Bank is not eligible for appointment as concurrent auditor. A CA/CMA Firm on Bank's panel for concurrent audit will not be eligible to be considered for any other panel of HO: IAD and vice versa, viz. Panel of Revenue Auditors	
26	The firm should have necessary office set up and adequate personnel to ensure proper deployment and timely completion of the assignments	
27	Any other Relevant data, if you wish to indicate.	
28	Revenue & Net profit during the last 3 years & Turn Over for last 3 years	
29	<b>. Declaration</b>	
29 a	I /We hereby confirm and undertake that the details/information furnished above is true and correct to the best of my knowledge. In case, any information is found otherwise or incorrect later on, the Bank has the right to de-panel / terminate the assignment, without giving any notice to me.	
29 b	I/We have not been De-paneled/Blacklisted by any organization in the past and we fulfill all the conditions of eligibility for empanelment with DBGB as a Concurrent Auditor.	
29 c	I/We undertake that I shall not sub contract / sub assign the audit assignment given to me.	
29 d	I/We hereby declare that I/we will not intermediary / lobby directly or indirectly for consideration of any credit proposals of friends / relatives / clients / non-clients to the Bank.	
29 e	I/We also declare that if my name is empanelled for concurrent audit assignment, I/We shall perform the tasks/assignment entrusted to me in the best interest of the bank.	
29 f	I shall also abide by the rules and regulations of the Bank in force from time to time and will not Indulge in any act detrimental to the interest of the bank.	
29 g	I/We understand & agree that after the selection I/We will abide by the terms & conditions contained in the offer letter at the time of giving the assignment of Concurrent/Revenue audit work. I/We also understand that the bank reserves the right to accept or reject the application without assigning reasons. If selected for empanelment as a concurrent auditor of the bank and the offer is accepted, I/We will execute the terms and conditions with the bank. If the Bank finds the details provided are incorrect/not true later, the appointment may be cancelled. The bank will be indemnified from any losses or damages incurred due to this false information. I/We will also be liable for any legal action taken by the bank. I/We will abide by all the rules and regulations of the bank.	
29 h	I/We will open a current account in any branch of DBGB as per convenience for the receipt of monthly remuneration after final selection as a Concurrent Auditor. ( This choice allows the Bank for flexibility and convenience in managing financial transactions.)	

Name of the Partner:-

Signature of Partner:

Firm Seal

Date:

