

A. Eligibility criteria for Bank Retirees

Eligibility Norms: -

- a) The Officer must be a retired employee of the Bank (**Copy of Retirement Certificate must be enclosed**).
- b) Must have minimum banking experience of 10 years' service as an officer in the bank with satisfactory track record.
- c) The Upper Age limit of the officer must not exceed 70 years as on 01.02.2025.
- d) The Officer must have served the bank for at-least five years in the capacity of Branch Head or minimum of three years in Inspection Department of the concerned bank.
- e) The Officer must be having sound knowledge of computer operations.
- f) The Officer must not be having any liability pending with Bank.
- g) The Officer must not be involved in any illegal or criminal activity.
- h) The officer must have retired honorably either superannuated or through VRS (not being charge-sheeted & punished for serious lapses/offences, in his active career) from the bank.
- i) The officer must have high sense of involvement and should have the ability to motivate others.

Other Requirements: -

- i) **“Application for “Empanelment of Bank Retirees for Concurrent Audit”** should be mentioned on the envelope, carrying Bio-data.
- ii) Bank Retirees applying for empanelment must submit along with application, the Copy of the following documents: -
 - a) Identity Proof (copy of PAN Card) and
 - b) Address proof (copy of Aadhaar Card/Driving License/ Voter Card/ Passport).
- iii) Mere submission of application does not in any way constitute guarantee for allotment of the audit job of any nature from the bank. The allocation of branches to the auditors will purely be the prerogative of the Bank.
- iv) The periodicity of concurrent audit assignment (if any) will be for ONE YEAR with quarterly review of performance.
- v) ‘Incomplete Application’ or ‘Application without Requisite Enclosures’ will not be entertained.
- vi) The Bank Retirees will undertake that they will not sub contract/sub assign the audit assignment.
- vii) The Bank Retirees will not lobby directly or indirectly for consideration of any credit proposals of their friends / relatives / clients / non clients of the Bank.
- viii) If empanelled, the detailed terms & conditions of offer including fee and other expenses payable will be intimated at the time of allotment of audit work.

- ix) Assignments of empanelled Bank Retirees will be governed by “Code of Ethics” and the bank will initiate necessary action against such persons in case serious deficiencies observed are detrimental to bank’s interest.
- x) All other terms and conditions for empanelment of Bank Retirees as concurrent auditor will be applicable as per approved policy of the bank subject to change from time to time.
- xi) Only those applications which are received between the date of notice and the last date of receipt of applications will be considered.
- xii) The Bank Retiree who has submitted any such application earlier to the date of this notice, is required to apply afresh within the stipulated period, if the person meets the requirements for empanelment.
- xiii) The Bank Retirees who are already empanelled as concurrent auditors should also submit a fresh application for continuation.
- xiv) The Concurrent Auditors shall also submit limited review report as per prescribed format of the allotted Branches on Quarterly Basis. Any MOC surfaced under statutory or other audits which were not pointed out by concurrent auditor will entail disqualification of the concurrent auditor. This disqualification of auditors on account of MOCs surfaced shall be monitored by AI&V Deptt.
- xv) The Concurrent Audit firm/individual will be liable to be removed at any time at the sole discretion of the bank without assigning any reason.
- xvi) The Concurrent Auditor should strictly adhere to the audit coverage as per the scope of Concurrent Audit as may be communicated /decided by the Bank from time to time.
- xvii) No out of pocket expenses or traveling allowance / halting allowance would be paid to the Concurrent Audit firms/individuals for carrying out the audit assignment and/ or attending workshops / meetings etc.

The last date for receipt of application with Bio-Data at our office is 28th of February, 2025 till close of working hours, at the following address:

The Chief of Audits, Inspection & Vigilance
J&K Grameen Bank
Head Office, Narwal
Jammu. J&K
Pin: 180006

A. Eligibility criteria for Chartered Accountants (CA Firms)

Eligibility Norms: -

- a) The CA/CA firm must be registered & having Certificate of registration from ICAI/ICWAI.
- b) The registration of CA/CA firm with ICAI/ICWAI should be on or before 01.04.2023. The CA/CA firm registered with ICAI/ICWAI after 01.04.2023 is not eligible for the Concurrent Audit.
- c) It must have sufficient manpower with requisite skill levels and infrastructure to conduct the audit in a professional and specialized manner.
- d) Not Delisted/depanelled by any Bank/Financial Institution
- e) Not associated with Banks Statutory Audit: - It is to be ensured that the audit firm or any sister / associate concern / network firm is not conducting the Statutory Audit of the Bank or any of its Business Units.
- f) Banking/Audit Experience: - Weightage/preference will to be given to a firm having exposure in conducting Concurrent Audit of the Bank Business Units for a few public sector / major private sector banks.

