



**Reserve Bank of India  
HRMD  
C.B.D. Belapur**

**NOTICE INVITING e-TENDER (NIT)  
(Only through e-procurement)**

**IMPORTANT INFORMATION and SCHEDULE OF TENDER (SOT)**

Name of Work:	<b>E-Tender for Appointment of Concurrent Auditors for the period 2024-25 w.e.f. October 1, 2024 to September 30, 2025 for Reserve Bank of India, Post Box No.15, Sector 10, Plot No.3, H. H. Nirmaladevi Marg, CBD Belapur, Navi Mumbai - 400 614 RBI/Belapur Regional office/HRMD/3/24-25/ET/229[Concurrent Auditor appointment]</b>
Date and time of Invitation of e-Tender	3:00 PM. on July 18, 2024
Last date of Submission of e-Tender	August 08, 2024 at 11:00 AM
Date and time of opening of e-Tender	August 08, 2024 at 3:00 PM

**e-tender invited through e-procurement website**  
<https://www.mstcecommerce.com/eproc/index.jsp>



Reserve Bank of India  
HRMD  
C.B.D. Belapur

e-TENDER (RBI/Belapur Regional office/HRMD/3/24-25/ET/229[Concurrent Auditor appointment]for

“Appointment of Concurrent Auditors for the period 2024-25 w.e.f. October 1, 2024 to September 30, 2025 for Reserve Bank of India, Post Box No.15, Sector 10, Plot No.3, H. H. Nirmaladevi Marg, CBD Belapur, Navi Mumbai - 400 614”

Part I

Name of Bidder:

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Address:

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Date and time of Invitation of e-Tender - 15:00 Hrs. on July 18, 2024.

Last date of issue / download of e-tender - 11:00 Hrs. on August 08, 2024

Date and time of Pre-bid meeting - 15:00 Hrs. on July 24, 2024 at 2nd Floor, HRMD, RBI Belapur.

Last date of Submission of e-Tender - 11:00 Hrs. on August 08, 2024.

Date and time of opening of e-Tender - 15:00 Hrs. on August 08, 2024.

e-tender invited through e-procurement website <https://www.mstcecommerce.com/eprocn/index.jsp>



**Reserve Bank of India  
HRMD  
C.B.D. Belapur**

**NOTICE INVITING e-TENDER (NIT)  
(Only through e-procurement)**

**IMPORTANT INFORMATION and SCHEDULE OF TENDER (SOT)**

1.	Description of Works	Appointment of Concurrent Auditors for Belapur Office for the period October 01, 2024 to September 30, 2025
2.	e-Tender no.	RBI/Belapur Regional office/HRMD/3/24-25/ET/229[Concurrent Auditor appointment]
3.	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II – Financial Bid through <a href="https://www.mstcecommerce.com/eprocn/index.jsp">https://www.mstcecommerce.com/eprocn/index.jsp</a> )
4.	Date of Notice Inviting e-tender available for download on RBI website	July 18, 2024
5.	Pre-Bid meeting	July 24, 2024 3 PM
6.	Venue of the Pre-Bid Meeting	2 <sup>nd</sup> Floor Conference Room No 2, Reserve Bank of India Plot No.3, Sector 10, H.H. Nirmaladevi Marg, CBD Belapur, Navi Mumbai 400 614
7.	Estimated value of tender i.e Minimum remuneration fees (per month)	₹79,000/- per month (including all costs and excluding GST) i.e Rs 9,48,000 for 12 months (including all costs and excluding GST)
8.	Earnest Money Deposit	₹18,960/- (2% of Estimated Cost) To be deposited by all bidders through NEFT in favour of Reserve Bank of India, Belapur Details of NEFT- Beneficiary Name: Reserve Bank of India Beneficiary Account No. – 186003001 IFSC Code – RBIS0NMPA01 (R B I S Zero N M P A Zero One) [Note: Mention Name/ Company Name of the vendor in NEFT transaction remarks]

<b>9.</b>	Transaction fees	Payment of Transaction Fee, as mentioned in the MSTC portal, through MSTC payment gateway by NEFT/ RTGS in favor of MSTC Ltd.
<b>10.</b>	Bank Guarantee	5% of Contract Value (to be submitted by successful bidder for the contract period plus 30 days beyond that)
<b>11.</b>	Date of Starting of online submission of e-tender (Technical Bid and Financial Bid) on the MSTC portal	July 18, 2024, 3 pm onwards
<b>12.</b>	Last Date of Submission of EMD to RBI, Belapur	August 08, 2024 at 11:00 AM
<b>13.</b>	Date & time of Closing of online submission of e-tender (Technical Bid) on the MSTC portal	August 08, 2024 at 11:00 AM
<b>14.</b>	Date & time of opening of Part-I (Technical Bid)	August 08, 2024, 03.00 P.M.
<b>15.</b>	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, Belapur Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) on valid e-mail Ids provided by them.

“This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected Procuring Entity’s enlisted contractors. Unsolicited offers are liable to be ignored. However, contractors who desire to participate in such tenders in future may apply for enlistment with RBI as per procedure.”



**Reserve Bank of India**  
**Human Resource Management Department**  
**Belapur Office**  
**Navi Mumbai**

**E-Tender for Appointment of Concurrent Auditors for the year 2024-25 w.e.f. October 1, 2024 to September 30, 2025 for Reserve Bank of India, Belapur Office. (e-Tender No.- RBI/Belapur Regional office/HRMD/3/24-25/ET/229[Concurrent Auditor appointment]**

Reserve Bank of India, Belapur Office, (hereinafter called “the Bank”), invites E-tenders under Two-Bid system (Technical & Financial Bid) for the Appointment of Concurrent Auditors for the year 2024-25 w.e.f. October 01, 2024 to September 30, 2025 for Reserve Bank of India, Belapur Office.

2. The appointment of the Concurrent Auditors (CAs) will initially stand for the period October 01, 2024 to September 30, 2025. However, the same may be renewed for a second (October 01, 2025 to September 30, 2026) and third year (October 01, 2026 to September 30, 2027) respectively on the same terms and conditions, subject to the satisfactory assessment in the annual review of the performance of the CA.

3. The last date for submission of e-tender on MSTC portal ([www.mstcecommerce.com](http://www.mstcecommerce.com)) is **August 08, 2024 till 11:00 am**. The Part-I (Technical Bid) of the e-tender will be opened electronically on **August 08, 2024 at 3:00 pm**. In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein. The Bank reserves the right to reject any tender without assigning any reason thereof.

4. The tender document can be downloaded from the ‘Tenders’ link on our website [www.rbi.org.in](http://www.rbi.org.in) as well as from [www.mstcecommerce.com](http://www.mstcecommerce.com) i.e MSTC portal. Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / e-portal only. The applicants should regularly check the above website / e-portal for any Amendment / Corrigendum / Clarification on the above website.

Chief General Manager  
RBI, Belapur

## **DISCLAIMER**

The Human Resource Management Department (HRMD) of Belapur Office, Reserve Bank of India, Belapur, has prepared this document to give background information on the captioned contract to the interested parties. While the Bank has taken due care in the preparation of the information contained herein and believes it to be in order, neither the Bank nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, 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 respondents will be required to confirm in writing that they have done so, and that they do not rely only 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 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.

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## SCHEDULE OF TENDER

**Note:** This is a tender enquiry through MSTC portal. Bidders are advised to first visit our website <https://www.rbi.org.in> through 'Tenders' link check their eligibility. Eligible firms wishing to apply should register themselves with MSTC Portal ([www.mstcecommerce.com](http://www.mstcecommerce.com)) and apply online only.

1.	Description of Works	Appointment of Concurrent Auditors for Belapur Office for the period October 01, 2024 to September 30, 2025
2.	e-Tender no.	RBI/Belapur Regional office/HRMD/3/24-25/ET/229[Concurrent Auditor appointment]
3.	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II – Financial Bid through <a href="https://www.mstcecommerce.com/eprocn/index.jsp">https://www.mstcecommerce.com/eprocn/index.jsp</a> )
4.	Date of Notice Inviting e-tender available for download on RBI website	July 18, 2024
5.	Pre-Bid meeting	July 24, 2024 3PM
6.	Venue of the Pre-Bid Meeting	2 <sup>nd</sup> Floor Conference Room No 2, Reserve Bank of India Plot No.3, Sector 10, H.H. Nirmaladevi Marg, CBD Belapur, Navi Mumbai 400 614
7.	Estimated value of tender i.e Minimum remuneration fees (per month)	₹79,000/- per month (including all costs and excluding GST) i.e Rs 9,48,000 for 12 months (including all costs and excluding GST)
8.	Earnest Money Deposit	₹18,960/- (2% of Estimated Cost) To be deposited by all bidders through NEFT in favour of Reserve Bank of India, Belapur Details of NEFT- Beneficiary Name: Reserve Bank of India Beneficiary Account No. – 186003001 IFSC Code – RBIS0NMPA01 (R B I S Zero N M P A Zero One) [Note: Mention Name/ Company Name of the vendor in NEFT transaction]

		remarks]
9.	Transaction fees	Payment of Transaction Fee, as mentioned in the MSTC portal, through MSTC payment gateway by NEFT/ RTGS in favor of MSTC Ltd.
10.	Bank Guarantee	5% of Contract Value (to be submitted by successful bidder for the contract period plus 30 days beyond that)
11.	Date of Starting of online submission of e-tender (Technical Bid and Financial Bid) on the MSTC portal	July 18, 2024, 3 pm onwards
12.	Last Date of Submission of EMD to RBI, Belapur	August 08, 2024 at 11:00 AM
13.	Date & time of Closing of online submission of e-tender (Technical Bid) on the MSTC portal	August 08, 2024 at 11:00 AM
14.	Date & time of opening of Part – I (Technical Bid)	August 08, 2024, 03.00 P.M.
15.	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, Belapur Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) on valid e-mail Ids provided by them.

1. The Bank reserves the right to accept or reject any or all Bids without assigning any reasons and also reserves the right to relax any of the terms and conditions.

(ii) No bidder shall have any cause of action or claim against the Bank for rejection of their Bid.

(iii) All information submitted in response to this tender shall be the property of Reserve Bank of India and it shall be free to use the concept of the same at its will.

### **Important Instructions for E-Tender**

Tenderers are requested to read the terms & conditions of this Tender before submitting their online Tender.

The 'TECHNICAL BID' and the 'FINANCIAL BID' (Part – I & Part – II) are to be submitted online (ONLY) at <https://www.mstcecommerce.com/eproc/index.jsp>

#### **Process of e-Tender:**

**A) Registration:** The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid will be done over the internet. The vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

Tenderers are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com)  
Tenderers will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, Tenderers may contact RBI / MSTC (before the scheduled time of the e- Tender).

#### **Contact person (RBI Belapur):**

<b>Shri Gurudas Madhukar Parab, Asst General Manager (HRMD)</b> <a href="mailto:abccbelapur@rbi.org.in">abccbelapur@rbi.org.in</a> , <a href="mailto:gmparab@rbi.org.in">gmparab@rbi.org.in</a>  Ph. No.: 022-2752 3007 Mob. No.: +91- 8605528226	<b>Ms. Nanditha C S, Manager (HRMD)</b> <a href="mailto:abccbelapur@rbi.org.in">abccbelapur@rbi.org.in</a> ; <a href="mailto:nandithacs@rbi.org.in">nandithacs@rbi.org.in</a> ;  Ph. No.: 079-27545854; Mob. No.: 88282 13556
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#### **Contact person (MSTC Ltd.):**

1.	Ms. Archana Juneja, Assistant Manager	<a href="mailto:archana@mstcindia.co.in">archana@mstcindia.co.in</a>	9990673698
2.	Shri. Sushil Nale, Assistant Manager	<a href="mailto:sushil@mstcindia.co.in">sushil@mstcindia.co.in</a>	09987758430/ 09987758460
3.	Ms. Rupali Pandey, Assistant Manager	<a href="mailto:rpandey@mstcindia.co.in">rpandey@mstcindia.co.in</a>	9458704037
4.	Shri Tanmoy Sarkar, Deputy Manager	<a href="mailto:tsarkar@mstcindia.co.in">tsarkar@mstcindia.co.in</a>	08349894664
5.	MSTC Helpdesk	<a href="mailto:helpdesk@mstcindia.co.in">helpdesk@mstcindia.co.in</a>	033-22895064/ 40609118/ 22901004/ 40645316

**A) System Requirements:**

- i) Windows 7 or above Operating System
- ii) IE-7 and above Internet browser
- iii) Signing type digital signature

Latest updated JRE 8 (x86 Offline) 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 [www.mstcecommerce.com](http://www.mstcecommerce.com) once).

All entries in the Tender should be entered in the Formats as specified above without any ambiguity.

Tenders will be opened electronically on the specified date and time as given in the Tender. The Technical Bid and the Commercial Bid shall have to be submitted online at <https://www.mstcecommerce.com/eprocn/index.jsp>. Bids will be opened electronically on specified date and time as given in the Tender. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

**B) Process of E-tender:**

1. The Technical Bid and the Financial Bid shall have to be submitted online at <https://www.mstcecommerce.com/eprocn/index.jsp>. Tenders will be opened electronically on specified date and time as given in the NIT.
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 and make the payment in favor of MSTC Limited through NEFT. On selecting NEFT, the tenderer shall generate a challan by filling up a form and thereafter remit the transaction fee amount as per details printed on the challan without making any change in the same.

Bidder(s) may please note that the transaction fee should be deposited by debiting the account of the bidder only. Transaction fee deposited from or by debiting any other party's account will not be accepted.

**Transaction fee is non-refundable.**

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

**NOTE:** Bidders 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 tenders / corrigendum uploaded shall be sent by email only during the process till finalization of tender by RBI, Belapur as well as MSTC. Hence, the tenderers are required to ensure that the corporate e-mail ids provided are valid and updated at the time of registration of tenderer with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).

5. 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.

6. E-tender cannot be accessed after the due date and time mentioned in the Notice inviting tender.

### C) **Bidding in e-Tender:**

1. Tenderer(s) need to submit necessary EMD and Transaction fees (If Any) to be eligible to bid online in the e-tender. Transaction fees is non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority (Reserve Bank of India, Belapur).
2. The process involves Electronic Bidding for submission of Technical and Financial Bid (Part – I & Part – II).
3. 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](http://www.mstcecommerce.com) → e-procurement → PSU / Govt. depts → Login under RBI → My Menu → Auction Floor Manager → Live Event → Selection of the live event.
4. The Tenderer 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, they should click on the Technical bid. If the JAVA application does not run, then the Tenderer will not be able to save / submit his Technical bid.
5. After filling the Technical Bid, Tenderers have to click 'save' for recording the same. Once the Financial Bid link becomes active and the details are filled up, Tenderers have to click on "save" to record the financial bid. After both the technical bid & Financial bid have been saved, Tenderer has to click on the "Final Submission" button to register the bids.
6. Tenderers may use Attach Doc button to upload documents. Multiple documents can be uploaded. Maximum size of a single document that can be uploaded is 5 MB. Once documents are uploaded in the library, vendor(s) can attach documents through the 'Attach Document' link against the tender. Please

note that if the documents are not attached to the tender, the same cannot be downloaded by RBI, Belapur and it will be deemed that the vendor has not submitted the documents.

7. In all cases, Tenderers are advised to use their own ID and Password along with Digital Signature at the time of submission of their bids.
8. During the entire e-Tender process, the Tenderers will remain completely anonymous to one another and also to everybody else.
9. The e-Tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
10. 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 Tender inviting authority will form a binding contract between Tender inviting authority and the Tenderer for execution of work.
11. It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
12. The Tender inviting authority reserves the right to cancel or reject or accept or withdraw or extend the Tender in full or part as the case may be without assigning any reason thereof.
13. Any deviation from the terms and conditions of the Tender document shall not be acceptable. The submission of the bid in the e-Tender floor by the Tenderer confirms his/her acceptance of the terms & conditions for the Tender. Any order resulting from this Tender shall be governed by the terms and conditions mentioned therein.
14. For more details, tenderer may refer to the Vendor Guide and FAQ available at <https://www.mstcecommerce.com/eprocn/index.jsp> to familiarize him/ them with the system before bidding. Tenderers shall quote only base rate without GST for each item as specified in the portal. No change in quoted rates shall be accepted.

**MSTC portal will be available from July 18, 2024, to August 08, 2024 for uploading the documents and bidding.**

## **NOTICE INVITING E-TENDER**

1. E-tenders are invited under the Two-Bid system from Category-I Chartered Accountant Firms registered with ICAI for Appointment of Concurrent Auditor for the year 2024 w.e.f. October 01, 2024 to September 30, 2025 for Reserve Bank of India, Belapur.
2. The intending bidders should refer to the Scope of audit, Terms and conditions of the captioned tender before submitting their bids.
3. Before submitting the tender, the bidders 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.
4. Corrections, if any, in the quotation shall be duly authenticated with full signature of authorized person.
5. Bidder/ authorized signatory of the Bidder must sign on each page of the tender.
6. In the first stage, the Technical Bid (Part-I) will be opened at 3:00 pm on August 08, 2024 at RBI, Belapur, Navi Mumbai. 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.
7. The Financial Bid (Part-II) of only those bidders, who have been short-listed, after evaluation of Technical bid (i.e. Part -I) will be opened. The shortlisted bidders will be intimated regarding date and time of opening the financial bids.
8. No deviations / conditions shall be stipulated by the CAs in both technical and financial bids. Conditional tenders will not be accepted and will be summarily rejected.
9. Tender would 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.
10. Earnest Money Deposit : EMD @ 2% of the total contract will be collected from all the bidders through NEFT before finalizing the appointment.
11. EMD of the successful bidder shall be forfeited if the bidder:
  - 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.

**12.** 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.

**13.** 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.

**14.** 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.

**15.** In case the bidder has any doubt about the meaning of anything contained in the Tender document, he / she shall seek clarification from HRMD, RBI Belapur, at least ten days before submitting his/ her bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the Bank shall be carried out in writing. A tenderer requiring any clarification of this document shall contact the Bank in writing at the email addresses [abccbelpur@rbi.org.in](mailto:abccbelpur@rbi.org.in)/[nandithacs@rbi.org.in](mailto:nandithacs@rbi.org.in). Except for any such written clarification by the Bank which is expressly stated to be an addendum to the tender document issued by HRMD, RBI Belapur, no 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.

**16.** A pre-bid meeting will be held at 3.00 PM on July 24, 2024 at Reserve Bank of India, Belapur to discuss/ clarify queries pertaining to the tender. No separate communication will be sent for this meeting. All the intending tenderers are advised to study the tender documents before attending the scheduled meeting.

**17.** The successful tenderer shall execute an agreement with RBI on Non-Judicial stamp paper of appropriate value within 14 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 including the draft agreement shall apply.

**18.** 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 Performa. 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.

**19. Disclaimer** -Though adequate care has been taken while preparing this document, the tenderers shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to RBI immediately. If no intimation is received from any tenderer within seven (7) days from the date of notice inviting e-tender, it shall be considered that this document is complete in all respects. RBI reserves the right to modify, amend or supplement this document including all formats and Annex. While this document has been prepared in good faith, neither RBI nor its employees or advisors will make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.

## TENDER DOCUMENT – CONTENTS

The Tender Invitation Document has been prepared for the purpose of inviting tenders for Appointment of Concurrent Auditor for the period October 01, 2024 to September 30, 2025 by Reserve Bank of India, Belapur. The tender document comprises:

<b>I.</b>	Eligibility Criteria				
<b>II.</b>	Evaluation Criteria				
	(a) Criteria for Technical Bid Evaluation Parameters ( <a href="#">Annex – 1</a> )				
	(b) Criteria for Financial Bid Evaluation ( <a href="#">Annex – 2</a> )				
<b>III.</b>	Appointment of Concurrent Auditors:				
	(a) Appointment related Information (Annex – 3)				
	(b) Indicative Scope of Work (Annex – 4)				
<b>IV.</b>	Synopsis for the Concurrent Auditor to Undertake Audit of the Bank				
<b>V.</b>	Terms and Conditions				
<b>VI.</b>	Form of Tender				
<b>VII.</b>	Technical Bid Form (with Appendices 1 & 2) – Part I				
<b>VIII.</b>	Undertaking				
<b>IX.</b>	Banker’s Solvency Certificate				
<b>X.</b>	List of Certified Documents to be uploaded for determining eligibility criteria and evaluation of technical bids				
<b>XI.</b>	Financial Bid Form – Part II				
<b>XII.</b>	Earnest Money Deposit (EMD) through NEFT to following A/c: <b>Note-</b> Please read 5 <sup>th</sup> and 10 <sup>th</sup> letter of IFS Code as “Zero”				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Account No.</td> <td>186003001</td> </tr> <tr> <td>IFS Code</td> <td>RBIS0NMPA01</td> </tr> </table>	Account No.	186003001	IFS Code	RBIS0NMPA01
Account No.	186003001				
IFS Code	RBIS0NMPA01				
<b>XIII.</b>	Format of Performance Bank Guarantee to be furnished after award of contract by the successful bidder.				
<b>XIV.</b>	Format of Agreement to be entered into between the successful bidder and the RBI.				

2. The bidder is expected to examine all instructions, Forms, Terms and Conditions and the Scope 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 their 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, Belapur invites e-tenders under the Two-Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditor for the period October 01, 2024 to September 30, 2025 for Reserve Bank of India, Belapur.

1. The applicant firm 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 should be submitted.
2. The applicant firm should be registered under the Goods and Services Tax Act, 2017 and must submit a copy of PAN, GST Registration certificate.
3. Only those CA firms belonging to **Category – I**, having their Offices in **Mumbai, Navi Mumbai and Thane** are eligible for participation in the bidding process.
4. The applications indicating less than the minimum monthly remuneration will be out-rightly rejected.
5. The firm or no partner should have been subjected to any disciplinary proceedings initiated by the ICAI.
6. The firm or no partner should have been debarred or blacklisted by any Government /Semi – Government organization/institution in India or abroad.
7. 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 bid only will be eligible for the next stage of financial evaluation.

**Note-** Please note that the 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, 2024 are **NOT** eligible for this process. An undertaking to this effect in attached [Annex-A](#) is required to be submitted by the firm.

## II. Evaluation Criteria

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

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. Quality, competence and reliability of the firm is of paramount importance 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. (Detailed in [Annex-1](#))

(b) The Bank shall notify those bidders whose proposals do 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 the next part i.e opening of the financial bids. The notification will be sent by electronic mails.

