

CENTRAL BANK OF INDIA,
CENTRAL AUDIT & INSPECTION DEPT. CENTRAL OFFICE, MUMBAI

Guidelines for Submitting Online Application for Concurrent Audit Assignment in
Central Bank of India for the F.Y. 2026-27

Please Keep Following Informations Ready:

1. Details of Partner/ Proprietor having certificate of ICAI regarding concurrent audit. Scanned copy in pdf form of the certificate to upload on portal. (size upto 200kb)
2. Branch code of Central Bank of India branch/office for which application is to be made. You may submit your choice/s for 4 Branches/ Offices/ Regional Offices.
3. Distance between Central Bank of India Branch/office and Your Office in KMs (actual).
4. RBI UCN of the Firm.
5. RBI category of Firm.
6. Complete Address with PIN & name of City/ District and State.
7. Permanent account number of the firm.
8. Constitution of the firm.
9. ICAI registration no. of the firm.
10. Whether firm is subjected to enquiry by ICAI/ RBI?
11. Experience in concurrent audit of banks during last five years. Name of bank, branch name and period from & to.
12. Firm qualified for conducting CDSL audit, may apply for concurrent audit of Emerging Business Branch (4082), in case of selection, firm has to submit the copy of NISM Certificate for CDSL audit prior to commencement of audit.
13. Whether skill upgradation training conducted by ICAI attended or not?

If submitted informations are found false at any point of time, the CA Firm will be debarred from any assignment of Bank and the instance will also be reported to RBI/ICAI for suitable actions.

Please select “APPLY ONLINE” link from Home page of the portal. A web page “*Request for Assignment of Concurrent Audit*” will open for entering details.

- **The Link of Branches/ Office list, Regional Office list and Terms & Conditions are given on Home page.**
- Please select the Branch / Office / Regional Office from the list of proposed Branches / Offices for which applications are being invited, as per category of the firm.
- Depending on the size of the Branch & Type of Offices, eligibility criteria is as under:-

S N	Branch Category / Office Type	Eligible Concurrent Auditor
1	CFB / Central Office Departments/ Integrated Treasury Branch	Banks own Official / Category I CA Firm
2	Link Cell/ Credit Guarantee Cell/ Emerging Business Branch	Banks own Official / Ex-Staff of our Bank, Category I & II CA Firm
3	MCB / ELB/ SAM/ ARB	Banks own Official / Ex-Staff of our Bank, Category I & II CA Firm
4	VLB/ SSB/ CPAC	Banks own Official / Ex-Staff of our Bank, Category I, II & III CA Firm
5	Regional Office Level (Offsite)/ LB/ MB , Other Branch/ Office	Banks own Official / Ex-Staff of our Bank, Category I, II, III & IV CA Firm
Note: Ex- Staff are not eligible for Currency Chest Branches, Nodal branches for Govt. Business and AD Category Branches.		

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- Enter RBI UCN (CA Firms)/ PF No (Ex Staffs empanelled) in the field and click on “**NEW REGISTRATION**”. Enter the details in the required fields.
- You may choose 4 options of Branches/ Offices, out of 4 options you may also choose Regional Office (RO) for checking of Transactions of Internal/ Office Accounts at Regional Office level, if interested for the same. For that please Enter the branch code/ Region Code in the field provided. Name of the branch/ office is to be confirmed by clicking on “GET NAME”.
- Give the distance in ‘KMs’ from firm’s office. The distance should be manageable for visiting branch, daily. Travelling expenses shall not be paid or reimbursed.
- Only one application can be submitted for one “RBI UCN”/ “PF No”, the selection of Branch(s) / Office(s)/ RO(s) should be done carefully.
- If firm’s RBI category matches with the Branch category, the firm can proceed further otherwise system will show the message “**NOT ELIGIBLE FOR THIS BRANCH**”.
- Details of all Partners are to be furnished by adding rows for entering particulars of partners.
- For entering details of Concurrent / Statutory Audit experience, please add the number of rows required for entering the details.
- During last Two Years, if firm has conducted concurrent/ statutory audit at any branch of a particular bank continuously, then same can be reported in single row by entering name of branches in the “branch” column (e.g. br a, br b, br c) and in dates column assignment start date at first branch and end date of last branch assignment completion date (latest)
- **Please note down the application reference number and download the application form by using the same for future reference.**
- Firm’s experience in specialized audits should be based on facts and Bank may be sought the supporting proofs, if required.
- Please don’t send print out/ soft copy of your application to any office of our bank. Copy of application form, along with other documents is to be submitted to respective zonal audit office by the selected firms only.
- Only online applications shall be considered. Allotment will be made for the listed branches in the area of applicant’s choice, prioritizing and selecting from the online applications. The bank reserves the right to add / delete name of branch(s) from the list. No correspondence shall be entertained in the matter.

PLEASE NOTE THAT ANY TYPE OF CANVASSING or RECOMMENDATIONS SHALL LED TOWARDS DISQUALIFICATION.