Other Requirements: -

- i) “Application for “Empanelment of CA Firm for Concurrent Audit” should be mentioned on the envelope, carrying Bio-data.
- ii) CA Firms applying for empanelment must submit along with application, the Copy of the following documents: -
 - a) Partnership deed, if applicable.
 - b) Registration certificate issued by the ICAI/ICWAI certifying the constitution of the Firm, their branches & date from which it is continuing as a Partnership Firm (latest).
 - c) Registration with RBI.
 - d) Registration with CA&G.
 - e) Identity Proof/s (copy of PAN Card) and
 - f) Address proof/s (copy of Aadhaar Card/Driving License/ Voter Card/ Passport).
 - g) Annual Income Tax Return of the Firm.
- iii) Mere submission of application does not, in any way, constitute guarantee for allotment of the audit job of any nature from the bank. The allocation of branches to the auditors will purely be the prerogative of the Bank.
- iv) The periodicity of concurrent audit assignment (if any) will be for ONE YEAR with quarterly review of performance.
- v) ‘Incomplete Application’ or ‘Application without Requisite Enclosures’ will not be entertained.
- vi) The Concurrent Audit Firm will undertake that they will not sub contract/sub assign the audit assignment.
- vii) The Concurrent Audit Firm will not lobby directly or indirectly for consideration of any credit proposals of their friends / relatives / clients / non clients of the Bank.

- viii)** If empanelled, the detailed terms & conditions of offer including fee and other expenses payable will be intimated at the time of allotment of audit work.
- ix)** Assignments of empanelled CA firms will be governed by “Code of Ethics for Chartered Accountants” circulated by ICAI in its website and the bank will initiate necessary action against such CA firms and its partners in case serious deficiencies observed are detrimental to bank’s interest.
- x)** CA firms which carry Statutory Audit Assignment of the Bank will not be considered.
- xi)** All other terms and conditions for empanelment of CA firm as concurrent auditor will be applicable as per approved policy of the bank subject to change from time to time.
- xii)** Only those applications which are received between the date of notice and the last date of receipt of applications will be considered.
- xiii)** The CA firm which has submitted any such application earlier to the date of this notice, is required to apply a fresh within the stipulated period, if the CA firm meets the requirements for empanelment.
- xiv)** The CA firms which are already empanelled as concurrent auditors should also submit a fresh application for continuation.
- xv)** The Concurrent Auditors shall also submit limited review report as per prescribed format of the allotted Branches on Quarterly Basis.
- xvi)** Any MOC surfaced under statutory or other audits which were not pointed out by concurrent auditor will entail disqualification of the concurrent auditor. This disqualification of auditors on account of MOCs surfaced shall be monitored by AI&V Deptt.
- xvii)** The Concurrent Audit firm/individual will be liable to be removed at any time at the sole discretion of the bank without assigning any reason.
- xviii)** The Concurrent Auditor should strictly adhere to the audit coverage as per the scope of Concurrent Audit as may be communicated /decided by the Bank from time to time.
- xix)** No out of pocket expenses or traveling allowance / halting allowance would be paid to the Concurrent Audit firms/individuals for carrying out the audit assignment and/ or attending workshops / meetings etc.