(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.

(d) The maximum marks that can be secured under financial evaluation will be 100 as detailed in [Annex-2](#).

(e) The final evaluation will be done by combining the marks secured in the technical and financial evaluation in the ratio of 60:40 with the bidder obtaining the highest total marks becoming eligible for appointment.

(f) In case of tie, it may be resolved by giving additional weightage to the firm that has higher number of years of experience, or more number of FCA partners, or longer association of partners with the firms, or more number of key professional staff/skilled staff, or more number of years of experience in bank and/or RBI audits, with these parameters being sequentially considered in the order in which they have been listed out under the technical evaluation criteria as per [Annex-1](#).

## Criteria for Technical Bid Evaluation

Parameters	Marks	Max
1) Experience of the firm – No. of years		15
less than 10 years	0	
10 to 15 years	10	
Above 15 years	15	
2) Full-Time Fellow Chartered Accountant (FCA) Partners		15
Less than 4	0	
4 to 6	10	
Above 6	15	
3) Association with the same firm – No. of Partners		10
None	0	
One partner associated for 10 years or more	5	
More than one partner associated for 10 years or more	10	
4) Key professional staff: Full-time CA employees		15
Less than 2 CAs	0	
2 to 5 CAs	5	
6 to 10 CAs	10	
More than 10 CAs	15	
5) Skilled Staff- Qualified in both the Groups of IPCC – No. of staff		15
Less than 10	0	
10 to 15	5	
16 to 20	10	
More than 20	15	
6) Experience of the firm in bank audits		20
i) As System/IS auditor		
Less than 3 years	0	
3 to 6 years	5	
More than 6 years	10	
ii) As Concurrent Auditor/Statutory Central/ Branch Auditor		
Less than 3 years	0	
3 to 6 years	5	
More than 6 years	10	
7) Past experience in RBI audits* and performance assessment by RBI		10
As Concurrent Auditor /Statutory Central/Branch Auditor		
Unsatisfactory	up to (-)10	
Satisfactory/Good	5	
Excellent	10	
<b>Maximum Marks</b>		<b>100</b>
<i>*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, 2024 are <b>NOT</b> eligible.</i>		

**Criteria for Financial Bid Evaluation**

<b>Sl. No</b>	<b>Particulars of the Bid</b>	<b>Marks</b>
1	L-1(Lowest Bid)	100
2	L-2	90
3	L-3	80
4	L-4	70
5	L-5	60
6	Above L-5	0

**The applications indicating less than the minimum monthly remuneration (Rs 79,000/- including all costs and excluding GST) will be out-rightly rejected.**

### **III. APPOINTMENT OF CONCURRENT AUDITOR**

#### **a. Terms and Conditions**

1. The minimum monthly remuneration would be **Rs. 79,000/- (Rupees Seventy thousand only), inclusive of all costs and exclusive of GST**, for undertaking the Concurrent Audit of Belapur 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 194-J of the Income Tax Act 1961 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. RBI shall not be liable for any penalty for delay in payment for reasons beyond its control.
2. The CA firm has to deploy minimum prescribed complement of Staff (1 Chartered Accountant + 3 Skilled Staff + 1 Semi-skilled Staff). The skilled staff should have at least qualified in both the Groups of IPCC (Integrated Professional Competence Course) and the semi-skilled staff at least Group-I of IPCC and undergoing article training. The team should have working knowledge of computers/ systems.
3. The presence of Chartered Accountant/ Partner of the firm, along with the staff deployed, is mandatory in the Office premises, on all working days during working hours (9.45 am to 6 pm). The presence of the above staff would be monitored by the Office. In normal course, the team deployed by the firm is not to be shuffled, but only under extreme exigency.
4. The presence of Chartered Accountant/ Partner of the firm on all working days during working hours is mandatory. The staff as indicated in point no. 2 have to be present on all working days of RBI and observe the working hours of the Bank. The presence of the above staff would 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 **₹3,000/- (Rupees Three Thousand only) per day**. In normal course, the team deployed by the firm should not be shuffled, but only under extreme exigencies, and even in such situations, it should be ensured that the entire team of three (03) skilled and one (01) semi-skilled staff are replaced in a staggered manner with a minimum gap of one (01) month.
5. An indicative list of activities (in detail) covered under the audit is given in [Annex-A](#). All the departments as indicated in the same shall be covered under Concurrent Audit. The firm shall assist Bank's staff in determination of all statutory taxes and returns thereof. Note- The said list is only tentative 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 audit as per its requirement for which there would be no change in the monthly remuneration quoted and agreed.

6. RBI will 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.
7. 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.
8. 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.
9. The process of selection of concurrent auditors will be completed through e-tendering. All chartered accountant firms are required to register themselves on <https://www.mstcecommerce.com> for e-tendering process. For guidance on any technical / operational issues, users are required to contact the following officials of the service providers:

1.	Ms. Archana Juneja, Assistant Manager	<a href="mailto:archana@mstcindia.co.in">archana@mstcindia.co.in</a>	9990673698
2.	Shri. Sushil Nale, Assistant Manager	<a href="mailto:sushil@mstcindia.co.in">sushil@mstcindia.co.in</a>	09987758430/ 09987758460
3.	Ms. Rupali Pandey, Assistant Manager	<a href="mailto:rpandey@mstcindia.co.in">rpandey@mstcindia.co.in</a>	9458704037
4.	Shri Tanmoy Sarkar, Deputy Manager	<a href="mailto:tsarkar@mstcindia.co.in">tsarkar@mstcindia.co.in</a>	08349894664
5.	MSTC Helpdesk	<a href="mailto:helpdesk@mstcindia.co.in">helpdesk@mstcindia.co.in</a>	033-22895064/ 40609118/ 22901004/ 40645316

10. Please note that for applying under the e-tendering process, a firm should be registered on MSTC portal. Therefore, you are requested to expedite vendor registration for participation in the tender process.
11. Part-I of the tender will be opened on August 08, 2024 at 3:00 pm. Part-II of the tenders will be opened for eligible tenderers subsequently, on a later date. Firms are advised to use only the forms supplied by the Bank and not to use any other forms. Incomplete tenders are liable for rejection. The uploaded tender form must be filled in English. If any

- of the documents is missing or unsigned, the tender may be considered invalid by the Bank in its discretion.
12. 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. No request for any change in remuneration or conditions after the opening of the part II tender will be entertained.
  13. All disputes arising out of, or in any way connected with this appointment shall be deemed to have arisen at Mumbai and only Courts in Mumbai shall have the jurisdiction to determine the same.
  14. 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.
  15. 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.
  16. The 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.
  17. It shall be the CA's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed. If the CA fails to carry out any of his obligations/ duties in terms of the Agreement or violates any general instructions and special conditions, the appointment may be terminated by the Bank without assigning any reason.
  18. 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.
  19. The 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 or elsewhere without the previous written consent of the Bank. The CA shall take all appropriate actions with

respect to its employees to ensure that the obligations of nondisclosure 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.

20. If the Auditor firm commits any act of insolvency or shall be adjudged an insolvent or being an incorporated company, shall 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 be unable within seven days after notice of him/them requiring him/ them to do so, to show to the reasonable satisfaction of Bank that the firm is able to carry out and fulfil the appointment and to give security thereof, if so required by Bank.
21. The firm would 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. Termination Clause: 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 one calendar month. The firm, if it wishes to terminate the services, has to provide a similar notice of one calendar month to the Bank.
23. 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 Chief General Manager (CGM)/ Officer-in-charge (OiC), RBI Belapur, 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 CGM/OiC 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. The firm shall abide by all the 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 obtain Police Verification Report on character and antecedents of its personnel and other details pertaining to age, educational qualification, name, Aadhaar card and permanent address to be provided under this contract along with their passport size photograph before engaging them for duty in the Bank's Premises.
25. The firm shall be solely responsible for full compliance with the provisions of the Sexual Harassment of women at workplace (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.
26. The firm shall comply with the IS policy of the Bank as per clause 5(3) of the same.
27. The monthly remuneration quoted shall be deemed to have excluded GST. If the applicant fails to exclude GST in the tender, no claim thereof will be entertained by the Bank afterwards. As per Indian laws, TDS will be deducted at source and a certificate for the same will be issued to the firm.
28. Financial bids shall contain remuneration in Indian Rupees (INR) only as per Form 2, both in figures and words. No other enclosure is permitted with financial bid.
29. 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 30 days through NEFT from the date of submission of complete bill.
30. The selected 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.

**31. Signing of the 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 the Bank regarding acceptance of the Tender, the successful tenderer shall be bound to implement the Contract from the date specified therein. He/ She shall sign an agreement in accordance with the extant provisions. He/ She shall also be liable to pay appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in Maharashtra.

iv. Notwithstanding signing of the agreement, the written acceptance of a tender by the Bank itself shall not constitute a binding agreement between the Bank and the bidder, whether such contract is or is not subsequently executed.

32. The Bank has the right to go to the court of law in case of breach of the terms and conditions as specified in this tender document.

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

## **b. Indicative Scope of Work**

### **Summary-**

- The Concurrent Auditors will cover the following departments of Belapur, Regional Office:
  - i. Human Resource Management Department
  - ii. Establishment Section/Samadhan Cell
  - iii. Issue Department
  - iv. Integrated Banking Department
  - v. Estate Cell
  - vi. Consumer Education and Protection Cell
  - vii. IT Cell
  - viii. Zonal Training Centre (ZTC)

1. On an average, the number of vouchers to be checked by CAs on a monthly basis would be 400. However, the number is only indicative in nature and there may be increase / decrease in the number of vouchers based on the requirement of the office / department.
2. 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.

3. CAs 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.
4. The CAs should undertake the scrutiny of vouchers with particular reference to following aspects:
  - i. Adherence to Bank's Expenditure Rule (ER).
  - ii. Narration and accounting under the proper head of accounting.
  - iii. Correct accounting of revenue and capital nature of expenditures.
  - iv. Maintenance of all relevant accounts (such as RBI Gen A/c, SGL, supporting Records / Registers etc.) as per prescribed norms.
  - v. Inter-office Reconciliation A/c, Adjustments A/c.
  - vi. Reconciliation and monitoring of charges A/c at monthly intervals.
  - vii. Calculation of claims of Agency commission.
5. The detailed synopsis / checklist for CAs is enclosed later in this document, as Detailed Scope of Work. The financial and non-financial areas that need to be looked into while conducting the audit, have been detailed in the same. Concurrent Audit as per checklist is mandatory.
6. The CAs should take up audit of vouchers / records / registers on the agreed dates / days in consultation with the Belapur, Regional office.
7. The CAs are required to identify deficiencies, if any for noticed for spot rectification.
8. CAs are expected to verify and report that the financial transactions undertaken are in conformity with the laid down systems and procedures of the Bank.
9. CAs would 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 reports, etc. as per the requirement of the Office.
10. The members of the team shall abide by the Bank's rule of secrecy of data/information and security.
11. The CAs shall assist 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 related return/s which may come in force subsequently) at the designated intervals.
12. The Bank shall pay the agreed audit fees on completion of assignment and submission of the report thereof on a monthly basis.
13. Vouchers shall be scrutinized strictly in adherence to Bank's prescribed guidelines/ procedures with particular reference to sanctioning authority with reference to delegated powers – cadre wise.
14. All financial transactions shall be subjected to audit. Excesses/ irregularities in financial sanctions by the authority below the rank of Regional Director/CGM/Office-In-Charge shall be reported to the Regional Director/CGM/Office-In-Charge and any Excesses/ irregularities in financial power exercised by the Regional Director/CGM/Office-In-Charge will be reported directly to the Inspection Department, Reserve Bank of India, Central Office by the concurrent auditor every month.

15. CA firm is advised to use pink color pen while checking/ auditing the records and put a rubber stamp “checked/audited” with the date and initials on the records subjected to scrutiny.
16. The CA’s functions as specified above may be enlarged/modified at a future date as per the requirement of the Office.

### **Reporting requirements**

1. Monthly audit report and certificate should be submitted in the format prescribed by the Bank.
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 Chief General Manager/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, CO.
8. The audit firm will be responsible for any omissions or commissions on their part in any data/ transactions seen by them.

**NOTE:** The terms and conditions of the contract mentioned above are only indicative which may slightly vary as per the requirement of the Bank, as per the extant rules and regulations.

### **Detailed Scope of Work (Tentative)**

#### **SCOPE/ COVERAGE/ AREA OF CONCURRENT AUDIT – BELAPUR 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 Central Office Departments of the Reserve Bank during the year.

The Concurrent Auditors will be required to ensure that the functions and working of the Office are performed in accordance with the Bank’s instructions and guidelines issued from time to time. The auditors will be required to check all the financial transactions (expenditure as well as income) as also the non-financial matters which will broadly cover the scope of the audit to be conducted by them. Apart from conducting the audit work as per the scope/area broadly specified in

this document, the Concurrent Auditors will also be required to ensure the following:

The Concurrent Auditor will obtain and familiarize themselves with:

- a) All the items of audit areas of Inspection Department's check-list provided by Belapur Office.
- b) Updated copy of the General Administration Manual, Banking Department Manual, Issue Department Manual and Premises Department Manual available with the respective department of the Bank to be audited.
- c) 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 respective master circular issued by Central Office at Belapur Office.
- d) Core Banking System (e-Kuber) of the Bank for which read-only access will be provided to the CA.
- e) Bank's Expenditure Rules
- f) DGBA Central Office circulars addressed to all CODs/ RO's/ Training Institutions on Annual Closing of Bank's Accounts.

## 1. EXPENSES

- a. To check all the payment particulars physically as also all the transactions entered into CBS on a daily basis before the End of Day (EOD) ensuring that the amounts are correctly booked and correct heads of accounts are debited/credited in all the departments/sections in the Office. The vouchers scrutinized will strictly adhere to the Bank's prescribed guidelines/ procedures with particular reference to following:
  - i. Bank's Expenditure Rules.
  - ii. Narration and Head of Account of Revenue/ Capital (Dead Stock Account) A/c Expenditure.
  - iii. Sanctioning authority with reference to cadre wise delegated powers.
  - iv. Correctness of the postings of transactions in the respective accounting packages.
- b. All financial transactions irrespective of their value will be covered under concurrent audit including the following:
  - i. Hospitalization 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. Pension/ Family pension/ Ex-gratia/ Family ex-gratia calculation in respect of Retirees/ Family Pensioners, Compassionate Gratuity and package calculation in respect of deceased employees.
  - 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. All payments of rents, taxes, water charges, etc.

- ix. All payments made to vendors/ suppliers/ service providers.
  - x. Recoveries of electricity bills made from staff members of the Bank.
  - xi. Arrear payments/ recoveries to be made on revision of minimum wages components such as ESIC, PF, base wages, etc.
  - xii. Collection of rent of visiting officers flat (VOF), transit holiday home (THH), Holiday Homes and other recoveries.
  - xiii. Any other claims/ bills suggested for 100% audit check under the instructions of C.O of the Bank, issued from time to time.
- c. Any other audit area having financial implications indicated from time to time by Belapur Office/ Central Office is to be audited by the Concurrent Auditor.

A certificate regarding the below-mentioned instructions are to be furnished to our Inspection Department, Central Office, Mumbai on a monthly basis:

a) All financial sanctions will be subjected to Concurrent Audit. Excess/ irregularity in financial sanctions by the authority below the rank of Officer-In-Charge (O-i-C) will be reported to the O-i-C and also to the Inspection Department and all irregular sanctions by the O-i-C will be reported to the Inspection Department directly by the Concurrent Auditor. In case no irregularity is observed, a 'NIL' statement will be sent by the Concurrent Auditor to the Inspection Department.

b) Financial powers exercised by the CGM will be reported by the Concurrent Auditor to the Inspection Department.

C )The Concurrent Auditor should indicate whether the exercise of financial sanction/ financial powers by the Officers of the Bank and the CGM are as per the extant Reserve Bank of India Expenditure Rules

## 2. TAX CALCULATIONS

1. To check and verify all the tax transactions, prior to making any payments, in all the departments/sections. The auditors will conduct 100% checking of the appropriate taxes, (including GST), tax rates applied, amounts on which taxes are calculated etc., in respect of all the bills to be paid by the office. Further, the auditors are required to stay updated with any/all tax related instructions issued by the Government of India and guide various units of the office accordingly. Necessary guidance (as required) may also be provided to the officials of the Bank while filing various statutory tax returns.

2.The Concurrent Auditor should check and confirm the correctness of Tax Deducted at Source/ Tax Collected at Source with respect to Income Tax Returns (e.g., the rate applied, time of deduction and time of remittance etc.), prepare, compile and ensure timely filing of all the applicable returns (26Q/ 27EQ) with the authorities concerned.

3.The successful firm will compile data for GST returns, based on data submitted by the departments, carry out necessary checks before sending the same to CAD, HRMD for filing of GST returns, every month. The successful firm will also provide guidance and assistance in reconciliation and matching exercise, pertaining to GST Input Tax Credit, to be claimed by the Office, every month. The related aspects to the aforesaid work are as follows:

- i. Checking, interpreting, understanding GST rules, laws (and also CTC guidelines), responsibilities, timelines, new / modified notifications and returns etc. as may be required to comply with extant GST regulations.

- ii. Checking of each individual invoice for correctness (Le. Rate of GST for given HSN code, applicability of SGST/ IGST, checking of intra/interstate transaction, GSTIN number etc.) and arriving at the overall GST liability of the office. Authentication by GST auditor on each invoice with signature & stamp.
- iii. Monitoring of Suspense ITC GLs and ensuring that only reconciled amount, eligible for GST ITC, is present in it at the end of every month.
- iv. )Monitoring of Suspense Input Control ITC GLs and monthly reporting of the reduction in unreconciled amount, department wise, to the office, on monthly basis.
- v. Reconciliation of data submitted by departments in GSTR-3B format with GSTR-2B data generated on GST portal, which is sent to the office, by CAD, HRMD.
- vi. Cross-verification with E-Kuber GL statement for data provided by respective department. Providing a monthly and yearly report on completion of the activities and areas of concern.
- vii. Providing consultancy and all necessary help to RBI Belapur, in case tax notice is received, clarification is sought etc.
- viii. Any on-site work related to e-invoices of the office, such as linking of Invoices etc.
- ix. Providing training, at least, once in a quarter, to all the staff on latest GST laws, returns etc.
- x. The work needs to be managed on-site only. No data will be provided over email/ in physical form.
- xi. On-site support to be provided for data compilation, checks and balances and generation of e-invoices.
- xii. During the period of contract, the auditor needs to assess the requirements to be fulfilled on behalf of the Reserve Bank of India, Belapur.
- xiii. Any modification in new rules, notifications by the Government, additions of returns to be fully complied by the auditor.
- xiv. Bank may not give any specific permission to work on non-working Saturday Sunday/ Holiday. The activities must be completed on working days before the deadline set by the Government.
- xv. You are expected to identify and report the problems faced during the specified work to enable us to overcome them, if possible.
- xvi. There should not be any delay on your part with respect to the statutory provisions relating to filing of GST returns, as prescribed under GST Act, 2017.
- xvii. You are requested to note that any late reporting or wrong reporting of GST filings and any penalty arising therefrom, will not be borne by the Bank and the penalty and the responsibility on such cases will lie solely on you.
- xviii. The Bank will hold ownership of the entire data.
- xix. You will be required to provide consultancy services to the Bank if need arises, in connection with the filing of GST return.

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

### **3. STATUTORY/REGULATORY COMPLIANCE**

To check and ensure that all the Statutory/ Regulatory Returns/Forms,

filed/submitted by the departments/sections to the authorities concerned, are under the respective statutes within the period as prescribed under the Act and the Rules made thereunder and give a certificate to the effect in their monthly report stating that it is certified that 100% check of the transactions pertaining to the statutory/regulatory Returns/Forms has been carried out by them and that there is 100% compliance with the relevant statutory and regulatory requirements, prescribed by the authorities.

#### 4. DEAD STOCK ITEMS

To check and verify capitalisation of all the dead stock items, pertaining to all the departments/sections of the office.

#### 5. OTHERS

Apart from the above, the following checks are also to be conducted and mentioned in the monthly Concurrent Audit reports:

(a) Verification of various documents such as Annual Maintenance Contracts (AMCs), Bank Guarantees (BGs), Insurance documents pertaining to various projects, being uploaded on the Bank's Enterprise Contract Management Solution (ECMS) portal

(b) Verification of the Bank Guarantee (BG) registers in various units, on a monthly basis.

I Details of progressive expenditures incurred under various budget heads as well as utilization of the amounts provisioned from the budget of previous year.

All monthly Concurrent Audit reports are to be uploaded on the Bank's Audit Management System (AMS) portal, in the prescribed format, within the prescribed deadline i.e by the 10 working days of the following month or as advised by the Inspection Department, Central Office, from time to time.

The CAs before finalizing every monthly report, are to discuss the same with the Department concerned and ensure that the observations were based on facts. Any other functional area/area in Belapur office to be covered under Bank's directions/ instructions under due discussion and as mutually agreed to.

