

## CONCURRENT AUDIT IN THE BANK

Odisha Gramya Bank invites applications from interested Chartered Accountants to be empanelled as external Concurrent Auditors as per the following guidelines.

### ELIGIBILITY CRITERIA FOR EXTERNAL AUDITORS

Chartered Accountant Firms having the following eligibility criteria may apply for external auditors for conducting Concurrent Audit of the Bank.

1. The Firm should be either a proprietary or a partnership firm having Chartered Accountant(s) as proprietor/partner(s) and already in the panel of the RBI which is circulated among the Banks for statutory audit of the Banks from time to time. **Registration of the Firm with RBI is mandatory.**
2. The Firm or its proprietor/partners have not been the subject of inquiries in the past by the Institute of Chartered Accountants of India as per the provisions of section 21 of the Chartered Accountants Act, 1949 and no such enquiry is pending, initiated or contemplated by the Institute as on the date of application as well as date of acceptance of assignment.
3. Where there are group of Firms of Chartered Accounts having common partners, only one of the Firms in the group will be eligible for assignment of concurrent audit.
4. The **existence** of the Chartered Firms must be for **minimum period of 3 years.**
5. They must have past experience of conducting concurrent audit in banks.
6. They are **not in the existing panel for Statutory Audit** work of the bank for 2024-25.
7. The Chartered Firms should have their headquarter/branch office within the operational area of Odisha Gramya Bank i.e. 13 districts at present.
8. Selection of the Firms is the sole discretion of the Bank.
9. CA Firms in preparedness to conduct concurrent audit in the Bank w.e.f. **01.09.2024.**
10. The selected firms will be paid **@7500/- per month per branch** for conducting concurrent audit. They are **not entitled for any additional benefits or perquisites.**
11. Each auditing Firm shall be entrusted with **maximum 4 branches** to conduct monthly concurrent audit **for a period of 12 months**, may be extended further subject to satisfactory performance with a review after 12 months.
12. The concurrent audit should be conducted **minimum 10 working days** by the Auditor in a month per branch by visiting allotted branch office.
13. Bank has implemented risk based concurrent audit and risk based internal audit. So the firm need to conduct audit online in Ethic programme/ in the computerized system.
14. Concurrent audit will commence w.e.f 01.09.2024 for selected branches and the audit report (three copies) need to be submitted within the first week of the succeeding month to the audited branch with the bill.
15. The interested Firms must apply to the bank in the following address giving details on the following points **along with supporting documents** viz: Name of the Firm, Name of the owner, office address, address for communication with telephone no, date of establishment and details of experience on bank audit PAN, GSTI, RBI registration No, ICAI registration no, constitution of firm etc. in the prescribed format by registered post only.  
**'General Manager (Inspection), Odisha Gramya Bank, At- Gandamunda, P.O.-Khandagiri, Bhubaneswar-751030'.**
16. The **last date of receiving applications** from the interested Firms is **dt.20.07.2024 by 5 p.m.** The application received through email will not be accepted.



  
General Manager (Inspection)



(On Firm's Letter-head)

**BIODATA OF THE FIRM OF CHARTERED ACCOUNTANTS  
FOR EMPANELMENT AS CONCURRENT AUDITORS**

To  
The General Manager (Inspection)  
Odisha Gramya Bank  
Head Office, Bhubaneswar

We hereby apply for empanelment as Concurrent Auditor of your bank and furnish hereunder the requisite bio-data / information / documents.

1	Name of the Firm / Company		
2	Constitution		
3	Date Established		
4	(Registered/Communication Address of the Firm/ Company		
5	Contact Phone / Mobile Nos.		
6	PAN		
7	GSTIN		
8	UCN		
9	Present Activity of the firm/ Company & since when		
10	Revenue & Net profit during the last 3 years & Turn Over for last 3 years		
11	Name, Educational/ Professional Qualification, Phone No., PAN Address of Prop / Partners / Directors (Details as per record of ICAI/ RBI)		
12	Particulars of Registration/ Affiliation with professional bodies, Firms Constitution Certificate, FRN etc.		
13	IS Audit Certificate, Certificate course on Concurrent Audit Details.		
14	Details of Concurrent Audits conducted for the Banks / FIs (Proof of experience to be attached) Name of the Bank	Concurrent Audit (3 yrs)	
		<b>Year</b>	<b>Name of Account</b>
i			
ii			
iii			

**Note: Please attach the following:**

- a) Self-attested Photograph of proprietor / all partners / all directors.
- b) Qualification & experience of all the prop / partners / directors, each in not more than 100 words.
- c) PAN/GSTIN/UCN/FRN numbers of the firms, PAN of all Prop / Partners / Directors
- d) GST clearance(GSTR-3B)/IT clearance

We also solemnly declare that the information furnished above is complete and true. No material information adversely affecting us is concealed. We affirm that the terms and conditions relating to Bank's Empanelment of Concurrent Auditors are acceptable to us.

For & On behalf of firm / company

Photo

Photo

Photo

Photo

(Signature)  
Name &  
Designation

(Signature)  
Name &  
Designation

(Signature)  
Name &  
Designation

(Signature)  
Name &  
Designation

(All Partners / Directors to subscribe their signature)

Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.