



**Human Resource Management Department
Central Office
Centralized Administration Division
RESERVE BANK OF INDIA, CENTRAL OFFICE, MUMBAI**

Tender No. – RBI/Central Office/HRMD/33/22-23/ET/240

July 28, 2022

E-Tender for Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 to September 30, 2023 by Reserve Bank of India, HRMD, CO cluster and CSBD, CO.

Reserve Bank of India (hereinafter called “the Bank”), HRMD, CO, Mumbai invites E-tenders for HRMD, CO cluster and CSBD, CO under Two – Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditors for the year 2022-23, for the period October 01, 2022 to September 30, 2023.

For more details, please visit “TENDERS” link on our website <https://www.rbi.org.in>

The last date for submission of e-tender on MSTC portal (www.mstcecommerce.com) is **August 18, 2022**.

The Bank reserves the right to reject any tender without assigning any reason thereof.

**Chief General Manager (O-i-C)
Human Resource Management Department
Central Office
Mumbai**

NOTICE INVITING e-TENDER

(Only through e-procurement)

SCHEDULE OF e-TENDER

Note: This is a limited tender enquiry through MSTC portal. Only category 1 CA firms of Maharashtra State, Mumbai region are eligible to participate in this Tender. 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.mstcecommere.com) and apply online only.

A	e-Tender no	RBI/Central Office/HRMD/33/22-23/ET/240
B	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid through www.mstcecommerce.com/eprochome/rbi)
C	Date of Notice Inviting e-tender available for download on RBI website	July 28, 2022
D	Pre-Bid meeting (offline)	No
E	Estimated value of tender	Rs. 28,08,000/- (excluding GST) per annum
F	Transaction fees	0.05% of Estimated value of tender = Rs. 1404 + GST applicable
G	Date of Starting of online submission of e-tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eprochome/rbi	July 28, 2022
H	Last date of availability of e-tender on website	August 18, 2022
I	Date & time of closing of online submission of e-tender (Technical Bid)	August 18, 2022 11:00 AM
J	Date & time of opening of Part-I (Technical Bid) Alternate Date in case of technical glitch in the MSTC Portal:	August 22, 2022 11:00 AM August 23, 2022 at 11:00 AM (the next working day)
k	Date of opening of Part-II (Financial Bid)	Part II (i.e., Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (i.e., Technical Bid) is found acceptable by HRMD CO, RBI, Mumbai. Such bidder(s) will be informed regarding opening of Part-II (i.e., Financial Bid) through valid email ID provided.

DISCLAIMER

Reserve Bank of India, Human Resource Management Department, Central Office, Mumbai, has prepared this document to give background information on the Contract to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be in order, neither Reserve Bank of India 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 they do not rely only on the information provided by Reserve Bank of India in submitting the e-tender. The information is provided on the basis that it is non – binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

Reserve Bank of India 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.

In case of technical glitches experienced in MSTC portal during opening of the Bids, Reserve Bank of India reserves the right to open the Bids on an alternate date. In all such cases the next working day shall become operative for the respective purpose mentioned herein.

Important instructions for E-procurement

Bidders are requested to read the terms & conditions of this tender before submitting your online tender.