<b>Checklist_Section/Sub_Section</b>	<b>Checklist_Description</b>
<b>ABCC</b>	Whether any BCP drill was conducted by CODs and RO?
<b>ABCC</b>	Review of actual expense vis-à-vis proportionate budget allocation
<b>OUTSTANDING ENTRIES IN VARIOUS TRANSIT</b>	SUNDRY DEPOSIT ACCOUNT
<b>OUTSTANDING ENTRIES IN VARIOUS TRANSIT</b>	SUSPENSE ACCOUNT
<b>OUTSTANDING ENTRIES IN VARIOUS TRANSIT</b>	SECURITY DEPOSIT ACCOUNT
<b>Banking</b>	PAY ORDER
<b>Banking</b>	EARNEST MONEY DEPOSIT
<b>Banking</b>	CURRENT A/C TRANSACTIONS – DAILY CHECKING OF DAD REPORTS

<b>RECORDS</b>	DEAD STOCK STATEMENT
<b>RECORDS</b>	DEAD STOCK A/C-Confirmation of Balance
<b>Banking</b>	Stock of unused PAY ORDER / BANKERS CHEQUE
<b>Banking</b>	SPECIMEN SIGNATURE CARDS OF CURRENT A/C HOLDERS
<b>STATEMENTS FORWARDED TO DGBA,CO</b>	INCOME REVIEW STATEMENT (IRS) (ERSTWHILE PROFIT AND LOSS STATEMENT)
<b>STATEMENTS FORWARDED TO DGBA,CO</b>	QUARTERLY - D.O. LETTER FROM GM BANKING
<b>LEAVE CALCULATIONS / SANCTIONS / ATTENDANCE</b>	LEAVE CALCULATIONS / SANCTIONS / ATTENDANCE
<b>DISCREPANCIES IN INDIVIDUAL CHARGES ACCOUNT</b>	DISCREPANCIES IN INDIVIDUAL CHARGES ACCOUNT
<b>VOUCHER AUDITING</b>	VOUCHER AUDITING
<b>Banking</b>	PAYMENT OF COMMISSION TO BANK OF BARODA (BOB) – QLY STATEMENT AS ON APRIL, JUNE, SEPT, DEC
<b>Banking</b>	WEEKLY ABSTRACT STATEMENT OF AFFAIRS (WASA)
<b>Banking</b>	WEEKLY STATEMENT OF AFFAIRS OF THE BANK, TO BE FORWARDED TO DGBA, EVERY WEEK.
<b>Banking</b>	CURRENT ACCOUNT OPENED DURING THE MONTH.
<b>Banking</b>	POWER OF ATTORNEY
<b>Banking</b>	OVERDRAWAL OF CURRENT ACCOUNT
<b>Banking</b>	SHORT CREDIT –VERIFICATION OF REGISTER
<b>Banking</b>	INSTRUMENT RECEIVED FOR INWARD CLEARING IN CLEAN CASH BOOK
<b>Banking</b>	STOP CHEQUE ( Maintained in system)
<b>Banking</b>	SUBMISSION OF DMS TO GOVERNMENT DEPARTMENT
<b>Banking</b>	CONFIRMATION OF DMS STATEMENT FROM GOVERNMENT DEPARTMENT
<b>Banking</b>	DAILY TRANSFER OF GOVERNMENT ACCOUNT BALANCES TO CAS NAGPUR
<b>Banking</b>	COLLECTION OF LATE FEES / SEARCH FEES / COMMISSION FOR ISSUANCES OF CERTIFICATE OF CREDIT
<b>Banking</b>	CHECKING OF UNDELIVERED CHALLANS REGISTER
<b>Banking</b>	CLEARING DIFFERENCE RECEIVABLE ACCOUNT
<b>Banking</b>	CLEARING DIFFERENCE PAYABLE ACCOUNT
<b>Banking</b>	LEAVE CALCULATIONS / SANCTIONS/ATTENDANCE
<b>Banking</b>	CHEQUES FOR COLLECTION O/S

<b>Banking</b>	CHARGES REGISTER
<b>Banking</b>	CHEQUES RETURNED BY THE DRAWEE BANK FOR TECHNICAL REASONS OR DEFAULT FROM THE PAD SIDE
<b>Banking</b>	REGISTER FOR CHEQUES PRESENTED IN OUTWARD CLEARING AND RETURNED UNPAID BY DRAWEE BANKS.
<b>Banking</b>	DRAWING OFFICERS SIGNATURES ARE AVAILABLE IN THE SYSTEM AND UPDATING OF THE SIGNATURES OF DRAWING OFFICERS DONE EVERY YEAR.
<b>Banking</b>	BALANCING OF CASH AND MAINTENANCE OF RELEVANT RECORD IS DONE REGULARLY AND SATISFACTORILY.
<b>Banking</b>	GOODS AND SERVICE TAX ARE PAID AS PER THE EXTANT RULES AND RETURNS ARE FILED CORRECTLY.
<b>Banking</b>	TDS IS PAID AS PER THE EXTANT RULES AND RETURNS ARE FILED CORRECTLY.
<b>Banking</b>	GST TDS IS PAID AS PER THE EXTANT RULES AND RETURNS ARE FILED CORRECTLY.
<b>Banking</b>	Whether the Cheque found not in order are returned unpaid promptly along with an objection Memo in form DAD 015? (Para 5.37)
<b>CEPC</b>	whether all complaints / letters received in the cell are inwarded and dispatched?
<b>CEPC</b>	Whether all bills are paid as per the agreements / prescribed rates at their stipulated time?
<b>COMPLAINTS REGISTER FOR THE MONTH</b>	NO. OF COMPLAINTS RECEIVED
<b>COMPLAINTS REGISTER FOR THE MONTH</b>	NO. OF COMPLAINTS PENDING
<b>COMPLAINTS REGISTER FOR THE MONTH</b>	REMARKS
<b>EXPENSES FOR THE MONTH</b>	EXPENSES FOR THE MONTH
<b>LOANS AND ADVANCES:</b>	LOANS AND ADVANCES:
<b>SUPERANNUATION BENEFITS</b>	Compassionate GRATUITY
<b>SUPERANNUATION BENEFITS</b>	EX-GRATIA
<b>SUPERANNUATION BENEFITS</b>	I. Provident Fund advances/withdrawals which have been made from Provident Fund Account.
<b>SUPERANNUATION BENEFITS</b>	PENSION FOR EMPLOYEES RETIRED
<b>SUPERANNUATION BENEFITS</b>	COMMUTED VALUE PENSION FOR RETIRED
<b>SUPERANNUATION BENEFITS</b>	FAMILY PENSION
<b>SUPERANNUATION BENEFITS</b>	LEAVE ENCASHMENT FOR EMPLOYEES RETIRED IN THE MONTH UNDER AUDIT
<b>CES</b>	PAYMENT OF LEAVE FARE CONCESSION AND BILLS - SAMADHAN
<b>CES</b>	TRAINING TA / HA BILLS
<b>CES</b>	TOUR, TRANSFER TA / HA BILLS
<b>CES</b>	OFFICIAL ENTERTAINMENT-TEA/LUNCH

<b>CES</b>	PAY & ALLOWANCE TO POTDARS
<b>CES</b>	REIMBURSEMENT OF TEA / LUNCH / CONVEYANCE BILLS
<b>CES</b>	LOCAL CONVEYANCE BILL
<b>CES</b>	NOT ENUMERATED EXPENSES
<b>CES</b>	REIMBURSEMENT OF RAILWAY & BUS FARE
<b>CES</b>	MEDICAL BILL – VERIFICATION WITH DOCTOR'S PRESCRIPTION, CASH MEMO ETC.
<b>CES</b>	WHETHER THE REGISTRATION FEES/CHARGES LEVIED BY THE TRUST/CHARITABLE/PRIVATE HOSPITALS/NURSING HOMES FOR INDOOR TREATMENT WAS REIMBURSED ONLY TO THE EXTENT OF RS. 200/-PROVIDED THE TREATMENT WAS TAKEN WITH PRIOR PERMISSION OF BMO.
<b>CES</b>	VEHICLE INSURANCE SCHEME
<b>CES</b>	PAYMENT MADE FOR OFFICIAL ENTERTAINMENT
<b>CES</b>	HALF-YEARLY STATEMENT REGARDING THE HOUSING LOANS SANCTIONED TO INDIVIDUAL/SOCIETY AND BALANCES OUTSTANDING SUBMITTED TO CENTRAL OFFICE.
<b>CES</b>	ANNUAL HEALTH CHECK UP (AHC)*
<b>CES</b>	OUTSTANDING ENTRIES IN TRANSIT A/C
<b>CES</b>	EXPENSES INCURRED UNDER VARIOUS HEADS
<b>CES</b>	CVPS INCENTIVE PAID
<b>CES</b>	CSBD, MEDICAL CELL
<b>CES</b>	DEAD STOCK STATEMENT (Half yearly)
<b>CES</b>	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 Medclaim Policy for Retired Members of MAF's/Settlement of claims of Retired Executives.
<b>CES</b>	MONTHLY RECONCILIATION OF CHARGES
<b>CES</b>	Expenses
<b>CES</b>	Reimbursement of conveyance exp.
<b>Salaries - Drawal &amp; Disbursement</b>	Whether leave requests/ entries particularly in respect of extra-ordinary leave and sick/special leave on half/quarter pay are properly and timely informed to Samadhan HROPs by the Offices for salary processing consideration.
<b>Payment of Gratuity</b>	Whether in cases of payment of compassionate gratuity the payment is made upto the admissible extent and as per rules ?
<b>Medical Bills</b>	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.
<b>Medical Bills</b>	Whether the registration fees/charges levied by the Trust/Charitable/Private hospitals/nursing homes for indoor treatment was reimbursed as per BMFS rate schedule

<b>Medical Bills</b>	Whether the claims for following ailments which are outside the BMFS has been admitted: i) Obesity (except for medical reasons) ii) Surgery done for cosmetic purpose(Acne, Hair Loss, Melasma etc) iii)Change of Sex iv)Allergy Tests
<b>Medical Bills</b>	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.
<b>Medical Bills</b>	Whether operation charges 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
<b>Medical Bills</b>	"Whether quarterly surprise check of all dispensaries has been carried out"?
<b>Housing Loan</b>	Whether Document Register is properly maintained? In case the housing loan liabilities in respect of two properties purchased by an employee are outstanding and the employee intends to repay housing loan of any of the properties, for any purpose, the documents in respect of the said property may be released on request of employee(In terms of Para 17(IV) of Master Circular on RBI employees Housing Loan Rules dated April 01,2022 above para has been modified)
<b>General Observations</b>	Details of counter
<b>General Observations</b>	Details of Note Counting Machines and Coin Vending Machines
<b>General Observations</b>	Remarks on customer service
<b>General Observations</b>	Security
<b>DESKTOP</b>	Whether computer resources provided by the bank are used for office related work only.
<b>DESKTOP</b>	Whether users in the Bank are using only authorized software (developed, procured, licensed and installed by the Bank). Written permission of the DIT, Central Office is taken before use of any other software.
<b>DESKTOP</b>	Whether all users have protected their systems with password.
<b>DESKTOP</b>	Whether any desktops have moved to any other location without proper authorization.
<b>DESKTOP</b>	Whether external devices such as Printers, scanners etc. are attached with proper authorization.
<b>DESKTOP</b>	Whether all desktops are installed and updated with the latest version of Anti-virus.

<b>DESKTOP</b>	If personnel from vendors or any other external agency wants to use their PCs in our office whether proper permission is obtained from IT cell before the PC/Laptop is to be connected to Bank's network.
<b>NETWORK</b>	Whether access to the network from any node is permitted to authorized users only.
<b>NETWORK</b>	Whether network access is protected with password and the password is changed regularly.
<b>INTERNET</b>	Whether all employees are strictly prohibited from gaining unauthorized entry into any third party systems and are also prohibited from engaging in any activity that result in the disruption in operations of either RBI or any third party computer systems.
<b>INTERNET</b>	Whether all browsers are configured to use the firewall / http proxy. Whether any direct dial up connection from a system connected to the network other than through a firewall / proxy is prohibited.
<b>CORPORATE E-MAIL</b>	Whether RBI's corporate electronic mail are used for the conduct of the Bank's activities / function.
<b>CORPORATE E-MAIL</b>	Whether Broadcast messages are sent on corporate e-mail by administrators / authorized users.
<b>CORPORATE E-MAIL</b>	No user is permitted to read or send mails from another user's e-mail account without that user's explicit permission
<b>OTHERS</b>	Whether all purchases of IT resources are duly sanctioned by proper authority.
<b>OTHERS</b>	Whether quotations are obtained before making purchase and lowest quotation is sanctioned as per the requirement.
<b>OTHERS</b>	Whether all resources of IT cell like Computers, Printers and other hardware are adequately insured.

<b>OTHERS</b>	Whether AMC for maintenance of all computers, printers and other hardware have been made.
<b>OTHERS</b>	Whether entries for new purchase made during the month is made in the Dead Stock Account in Estate Dept.
<b>OTHERS</b>	Number of Computers purchased during the month.
<b>OTHERS</b>	Number of Printers purchased during the month.
<b>OTHERS</b>	Number of Scanners purchased during the month.
<b>OTHERS</b>	Number of Projectors purchased during the month
<b>OTHERS</b>	Number of Software purchased during the month.
<b>OTHERS</b>	Number of E-Tokens issued during the month
<b>OTHERS</b>	Any other major irregularity
<b>OTHERS</b>	Number of Laptops Purchased during the month
<b>OTHERS</b>	Other purchases
<b>SUNDRY DEPOSITS</b>	SUNDRY DEPOSITS:Details
<b>SUSPENSE DEPOSITS</b>	SUSPENSE DEPOSITS:Details
<b>EXPENSES</b>	Details
<b>Estate</b>	PROJECT COMPLETION RECORDS
<b>Estate</b>	WORKS CONTRACT RELATED ISSUES
<b>Estate</b>	EXPENSES FOR DATA CENTRE AND ESTATE CELL
<b>Estate</b>	1. OUSTANDING ENTRIES IN TRANSIT A/Cs BEYOND STIPULATED PERIOD:
<b>Estate</b>	emd
<b>Estate</b>	PROPERTY REGISTER "DEAD STOCK STATEMENT (Half yearly December, 2023)" DEAD STOCK A/C – CONFIRMATION BALANCE (GLcode 2340) INSURANCE OF BANK'S PROPERTIES ANNUAL MAINTENANCE CONTRACTS REGISTER  LEAVE CALCULATIONS / SANCTIONS / ATTENDANCE  PAYMENT OF TELEPHONE BILL MONTHLY RECONCILIATION OF CHARGES QUOTATION REGISTER "DEPRECIATION (Straight Line Method & WDV Method)" BANK GUARANTEE REGISTER INSURANCE COVERS FOR WORKS CONTRACT REPAIRS TO KITCHEN EQUIPMENT RECONCILIATION BETWEEN MAIN INVENTORY REGISTER AND INVENTORY REGISTER WITH DIT CELL DONE ON HALF YEARLY BASIS PROPERTY TAX

	<p>RECONCILIATION OF SUNDRY, SUSPENSE, EMD AND SECURITY DEPOSIT ACCOUNT WITH GENERAL LEDGER BALANCE MAINTAINED WITH DAD ON WEEKLY BASIS (REGIONAL OFFICES).  DEAD STOCK ARTICLES TREATED AS UNSERVICEABLE ARE RECORDED IN THE 'REGISTER OF UNSERVICEABLE ARTICLES' AND ORDERS OBTAINED FROM THE COMPETENT AUTHORITY FOR "WRITE-OFF" FOR THEIR DISPOSAL.  SECURITY DEPOSIT A/C AND 5% RETENTION AMOUNT(8691537)  PAYMENT OF WATER CHARGES WAS CORRECTLY MADE  Sanction Registers  Diesel consumption registers (Generator sets in case of power cut  LEASE AGREEMENTS</p>
<b>FIFL</b>	<p>WHETHER CELL ATTENDS TO ACTIVITIES AS PER THE SCHEDULE RECEIVED FROM MUMBAI REGIONAL OFFICE AND NAGPUR REGIONAL OFFICE?</p>
<b>FIFL</b>	<p>WHETHER ALL BILLS ARE PAID AS PER THE AGREEMENTS / PRESCRIBED RATES AT THEIR STIPULATED TIME</p>
<b>IMPACT STUDY FOR THE MONTH</b>	<p>NO. OF COMPLAINTS RECEIVED</p>
<b>IMPACT STUDY FOR THE MONTH</b>	<p>REMARKS</p>
<b>RECONCILIATION OF CHARGES ACCOUNT.</b>	<p>RECONCILIATION OF CHARGES ACCOUNT.</p>
<b>MONTHLY WORK CERTIFICATE RECEIVED FROM ALL DEPARTMENTS / SECTIONS</b>	<p>MONTHLY WORK CERTIFICATE RECEIVED FROM ALL DEPARTMENTS / SECTIONS</p>
<b>LEAVE CALCULATIONS / SANCTIONS/ATTENDANCE</b>	<p>LEAVE CALCULATIONS / SANCTIONS/ATTENDANCE</p>
<b>MONTHLY EXPENDITURE ACCOUNTS OF OLDR</b>	<p>MONTHLY EXPENDITURE ACCOUNTS OF OLDR</p>

<b>OUTSTANDING ENTRIES IN TRANSIT A/C BEYOND RETENTION PERIOD</b>	OUTSTANDING ENTRIES IN TRANSIT A/C BEYOND RETENTION PERIOD
<b>LIVERIES</b>	LIVERIES
<b>PETTY CASH</b>	PETTY CASH
<b>PERIODIC VERIFICATION</b>	QUARTERLY VERIFICATION OF DRUGS, MEDICINES, ETC
<b>PERIODIC VERIFICATION</b>	QUARTERLY VERIFICATION OF CLEANING MATERIALS
<b>PERIODIC VERIFICATION</b>	HALF YEARLY VERIFICATION OF STATIONERY ITEMS.
<b>PERIODIC VERIFICATION</b>	MONTHLY RANDOM VERIFICATION OF STATIONERY ITEMS.
<b>STATIONERY ITEMS / REGISTERS / COMPUTER CONSUMABLES: VERIFICATION OF PAYMENT OF STATIONERY BILL</b>	STATIONERY ITEMS / REGISTERS / COMPUTER CONSUMABLES: VERIFICATION OF PAYMENT OF STATIONERY BILL
<b>EXPENSES OF STATIONERY INCURRED UNDER DIFFERENT HEADS</b>	EXPENSES OF STATIONERY INCURRED UNDER DIFFERENT HEADS
<b>EXPENDITURE INCURRED UNDER VARIOUS HEAD'S</b>	DETAILS ON EXPENDITURE INCURRED UNDER VARIOUS HEAD'S
<b>CENTRAL RECEIPTS AND DISPATCH SECTION (CRDS)</b>	DISPATCH OF LETTERS
<b>CENTRAL RECEIPTS AND DISPATCH SECTION (CRDS)</b>	FRANKING MACHINE- BALANCE OF FM WITH REGISTER
<b>CENTRAL RECEIPTS AND DISPATCH SECTION (CRDS)</b>	STOCK OF POSTAGE STAMPS
<b>HRMD</b>	RECOVERY OF I.T TDS / CESS / GST / GST TDS FROM RESPECTIVE PAYMENTS AND CREDITED TO CENTRAL GOVT A/C

<b>HRMD</b>	MONTHLY RECONCILIATION OF CHARGES
<b>LIBRARY – EXPENDITURE</b>	LIBRARY – EXPENDITURE
<b>LIBRARY – EXPENDITURE</b>	WHETHER A REGISTER IN FORM GEN. 066 WITH SEPARATE FOLIOS FOR EACH JOURNAL GAZETTE MAINTAINED TO RECORD THEIR RECEIPT.
<b>HRMD</b>	BANK'S PUBLICATION OF IN-HOUSE MAGAZINE
<b>HRMD</b>	Allotment of VOF/THH Flats
<b>HRMD</b>	Inward Bill register
<b>Bank's Car -</b>	Bills regarding purchase of petrol, repairs to Banks car, etc. to be scrutinized.Verification of bills paid to the travel agency in respect of the cars hired by the officeWhether bills are duly certified and approval has been obtained from Competent Authority as per ER Rules before payment.
<b>Maintenance of Subsidiary ledger</b>	Whether it was ensured that all payments to staff and outside parties were made by ECS/EFT/NEFT etc. Whether NEFT credit was given to the correct account.
<b>Issue-accounts</b>	CURRENCY TRANSFER TRANSACTIONS (Link Office Statement)
<b>Issue-accounts</b>	POSTING OF LEDGERS
<b>ACCOUNTS, JOURNALS AND LEDGER</b>	ACCOUNTS
<b>ACCOUNTS, JOURNALS AND LEDGER</b>	STATEMENT A-14
<b>ACCOUNTS, JOURNALS AND LEDGER</b>	TRIAL BALANCE & LEDGER

<b>INTER - CIRCLE / INTER CHEST TRANSACTIONS / RECOVERY OF PENAL INTEREST</b>	Inter-Circle/Inter Remittance (Remittance report of other circle with A-8 / A-9)
<b>INTER - CIRCLE / INTER CHEST TRANSACTIONS / RECOVERY OF PENAL INTEREST</b>	Recovery of Penal Interest in the month of December,2023
<b>INTER - CIRCLE / INTER CHEST TRANSACTIONS / RECOVERY OF PENAL INTEREST</b>	Refund / Waiver of Penal Interest
<b>Issue-accounts</b>	POSITION OF RECONCILIATION OF CURRENCY CHEST (CC-1)
<b>Issue-accounts</b>	MONTHLY WORKS CERTIFICATE, DO COINS, SELF-ASSESSMENT CERTIFICATE, DENOMINATION WISE NOTES IN CIRCULATION CO
<b>Issue-accounts</b>	WEEKLY STATEMENT OF AFFAIR (WSA) IS SENT TO DGBA ON TIME ON THE REPORTING FRIDAY'S ARE A8 AND A9 UPLOADED IN CBS IMMEDIATELY THEREAFTER
<b>Issue-accounts</b>	CIRCULATION NOTES REGISTER IN A-15
<b>Issue-accounts</b>	SUNDRY / SUSPENSE DEPOSIT ACCOUNTS
<b>Issue-accounts</b>	Whether the balances of EGN account in CyM tally with the EGN in CBS.
<b>Issue-accounts</b>	Whether GL balances (other than those in respect of Chest Notes Account and Circulation Notes Account; and Coins Account and Chest Coins Accounts) tally with the balances under the respective heads with reference to the Inventory Position Report received from the Treasurer.
<b>Issue-accounts</b>	Whether the GL Balance of Chest Notes Account and Chest Coins Account are reconciled with that of their respective Inventory Reports.
<b>Issue-accounts</b>	Whether the GL Balance of Chest Notes Account and Chest Coins Account tally with that of their respective Inventory Reports.
<b>Whether the following certified reports are put up to the GM/DGM on the following day</b>	a. CD – 53 (certified by Treasurer section)
<b>Whether the following certified reports are put up to the GM/DGM on the following day</b>	b. Trial Balance (certified by accounts section)
<b>Whether the following certified reports are put up to the GM/DGM on the following day</b>	c. GL and Denomination Reconciliation Report (certified by accounts section)
<b>Issue-accounts</b>	Whether the remittances and diversions are monitored for unacknowledged entries are monitored and put up to GM/DGM on daily basis.
<b>Issue-accounts</b>	Whether the remittances and diversions are monitored for unacknowledged entries and same are being put up to GM/DGM on daily basis.