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PROFILE FORMAT FOR CONCURRENT AUDITORS (BANK RETIREES)

1. Brief details of the Employee.

- a) Name of the Employee with Code No.: _____
b) Date of Birth: _____
c) Date of Joining the Bank & Bank's Name: _____
d) Date of Retirement: _____
e) Address: _____

f) Telephone No's: _____
g) Mobile No's: _____
h) E-mail Address: _____

2. Experience:

S. No	Name of the Branch	Date of Joining	Date of Leaving	Designation

Points of Declaration:

1. I undertake that I have no liability pending with Bank.
2. I undertake that I am not involved in any illegal or criminal activity.
3. I undertake that I have never been penalized for any misconduct by the Bank.
4. I declare that I am not under any investigation of the Government/ regulator.
5. I undertake that I will not sub-contract / sub-assign the audit assignment.
6. I hereby declare that I will not lobby directly or indirectly for consideration of any credit proposals of friends / relatives / clients / non clients of the bank.
7. I also hereby declare that if my name is included in the bank's list of approved Concurrent Auditors, I will undertake to do the tasks entrusted to me in the best interest of the bank.
8. I shall also abide by the rules and regulations of the Bank in force from time to time and will always keep the bank's interest foremost in my mind.
9. I hereby declare that the details / information furnished above are / is true and correct. In case, any details furnished above are found incorrect later on, the Bank has the right to terminate the assignment given, without giving any notice.

Signature of Ex-Bank Employee

PROFILE FORMAT FOR CONCURRENT AUDITORS (CHARTERED ACCOUNTANT)

1. Name of the Concurrent Audit Firm

: _____

2. Date of Establishment of the Firm

: _____

3. Firm Registration no. Allotted by ICAI/ICWAI:

: _____

(Enclose a copy of the latest constitution certificate issued by them).

4. Registration no. with RBI

: _____

(Enclosed proof)

5. Registration no. with C&AG

: _____

(Enclosed Proof)

6. Annual income of the Firm

: _____

(Enclosed proof i.e., Copy of the latest Income Tax Return)

7. Head Office of the Firm

a) Name of the Incharge

: _____

b) Address

: _____

c) Telephone No's

: _____

d) Fax No's

: _____

e) Mobile No's

: _____

f) E-mail Address

: _____

8. Particulars of Proprietor/Partner

S. No	Name	Age as on 01-04-24	Regd no. with ICAI/ICWAI	Date of COP	Qualifications (FCA/ACA)	Specialized Degree/ Diploma	Annual Income (with proof)
1							
2							
3							
4							
5							

9. Experience (Enclosed Details/documentary Evidences)

S.No	Nature of Audit	No. of Banks/Companies	No. of Business Unites	Period
1	Statutory audit a)As bank Central Statutory Auditors b)As banks Business Unit Auditors c)Audit of other Companies			
2	Concurrent /Revenue Audit/Inspection			
3	I.S.Audit			
4	Stock Audit			
5	Risk Based Audit			
6	Other(Specify)			

10. Addresses of the Branch (es) with name of Incharge of each such Branches have been brought to the notice of ICAI.

Business Unit	Name of the Incharge	Address(along with Phone/fax/mobile/e-mail)	Whether establishment brought to the notice of ICAI(Yes/NO)
A			
B			
C			
D			

11. Whether the Firm or any partner has ever been debarred by ICAI/ICWAI/RBI. If yes, details be mentioned.

S. No	Name of the Firm / Partner	Brief Reason for Debar

Signature/Seal of Concurrent Auditor

Points of Declaration:

1. I/We declare that my/our firm is not under any investigation of the government regulator or going through any disciplinary proceedings by Institute of Chartered Accountants of India (ICAI) / (ICAWAI).
2. I/We declare that my/our firm is not doing work for any client where the J&K Grameen Bank is directly or indirectly lending or working as advisor for them.
3. I/We declare that none of my/our firm's proprietor/partner is/are employed with the J&K Grameen Bank.
4. I/We are not disqualified as provided u/s 226 of the Company's Act 1956.
5. I/We have not carried out any statutory audit of J&K Grameen Bank during the immediately preceding year nor will be accepting the same in the current year.
6. I/We undertake that we will not sub-contract / sun-assign the audit assignment.
7. I/We hereby declare that we will not lobby directly or indirectly for consideration of any credit proposals of friends / relatives / clients / non clients of the bank.
8. I/We also hereby declare that if our name is included in the bank's list of approved Concurrent Auditors, we will undertake to do the tasks entrusted to us in the best interest of the bank.
9. I/We shall also abide by the rules and regulations of the Bank in force from time to time and will always keep the bank's interest foremost in our mind.
10. I/We hereby declare that the details / information furnished above are / is true and correct. In case, any details furnished above are found incorrect later on, the Bank has the right to terminate the assignment given, without giving any notice.

Signature/Seal of Concurrent Auditor