1	<p>A) Registration:</p> <p>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/ her/ their bids electronically. Electronic Bidding for submission of Technical Bid as well as Financial 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 computer connected with Internet. MSTC/ RBI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>NOTE: The Technical Bid and Financial Bid have to be submitted online only at http://www.mstcecommerce.com/eprchome/rbi/buyer_login.jsp</p> <p>1) Vendors are required to register themselves online with www.mstcecommerce.com→ e- Procurement→PSU / Govt.Depts→ RBI.</p> <p>➤ Register as Vendor by filling up details and creating own user id and password→ Submit.</p> <p>2) Vendors will receive a system generated mail confirming their registration in their email which has been provided while filling the registration form.</p> <p>3) In case of any clarification, please contact MSTC/ RBI, HRMD, CO, Mumbai, (before the scheduled time of the e- tender).</p> <p><u>Contact persons (RBI):</u></p> <table><tbody><tr><td>Ms. Roshni Mohanan (Manager) Centralised Administration Division Human Resource Management Department Reserve Bank of India, Main building, 2nd floor, Shahid Bhagat Singh Road, Fort, Mumbai - 400001 Tel: 022-22604354</td><td>Mr. Gaurav Sohngoura (Assistant Manager) Centralised Administration Division Human Resource Management Department Reserve Bank of India, Main building, 2nd floor, Shahid Bhagat Singh Road, Fort, Mumbai - 400001 Tel: 022-22603241</td></tr></tbody></table> <p>Email Id: cad@rbi.org.in</p>	Ms. Roshni Mohanan (Manager) Centralised Administration Division Human Resource Management Department Reserve Bank of India, Main building, 2nd floor, Shahid Bhagat Singh Road, Fort, Mumbai - 400001 Tel: 022-22604354	Mr. Gaurav Sohngoura (Assistant Manager) Centralised Administration Division Human Resource Management Department Reserve Bank of India, Main building, 2nd floor, Shahid Bhagat Singh Road, Fort, Mumbai - 400001 Tel: 022-22603241
Ms. Roshni Mohanan (Manager) Centralised Administration Division Human Resource Management Department Reserve Bank of India, Main building, 2nd floor, Shahid Bhagat Singh Road, Fort, Mumbai - 400001 Tel: 022-22604354	Mr. Gaurav Sohngoura (Assistant Manager) Centralised Administration Division Human Resource Management Department Reserve Bank of India, Main building, 2nd floor, Shahid Bhagat Singh Road, Fort, Mumbai - 400001 Tel: 022-22603241		

Contact persons (MSTC Ltd):

1. Tanmay Sarkar- Mob No. 08349894664- email id: tdarkar@mstcindia.co.in
2. Rupali Pandey – Mob No. 9458704037- email id: rpandey@mstcindia.co.in

B) System Requirement:

i) Windows 7 or above Operating System

ii) IE7 and above Internet browser.

iii) Signing type digital signature

iv) 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 once)

For more details, vendor may refer to the Vendor Guide and FAQ available at www.mstcecommerce.com/eprochome

C) Process of e-tender:

1. The Technical Bid and the Financial Bid shall have to be submitted online at www.mstcecommerce.com/eprochome/rbi. Tenders will be opened electronically on specified date and time as given in the tender.

2. All entries in the tender should be entered in online Technical & Financial formats without any ambiguity.

3. Special Note towards Transaction fee:

The Vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The Vendors have to select the particular Tender from the event dropdown box. The Vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the Vendor shall generate a challan by filling up a form. The Vendor shall remit the transaction fee amount as per the details printed on the challan without making any change in the same. On selecting Online Payment, the Vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the Vendor shall be receiving a system generated mail.

Transaction fee is non-refundable.

The Vendor will not have the access to online e-tender without making the payment towards 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 Tender/ Corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence, the Vendors are required to ensure that the corporate email-id provided is valid and updated at the time of registration of Vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).

5. e-Tender cannot be accessed after the due date and time mentioned in the Notice inviting e-Tender.

6. Bidding in e-Tender:

a) The process involves Electronic Bidding for submission of Technical and Financial Bid.

b) The Vendor(s) who have submitted transaction fee can only submit their Technical Bid and Financial Bid through internet in MSTC website www.mstcecommerce.com

→ e- procurement →PSU/ Govt. depts→ Login under RBI→ My Menu→ Auction Floor Manager→ Live Event →Selection of the live event.

c) The Vendor should have running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they must fill up Common terms/ Commercial specification and save the same. After that click on Technical bid. If the JAVA application does not run, the Vendor will not be able to save/ submit his/ her/ their Technical bid.