<b>Issue-accounts</b>	Check all calculations made with regard to penal interest / penalty charged/collected in respect of delayed/wrong reporting of currency chest transactions.
<b>Issue-accounts</b>	Whether the coins received from other Issue offices or from mint are accounted for on the correct date?
<b>Issue-accounts</b>	Whether Chest Balance Confirmation Certificate for end February and March obtained from currency chests match with Currency Chest denomination wise balances – RCYMTBCCCLOBAL report
<b>Issue-accounts</b>	Whether transit account for remittances is monitored and daily position of unreconciled entries put up to DGM/GM.
<b>Issue-accounts</b>	In terms of DCM (CD) No.1518 / 04.06.003 / 2019-20 dated February 03, 2020, the accounts section has to put up the daily position to DGM/GM of ID with reasons for pendency and also take necessary steps to clear the unreconciled entries. Concurrent auditors may check the details of the transactions with respect to transit account and offer comments.
<b>BOX BALANCES:</b>	Verification of CD-21 with CD-47
<b>BOX BALANCES:</b>	Verification of CD-32 with CD-48
<b>VAULT:</b>	Stock Notes Vault
<b>VAULT:</b>	CD-3 register with CD-21
<b>VAULT:</b>	CD-3 with CD-5
<b>VAULT:</b>	CD-16
<b>VAULT:</b>	Month end balances CD-3 monthly with CD-05 (Receipts and consumption)
<b>VAULT:</b>	Outward Remittance (CD-21 with remittance order copy)
<b>VAULT:</b>	COIN VAULT (CD-38 with CD-3)
<b>VAULT:</b>	(CD-3 with CD-6)
<b>VAULT:</b>	CHEST NOTE VAULT (CD-3 with CD-9 & CD-35)
<b>VAULT:</b>	DAY TO DAY VAULT (CD-03 with CD-05) (CD-37 with CD-11)
<b>VAULT:</b>	CD-5 ( Day to Day Vault)

<b>CASH</b>	CONSOLIDATION CUM VERIFICATION SECTION (CCVS) (CD-48 with CD-32, and CD-42 with CD-28)
<b>CASH</b>	REGISTERS IN CCVS (CD-28 and V-2 Cancelled notes)
<b>CASH</b>	MAINTENANCE OF REGISTER IN CCVS I.E. CD-91
<b>CASH</b>	OTHERS (CD-89)
<b>CASH</b>	LEAVE CALCULATIONS / SANCTIONS/ ATTENDANCE
<b>CASH</b>	INCENTIVE PAID FOR HANDLING ADDITIONAL BUNDLES IN THE VAULT
<b>TLR (TRIPLE LOCK RECEIPTS) CL-5 Register with TLR covers</b>	DESTRUCTION OF HALF VALUE PAID AND REJECTED NOTES
<b>TLR (TRIPLE LOCK RECEIPTS) CL-5 Register with TLR covers</b>	Exchange Good Notes (EGN) (CL-17 register)
<b>Claims</b>	POSTAL RECEIPTS (CL-8 register)
<b>Claims</b>	PAYORDER OUTSTANDING
<b>Claims</b>	VERIFICATION OF THE CASE PAPERS RELATED TO HALF-VALUE
<b>Claims</b>	UNCLAIMED BALANCE
<b>Claims</b>	MAINTANCE OF CLAIM REGISTER CL-15, CL-17.
<b>Claims</b>	"FAKE ENQUIRY LETTERS", THE CASE PAPERS SHOULD BE CHECKED THOROUGHLY TO FIND OUT THE REASONS FOR DELAY IN REMITTANCE OF EXCHANGE VALUE AS ALSO WHETHER THERE ARE ANY CASES OF WRONG PAYMENTS, ETC.
<b>Claims</b>	FORGED NOTES DETECTED AT COUNTERS AND CVPS
<b>Claims</b>	SUNDRY DEPOSITS
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether mandate and date of payment are recorded.

<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>Whether laid down procedure complied with in respect of irregularities detected in receipts of defective notes in terms of ID Manual para 3.6 of chapter 5. i.e. In case of discrepancy cases/unsigned covering letters the number of such cases observed during the month of audit and the action taken by the Department should be commented upon.</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>Whether rejected and half value paid notes are destroyed after the prescribed preservation period of 3+1 months after making relevant entries. Para 3.10.2 and para 3.13 of Chapter 5 of ID Manual, 2021</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>Whether forged notes detected are recorded properly.</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>To check whether the laid down procedures in terms of Para 3.4.7 of Chapter 5 of ID Manual is complied with for Destruction of disposed TLR and postal covers</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>Check whether physical inventory of Claim section is matching with system inventory in CyM.</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>In terms of ID Manual para 5.6 of Chapter 5 and DCM letters DCM (NE) No.181/ 08.03.020/ 2021-22 dated August 27, 2021 and DCM (NE) No. 204794/ 08.01 .002/ 2021-22 dated March 2, 2022 to check whether the notes received for adjudication/ audit/ special procedure are not pending for more than one month.</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>Check whether NE 1 / NE 2 statement on adjudication and audit of notes are sent to Central Office within 15 days after the end of every quarter.</p>

<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>To check whether the laid down procedures in terms of Para 3.2 of Chapter 5 of ID Manual is complied i.e. For notes which have been rejected: whether rejection advice is issued to the tenderer, after retaining a copy of the same with the department.</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>Whether exchange value for fully paid notes is credited to Exchanged Good Notes account.</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>For notes adjudicated as half value, whether unpaid portion of Half Paid notes is credited to Sundry Deposit-Unpaid Half value account.</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>Whether CL 5 Register is maintained and whether CL 8 Register is put up to GM/DGM on daily basis?</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>In the case of Deliberately cut notes and Build-up notes, whether details of the case have been reported to DGM/GM, ID. If large number of notes were present, whether the same has been reported to local police in terms of Para 3.8 of Chapter 5 of ID Manual</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>Whether notes adjudicated for Full value have been preserved for 15 days and destroyed after verification of 10% of notes selected on random basis in terms of Para 3.10 of Chapter 5 of ID Manual</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>Whether Rejected notes have been preserved for 4 months (excluding the month of adjudication). In cases where legal proceedings have been initiated, whether the notes have been preserved till the suit is disposed of (or six more months if suit is not materialized) in terms of Para 3.13 of Chapter 5 of ID Manual is complied.</p>

<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether necessary recovery and adjustment in case of incorrect adjudication has been done as per Para 3.11, Chapter-5, ID Manual.
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether surprise check of the notes adjudicated is carried out by DGM/GM of ID, and in cases of undue liberal exercise the matter has been reported to Regional Director in terms of ID Manual para 3.18 of Chapter 5.
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether undelivered payments have been transferred to Sundry Deposits/ Unclaimed Govt. of India Re.1 Notes and Rs.2/- & above notes are transferred to Government of India Account and Commission Account respectively?
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether outstanding balance in half value paid account is credited to Commission Account?
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether stipulated timelines for transfer of balances to Commission Account have been followed in respect of the above?"
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	To check whether the audit of paid notes has been carried out as per the laid down procedures in terms of para 5.6 of Chapter 5 of ID manual
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether file and report pertaining to application in Forms CL 18 are submitted to the General Manager/DGM for his information every fortnight as per ID Manual para 6.1.3 of Chapter 5
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether there are instances of adjudication of notes under SP beyond stipulated limits of 10 Lacs, 5 Lacs and 2 Lacs. Whether approval of DCM CO for such cases exceeding limits are on record as per ID Manual para 6.2, 6.3 and 6.4 of Chapter 5

<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	To check whether particulars of Rejected notes are entered in the Register of rejected notes in terms of ID Manual para 6.4.5 of Chapter 5
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	In the case of Unclaimed Notes, whether amounts have been credited to corresponding Sundry Deposits as per extant instructions. In the case of one rupee note, whether “Unclaimed Government of India ₹1 Notes” has been credited.
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether refund of any value on account of unclaimed notes has been done as per the laid down procedures in terms of ID Manual para 7.4 of Chapter 5
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether the half-yearly surprise verification of forged notes is being carried out in terms of CO circular DCM (FNVD) 630/16.13.01/2004-05 dated June 21, 2005.
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether any partially or fully rejected tenders of Specified Bank Notes submitted by RI/NRI category during the Grace Period are still pending for destruction? (Circular No. DCM SBN (No.) 4161/ 10.27.00/ 2017-18 dated May 22, 2018)
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether FICN impounded are accounted for properly in claims section?
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	(i) For the cases of detection of FICN in five (05) or more pieces in a single transaction, whether FIR filing is done immediately?
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	(ii) For the cases of detection of FICN upto four (04) pieces in a single transaction, whether consolidated reporting to police is done on monthly basis?
<b>Exchange Good Notes(EGN)</b>	Whether the balances of EGN account in CyM are agreeable to the EGN in CBS.

<b>Receipts by Post</b>	To check whether insured covers containing notes received from post office have been posted in CL-5 register with IR number and whether the entries are properly marked off after payment. Check whether CL-8 Register is being put up to GM/DGM on regular basis.
<b>Important Registers</b>	Registers CL-5, CL-9, CL-35 and CL-38 need to be checked thoroughly with reference to source of posting, their day-to-day posting at each stage as also cross-checking of day-to-day balances. The check may be confined to entries relating to all working days in a month for the period under audit. Whether entries relating to these transactions have been checked during the month for the above mentioned registers on random basis.
<b>Accounting System Claims</b>	A check should be conducted of accounts maintained in the section right from CL-5 register to CL-38 register, to see if the accounting system in vogue conforms to the one prescribed in Issue Department Manual, as amended by subsequent circulars on the subject e.g. defective notes adjudicated under Rule 9(3) of Note Refund (Amendment) Rules 2018.
<b>Accounting System Claims</b>	Whether the balancing of forged notes received/ sent to Police/CBI/ CID etc. are being carried out periodically?
<b>Claims</b>	The record of surprise visits to exchange counters by CGM/ GM/ DGM, Issue Department may be perused and commented.
<b>Claims</b>	Whether Monthly verification of Claims Section is carried out as per extant guidelines and put up to DGM/ GM of Issue Department, and also filed to be made available to RBIA inspection team.
<b>DOWN TIME REGISTER:</b>	DOWN TIME REGISTER:CVPS
<b>DOWN TIME REGISTER:</b>	DOWN TIME REGISTER:SBS
<b>NOTES PROCESSED AT CVPS</b>	DETAILS OF NOTES PROCESSED AT CVPS
<b>FORGED NOTES DETECTED AT CVPS</b>	DETAILS OF FORGED NOTES DETECTED AT CVPS

<b>SUBSIDIARY REGISTERS</b>	SUBSIDIARY REGISTERS:Charges Account Register
<b>SUBSIDIARY REGISTERS</b>	Outstanding Entries Sundry Deposits Account
<b>SUBSIDIARY REGISTERS</b>	Outstanding Entries Suspense Account
<b>SUBSIDIARY REGISTERS</b>	Security Deposits
<b>SUBSIDIARY REGISTERS</b>	Payment of Bills
<b>NOTE BUNDLING / COUNTING / COIN DISPENSERS / COUNTING MACHINE AND SCALES</b>	NOTE BUNDLING / COUNTING / COIN DISPENSERS / COUNTING MACHINE AND SCALES
<b>ANNUAL MAINTENANCE CONTRACT</b>	ANNUAL MAINTENANCE CONTRACT
<b>GENERAL ADMINISTRATION / IN-HOUSE ACCOUNT</b>	DEAD STOCK STATEMENT (Half yearly June, 2023)
<b>GENERAL ADMINISTRATION / IN-HOUSE ACCOUNT</b>	Details of expenses incurred under different heads
<b>LEAVE CALCULATIONS / SANCTIONS/ ATTENDANCE</b>	LEAVE CALCULATIONS / SANCTIONS/ ATTENDANCE
<b>MONTHLY RECONCILIATION OF CHARGES ACCOUNT</b>	MONTHLY RECONCILIATION OF CHARGES ACCOUNT
<b>PAY ORDER OUTSTANDING RECORDS</b>	PAY ORDER OUTSTANDING
	Whether surprise verification of unspent balances in Franking Machine, if any has been done.
<b>Inward register for bills/ letters maintained</b>	Whether these are properly maintained and marking off done. Instances of unusual delay in dealing with bills/ letters may be brought out.
<b>Note Banding / Bundling / Counting / Coin Dispensers / Coin Sorting/ Counting Machines And Scales</b>	Are the machines installed in working condition
<b>Note Banding / Bundling / Counting / Coin Dispensers / Coin Sorting/ Counting Machines And Scales</b>	Whether any assets were purchased during the month under audit.
<b>Note Banding / Bundling / Counting / Coin Dispensers / Coin Sorting/ Counting Machines And Scales</b>	Have laid down procedures been followed in purchase of such machines.
<b>Note Banding / Bundling / Counting / Coin Dispensers / Coin Sorting/ Counting Machines And Scales</b>	Whether there is disposal of assets during the month under audit.

<b>Annual Maintenance Contract (AMC)</b>	Is it entered into in time and is in force in respect of various machines in use in cash department viz. Note Counting Machines, note bundling machines etc.
<b>Annual Maintenance Contract (AMC)</b>	Action taken in case of unacceptable delays, invoking of penalty etc., may be verified.
<b>General - Administration/ In-House Accounts</b>	Suspense and Sundry Deposit A/C - Comment on the nature of entries, delay in reversing entries, unusual features, if any, etc.
<b>General - Administration/ In-House Accounts</b>	100% scrutiny of various bills settled to ensure that they are in order.
<b>General - Administration/ In-House Accounts</b>	Whether List of bills outstanding for more than 15 days is prepared and submitted regularly to GM/DGM who will ensure that there is no avoidable delay in the settlement of bills.
<b>Tax Deducted at Source (TDS/VAT/service Tax Calculation)</b>	Whether statutory obligations like deduction of various taxes/payments, etc. were invariably met (as per rules /rates in force) and remitted in time on all bills/AMCs payments.
<b>CURRENCY VERIFICATION AND PROCESSING SYSTEM (CVPS) AND SHREDDING &amp; BRIQUETTING SYSTEM (SBS)</b>	Whether AMC entered into on time and are in force and payments made as specified by Central Office.
<b>CURRENCY VERIFICATION AND PROCESSING SYSTEM (CVPS) AND SHREDDING &amp; BRIQUETTING SYSTEM (SBS)</b>	The incentives payable to the Note Processing Teams to be checked with reference to the basic records of number of notes processed.
<b>CURRENCY VERIFICATION AND PROCESSING SYSTEM (CVPS) AND SHREDDING &amp; BRIQUETTING SYSTEM (SBS)</b>	Whether calculation of payments for AMC and charges for downtime, if any, are correctly done.
<b>CURRENCY VERIFICATION AND PROCESSING SYSTEM (CVPS) AND SHREDDING &amp; BRIQUETTING SYSTEM (SBS)</b>	Whether calculation for sale of briquettes are correctly done
<b>Additional items of check</b>	The CAs before finalizing the report may discuss the same with the Department concerned and ensure that the observations were based on facts.

<b>Additional items of check</b>	As regards payments against articles received, the Concurrent Auditors should verify that certificates from the concerned Sections that" the articles have been received in good condition and conforms to approved samples" have been obtained and record the deficiencies, if any, in their reports.
<b>Additional items of check</b>	Incorporation of Sexual harassment and non-disclosure clause in AMC agreements pertaining to sharing of information, Minimum Wages Act, Stamp Act, etc
<b>MAZDOOR AND TRANSPORT CONTRACT BILLS</b>	Transportation Bill
<b>MAZDOOR AND TRANSPORT CONTRACT BILLS</b>	Potdar's Advance/Bills
<b>MAZDOOR AND TRANSPORT CONTRACT BILLS</b>	Railway Bills
<b>MAZDOOR AND TRANSPORT CONTRACT BILLS</b>	Mazdoor / Labour Bills
<b>REMITTANCE REGISTER</b>	Register RS - 1
<b>REMITTANCE REGISTER</b>	Register RS - 2
<b>EXPENSES:</b>	Details of expenses incurred under different heads
<b>DETECTION OF SHORTAGES, EXCESS AND FORGED NOTES</b>	DETECTION OF SHORTAGES, EXCESS AND FORGED NOTES
<b>PENALTY FOR FORGED / MUTILATED / SHORTAGE NOTES</b>	PENALTY FOR FORGED / MUTILATED / SHORTAGE NOTES
<b>RECOVERY OF TDS</b>	RECOVERY OF TDS
<b>WORK CERTIFICATES OF MAZDOOR CONTRACTORS</b>	WORK CERTIFICATES OF MAZDOOR CONTRACTORS
<b>INCENTIVES TO BANKS</b>	INCENTIVES TO BANKS
<b>GENERAL</b>	Sundry / Suspense Register
<b>GENERAL</b>	Security Deposits
<b>PAY ORDER OUTSTANDING</b>	PAY ORDER OUTSTANDING
<b>REMITTANCE</b>	Concurrent Auditor should check the Labour and Transport Contract Agreement of each Issue Office and also 100% of the paid bills. The following aspects may be seen
<b>REMITTANCE</b>	Whether the contract has been awarded in accordance with Central Office instructions;
<b>REMITTANCE</b>	As per Circular DCM (RMMT) No. 3352/11.01.01/2017-18 dated March 20, 2018, proper rate analysis for payment of treasure transportation bills is done on historical data on distance of currency chests from RBI Offices.
<b>REMITTANCE</b>	Whether the certificates given on the bills by the officials viz. Station Duty Officer, Vaults in-Charge, etc., supervising the operations are specific/ proper and in

	accordance with the terms and conditions of the contract and not furnished in a casual manner;
<b>REMITTANCE</b>	Whether the bills clearly specify the various activities performed and correct rates have been applied;
<b>REMITTANCE</b>	Whether the bills have been correctly scrutinized by officials after verifying independently the record available in Remittance Section, Vaults, SDO and bills are settled without any delay.
<b>REMITTANCE</b>	Whether the bills receipt/payment registers are put up to General Manager/Deputy General Manager periodically.
<b>REMITTANCE</b>	Whether the payment towards extra-ordinary/special item of work is done with the approval of General Manager/Deputy General Manager.
<b>REMITTANCE</b>	Verify the contract agreement and the process for engaging transport operator for coin remittances. Whether it is ensured that the Bank Guarantee is current and covers the remittances.
<b>REMITTANCE</b>	Analyse the expenditure on coin transport operator and labour/transport contractor over a period to check unusual features, if any.
<b>REMITTANCE</b>	Budgetary provision for remittance related expenditure and deviation there from – analysis may be made.`
<b>REMITTANCE</b>	100% of the coin transport contractors' paid bills may be verified in conjunction with related records evidencing the work performed and agreed rates as per the contract.
<b>REMITTANCE</b>	Whether independent record of the work performed by the contractor is maintained by Joint Custodians and SDOs.
<b>REMITTANCE</b>	Whether RS-1 registers on scheduled inward/ outward remittances maintained properly and are scrutinized to ensure that they are complete in all respect in terms of ID Manual 2021
<b>REMITTANCE</b>	In case advances are given to the potdar, whether it is given keeping in view, the extant instructions for taking-over of the remittances by chests.
<b>REMITTANCE</b>	Overtime expenditure on remittances – Analyse over a period.
<b>REMITTANCE</b>	Whether discrepancies in fresh note remittances are adjusted as per prescribed procedure.
<b>REMITTANCE</b>	Whether the reimbursement of bills received from banks, Railways, Police Dept., office of the AG etc., on account of diversions/remittances (consequent to decentralisation since 1st April, 2003) are being settled promptly.
<b>REMITTANCE</b>	100% of the bills so received should be checked to ensure against any irregularity.
<b>REMITTANCE</b>	Total expenditure incurred on the above, over a period and bank-wise, may be analysed.
<b>REMITTANCE</b>	Whether the amount collected towards the sale of scrap is as per the agreement entered into with the scrap purchaser and applicable taxes are applied over the amount complying with the prevalent laws.(Records)
<b>REMITTANCE</b>	Whether the penalty to be levied to various Currency Chest under the scheme of penalties is calculated as per Master Circular – Scheme of Penalties for bank branches including Currency Chests based on performance in

	rendering customer service to the members of public.(CCMS)
<b>REMITTANCE</b>	Uncurrent coins, if any, will have to be checked by yellow tags and commented as to how long they have been kept in the vault. Matter to be pursued with the Mint.
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	Whether advances to Potdar's are recorded properly in RS-7.
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	In case of additional advances drawn by Potdars at chests, whether the same are properly accounted for.
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	Whether there is delay in returning/reporting of Potdars accompanying remittances?
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	Whether the bills are settled without delay?
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	Whether permission to stay outside temporary headquarters was granted in large number of cases?
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	100% of bills paid during the period under audit to be scrutinized to ensure that they are in accordance with Central Office instructions issued from time to time.
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	Comment on pending bills giving age-wise details, amount involved and whether delay is justified.
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	Unusual detention of Bank's Potdar is monitored.
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	Overtime bills of Potdars on remittance duty are settled as per current instructions.
<b>Preliminary/Final Receipts</b>	Check whether preliminary/final receipts have been received. Carry out test checks.
<b>Preliminary/Final Receipts</b>	Non-receipt of preliminary receipts/ final receipts/ delays, if any.
<b>Discrepancies in Chest Remittances</b>	Whether entries in CyM portal with regard to discrepancies detected in soiled note remittances of currency chests are verified with vouchers issued by CVPS.(CDES)
<b>Police Bills</b>	100% checking of bills to be done.
<b>Police Bills</b>	Bills in respect of armed police guards provided by the State Government are being paid regularly.
<b>Police Bills</b>	Payments are made in accordance with Central Office instructions with certificate from Security Officers.