d) After filling the Technical Bid, Vendor must click 'save' for recording their Technical Bid. Once the same is done, the Financial Bid link becomes active and the same has to filled up and then Vendor must click on "save" to record their Financial Bid. Once both the Technical Bid & Financial Bid have been saved, the Vendor can click on the "Final submission" button to register the Bid.

e) Vendors should use 'Attach Doc' button to upload documents. Multiple documents can be uploaded.

f) In all cases, Vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.

g) During the entire e-Tender process, the Vendors will remain completely anonymous to one another and also to everybody else.

h) The e-Tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.

i) All electronic bids submitted during the e-Tender process, shall be legally binding on the Vendor. Any bid will be considered as the valid bid offered by that Vendor and acceptance of the same by the Bank will form a binding contract between the Bank and the Vendor for execution.

j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.

k) The Bank reserves the right to cancel or reject or accept or withdraw or extend the Tender as the case may be without assigning any reason thereof.

1) No deviation from the terms and conditions of the Tender document will be accepted. Submission of bid in the e-Tender floor by any Vendor confirms his/ her/ their acceptance of the terms & conditions for the Tender.

7. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.

8. No deviations from the technical and financial terms & conditions are allowed.

9. The Bank reserves the right to cancel partially or fully this e-Tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

10. Tenderers are requested to read the Tenderer guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize themselves with the system before bidding.

NOTICE INVITING e-TENDER

(Only through e-procurement)

SCHEDULE OF e-TENDER

Note: This is a limited tender enquiry through MSTC portal. Only category 1 CA firms of Maharashtra State, Mumbai region are eligible to participate in this Tender. 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) and apply online only.

A	e-Tender no	RBI/Central Office/HRMD/33/22-23/ET/240
B	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II – Financial Bid through www.mstcecommerce.com/eprochome/rbi)
C	Date of Notice Inviting e-tender available for download on RBI website	July 28, 2022
D	Pre-Bid meeting (offline)	No
E	Estimated value of tender	Rs. 28,08,000/- (excluding GST) per annum
F	Transaction fees	0.05% of Estimated value of tender = Rs. 1404 + GST applicable
G	Date of Starting of online submission of e-tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eprochome/rbi	July 28, 2022 at 05:00PM
H	Last date of availability of e-tender on website	August 18, 2022
I	Date & time of closing of online submission of e-tender (Technical Bid)	August 18, 2022 11:00 AM
J	Date & time of opening of Part-I (Technical Bid) Alternate Date in case of technical glitch in the MSTC Portal:	August 22, 2022 11:00 AM August 23, 2022 at 11:00 AM (the next working day)
k	Date of opening of Part-II (Financial Bid)	Part II (i.e., Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (i.e., Technical Bid) is found acceptable by HRMD CO, RBI, Mumbai. Such bidder(s) will be informed regarding opening of Part-II (i.e., Financial Bid) through valid email ID provided.



**Human Resource Management Department
Central Office
Centralized Administration Division**

E-Tender for Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 to September 30, 2023 for Reserve Bank of India, HRMD, CO cluster and CSBD, CO Mumbai

Reserve Bank of India, Human Resource Management Department, Central Office, Mumbai (hereinafter called “the Bank”), invites e-Tender under Two Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 to September 30, 2023 for Reserve Bank of India, HRMD, CO cluster and CSBD, CO.

The appointment of the Concurrent Auditors (CAs) will be for a period of one year initially i.e. from October, 01 2022 to September, 30 2023. However, the same may be renewed for second and third year subject to satisfactory performance of the Concurrent Auditor as per Annual Review.

The Part-I (Technical Bid) will be opened electronically on **August 22, 2022 at 11:00 am**. In the event of any date indicated above being declared a Holiday or during a technical glitch experienced in the MSTC portal, the next working day shall become operative for the respective purpose mentioned herein.