<b>Police Bills</b>	Bills in respect of police escort for accompanying remittances are settled expeditiously and in accordance with current instructions.
<b>Police Bills</b>	Comment on the unusual features observed in the bills received from Police Department.
<b>Police Bills</b>	Whether remittance bills/ claims received from chest banks/ STOs (through Government) are being settled promptly
<b>Police Bills</b>	Whether claims in respect of police escort charges submitted by the currency chests are supported by the copy of remittance order/ diversion order issued by RBI and the following documents are submitted-
<b>Police Bills</b>	(i) A copy of requisition letter issued by the chest officer for obtaining police escort
<b>Police Bills</b>	(ii) Police escort bill in original attested by a competent authority
<b>Police Bills</b>	(iii) A certificate issued by the Superintendent of Police stating that the bill is prepared as per existing State Government Rules and has not been claimed earlier. (Arithmetical or other discrepancies in respect of the claims to be verified and
<b>Police Bills</b>	(iv) Proof of payment in original
<b>Air Remittance bills</b>	Analyse the expenditure on air transport operator over a period to check unusual features, if any.
<b>General</b>	Outstanding entries in Sundry and Suspense Accounts - Reasons for delay in reversal of entries within the prescribed period as stipulated from time to time. Figures to be tallied with IBD statement
<b>General</b>	Whether TDS etc. has been recovered from the bill and credited to Government
<b>General</b>	TA Bills and Police Advance recovery.
<b>General</b>	Whether the coins received from other Issue offices or from mint are accounted for on the correct date?
<b>Remittance</b>	Whether CD-59 statements giving instances of discrepancies observed in coin bags forwarded to CO every quarter. Comment on unusual features, if any, observed as well as follow-up action taken with Mints etc.
<b>Remittance</b>	The number of remittances effected from the Vault may be totalled and counter-checked with Remittance Section.
<b>Subsidiary Registers</b>	Suspense account and Sundry Deposit account - balances verified with IBD every month. Whether CBS generated sundry Deposit and Suspense account statements are in order? Whether it is tallied with IBD? Whether any discrepancies observed?"
<b>Subsidiary Registers</b>	Verify whether the wiping out of outstanding entries in Sundry/Suspense a/c have been done within the stipulated time period.
<b>Subsidiary Registers</b>	Any Delay in settling bills. Are they settled in accordance with current instructions?
<b>Remittance</b>	Whether record of names and addresses of Contractor, contractor's mazdoors maintained and their antecedents verified from police.

<b>Remittance</b>	Whether suitable communication facility is available for tracking the remittance throughout.
<b>Remittance</b>	Verifying the GST-TDS statement for the payments done during the month.(CDES)
<b>Remittance</b>	Verify whether GST payment on incentives is to be released to banks / vendors is paid after receipt of GST-Invoice from banks / Vendors. (CDES)
<b>Remittance</b>	To check whether the accuracy of various incentives paid by IOs to the banks are as per guidelines.(CDES)
<b>RESOURCE</b>	SMALL COIN DEPOTS TRANSACTIONS (SCD)
<b>RESOURCE</b>	OPENING / CLOSING OF CURRENCY CHESTS: (CCMS)
<b>RESOURCE</b>	ACTION TAKEN FOR REQUESTS ON DIVERSION ORDER
<b>REMITTANCE ORDER</b>	Total R.O. issued during the month
<b>REMITTANCE ORDER</b>	Total R.O. dispatched during the month
<b>REMITTANCE ORDER</b>	Monthwise details of RO issued
<b>REMITTANCE ORDER</b>	Value of Fresh coins dispatched during the month
<b>REMITTANCE ORDER</b>	Value of Fresh notes dispatched during the month
<b>RESOURCE</b>	CHEST PROFILE MAINTENANCE AND UPDATING
<b>RESOURCE</b>	INSPECTION OF CURRENCY CHESTS: (CCMS)
<b>SCD Transactions</b>	Whether RES-8 are maintained properly and posted with reference to the depot slip in Form TA 51 received from SCDs.”
<b>SCD Transactions</b>	Verification of penalty scrutiny sheets pertaining to discrepancies/deficiencies observed during inspection / incognito visits / Senior Officer's visit etc. to currency chests/bank branches.(CCMS)
<b>SCD Transactions</b>	Whether the monthly statements in forms RES 10 and RES 11 are being sent to Central Office by 15th of the following month
<b>SCD Transactions</b>	Whether payments are made to the banks as and when the statements are received from SCDs
<b>SCD Transactions</b>	Whether Penalty on CCs is levied in timely manner and waiver, if any, is done by appropriate authority(CCMS)
<b>RESOURCE</b>	Whether Link Offices submit consolidated statement of SCD transactions daily and necessary vouchers thereof are passed promptly.
<b>RESOURCE</b>	Postings in Ledgers are cross checked with SCD slips and any discrepancy noticed is taken up with the concerned Agency Link Office for reconciliation/ rectification.
<b>RESOURCE</b>	Whether applications for opening of currency chests processed/forwarded promptly to Central Office, as the case may be.(CCMS)
<b>RESOURCE</b>	Comment on the proactive monitoring and management of resource position across the chests. Whether remittances to chests in line with the stock position, allotment, indent etc.
<b>RESOURCE</b>	Whether chest profile maintained and updated in CyM.(CCMS)
<b>RESOURCE</b>	Whether quarterly reports regarding the inspections of Currency Chests are forwarded regularly to CO.

	Comment on monitoring compliance to inspection observations.(CCMS)
<b>RESOURCE</b>	Whether compliance to instructions issued to Currency Chests from time-to-time is monitored.(CCMS)
<b>RESOURCE</b>	Whether the penalty to be levied to various Currency Chest under the scheme of penalties is calculated as per Master Circular – Scheme of Penalties for bank branches including Currency Chests based on performance in rendering customer service to the members of public.(CCMS)
<b>RESOURCE</b>	The CAs should comment on the performance of currency chests in monitoring compliance to observations of the RO inspection reports.  The CAs have to specify in the report as to how many currency chests were defaulting in submission of compliance reports.(CCMS)
<b>Training Programs</b>	No. of programs conducted during the month:
<b>Training Programs</b>	No. of Sessions handled by Guest Faculty
<b>Training Programs</b>	No. of sessions for which honorarium is paid for the month.
<b>Training Programs</b>	No. of sessions, for which honorarium is pending:
<b>Training Programs</b>	Any instance of delayed payment (for more than two weeks)
<b>Expenses Bills</b>	No. of bills received during the month
<b>Expenses Bills</b>	No. of bills paid:
<b>Expenses Bills</b>	Whether canteen bills paid at the rates as per agreement
<b>Expenses Bills</b>	Whether canteen bills are raised only for authorized persons
<b>CL/SSL Applications</b>	Whether all CL applications received / sanctioned are entered in individual leave cards.
<b>CL/SSL Applications</b>	Whether leave applications have been received for all absences marked in Attendance Register.
<b>Reconciliation of Charges A/c :</b>	Whether Reconciliation Statement submitted to DAD
<b>Reconciliation of Charges A/c :</b>	Whether balances in each sub head as per Subsidiary Register kept in ZTC tallies with respective balances in DAD as at end of month
<b>CHARGES ANALYSIS:</b>	Charges analysis vis-à-vis budget

**SUMMARY OF NON-FINANCIAL – MAJOR  
ACTION PARAGRAPHS**

<b>Sr. No.</b>	<b>Details</b>
1.	Dead Stock A/c
2.	Library
4.	Return of Bank Guarantee on expiry of the same
5.	Sanctioning of expenditure without Competent Authority's approval
6.	Submission of Half Yearly financial Statements (Apr- Sept, Oct- Mar) :
7.	Whether following Manual registers are maintained and updated. 1) Bank Guarantee Register, 2) Contingency Liability Register, 3. Security Deposit Account register 4) EMD Register, 5) Register of annual maintenance contracts, 6) Dead Stock Articles Register, Verify them to ensure renewal/revalidation of Bank Guarantee/ Contingency Liability Register provided by vendors.
8.	Contract not renewed in time
9	Contract renewed without approval of Competent Authority
10	Checking of Computer Software Licenses Validity

**SUMMARY OF NON-FINANCIAL - OTHER  
ACTION PARAGRAPHS**

<b>Sr. No.</b>	<b>Details</b>
1	Whether all register required as per COD's instructions are maintained
2	Entries recorded in various sheets, register-whether updated or not
3	Attendance of employees

## I. FORM OF TENDER

**Chief General Manager Reserve  
Bank of India**

**Plot No.3, Sector 10,  
H.H. Nirmaladevi Marg,  
CBD Belapur,  
Navi Mumbai 400 614**

**Place:**

**Date:**

**Tender for appointment of Concurrent Auditors for Reserve Bank of India,  
Belapur from October 01, 2024 till September 30, 2025**

Sir/ Madam,

Having examined the requirements, conditions and schedule of quantities relating to the captioned work and having visited and examined the site of the work and also having acquired the requisite information relating thereto as involving the tender, I/ We hereby offer to take up the contract for conducting Concurrent Audit at the rates mentioned in the attached schedule of quantities and in accordance with the conditions of the tender and conditions of contract attached hereto.

2. We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of Part I of the tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and us.

3. Should this Tender be accepted, I/ We hereby agree to abide by and fulfil all the terms and conditions of the Tender and in the event of any default thereof, pay to you or your successors, or assignees or nominees such sums of money as are stipulated in the conditions contained in the tender document and the Articles of Agreement read with the written acceptance of the Contract.

4. I/ We understand that you reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason therefor.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024

For and on behalf of M/s

---

(Signature with seal)

Name : \_\_\_\_\_

**Designation :** \_\_\_\_\_

Place : \_\_\_\_\_

**Date :** \_\_\_\_\_

(Certified true copy of the Power of Attorney of the above signatory should be enclosed).

Witnesses :

(1) Signature with name,  
address and date

(2) Signature with name,  
address and date

**FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY**  
(On Non-Judicial Stamp Paper of appropriate value)

To,  
Chief General Manager  
Reserve Bank of India  
Estate Department  
HH Nirmala Devi Marg,  
CBD-Belapur  
Navi Mumbai- 400 614

Dear  
Sir/Madam,

**Appointment of Concurrent Auditors for Reserve Bank of India, Belapur**  
**from October 01, 2024 till September 30, 2025**

We..... (Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorise Mr. / Ms.

.....  
..... (Name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of

..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the captioned Project, including signing and submission of all documents and providing information / responses to the Reserve Bank of India (RBI), representing us in all matters before RBI, and generally dealing with RBI in all matters in connection with our proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Signature/(s) of the  
Bidder

Na  
me/

(s)

Stamp/Seal of the  
Bidder

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e

:

Power of Attorney should be properly stamped and notarized

Power of Attorney furnished by Contractor shall be irrevocable

## TECHNICAL BID FORM (with Appendices 1 and 2) – Part I

<b>1.</b>	Name of the Firm/ Company	
<b>2.</b>	Complete Postal Address	
		Pin code:
<b>3.</b>	Telephone Number (s)	
<b>4.</b>	E-mail Address	
<b>5.</b>	Date of commencement of the firm/ company	
<b>6.</b>	Experience of the firm – number of years	
<b>7.</b>	Goods and Services Tax Identification Number (GSTIN)	
<b>8.</b>	Firm Registration No.	
<b>9.</b>	Unique Code No.	
<b>10.</b>	Permanent Account Number (PAN)	
<b>11.</b>	Number of Full-time Fellow Chartered Accountants (FCA) Partners	
<b>12.</b>	Details of the Partners (as per Appendix-1)	
<b>13.</b>	Number of Qualified Chartered Accountants (CA) employed	
<b>14.</b>	Number of skilled staff – qualified in Group-II of Integrated Professional Competency Course (IPCC)	
<b>15.</b>	Number of Semi-skilled staff – qualified in Group-I of IPCC	
<b>16.</b>	Number of other Assistants	
<b>17.</b>	Details of Experience of the Firm in Audits of Banks/ RBI (as per Appendix-2)	
<b>18.</b>	Past experience in RBI audits and performance assessment by RBI as Concurrent Auditor/ Statutory Central/ Branch Auditor with raring of	

	i. Unsatisfactory ii. Satisfactory/ Good iii. Excellent	
--	---	--

**I declare that:**

(a) The firm or partners of the firm have not been subjected to any disciplinary proceedings initiated by the ICAI.

(b) The firm or partners of the firm have not been debarred or blacklisted by any Government/ Semi-Government organization/ institution in India or abroad.

**(Signature of Authorised Signatory with Seal of the firm)**





**II. UNDERTAKING**

We, M/s.....(name of firm) having registered office at ..... (address of firm), proposing to conduct the Concurrent Audit of Reserve Bank of India (RBI), Belapur are currently NOT Statutory Branch Auditors / Concurrent Auditors of any other Office / Central Office Department of RBI and have NOT undertaken Statutory Central / Branch/ Concurrent Audit in any other Office / Central Office Department of RBI during the preceding two (02) years, i.e., since September 2022.

**(Signature of Authorised Signatory with the Seal of the firm)**

**Date:**

**Place:**

**FORM OF BANKERS' SOLVENCY CERTIFICATE FROM A SCHEDULED  
COMMERCIAL BANK**

This is to certify that to the best of our knowledge and information M/s. -----  
-----

having marginally noted address, a customer of our bank are/ is respectable and can be treated as good for any engagement up to a limit of ₹\_\_\_\_\_ (Rupees in words) ..... This certificate is issued without any guarantee or responsibility on the Bank or any of its officers.

(Signature)

For the Bank

Note:

1. Bankers' certificate should be on letter head of the bank.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

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

<b>Sr. No.</b>	<b>Particulars</b>	<b>Certified documents to be uploaded</b>
1.	Proof of being Category 1 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	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

Sr. No.	Particulars	Certified documents to be uploaded
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 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 to ABCC, Reserve Bank of India, Belapur
16.	Solvency Certificate	Banker's Solvency Certificate

**III. FINANCIAL BID FORM - Part II**

1. Name of the Firm:

2. Complete Postal Address:

3. Monthly Remuneration for carrying out Concurrent Audit:  
(including all costs but **excluding** GST)

(Amount in Rupees - in words) .....

(Amount in Rupees - in figures) .....

**NOTE:** The above Financial Bid Form, is only for information/ reference purpose. Bidders are advised NOT to submit the 'Financial Bid' form (Part-II) together with Part I (i.e., Technical Bid) 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. GST as per the applicable rate will be levied on the above monthly remuneration.

**(Signature of Authorised Signatory with the Seal of the firm)**

**Proforma of Bank Guarantee**

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

Place: \_\_\_\_\_

Date: \_\_\_\_\_

The Chief General Manager - In Charge

Reserve Bank of India

CBD Belapur

Navi Mumbai-400 614

Madam/ Dear Sir,

**Contract for Appointment of Concurrent Auditors for the year 2024-25 w.e.f. October 1, 2024 to September 30, 2025 for Reserve Bank of India, Belapur Office. WHEREAS**

Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Marg, Mumbai, through its office at Reserve Bank of India, Post Box No.15, Sector 10, Plot No.3, H. H. Nirmaladevi Marg, CBD Belapur, Navi Mumbai - 400 614 (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 assigns).

AND Whereas under the said contract the Contractor is bound by the said Contract to submit to RBI, Belapur 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, Assigns 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 have 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.....(Sixty 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 from all 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).

## **ARTICLES OF AGREEMENT**

*(On Non-Judicial Stamp Paper of appropriate value)*

This Agreement made on this \_\_\_\_\_ day of \_\_\_\_\_ 2024 between Reserve Bank of India, having its office at Plot No.3, Sector 10,H.H. Nirmaladevi Marg, CBD Belapur,Navi Mumbai 400 614 (hereinafter referred to as the "Bank") which expression shall unless it is repugnant to the context or meaning thereof deemed to include its affiliates, successors and assigns of the ONE part

and

M/s. \_\_\_\_\_, having its office at \_\_\_\_\_ (herein after referred to as the "Concurrent Auditor") which expression shall unless it is repugnant to the context or meaning thereof deemed to include his heirs, representatives, administrators and assigns of the OTHER part.

Whereas the Concurrent Auditor is carrying on the Conduct of Concurrent Audit at Reserve Bank of India, Belapur from the date specified in this contract;

And whereas the Bank is desirous of availing services of the Concurrent Auditor for the above purposes as indicated in detail in letter No. \_\_\_\_\_ dated \_\_\_\_\_.

And whereas the Bank and Concurrent Auditor are desirous of recording the terms and conditions under or upon which the said services are to be rendered by the Concurrent Auditor.

**NOW IT IS HEREBY AGREED BY AND BETWEEN THE BANK AND THE CONCURRENT AUDITOR HERETO AS FOLLOWS:**

This agreement will come into effect from \_\_\_\_\_ and will remain in force up to \_\_\_\_\_ or until it is terminated as per the terms herein after contained.

**2.** The quoted charges of ₹ \_\_\_\_\_ covering the cost of Audit shall be payable on a monthly basis subject to submission of invoice by the Concurrent Auditor.

**2.1** The payment thereon will be made after the same is duly certified by the Bank's officials to the effect that the services have been provided satisfactorily and after deducting all statutory dues/ taxes, etc.

**3.** The Concurrent Auditor represents that it is a Company registered under Companies Act or an LLP registered under LLP Act or Partnership firm with partnership deed duly registered under Partnership Act or Proprietary firm. The Concurrent Auditor is a Category I Chartered Accountant duly registered with The Institute of Chartered Accountants of India (ICAI).

**c. Indicative Scope of Work**

**Summary-**

The Concurrent Auditors will cover the following departments of Belapur, Regional Office:

- ix. Human Resource Management Department
- x. Establishment Section/Samadhan Cell
- xi. Issue Department
- xii. Integrated Banking Department
- xiii. Estate Cell
- xiv. Consumer Education and Protection Cell
- xv. IT Cell
- xvi. Zonal Training Centre (ZTC)

1. On an average, the number of vouchers to be checked by CAs on a monthly basis would be 400. However, the number is only indicative in nature and there may be increase / decrease in the number of vouchers based on the requirement of the office / department.
2. 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.
3. CAs 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.
  4. The CAs should undertake the scrutiny of vouchers with particular reference to following aspects:
    - viii. Adherence to Bank's Expenditure Rule (ER).
    - ix. Narration and accounting under the proper head of accounting.
    - x. Correct accounting of revenue and capital nature of expenditures.
    - xi. Maintenance of all relevant accounts (such as RBI Gen A/c, SGL, supporting Records / Registers etc.) as per prescribed norms.
    - xii. Inter-office Reconciliation A/c, Adjustments A/c.
    - xiii. Reconciliation and monitoring of charges A/c at monthly intervals.
    - xiv. Calculation of claims of Agency commission.
  5. The detailed synopsis / checklist for CAs is enclosed later in this document, as Detailed Scope of Work. The financial and non-financial areas that need to be looked into while conducting the audit, have been detailed in the same. Concurrent Audit as per checklist is mandatory.
  6. The CAs should take up audit of vouchers / records / registers on the agreed dates / days in consultation with the Belapur, Regional office.
  7. The CAs are required to identify deficiencies, if any for noticed for spot rectification.
  8. CAs are expected to verify and report that the financial transactions undertaken are in conformity with the laid down systems and procedures of the Bank.
  9. CAs would 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 reports, etc. as per the requirement of the Office.
  10. The members of the team shall abide by the Bank's rule of secrecy of data/ information and security.
  11. The CAs shall assist 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 related return/s which may come in force subsequently) at the designated intervals.
  12. The Bank shall pay the agreed audit fees on completion of assignment and submission of the report thereof on a monthly basis.
  13. Vouchers shall be scrutinized strictly in adherence to Bank's prescribed guidelines/ procedures with particular reference to sanctioning authority with reference to delegated powers – cadre wise.
  14. All financial transactions shall be subjected to audit. Excesses/ irregularities in financial sanctions by the authority below the rank of Regional Director/CGM/Office-In-Charge shall be reported to the Regional

Director/CGM/Office-In-Charge and any Excesses/ irregularities in financial power exercised by the Regional Director/CGM/Office-In-Charge will be reported directly to the Inspection Department, Reserve Bank of India, Central Office by the concurrent auditor every month.

15. CA firm is advised to use pink color pen while checking/ auditing the records and put a rubber stamp “checked/audited” with the date and initials on the records subjected to scrutiny.
16. The CA's functions as specified above may be enlarged/modified at a future date as per the requirement of the Office.

### **Reporting requirements**

1. Monthly audit report and certificate should be submitted in the format prescribed by the Bank.
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 Chief General Manager/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, CO.
8. The audit firm will be responsible for any omissions or commissions on their part in any data/ transactions seen by them.

**NOTE:** The terms and conditions of the contract mentioned above are only indicative which may slightly vary as per the requirement of the Bank, as per the extant rules and regulations.

### **Detailed Scope of Work (Tentative)**

#### **SCOPE/ COVERAGE/ AREA OF CONCURRENT AUDIT – BELAPUR 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 Central Office Departments of the Reserve Bank during the year.

The Concurrent Auditors will be required to ensure that the functions and working of the Office are performed in accordance with the Bank's instructions and guidelines issued from time to time. The auditors will be required to check all the financial transactions (expenditure as well as income) as also the non-financial matters which will broadly cover the scope of the audit to be conducted by them. Apart from conducting the audit work as per the scope/area broadly specified in this document, the Concurrent Auditors will also be required to ensure the following:

The Concurrent Auditor will obtain and familiarize themselves with:

- a) All the items of audit areas of Inspection Department's check-list provided by Belapur Office.
- b) Updated copy of the General Administration Manual, Banking Department Manual, Issue Department Manual and Premises Department Manual available with the respective department of the Bank to be audited.
- c) 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 respective master circular issued by Central Office at Belapur Office.
- d) Core Banking System (e-Kuber) of the Bank for which read-only access will be provided to the CA.
- e) Bank's Expenditure Rules
- f) DGBA Central Office circulars addressed to all CODs/ RO's/ Training Institutions on Annual Closing of Bank's Accounts.

## 1. EXPENSES

- a. To check all the payment particulars physically as also all the transactions entered into CBS on a daily basis before the End of Day (EOD) ensuring that the amounts are correctly booked and correct heads of accounts are debited/credited in all the departments/sections in the Office. The vouchers scrutinized will strictly adhere to the Bank's prescribed guidelines/ procedures with particular reference to following:
  - v. Bank's Expenditure Rules.
  - vi. Narration and Head of Account of Revenue/ Capital (Dead Stock Account) A/c Expenditure.
  - vii. Sanctioning authority with reference to cadre wise delegated powers.
  - viii. Correctness of the postings of transactions in the respective accounting packages.
- b. All financial transactions irrespective of their value will be covered under concurrent audit including the following:

- i. Hospitalization 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. Pension/ Family pension/ Ex-gratia/ Family ex-gratia calculation in respect of Retirees/ Family Pensioners, Compassionate Gratuity and package calculation in respect of deceased employees.
  - 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. All payments of rents, taxes, water charges, etc.
  - ix. All payments made to vendors/ suppliers/ service providers.
  - x. Recoveries of electricity bills made from staff members of the Bank.
  - xi. Arrear payments/ recoveries to be made on revision of minimum wages components such as ESIC, PF, base wages, etc.
  - xii. Collection of rent of visiting officers flat (VOF), transit holiday home (THH), Holiday Homes and other recoveries.
  - xiii. Any other claims/ bills suggested for 100% audit check under the instructions of C.O of the Bank, issued from time to time.
- c. Any other audit area having financial implications indicated from time to time by Belapur Office/ Central Office is to be audited by the Concurrent Auditor.
  - d. A certificate regarding the below-mentioned instructions are to be furnished to our Inspection Department, Central Office, Mumbai on a monthly basis:
  - e. All financial sanctions will be subjected to Concurrent Audit. Excess/ irregularity in financial sanctions by the authority below the rank of Officer-In-Charge (O-i-C) will be reported to the O-i-C and also to the Inspection Department and all irregular sanctions by the O-i-C will be reported to the Inspection Department directly by the Concurrent Auditor. In case no irregularity is observed, a 'NIL' statement will be sent by the Concurrent Auditor to the Inspection Department.
  - f. Financial powers exercised by the CGM will be reported by the Concurrent Auditor to the Inspection Department.
  - g. The Concurrent Auditor should indicate whether the exercise of financial sanction/ financial powers by the Officers of the Bank and the CGM are as per the extant Reserve Bank of India Expenditure Rules

## **2. TAX CALCULATIONS**

1. To check and verify all the tax transactions, prior to making any payments, in all the departments/sections. The auditors will conduct 100% checking of the appropriate taxes, (including GST), tax rates applied, amounts on which taxes are calculated etc., in respect of all the bills to be paid by the office. Further, the

auditors are required to stay updated with any/all tax related instructions issued by the Government of India and guide various units of the office accordingly. Necessary guidance (as required) may also be provided to the officials of the Bank while filing various statutory tax returns.

2.The Concurrent Auditor should check and confirm the correctness of Tax Deducted at Source/ Tax Collected at Source with respect to Income Tax Returns (e.g., the rate applied, time of deduction and time of remittance etc.), prepare, compile and ensure timely filing of all the applicable returns (26Q/ 27EQ) with the authorities concerned.

3.The successful firm will compile data for GST returns, based on data submitted by the departments, carry out necessary checks before sending the same to CAD, HRMD for filing of GST returns, every month. The successful firm will also provide guidance and assistance in reconciliation and matching exercise, pertaining to GST Input Tax Credit, to be claimed by the Office, every month. The related aspects to the aforesaid work are as follows:

- i. Checking, interpreting, understanding GST rules, laws (and also CTC guidelines), responsibilities, timelines, new / modified notifications and returns etc. as may be required to comply with extant GST regulations.
- ii. Checking of each individual invoice for correctness (Le. Rate of GST for given HSN code, applicability of SGST/ IGST, checking of intra/interstate transaction, GSTIN number etc.) and arriving at the overall GST liability of the office. Authentication by GST auditor on each invoice with signature & stamp.
- iii. Monitoring of Suspense ITC GLs and ensuring that only reconciled amount, eligible for GST ITC, is present in it at the end of every month.
- iv. )Monitoring of Suspense Input Control ITC GLs and monthly reporting of the reduction in unreconciled amount, department wise, to the office, on monthly basis.
- v. Reconciliation of data submitted by departments in GSTR-3B format with GSTR-2B data generated on GST portal, which is sent to the office, by CAD, HRMD.
- vi. Cross-verification with E-Kuber GL statement for data provided by respective department.Providing a monthly and yearly report on completion of the activities and areas of concern.
- vii. Providing consultancy and all necessary help to RBI Belapur, in case tax notice is received, clarification is sought etc.
- viii. Any on-site work related to e-invoices of the office, such as linking of Invoices etc.
- ix. Providing training, at least, once in a quarter, to all the staff on latest GST laws, returns etc.
- x. The work needs to be managed on-site only. No data will be provided over email/ in physical form.
- xi. On-site support to be provided for data compilation, checks and balances and generation of e-invoices.
- xii. During the period of contract, the auditor needs to assess the requirements to be fulfilled on behalf of the Reserve Bank of India, Belapur.
- xiii. Any modification in new rules, notifications by the Government,

additions of returns to be fully complied by the auditor.

- xiv.** Bank may not give any specific permission to work on non-working Saturday/Sunday/Holiday. The activities must be completed on working days before the deadline set by the Government.
- xv.** You are expected to identify and report the problems faced during the specified work to enable us to overcome them, if possible.
- xvi.** There should not be any delay on your part with respect to the statutory provisions relating to filing of GST returns, as prescribed under GST Act, 2017.
- xvii.** You are requested to note that any late reporting or wrong reporting of GST filings and any penalty arising therefrom, will not be borne by the Bank and the penalty and the responsibility on such cases will lie solely on you.
- xviii.** The Bank will hold ownership of the entire data.
- xix.** You will be required to provide consultancy services to the Bank if need arises, in connection with the filing of GST return.

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

### **3. STATUTORY/REGULATORY COMPLIANCE**

To check and ensure that all the Statutory/ Regulatory Returns/Forms, filed/submitted by the departments/sections to the authorities concerned, are under the respective statutes within the period as prescribed under the Act and the Rules made thereunder and give a certificate to the effect in their monthly report stating that it is certified that 100% check of the transactions pertaining to the statutory/regulatory Returns/Forms has been carried out by them and that there is 100% compliance with the relevant statutory and regulatory requirements, prescribed by the authorities.

### **4. DEAD STOCK ITEMS**

To check and verify capitalisation of all the dead stock items, pertaining to all the departments/sections of the office.

### **5. OTHERS**

Apart from the above, the following checks are also to be conducted and mentioned in the monthly Concurrent Audit reports:

- (a) Verification of various documents such as Annual Maintenance Contracts (AMCs), Bank Guarantees (BGs), Insurance documents pertaining to various projects, being uploaded on the Bank's Enterprise Contract Management Solution (ECMS) portal
- (b) Verification of the Bank Guarantee (BG) registers in various units, on a monthly basis.

I Details of progressive expenditures incurred under various budget heads as well as utilization of the amounts provisioned from the budget of previous year.

All monthly Concurrent Audit reports are to be uploaded on the Bank's Audit

Management System (AMS) portal, in the prescribed format, within the prescribed deadline i.e by the 10 working days of the following month or as advised by the Inspection Department, Central Office, from time to time.

The CAs before finalizing every monthly report, are to discuss the same with the Department concerned and ensure that the observations were based on facts. Any other functional area/area in Belapur office to be covered under Bank's directions/ instructions under due discussion and as mutually agreed to.

<b>Checklist_Section/Sub_Section</b>	<b>Checklist_Description</b>
<b>ABCC</b>	Whether any BCP drill was conducted by CODs and RO?
<b>ABCC</b>	Review of actual expense vis-à-vis proportionate budget allocation
<b>OUTSTANDING ENTRIES IN VARIOUS TRANSIT</b>	SUNDRY DEPOSIT ACCOUNT
<b>OUTSTANDING ENTRIES IN VARIOUS TRANSIT</b>	SUSPENSE ACCOUNT
<b>OUTSTANDING ENTRIES IN VARIOUS TRANSIT</b>	SECURITY DEPOSIT ACCOUNT
<b>Banking</b>	PAY ORDER
<b>Banking</b>	EARNEST MONEY DEPOSIT
<b>Banking</b>	CURRENT A/C TRANSACTIONS – DAILY CHECKING OF DAD REPORTS
<b>RECORDS</b>	DEAD STOCK STATEMENT
<b>RECORDS</b>	DEAD STOCK A/C-Confirmation of Balance
<b>Banking</b>	Stock of unused PAY ORDER / BANKERS CHEQUE
<b>Banking</b>	SPECIMEN SIGNATURE CARDS OF CURRENT A/C HOLDERS
<b>STATEMENTS FORWARDED TO DGBA,CO</b>	INCOME REVIEW STATEMENT (IRS) (ERSTWHILE PROFIT AND LOSS STATEMENT)
<b>STATEMENTS FORWARDED TO DGBA,CO</b>	QUARTERLY - D.O. LETTER FROM GM BANKING
<b>LEAVE CALCULATIONS / SANCTIONS / ATTENDANCE</b>	LEAVE CALCULATIONS / SANCTIONS / ATTENDANCE
<b>DISCREPANCIES IN INDIVIDUAL CHARGES ACCOUNT</b>	DISCREPANCIES IN INDIVIDUAL CHARGES ACCOUNT

<b>VOUCHER AUDITING</b>	<b>VOUCHER AUDITING</b>
<b>Banking</b>	PAYMENT OF COMMISSION TO BANK OF BARODA (BOB) – QLY STATEMENT AS ON APRIL, JUNE, SEPT, DEC
<b>Banking</b>	WEEKLY ABSTRACT STATEMENT OF AFFAIRS (WASA)
<b>Banking</b>	WEEKLY STATEMENT OF AFFAIRS OF THE BANK, TO BE FORWARDED TO DGBA, EVERY WEEK.
<b>Banking</b>	CURRENT ACCOUNT OPENED DURING THE MONTH.
<b>Banking</b>	POWER OF ATTORNEY
<b>Banking</b>	OVERDRAWAL OF CURRENT ACCOUNT
<b>Banking</b>	SHORT CREDIT –VERIFICATION OF REGISTER
<b>Banking</b>	INSTRUMENT RECEIVED FOR INWARD CLEARING IN CLEAN CASH BOOK
<b>Banking</b>	STOP CHEQUE ( Maintained in system)
<b>Banking</b>	SUBMISSION OF DMS TO GOVERNMENT DEPARTMENT
<b>Banking</b>	CONFIRMATION OF DMS STATEMENT FROM GOVERNMENT DEPARTMENT
<b>Banking</b>	DAILY TRANSFER OF GOVERNMENT ACCOUNT BALANCES TO CAS NAGPUR
<b>Banking</b>	COLLECTION OF LATE FEES / SEARCH FEES / COMMISSION FOR ISSUANCES OF CERTIFICATE OF CREDIT
<b>Banking</b>	CHECKING OF UNDELIVERED CHALLANS REGISTER
<b>Banking</b>	CLEARING DIFFERENCE RECEIVABLE ACCOUNT
<b>Banking</b>	CLEARING DIFFERENCE PAYABLE ACCOUNT
<b>Banking</b>	LEAVE CALCULATIONS / SANCTIONS/ATTENDANCE
<b>Banking</b>	CHEQUES FOR COLLECTION O/S
<b>Banking</b>	CHARGES REGISTER
<b>Banking</b>	CHEQUES RETURNED BY THE DRAWEE BANK FOR TECHNICAL REASONS OR DEFAULT FROM THE PAD SIDE
<b>Banking</b>	REGISTER FOR CHEQUES PRESENTED IN OUTWARD CLEARING AND RETURNED UNPAID BY DRAWEE BANKS.
<b>Banking</b>	DRAWING OFFICERS SIGNATURES ARE AVAILABLE IN THE SYSTEM AND UPDATING OF THE SIGNATURES OF DRAWING OFFICERS DONE EVERY YEAR.
<b>Banking</b>	BALANCING OF CASH AND MAINTENANCE OF RELEVANT RECORD IS DONE REGULARLY AND SATISFACTORILY.
<b>Banking</b>	GOODS AND SERVICE TAX ARE PAID AS PER THE EXTANT RULES AND RETURNS ARE FILED CORRECTLY.
<b>Banking</b>	TDS IS PAID AS PER THE EXTANT RULES AND RETURNS ARE FILED CORRECTLY.

<b>Banking</b>	GST TDS IS PAID AS PER THE EXTANT RULES AND RETURNS ARE FILED CORRECTLY.
<b>Banking</b>	Whether the Cheque found not in order are returned unpaid promptly along with an objection Memo in form DAD 015? (Para 5.37)
<b>CEPC</b>	whether all complaints / letters received in the cell are inwarded and dispatched?
<b>CEPC</b>	Whether all bills are paid as per the agreements / prescribed rates at their stipulated time?
<b>COMPLAINTS REGISTER FOR THE MONTH</b>	NO. OF COMPLAINTS RECEIVED
<b>COMPLAINTS REGISTER FOR THE MONTH</b>	NO. OF COMPLAINTS PENDING
<b>COMPLAINTS REGISTER FOR THE MONTH</b>	REMARKS
<b>EXPENSES FOR THE MONTH</b>	EXPENSES FOR THE MONTH
<b>LOANS AND ADVANCES:</b>	LOANS AND ADVANCES:
<b>SUPERANNUATION BENEFITS</b>	Compassionate GRATUITY
<b>SUPERANNUATION BENEFITS</b>	EX-GRATIA
<b>SUPERANNUATION BENEFITS</b>	I. Provident Fund advances/withdrawals which have been made from Provident Fund Account.
<b>SUPERANNUATION BENEFITS</b>	PENSION FOR EMPLOYEES RETIRED
<b>SUPERANNUATION BENEFITS</b>	COMMUTED VALUE PENSION FOR RETIRED
<b>SUPERANNUATION BENEFITS</b>	FAMILY PENSION
<b>SUPERANNUATION BENEFITS</b>	LEAVE ENCASHMENT FOR EMPLOYEES RETIRED IN THE MONTH UNDER AUDIT
<b>CES</b>	PAYMENT OF LEAVE FARE CONCESSION AND BILLS - SAMADHAN
<b>CES</b>	TRAINING TA / HA BILLS
<b>CES</b>	TOUR, TRANSFER TA / HA BILLS
<b>CES</b>	OFFICIAL ENTERTAINMENT-TEA/LUNCH
<b>CES</b>	PAY & ALLOWANCE TO POTDARS
<b>CES</b>	REIMBURSEMENT OF TEA / LUNCH / CONVEYANCE BILLS
<b>CES</b>	LOCAL CONVEYANCE BILL
<b>CES</b>	NOT ENUMERATED EXPENSES
<b>CES</b>	REIMBURSEMENT OF RAILWAY & BUS FARE
<b>CES</b>	MEDICAL BILL – VERIFICATION WITH DOCTOR'S PRESCRPTION, CASH MEMO ETC.

<b>CES</b>	WHETHER THE REGISTRATION FEES/CHARGES LEVIED BY THE TRUST/CHARITABLE/PRIVATE HOSPITALS/NURSING HOMES FOR INDOOR TREATMENT WAS REIMBURSED ONLY TO THE EXTENT OF RS. 200/-PROVIDED THE TREATMENT WAS TAKEN WITH PRIOR PERMISSION OF BMO.
<b>CES</b>	VEHICLE INSURANCE SCHEME
<b>CES</b>	PAYMENT MADE FOR OFFICIAL ENTERTAINMENT
<b>CES</b>	HALF-YEARLY STATEMENT REGARDING THE HOUSING LOANS SANCTIONED TO INDIVIDUAL/SOCIETY AND BALANCES OUTSTANDING SUBMITTED TO CENTRAL OFFICE.
<b>CES</b>	ANNUAL HEALTH CHECK UP (AHC)*
<b>CES</b>	OUTSTANDING ENTRIES IN TRANSIT A/C
<b>CES</b>	EXPENSES INCURRED UNDER VARIOUS HEADS
<b>CES</b>	CVPS INCENTIVE PAID
<b>CES</b>	CSBD, MEDICAL CELL
<b>CES</b>	DEAD STOCK STATEMENT (Half yearly)
<b>CES</b>	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 Medclaim Policy for Retired Members of MAF's/Settlement of claims of Retired Executives.
<b>CES</b>	MONTHLY RECONCILIATION OF CHARGES
<b>CES</b>	Expenses
<b>CES</b>	Reimbursement of conveyance exp.
<b>Salaries - Drawal &amp; Disbursement</b>	Whether leave requests/ entries particularly in respect of extra-ordinary leave and sick/special leave on half/quarter pay are properly and timely informed to Samadhan HROPs by the Offices for salary processing consideration.
<b>Payment of Gratuity</b>	Whether in cases of payment of compassionate gratuity the payment is made upto the admissible extent and as per rules ?
<b>Medical Bills</b>	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.
<b>Medical Bills</b>	Whether the registration fees/charges levied by the Trust/Charitable/Private hospitals/nursing homes for indoor treatment was reimbursed as per BMFS rate schedule
<b>Medical Bills</b>	Whether the claims for following ailments which are outside the BMFS has been admitted: i) Obesity (except for medical reasons) ii) Surgery done for cosmetic purpose(Acne, Hair Loss, Melasma etc)

	iii)Change of Sex iv)Allergy Tests
<b>Medical Bills</b>	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.
<b>Medical Bills</b>	Whether operation charges 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
<b>Medical Bills</b>	"Whether quarterly surprise check of all dispensaries has been carried out"?
<b>Housing Loan</b>	Whether Document Register is properly maintained? In case the housing loan liabilities in respect of two properties purchased by an employee are outstanding and the employee intends to repay housing loan of any of the properties, for any purpose, the documents in respect of the said property may be released on request of employee(In terms of Para 17(IV) of Master Circular on RBI employees Housing Loan Rules dated April 01,2022 above para has been modified)
<b>General Observations</b>	Details of counter
<b>General Observations</b>	Details of Note Counting Machines and Coin Vending Machines
<b>General Observations</b>	Remarks on customer service
<b>General Observations</b>	Security
<b>DESKTOP</b>	Whether computer resources provided by the bank are used for office related work only.
<b>DESKTOP</b>	Whether users in the Bank are using only authorized software (developed, procured, licensed and installed by the Bank). Written permission of the DIT, Central Office is taken before use of any other software.
<b>DESKTOP</b>	Whether all users have protected their systems with password.
<b>DESKTOP</b>	Whether any desktops have moved to any other location without proper authorization.
<b>DESKTOP</b>	Whether external devices such as Printers, scanners etc. are attached with proper authorization.
<b>DESKTOP</b>	Whether all desktops are installed and updated with the latest version of Anti-virus.

<b>DESKTOP</b>	If personnel from vendors or any other external agency wants to use their PCs in our office whether proper permission is obtained from IT cell before the PC/Laptop is to be connected to Bank's network.
<b>NETWORK</b>	Whether access to the network from any node is permitted to authorized users only.
<b>NETWORK</b>	Whether network access is protected with password and the password is changed regularly.
<b>INTERNET</b>	Whether all employees are strictly prohibited from gaining unauthorized entry into any third party systems and are also prohibited from engaging in any activity that result in the disruption in operations of either RBI or any third party computer systems.
<b>INTERNET</b>	Whether all browsers are configured to use the firewall / http proxy. Whether any direct dial up connection from a system connected to the network other than through a firewall / proxy is prohibited.
<b>CORPORATE E-MAIL</b>	Whether RBI's corporate electronic mail are used for the conduct of the Bank's activities / function.
<b>CORPORATE E-MAIL</b>	Whether Broadcast messages are sent on corporate e-mail by administrators / authorized users.
<b>CORPORATE E-MAIL</b>	No user is permitted to read or send mails from another user's e-mail account without that user's explicit permission
<b>OTHERS</b>	Whether all purchases of IT resources are duly sanctioned by proper authority.
<b>OTHERS</b>	Whether quotations are obtained before making purchase and lowest quotation is sanctioned as per the requirement.

<b>OTHERS</b>	Whether all resources of IT cell like Computers, Printers and other hardware are adequately insured.
<b>OTHERS</b>	Whether AMC for maintenance of all computers, printers and other hardware have been made.
<b>OTHERS</b>	Whether entries for new purchase made during the month is made in the Dead Stock Account in Estate Dept.
<b>OTHERS</b>	Number of Computers purchased during the month.
<b>OTHERS</b>	Number of Printers purchased during the month.
<b>OTHERS</b>	Number of Scanners purchased during the month.
<b>OTHERS</b>	Number of Projectors purchased during the month
<b>OTHERS</b>	Number of Software purchased during the month.
<b>OTHERS</b>	Number of E-Tokens issued during the month
<b>OTHERS</b>	Any other major irregularity
<b>OTHERS</b>	Number of Laptops Purchased during the month
<b>OTHERS</b>	Other purchases
<b>SUNDRY DEPOSITS</b>	SUNDRY DEPOSITS:Details
<b>SUSPENSE DEPOSITS</b>	SUSPENSE DEPOSITS:Details
<b>EXPENSES</b>	Details
<b>Estate</b>	<b>PROJECT COMPLETION RECORDS</b>
<b>Estate</b>	<b>WORKS CONTRACT RELATED ISSUES</b>
<b>Estate</b>	<b>EXPENSES FOR DATA CENTRE AND ESTATE CELL</b>
<b>Estate</b>	1. OUSTANDING ENTRIES IN TRANSIT A/Cs BEYOND STIPULATED PERIOD:
<b>Estate</b>	emd
<b>Estate</b>	PROPERTY REGISTER "DEAD STOCK STATEMENT (Half yearly December, 2023)" DEAD STOCK A/C – CONFIRMATION BALANCE (GLcode 2340) INSURANCE OF BANK'S PROPERTIES ANNUAL MAINTENANCE CONTRACTS REGISTER LEAVE CALCULATIONS / SANCTIONS / ATTENDANCE PAYMENT OF TELEPHONE BILL MONTHLY RECONCILIATION OF CHARGES QUOTATION REGISTER "DEPRECIATION (Straight Line Method & WDV Method)"

	<p>BANK GUARANTEE REGISTER  INSURANCE COVERS FOR WORKS CONTRACT  REPAIRS TO KITCHEN EQUIPMENT  RECONCILIATION BETWEEN MAIN INVENTORY  REGISTER AND INVENTORY REGISTER WITH DIT  CELL DONE ON HALF YEARLY BASIS  PROPERTY TAX  RECONCILIATION OF SUNDRY, SUSPENSE, EMD AND  SECURITY DEPOSIT ACCOUNT WITH GENERAL  LEDGER BALANCE MAINTAINED WITH DAD ON  WEEKLY BASIS (REGIONAL OFFICES).  DEAD STOCK ARTICLES TREATED AS  UNSERVICABLE ARE RECORDED IN THE 'REGISTER  OF UNSERVICABLE ARTICLES' AND ORDERS  OBTAINED FROM THE COMPETENT AUTHORITY FOR  "WRITE-OFF" FOR THEIR DISPOSAL.  SECURITY DEPOSIT A/C AND 5% RETENTION  AMOUNT(8691537)  PAYMENT OF WATER CHARGES WAS CORRECTLY  MADE  Sanction Registers  Diesel consumption registers (Generator sets in case of  power cut  LEASE AGREEMENTS</p>
<b>FIFL</b>	<p>WHETHER CELL ATTENDS TO ACTIVITIES AS PER THE  SCHEDULE RECEIVED FROM MUMBAI REGIONAL  OFFICE AND NAGPUR REGIONAL OFFICE?</p>
<b>FIFL</b>	<p>WHETHER ALL BILLS ARE PAID AS PER THE  AGREEMENTS / PRESCRIBED RATES AT THEIR  STIPULATED TIME</p>
<b>IMPACT STUDY FOR THE MONTH</b>	<p>NO. OF COMPLAINTS RECEIVED</p>
<b>IMPACT STUDY FOR THE MONTH</b>	<p>REMARKS</p>
<b>RECONCILIATION OF CHARGES ACCOUNT.</b>	<p>RECONCILIATION OF CHARGES ACCOUNT.</p>

<b>MONTHLY WORK CERTIFICATE RECEIVED FROM ALL DEPARTMENTS / SECTIONS</b>	MONTHLY WORK CERTIFICATE RECEIVED FROM ALL DEPARTMENTS / SECTIONS
<b>LEAVE CALCULATIONS / SANCTIONS/ATTENDANCE</b>	LEAVE CALCULATIONS / SANCTIONS/ATTENDANCE
<b>MONTHLY EXPENDITURE ACCOUNTS OF OLDR</b>	MONTHLY EXPENDITURE ACCOUNTS OF OLDR
<b>OUTSTANDING ENTRIES IN TRANSIT A/C BEYOND RETENTION PERIOD</b>	OUTSTANDING ENTRIES IN TRANSIT A/C BEYOND RETENTION PERIOD
<b>LIVERIES</b>	LIVERIES
<b>PETTY CASH</b>	PETTY CASH
<b>PERIODIC VERIFICATION</b>	QUARTERLY VERIFICATION OF DRUGS, MEDICINES, ETC
<b>PERIODIC VERIFICATION</b>	QUARTERLY VERIFICATION OF CLEANING MATERIALS
<b>PERIODIC VERIFICATION</b>	HALF YEARLY VERIFICATION OF STATIONERY ITEMS.
<b>PERIODIC VERIFICATION</b>	MONTHLY RANDOM VERIFICATION OF STATIONERY ITEMS.
<b>STATIONERY ITEMS / REGISTERS / COMPUTER CONSUMABLES: VERIFICATION OF PAYMENT OF STATIONERY BILL</b>	STATIONERY ITEMS / REGISTERS / COMPUTER CONSUMABLES: VERIFICATION OF PAYMENT OF STATIONERY BILL
<b>EXPENSES OF STATIONERY INCURRED UNDER DIFFERENT HEADS</b>	EXPENSES OF STATIONERY INCURRED UNDER DIFFERENT HEADS
<b>EXPENDITURE INCURRED UNDER VARIOUS HEAD'S</b>	DETAILS ON EXPENDITURE INCURRED UNDER VARIOUS HEAD'S

<b>CENTRAL RECEIPTS AND DISPATCH SECTION (CRDS)</b>	DISPATCH OF LETTERS
<b>CENTRAL RECEIPTS AND DISPATCH SECTION (CRDS)</b>	FRANKING MACHINE- BALANCE OF FM WITH REGISTER
<b>CENTRAL RECEIPTS AND DISPATCH SECTION (CRDS)</b>	STOCK OF POSTAGE STAMPS
<b>HRMD</b>	RECOVERY OF I.T TDS / CESS / GST / GST TDS FROM RESPECTIVE PAYMENTS AND CREDITED TO CENTRAL GOVT A/C
<b>HRMD</b>	MONTHLY RECONCILIATION OF CHARGES
<b>LIBRARY – EXPENDITURE</b>	LIBRARY – EXPENDITURE
<b>LIBRARY – EXPENDITURE</b>	WHETHER A REGISTER IN FORM GEN. 066 WITH SEPARATE FOLIOS FOR EACH JOURNAL GAZETTE MAINTAINED TO RECORD THEIR RECEIPT.
<b>HRMD</b>	BANK’S PUBLICATION OF IN-HOUSE MAGAZINE
<b>HRMD</b>	Allotment of VOF/THH Flats
<b>HRMD</b>	Inward Bill register
<b>Bank's Car -</b>	Bills regarding purchase of petrol, repairs to Banks car, etc. to be scrutinized.Verification of bills paid to the travel agency in respect of the cars hired by the officeWhether bills are duly certified and approval has been obtained from Competent Authority as per ER Rules before payment.

<b>Maintenance of Subsidiary ledger</b>	Whether it was ensured that all payments to staff and outside parties were made by ECS/EFT/NEFT etc. Whether EFT credit was given to the correct account.
<b>Issue-accounts</b>	CURRENCY TRANSFER TRANSACTIONS (Link Office Statement)
<b>Issue-accounts</b>	POSTING OF LEDGERS
<b>ACCOUNTS, JOURNALS AND LEDGER</b>	ACCOUNTS
<b>ACCOUNTS, JOURNALS AND LEDGER</b>	STATEMENT A-14
<b>ACCOUNTS, JOURNALS AND LEDGER</b>	TRIAL BALANCE & LEDGER
<b>INTER - CIRCLE / INTER CHEST TRANSACTIONS / RECOVERY OF PENAL INTEREST</b>	Inter-Circle/Inter Remittance (Remittance report of other circle with A-8 / A-9)
<b>INTER - CIRCLE / INTER CHEST TRANSACTIONS / RECOVERY OF PENAL INTEREST</b>	Recovery of Penal Interest in the month of December,2023
<b>INTER - CIRCLE / INTER CHEST TRANSACTIONS / RECOVERY OF PENAL INTEREST</b>	Refund / Waiver of Penal Interest
<b>Issue-accounts</b>	POSITION OF RECONCILIATION OF CURRENCY CHEST (CC-1)
<b>Issue-accounts</b>	MONTHLY WORKS CERTIFICATE, DO COINS, SELF-ASSESSMENT CERTIFICATE, DENOMINATION WISE NOTES IN CIRCULATION CO
<b>Issue-accounts</b>	WEEKLY STATEMENT OF AFFAIR (WSA) IS SENT TO DGBA ON TIME ON THE REPORTING FRIDAY'S ARE A8 AND A9 UPLOADED IN CBS IMMEDIATELY THEREAFTER
<b>Issue-accounts</b>	CIRCULATION NOTES REGISTER IN A-15
<b>Issue-accounts</b>	SUNDRY / SUSPENSE DEPOSIT ACCOUNTS
<b>Issue-accounts</b>	Whether the balances of EGN account in CyM tally with the EGN in CBS.
<b>Issue-accounts</b>	Whether GL balances (other than those in respect of Chest Notes Account and Circulation Notes Account; and Coins Account and Chest Coins Accounts) tally with the balances under the respective heads with reference to the Inventory Position Report received from the Treasurer.

<b>Issue-accounts</b>	Whether the GL Balance of Chest Notes Account and Chest Coins Account are reconciled with that of their respective Inventory Reports.
<b>Issue-accounts</b>	Whether the GL Balance of Chest Notes Account and Chest Coins Account tally with that of their respective Inventory Reports.
<b>Whether the following certified reports are put up to the GM/DGM on the following day</b>	a. CD – 53 (certified by Treasurer section)
<b>Whether the following certified reports are put up to the GM/DGM on the following day</b>	b. Trial Balance (certified by accounts section)
<b>Whether the following certified reports are put up to the GM/DGM on the following day</b>	c. GL and Denomination Reconciliation Report (certified by accounts section)
<b>Issue-accounts</b>	Whether the remittances and diversions are monitored for unacknowledged entries are monitored and put up to GM/DGM on daily basis.
<b>Issue-accounts</b>	Whether the remittances and diversions are monitored for unacknowledged entries and same are being put up to GM/DGM on daily basis.
<b>Issue-accounts</b>	Check all calculations made with regard to penal interest / penalty charged/collected in respect of delayed/wrong reporting of currency chest transactions.
<b>Issue-accounts</b>	Whether the coins received from other Issue offices or from mint are accounted for on the correct date?
<b>Issue-accounts</b>	Whether Chest Balance Confirmation Certificate for end February and March obtained from currency chests match with Currency Chest denomination wise balances – RCYMTBCCCLOBAL report
<b>Issue-accounts</b>	Whether transit account for remittances is monitored and daily position of unreconciled entries put up to DGM/GM.
<b>Issue-accounts</b>	In terms of DCM (CD) No.1518 / 04.06.003 / 2019-20 dated February 03, 2020, the accounts section has to put up the daily position to DGM/GM of ID with reasons for pendency and also take necessary steps to clear the unreconciled entries. Concurrent auditors may check the details of the transactions with respect to transit account and offer comments.
<b>BOX BALANCES:</b>	Verification of CD-21 with CD-47
<b>BOX BALANCES:</b>	Verification of CD-32 with CD-48

<b>VAULT:</b>	Stock Notes Vault
<b>VAULT:</b>	CD-3 register with CD-21
<b>VAULT:</b>	CD-3 with CD-5
<b>VAULT:</b>	CD-16
<b>VAULT:</b>	Month end balances CD-3 monthly with CD-05 (Receipts and consumption)
<b>VAULT:</b>	Outward Remittance (CD-21 with remittance order copy)
<b>VAULT:</b>	COIN VAULT (CD-38 with CD-3)
<b>VAULT:</b>	(CD-3 with CD-6)
<b>VAULT:</b>	CHEST NOTE VAULT (CD-3 with CD-9 & CD-35)
<b>VAULT:</b>	DAY TO DAY VAULT (CD-03 with CD-05) (CD-37 with CD-11)
<b>VAULT:</b>	CD-5 ( Day to Day Vault)
<b>CASH</b>	CONSOLIDATION CUM VERIFICATION SECTION (CCVS) (CD-48 with CD-32, and CD-42 with CD-28)
<b>CASH</b>	REGISTERS IN CCVS (CD-28 and V-2 Cancelled notes)
<b>CASH</b>	MAINTENANCE OF REGISTER IN CCVS I.E. CD-91
<b>CASH</b>	OTHERS (CD-89)
<b>CASH</b>	LEAVE CALCULATIONS / SANCTIONS/ ATTENDANCE
<b>CASH</b>	INCENTIVE PAID FOR HANDLING ADDITIONAL BUNDLES IN THE VAULT

<b>TLR (TRIPLE LOCK RECEIPTS) CL-5 Register with TLR covers</b>	DESTRUCTION OF HALF VALUE PAID AND REJECTED NOTES
<b>TLR (TRIPLE LOCK RECEIPTS) CL-5 Register with TLR covers</b>	Exchange Good Notes (EGN) (CL-17 register)
<b>Claims</b>	POSTAL RECEIPTS (CL-8 register)
<b>Claims</b>	PAYORDER OUTSTANDING
<b>Claims</b>	VERIFICATION OF THE CASE PAPERS RELATED TO HALF-VALUE
<b>Claims</b>	UNCLAIMED BALANCE
<b>Claims</b>	MAINTANCE OF CLAIM REGISTER CL-15, CL-17.
<b>Claims</b>	“FAKE ENQUIRY LETTERS”, THE CASE PAPERS SHOULD BE CHECKED THOROUGHLY TO FIND OUT THE REASONS FOR DELAY IN REMITTANCE OF EXCHANGE VALUE AS ALSO WHETHER THERE ARE ANY CASES OF WRONG PAYMENTS, ETC.
<b>Claims</b>	FORGED NOTES DETECTED AT COUNTERS AND CVPS
<b>Claims</b>	SUNDRY DEPOSITS
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether mandate and date of payment are recorded.
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether laid down procedure complied with in respect of irregularities detected in receipts of defective notes in terms of ID Manual para 3.6 of chapter 5. i.e. In case of discrepancy cases/unsigned covering letters the number of such cases observed during the month of audit and the action taken by the Department should be commented upon.
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether rejected and half value paid notes are destroyed after the prescribed preservation period of 3+1 months after making relevant entries. Para 3.10.2 and para 3.13 of Chapter 5 of ID Manual, 2021

<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether forged notes detected are recorded properly.
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	To check whether the laid down procedures in terms of Para 3.4.7 of Chapter 5 of ID Manual is complied with for Destruction of disposed TLR and postal covers
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Check whether physical inventory of Claim section is matching with system inventory in CyM.
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	In terms of ID Manual para 5.6 of Chapter 5 and DCM letters DCM (NE) No.181/ 08.03.020/ 2021-22 dated August 27, 2021 and DCM (NE) No. 204794/ 08.01 .002/ 2021-22 dated March 2, 2022 to check whether the notes received for adjudication/ audit/ special procedure are not pending for more than one month.
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Check whether NE 1 / NE 2 statement on adjudication and audit of notes are sent to Central Office within 15 days after the end of every quarter.
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	To check whether the laid down procedures in terms of Para 3.2 of Chapter 5 of ID Manual is complied i.e. For notes which have been rejected: whether rejection advice is issued to the tenderer, after retaining a copy of the same with the department.
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether exchange value for fully paid notes is credited to Exchanged Good Notes account.

<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>For notes adjudicated as half value, whether unpaid portion of Half Paid notes is credited to Sundry Deposit- Unpaid Half value account.</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>Whether CL 5 Register is maintained and whether CL 8 Register is put up to GM/DGM on daily basis?</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>In the case of Deliberately cut notes and Build-up notes, whether details of the case have been reported to DGM/GM, ID. If large number of notes were present, whether the same has been reported to local police in terms of Para 3.8 of Chapter 5 of ID Manual</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>Whether notes adjudicated for Full value have been preserved for 15 days and destroyed after verification of 10% of notes selected on random basis in terms of Para 3.10 of Chapter 5 of ID Manual</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>Whether Rejected notes have been preserved for 4 months (excluding the month of adjudication). In cases where legal proceedings have been initiated, whether the notes have been preserved till the suit is disposed of (or six more months if suit is not materialized) in terms of Para 3.13 of Chapter 5 of ID Manual is complied.</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>Whether necessary recovery and adjustment in case of incorrect adjudication has been done as per Para 3.11, Chapter-5, ID Manual.</p>
<p><b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b></p>	<p>Whether surprise check of the notes adjudicated is carried out by DGM/GM of ID, and in cases of undue liberal exercise the matter has been reported to Regional Director in terms of ID Manual para 3.18 of Chapter 5.</p>

<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether undelivered payments have been transferred to Sundry Deposits/ Unclaimed Govt. of India Re.1 Notes and Rs.2/- & above notes are transferred to Government of India Account and Commission Account respectively?
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether outstanding balance in half value paid account is credited to Commission Account?
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether stipulated timelines for transfer of balances to Commission Account have been followed in respect of the above?"
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	To check whether the audit of paid notes has been carried out as per the laid down procedures in terms of para 5.6 of Chapter 5 of ID manual
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether file and report pertaining to application in Forms CL 18 are submitted to the General Manager/DGM for his information every fortnight as per ID Manual para 6.1.3 of Chapter 5
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether there are instances of adjudication of notes under SP beyond stipulated limits of 10 Lacs, 5 Lacs and 2 Lacs. Whether approval of DCM CO for such cases exceeding limits are on record as per ID Manual para 6.2, 6.3 and 6.4 of Chapter 5
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	To check whether particulars of Rejected notes are entered in the Register of rejected notes in terms of ID Manual para 6.4.5 of Chapter 5

<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	In the case of Unclaimed Notes, whether amounts have been credited to corresponding Sundry Deposits as per extant instructions. In the case of one rupee note, whether “Unclaimed Government of India ₹1 Notes” has been credited.
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether refund of any value on account of unclaimed notes has been done as per the laid down procedures in terms of ID Manual para 7.4 of Chapter 5
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether the half-yearly surprise verification of forged notes is being carried out in terms of CO circular DCM (FNVD) 630/16.13.01/2004-05 dated June 21, 2005.
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether any partially or fully rejected tenders of Specified Bank Notes submitted by RI/NRI category during the Grace Period are still pending for destruction? (Circular No. DCM SBN (No.) 4161/ 10.27.00/ 2017-18 dated May 22, 2018)
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	Whether FICN impounded are accounted for properly in claims section?
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	(i) For the cases of detection of FICN in five (05) or more pieces in a single transaction, whether FIR filing is done immediately?
<b>100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following</b>	(ii) For the cases of detection of FICN upto four (04) pieces in a single transaction, whether consolidated reporting to police is done on monthly basis?
<b>Exchange Good Notes(EGN)</b>	Whether the balances of EGN account in CyM are agreeable to the EGN in CBS.

<b>Receipts by Post</b>	To check whether insured covers containing notes received from post office have been posted in CL-5 register with IR number and whether the entries are properly marked off after payment. Check whether CL-8 Register is being put up to GM/DGM on regular basis.
<b>Important Registers</b>	Registers CL-5, CL-9, CL-35 and CL-38 need to be checked thoroughly with reference to source of posting, their day-to-day posting at each stage as also cross-checking of day-to-day balances. The check may be confined to entries relating to all working days in a month for the period under audit. Whether entries relating to these transactions have been checked during the month for the above mentioned registers on random basis.
<b>Accounting System Claims</b>	A check should be conducted of accounts maintained in the section right from CL-5 register to CL-38 register, to see if the accounting system in vogue conforms to the one prescribed in Issue Department Manual, as amended by subsequent circulars on the subject e.g. defective notes adjudicated under Rule 9(3) of Note Refund (Amendment) Rules 2018.
<b>Accounting System Claims</b>	Whether the balancing of forged notes received/ sent to Police/CBI/ CID etc. are being carried out periodically?
<b>Claims</b>	The record of surprise visits to exchange counters by CGM/ GM/ DGM, Issue Department may be perused and commented.
<b>Claims</b>	Whether Monthly verification of Claims Section is carried out as per extant guidelines and put up to DGM/ GM of Issue Department, and also filed to be made available to RBIA inspection team.
<b>DOWN TIME REGISTER:</b>	DOWN TIME REGISTER:CVPS
<b>DOWN TIME REGISTER:</b>	DOWN TIME REGISTER:SBS

<b>NOTES PROCESSED AT CVPS</b>	DETAILS OF NOTES PROCESSED AT CVPS
<b>FORGED NOTES DETECTED AT CVPS</b>	DETAILS OF FORGED NOTES DETECTED AT CVPS
<b>SUBSIDIARY REGISTERS</b>	SUBSIDIARY REGISTERS:Charges Account Register
<b>SUBSIDIARY REGISTERS</b>	Outstanding Entries Sundry Deposits Account
<b>SUBSIDIARY REGISTERS</b>	Outstanding Entries Suspense Account
<b>SUBSIDIARY REGISTERS</b>	Security Deposits
<b>SUBSIDIARY REGISTERS</b>	Payment of Bills
<b>NOTE BUNDLING / COUNTING / COIN DISPENSERS / COUNTING MACHINE AND SCALES</b>	NOTE BUNDLING / COUNTING / COIN DISPENSERS / COUNTING MACHINE AND SCALES
<b>ANNUAL MAINTENANCE CONTRACT</b>	ANNUAL MAINTENANCE CONTRACT
<b>GENERAL ADMINISTRATION / IN-HOUSE ACCOUNT</b>	DEAD STOCK STATEMENT (Half yearly June, 2023)
<b>GENERAL ADMINISTRATION / IN-HOUSE ACCOUNT</b>	Details of expenses incurred under different heads
<b>LEAVE CALCULATIONS / SANCTIONS/ ATTENDANCE</b>	LEAVE CALCULATIONS / SANCTIONS/ ATTENDANCE
<b>MONTHLY RECONCILIATION OF CHARGES ACCOUNT</b>	MONTHLY RECONCILIATION OF CHARGES ACCOUNT
<b>PAY ORDER OUTSTANDING RECORDS</b>	PAY ORDER OUTSTANDING Whether surprise verification of unspent balances in Franking Machine, if any has been done.
<b>Inward register for bills/ letters maintained</b>	Whether these are properly maintained and marking off done. Instances of unusual delay in dealing with bills/ letters may be brought out.
<b>Note Banding / Bundling / Counting / Coin Dispensers / Coin Sorting/ Counting Machines And Scales</b>	Are the machines installed in working condition
<b>Note Banding / Bundling / Counting / Coin Dispensers / Coin Sorting/ Counting Machines And Scales</b>	Whether any assets were purchased during the month under audit.

<b>Note Banding / Bundling / Counting / Coin Dispensers / Coin Sorting/ Counting Machines And Scales</b>	Have laid down procedures been followed in purchase of such machines.
<b>Note Banding / Bundling / Counting / Coin Dispensers / Coin Sorting/ Counting Machines And Scales</b>	Whether there is disposal of assets during the month under audit.
<b>Annual Maintenance Contract (AMC)</b>	Is it entered into in time and is in force in respect of various machines in use in cash department viz. Note Counting Machines, note bundling machines etc.
<b>Annual Maintenance Contract (AMC)</b>	Action taken in case of unacceptable delays, invoking of penalty etc., may be verified.
<b>General - Administration/ In-House Accounts</b>	Suspense and Sundry Deposit A/C - Comment on the nature of entries, delay in reversing entries, unusual features, if any, etc.
<b>General - Administration/ In-House Accounts</b>	100% scrutiny of various bills settled to ensure that they are in order.
<b>General - Administration/ In-House Accounts</b>	Whether List of bills outstanding for more than 15 days is prepared and submitted regularly to GM/DGM who will ensure that there is no avoidable delay in the settlement of bills.
<b>Tax Deducted at Source (TDS/VAT/service Tax Calculation)</b>	Whether statutory obligations like deduction of various taxes/payments, etc. were invariably met (as per rules /rates in force) and remitted in time on all bills/AMCs payments.
<b>CURRENCY VERIFICATION AND PROCESSING SYSTEM (CVPS) AND SHREDDING &amp; BRIQUETTING SYSTEM (SBS)</b>	Whether AMC entered into on time and are in force and payments made as specified by Central Office.
<b>CURRENCY VERIFICATION AND PROCESSING SYSTEM (CVPS) AND SHREDDING &amp; BRIQUETTING SYSTEM (SBS)</b>	The incentives payable to the Note Processing Teams to be checked with reference to the basic records of number of notes processed.

<b>CURRENCY VERIFICATION AND PROCESSING SYSTEM (CVPS) AND SHREDDING &amp; BRIQUETTING SYSTEM (SBS)</b>	Whether calculation of payments for AMC and charges for downtime, if any, are correctly done.
<b>CURRENCY VERIFICATION AND PROCESSING SYSTEM (CVPS) AND SHREDDING &amp; BRIQUETTING SYSTEM (SBS)</b>	Whether calculation for sale of briquettes are correctly done
<b>Additional items of check</b>	The CAs before finalizing the report may discuss the same with the Department concerned and ensure that the observations were based on facts.
<b>Additional items of check</b>	As regards payments against articles received, the Concurrent Auditors should verify that certificates from the concerned Sections that "the articles have been received in good condition and conforms to approved samples" have been obtained and record the deficiencies, if any, in their reports.
<b>Additional items of check</b>	Incorporation of Sexual harassment and non-disclosure clause in AMC agreements pertaining to sharing of information, Minimum Wages Act, Stamp Act, etc
<b>MAZDOOR AND TRANSPORT CONTRACT BILLS</b>	Transportation Bill
<b>MAZDOOR AND TRANSPORT CONTRACT BILLS</b>	Potdar's Advance/Bills
<b>MAZDOOR AND TRANSPORT CONTRACT BILLS</b>	Railway Bills
<b>MAZDOOR AND TRANSPORT CONTRACT BILLS</b>	Mazdoor / Labour Bills
<b>REMITTANCE REGISTER</b>	Register RS - 1
<b>REMITTANCE REGISTER</b>	Register RS - 2
<b>EXPENSES:</b>	Details of expenses incurred under different heads
<b>DETECTION OF SHORTAGES, EXCESS AND FORGED NOTES</b>	DETECTION OF SHORTAGES, EXCESS AND FORGED NOTES

<b>PENALTY FOR FORGED / MUTILATED / SHORTAGE NOTES</b>	PENALTY FOR FORGED / MUTILATED / SHORTAGE NOTES
<b>RECOVERY OF TDS</b>	RECOVERY OF TDS
<b>WORK CERTIFICATES OF MAZDOOR CONTRACTORS</b>	WORK CERTIFICATES OF MAZDOOR CONTRACTORS
<b>INCENTIVES TO BANKS</b>	INCENTIVES TO BANKS
<b>GENERAL</b>	Sundry / Suspense Register
<b>GENERAL</b>	Security Deposits
<b>PAY ORDER OUTSTANDING</b>	PAY ORDER OUTSTANDING
<b>REMITTANCE</b>	Concurrent Auditor should check the Labour and Transport Contract Agreement of each Issue Office and also 100% of the paid bills. The following aspects may be seen
<b>REMITTANCE</b>	Whether the contract has been awarded in accordance with Central Office instructions;
<b>REMITTANCE</b>	As per Circular DCM (RMMT) No. 3352/11.01.01/2017-18 dated March 20, 2018, proper rate analysis for payment of treasure transportation bills is done on historical data on distance of currency chests from RBI Offices.
<b>REMITTANCE</b>	Whether the certificates given on the bills by the officials viz. Station Duty Officer, Vaults in-Charge, etc., supervising the operations are specific/ proper and in accordance with the terms and conditions of the contract and not furnished in a casual manner;
<b>REMITTANCE</b>	Whether the bills clearly specify the various activities performed and correct rates have been applied;
<b>REMITTANCE</b>	Whether the bills have been correctly scrutinized by officials after verifying independently the record available in Remittance Section, Vaults, SDO and bills are settled without any delay.
<b>REMITTANCE</b>	Whether the bills receipt/payment registers are put up to General Manager/Deputy General Manager periodically.
<b>REMITTANCE</b>	Whether the payment towards extra-ordinary/special item of work is done with the approval of General Manager/Deputy General Manager.
<b>REMITTANCE</b>	Verify the contract agreement and the process for engaging transport operator for coin remittances. Whether it is ensured that the Bank Guarantee is current and covers the remittances.
<b>REMITTANCE</b>	Analyse the expenditure on coin transport operator and labour/transport contractor over a period to check unusual features, if any.
<b>REMITTANCE</b>	Budgetary provision for remittance related expenditure and deviation there from – analysis may be made.
<b>REMITTANCE</b>	100% of the coin transport contractors' paid bills may be verified in conjunction with related records evidencing the work performed and agreed rates as per the contract.
<b>REMITTANCE</b>	Whether independent record of the work performed by the contractor is maintained by Joint Custodians and SDOs.

<b>REMITTANCE</b>	Whether RS-1 registers on scheduled inward/ outward remittances maintained properly and are scrutinized to ensure that they are complete in all respect in terms of ID Manual 2021
<b>REMITTANCE</b>	In case advances are given to the potdar, whether it is given keeping in view, the extant instructions for taking-over of the remittances by chests.
<b>REMITTANCE</b>	Overtime expenditure on remittances – Analyse over a period.
<b>REMITTANCE</b>	Whether discrepancies in fresh note remittances are adjusted as per prescribed procedure.
<b>REMITTANCE</b>	Whether the reimbursement of bills received from banks, Railways, Police Dept., office of the AG etc., on account of diversions/remittances (consequent to decentralisation since 1st April, 2003) are being settled promptly.
<b>REMITTANCE</b>	100% of the bills so received should be checked to ensure against any irregularity.
<b>REMITTANCE</b>	Total expenditure incurred on the above, over a period and bank-wise, may be analysed.
<b>REMITTANCE</b>	Whether the amount collected towards the sale of scrap is as per the agreement entered into with the scrap purchaser and applicable taxes are applied over the amount complying with the prevalent laws.(Records)
<b>REMITTANCE</b>	Whether the penalty to be levied to various Currency Chest under the scheme of penalties is calculated as per Master Circular – Scheme of Penalties for bank branches including Currency Chests based on performance in rendering customer service to the members of public.(CCMS)
<b>REMITTANCE</b>	Uncurrent coins, if any, will have to be checked by yellow tags and commented as to how long they have been kept in the vault. Matter to be pursued with the Mint.
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	Whether advances to Potdar's are recorded properly in RS-7.
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	In case of additional advances drawn by Potdars at chests, whether the same are properly accounted for.
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	Whether there is delay in returning/reporting of Potdars accompanying remittances?
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	Whether the bills are settled without delay?
<b>Potdar's Advance/Bills - Auditor should scrutinize</b>	Whether permission to stay outside temporary headquarters was granted in large number of cases?

<b>Potdar's bills etc. keeping in view the following aspects -</b>	
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	100% of bills paid during the period under audit to be scrutinized to ensure that they are in accordance with Central Office instructions issued from time to time.
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	Comment on pending bills giving age-wise details, amount involved and whether delay is justified.
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	Unusual detention of Bank's Potdar is monitored.
<b>Potdar's Advance/Bills - Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -</b>	Overtime bills of Potdars on remittance duty are settled as per current instructions.
<b>Preliminary/Final Receipts</b>	Check whether preliminary/final receipts have been received. Carry out test checks.
<b>Preliminary/Final Receipts</b>	Non-receipt of preliminary receipts/ final receipts/ delays, if any.
<b>Discrepancies in Chest Remittances</b>	Whether entries in CyM portal with regard to discrepancies detected in soiled note remittances of currency chests are verified with vouchers issued by CVPS.(CDES)
<b>Police Bills</b>	100% checking of bills to be done.
<b>Police Bills</b>	Bills in respect of armed police guards provided by the State Government are being paid regularly.
<b>Police Bills</b>	Payments are made in accordance with Central Office instructions with certificate from Security Officers.
<b>Police Bills</b>	Bills in respect of police escort for accompanying remittances are settled expeditiously and in accordance with current instructions.
<b>Police Bills</b>	Comment on the unusual features observed in the bills received from Police Department.
<b>Police Bills</b>	Whether remittance bills/ claims received from chest banks/ STOs (through Government) are being settled promptly
<b>Police Bills</b>	Whether claims in respect of police escort charges submitted by the currency chests are supported by the copy of remittance order/ diversion order issued by RBI and the following documents are submitted-
<b>Police Bills</b>	(i) A copy of requisition letter issued by the chest officer for obtaining police escort
<b>Police Bills</b>	(ii) Police escort bill in original attested by a competent authority
<b>Police Bills</b>	(iii) A certificate issued by the Superintendent of Police stating that the bill is prepared as per existing State Government Rules and has not been claimed earlier.

	(Arithmetical or other discrepancies in respect of the claims to be verified and
<b>Police Bills</b>	(iv) Proof of payment in original
<b>Air Remittance bills</b>	Analyse the expenditure on air transport operator over a period to check unusual features, if any.
<b>General</b>	Outstanding entries in Sundry and Suspense Accounts - Reasons for delay in reversal of entries within the prescribed period as stipulated from time to time. Figures to be tallied with IBD statement
<b>General</b>	Whether TDS etc. has been recovered from the bill and credited to Government
<b>General</b>	TA Bills and Police Advance recovery.
<b>General</b>	Whether the coins received from other Issue offices or from mint are accounted for on the correct date?
<b>Remittance</b>	Whether CD-59 statements giving instances of discrepancies observed in coin bags forwarded to CO every quarter. Comment on unusual features, if any, observed as well as follow-up action taken with Mints etc.
<b>Remittance</b>	The number of remittances effected from the Vault may be totalled and counter-checked with Remittance Section.
<b>Subsidiary Registers</b>	Suspense account and Sundry Deposit account - balances verified with IBD every month. Whether CBS generated sundry Deposit and Suspense account statements are in order? Whether it is tallied with IBD? Whether any discrepancies observed?".
<b>Subsidiary Registers</b>	Verify whether the wiping out of outstanding entries in Sundry/Suspense a/c have been done within the stipulated time period.
<b>Subsidiary Registers</b>	Any Delay in settling bills. Are they settled in accordance with current instructions?
<b>Remittance</b>	Whether record of names and addresses of Contractor, contractor's mazdoors maintained and their antecedents verified from police.
<b>Remittance</b>	Whether suitable communication facility is available for tracking the remittance throughout.
<b>Remittance</b>	Verifying the GST-TDS statement for the payments done during the month.(CDES)
<b>Remittance</b>	Verify whether GST payment on incentives is to be released to banks / vendors is paid after receipt of GST-Invoice from banks / Vendors. (CDES)
<b>Remittance</b>	To check whether the accuracy of various incentives paid by IOs to the banks are as per guidelines.(CDES)
<b>RESOURCE</b>	SMALL COIN DEPOTS TRANSACTIONS (SCD)
<b>RESOURCE</b>	OPENING / CLOSING OF CURRENCY CHESTS: (CCMS)
<b>RESOURCE</b>	ACTION TAKEN FOR REQUESTS ON DIVERSION ORDER
<b>REMITTANCE ORDER</b>	Total R.O. issued during the month
<b>REMITTANCE ORDER</b>	Total R.O. dispatched during the month

<b>REMITTANCE ORDER</b>	Monthwise details of RO issued
<b>REMITTANCE ORDER</b>	Value of Fresh coins dispatched during the month
<b>REMITTANCE ORDER</b>	Value of Fresh notes dispatched during the month
<b>RESOURCE</b>	CHEST PROFILE MAINTENANCE AND UPDATING
<b>RESOURCE</b>	INSPECTION OF CURRENCY CHESTS: (CCMS)
<b>SCD Transactions</b>	Whether RES-8 are maintained properly and posted with reference to the depot slip in Form TA 51 received from SCDs.”
<b>SCD Transactions</b>	Verification of penalty scrutiny sheets pertaining to discrepancies/deficiencies observed during inspection / incognito visits / Senior Officer's visit etc. to currency chests/bank branches.(CCMS)
<b>SCD Transactions</b>	Whether the monthly statements in forms RES 10 and RES 11 are being sent to Central Office by 15th of the following month
<b>SCD Transactions</b>	Whether payments are made to the banks as and when the statements are received from SCDs
<b>SCD Transactions</b>	Whether Penalty on CCs is levied in timely manner and waiver, if any, is done by appropriate authority(CCMS)
<b>RESOURCE</b>	Whether Link Offices submit consolidated statement of SCD transactions daily and necessary vouchers thereof are passed promptly.
<b>RESOURCE</b>	Postings in Ledgers are cross checked with SCD slips and any discrepancy noticed is taken up with the concerned Agency Link Office for reconciliation/ rectification.
<b>RESOURCE</b>	Whether applications for opening of currency chests processed/forwarded promptly to Central Office, as the case may be.(CCMS)
<b>RESOURCE</b>	Comment on the proactive monitoring and management of resource position across the chests. Whether remittances to chests in line with the stock position, allotment, indent etc.
<b>RESOURCE</b>	Whether chest profile maintained and updated in CyM.(CCMS)
<b>RESOURCE</b>	Whether quarterly reports regarding the inspections of Currency Chests are forwarded regularly to CO. Comment on monitoring compliance to inspection observations.(CCMS)
<b>RESOURCE</b>	Whether compliance to instructions issued to Currency Chests from time-to-time is monitored.(CCMS)
<b>RESOURCE</b>	Whether the penalty to be levied to various Currency Chest under the scheme of penalties is calculated as per Master Circular – Scheme of Penalties for bank branches including Currency Chests based on performance in rendering customer service to the members of public.(CCMS)
<b>RESOURCE</b>	The CAs should comment on the performance of currency chests in monitoring compliance to observations of the RO inspection reports.

	The CAs have to specify in the report as to how many currency chests were defaulting in submission of compliance reports.(CCMS)
<b>Training Programs</b>	No. of programs conducted during the month:
<b>Training Programs</b>	No. of Sessions handled by Guest Faculty
<b>Training Programs</b>	No. of sessions for which honorarium is paid for the month.
<b>Training Programs</b>	No. of sessions, for which honorarium is pending:
<b>Training Programs</b>	Any instance of delayed payment (for more than two weeks)
<b>Expenses Bills</b>	No. of bills received during the month
<b>Expenses Bills</b>	No. of bills paid:
<b>Expenses Bills</b>	Whether canteen bills paid at the rates as per agreement
<b>Expenses Bills</b>	Whether canteen bills are raised only for authorized persons
<b>CL/SSL Applications</b>	Whether all CL applications received / sanctioned are entered in individual leave cards.
<b>CL/SSL Applications</b>	Whether leave applications have been received for all absences marked in Attendance Register.
<b>Reconciliation of Charges A/c :</b>	Whether Reconciliation Statement submitted to DAD
<b>Reconciliation of Charges A/c :</b>	Whether balances in each sub head as per Subsidiary Register kept in ZTC tallies with respective balances in DAD as at end of month
<b>CHARGES ANALYSIS:</b>	Charges analysis vis-à-vis budget

### SUMMARY OF NON-FINANCIAL – MAJOR ACTION PARAGRAPHS

Sr. No.	Details
1.	Dead Stock A/c
2.	Library
4.	Return of Bank Guarantee on expiry of the same
5.	Sanctioning of expenditure without Competent Authority's approval
6.	Submission of Half Yearly financial Statements (Apr- Sept, Oct- Mar) :
7.	Whether following Manual registers are maintained and updated. 3) Bank Guarantee Register, 4) Contingency Liability Register, 3. Security Deposit Account register 7) EMD Register, 8) Register of annual maintenance contracts, 9) Dead Stock Articles Register, Verify them to ensure renewal/revalidation of Bank Guarantee/ Contingency Liability Register provided by vendors.
8.	Contract not renewed in time
9	Contract renewed without approval of Competent Authority

10	Checking of Computer Software Licenses Validity
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**SUMMARY OF NON-FINANCIAL - OTHER  
ACTION PARAGRAPHS**

Sr. No.	Details
1	Whether all register required as per COD's instructions are maintained
2	Entries recorded in various sheets, register-whether updated or not
3	Attendance of employees

#### d. Terms and Conditions

- 1) The minimum monthly remuneration would be **Rs. 79,000/- (Rupees Seventy thousand only), inclusive of all costs and exclusive of GST**, for undertaking the Concurrent Audit of Belapur 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 194-J of the Income Tax Act 1961 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. RBI shall not be liable for any penalty for delay in payment for reasons beyond its control.
- 2) The CA firm has to deploy minimum prescribed complement of Staff (1 Chartered Accountant + 3 Skilled Staff + 1 Semi-skilled Staff). The skilled staff should have at least qualified in both the Groups of IPCC (Integrated Professional Competence Course) and the semi-skilled staff at least Group-I of IPCC and undergoing article training. The team should have working knowledge of computers/ systems.
- 3) The presence of Chartered Accountant/ Partner of the firm, along with the staff deployed, is mandatory in the Office premises, on all working days during working hours (9.45 am to 6 pm). The presence of the above staff would be monitored by the Office. In normal course, the team deployed by the firm is not to be shuffled, but only under extreme exigency.
- 4) The presence of Chartered Accountant/ Partner of the firm on all working days during working hours is mandatory. The staff as indicated in point no. 1 have to be present on all working days of RBI and observe the working hours of the Bank. The presence of the above staff would 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 **₹3,000/- (Rupees Three Thousand only) per day**. In normal course, the team deployed by the firm should not be shuffled, but only under extreme exigencies, and even in such situations, it should be ensured that the entire team of three (03) skilled and one (01) semi-skilled staff are replaced in a staggered manner with a minimum gap of one (01) month.
- 5) An indicative list of activities (in detail) covered under the audit is given in [Annex-A](#). All the departments as indicated in the same shall be covered under Concurrent Audit. The firm shall assist Bank's staff in determination of all statutory taxes and returns thereof. Note- The said list is only tentative 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 audit as per its requirement for which there would be no change in the monthly remuneration quoted and agreed.

- 6) RBI will 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.
- 7) 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.
- 8) 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.
- 9) The process of selection of concurrent auditors will be completed through e-tendering. All chartered accountant firms are required to register themselves on <https://www.mstcecommerce.com> for e-tendering process. For guidance on any technical / operational issues, users are required to contact the following officials of the service providers:

	Ms. Archana Juneja, Assistant Manager	<a href="mailto:archana@mstcindia.co.in">archana@mstcindia.co.in</a>	9990673698
	Shri. Sushil Nale, Assistant Manager	<a href="mailto:sushil@mstcindia.co.in">sushil@mstcindia.co.in</a>	09987758430/ 09987758460
	Ms. Rupali Pandey, Assistant Manager	<a href="mailto:rpandey@mstcindia.co.in">rpandey@mstcindia.co.in</a>	9458704037
	Shri Tanmoy Sarkar, Deputy Manager	<a href="mailto:tsarkar@mstcindia.co.in">tsarkar@mstcindia.co.in</a>	08349894664
	MSTC Helpdesk	<a href="mailto:helpdesk@mstcindia.co.in">helpdesk@mstcindia.co.in</a>	033-22895064/ 40609118/ 22901004/ 40645316

- 10) Please note that for applying under the e-tendering process, a firm should be registered on MSTC portal. Therefore, you are requested to expedite vendor registration for participation in the tender process.

- 11) Part-I of the tender will be opened on August 08, 2024 at 3:00 pm. Part-II of the tenders will be opened for eligible tenderers subsequently, on a later date. Firms are advised to use only the forms supplied by the Bank and not to use any other forms. Incomplete tenders are liable for rejection. The uploaded tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank in its discretion.
- 12) 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. No request for any change in remuneration or conditions after the opening of the part II tender will be entertained.
- 13) All disputes arising out of, or in any way connected with this appointment shall be deemed to have arisen at Mumbai and only Courts in Mumbai shall have the jurisdiction to determine the same.
- 14) 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.
- 15) 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.
- 16) The 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.
- 17) It shall be the CA's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed. If the CA fails to carry out any of his obligations/ duties in terms of the Agreement or violates any general instructions and special conditions, the appointment may be terminated by the Bank without assigning any reason.
- 18) 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.
- 19) The 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 or elsewhere without the previous written consent of the Bank. The CA shall take all appropriate actions with respect to its employees to ensure that the obligations of nondisclosure 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.

- 20) If the Auditor firm commits any act of insolvency or shall be adjudged an insolvent or being an incorporated company, shall 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 be unable within seven days after notice of him/them requiring him/ them to do so, to show to the reasonable satisfaction of Bank that the firm is able to carry out and fulfil the appointment and to give security thereof, if so required by Bank.
- 21) The firm would 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) Termination Clause: 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 one calendar month. The firm, if it wishes to terminate the services, has to provide a similar notice of one calendar month to the Bank.
- 23) 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 Chief General Manager (CGM)/ Officer-in-charge (OIC), RBI Belapur, 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 CGM/OiC 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) The firm shall abide by all the 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 obtain Police Verification Report on character and antecedents of its personnel and other details pertaining to age, educational qualification, name, Aadhaar card and permanent address to be provided under this contract along with their passport size photograph before engaging them for duty in the Bank's Premises
- 25) 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.
- 26) The firm shall comply with the IS policy of the Bank as per clause 5(3) of the same.
- 27) The monthly remuneration quoted shall be deemed to have excluded GST. If the applicant fails to exclude GST in the tender, no claim thereof will be entertained by the Bank afterwards. As per Indian laws, TDS will be deducted at source and a certificate for the same will be issued to the firm.
- 28) Financial bids shall contain remuneration in Indian Rupees (INR) only as per Form 2,

both in figures and words. No other enclosure is permitted with financial bid.

29) 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 30 days through NEFT from the date of submission of complete bill.

30) The selected 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.

**31) Signing of the 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 the Bank regarding acceptance of the Tender, the successful tenderer shall be bound to implement the Contract from the date specified therein. He/ She shall sign an agreement in accordance with the extant provisions. He/ She shall also be liable to pay appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in Maharashtra.

iv. Notwithstanding signing of the agreement, the written acceptance of a tender by the Bank itself shall not constitute a binding agreement between the Bank and the bidder, whether such contract is or is not subsequently executed.

32) The Bank has the right to go to the court of law in case of breach of the terms and conditions as specified in this tender document.

33) That the several parts of this Contract have been read by the Concurrent Auditor and fully understood by the Concurrent Auditor.

If the Concurrent Auditor is a Partnership or a Proprietary concern	IN WITNESS WHEREOF the Bank and the Concurrent Auditor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.
If the Concurrent Auditor is a Company	IN WITNESS WHEREOF the Bank has set its hands to these presents through its duly

	authorized official and the Concurrent Auditor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written.
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**I/ we, hereby, agree and confirm to disburse the salary of the employees through NEFT directly into their Bank account and also accept the payment in respect of the above works, if awarded to our Firm/Company, through NEFT.**

**Signature Clause:**

<b>SIGNED AND DELIVERED by the Reserve Bank of India, Belapur</b>  <hr/> (Name and Designation)	<b>SIGNED AND DELIVERED by</b>  <hr/> (Name & Signature of the Authorised Signatory with Seal of the Concurrent Audit Firm)
<b>In the presence of Witnesses:</b>  1. _____  <u>Address:</u>	<b>In the presence of Witnesses:</b>  1. _____  <u>Address:</u>
2. _____  <u>Address:</u>	2. _____  <u>Address:</u>