Tender document can be downloaded from website www.rbi.org.in and www.mstcecommerce.com. 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(OIC)
Human Resource Management Department
Central Office
Mumbai

NOTICE

Inviting Tender for Appointment of Concurrent Auditor for the year 2022-23 w.e.f. October 01, 2022 to September 30, 2023 for Reserve Bank of India, HRMD, CO cluster and CSBD, CO Mumbai

TENDER NOTICE

e-Tenders are invited under Two-Bid system from Category-I Chartered Accountant Firms registered with ICAI for Mumbai area for **Appointment of Concurrent Auditors (CAs) for the year 2022-2023 w.e.f. October 01, 2022 to September 30, 2023 for Reserve Bank of India, HRMD, CO cluster and CSBD, CO Mumbai**

1. The intending bidders should refer scope of work, terms and conditions of the Tender before submitting the bid.
2. 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.
3. Corrections, if any, in the quotation shall be duly authenticated with full signature/ digital signature of authorised person.
4. Bidder/ authorized signatory of the Bidder shall sign on each page of the tender.
5. In the first stage, the Technical Bid (Part-I) will be opened **at 11:00 am on August 22, 2022 at RBI, HRMD, CO, 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.
6. The Financial Bid (Part-II) of only those bidders, who have been short-listed in first

stage will be opened. The bidders who have been short-listed will be intimated regarding date and time of opening the financial bids.

7. No deviations/ conditions shall be stipulated by the Bidder in both Technical and Financial bids. **Conditional Tenders will not be accepted and will be summarily rejected.**
8. 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.
9. 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.
10. Canvassing/ offering 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.
11. Reserve 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.
12. In case the Bidder has any doubt about the meaning of anything contained in the Tender document, he/ she shall seek clarification from CAD, HRMD, 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. Except for any such written clarification by the Bank which is expressly stated to be an addendum to the Tender document issued by CAD, HRMD, RBI, 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.

TENDER DOCUMENT - CONTENTS

1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for **Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 to September 30, 2023 by Reserve Bank of India, HRMD, CO cluster and CSBD, CO Mumbai**. The Tender document comprises of:
 - I. Form 1 (with Appendix 1 & 2)
 - II. Form 2
 - III. Eligibility Criteria
 - IV. Evaluation Criteria
 - V. Terms and Conditions
 - ([Annex-A](#)) Undertaking
 - ([Annex-B](#)) Indicative List
 - ([Annex-C](#)) Detailed Scope of work
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 for making any alteration, erasure or obliteration to the text of the Tender document.

I. Form 1

Application for appointment as Concurrent Auditor: Technical Bid Form

1)	Name of the Firm	
2)	Complete Postal Address	
3)	Telephone number	
4)	Email address	
5)	Date of opening of the Firm	
6)	GSTIN	
7)	Firm registration no.	
8)	Unique Code No.	
9)	Permanent Account Number (PAN)	
10)	Number of Full time FCA partners	
11)	Details of the Partners (as per Appendix 1)	
12)	No. of qualified CAs employed	
13)	No. of Skilled staff- qualified in both the Groups of IPCC	
14)	No. of Semi-skilled staff - qualified in Group I - IPCC	
15)	No. of other Assistants	
16)	Details of Experience of the Firm in audits in	

I declare that

- (a) Neither the firm nor any of its partners have been subjected to any disciplinary proceedings initiated by the ICAI.
- (b) Neither the firm nor any of its partners have been debarred or blacklisted by any Government/ Semi –Government organization/ institution in India or abroad.

Signature of Authorised Signatory with Seal of the firm

[illegible]

Appendix 2 (to Form 1)

Details of experience of the firm in Audit in Banks/ RBI	
1.	Details of experience of the firm in Audit in Banks/ RBI

[illegible]

II. Form 2

Application for appointment as Concurrent Auditor: Financial Bid Form

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) -----

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

III. Eligibility Criteria

Reserve Bank of India, HRMD, CO, Mumbai invites e-Tender under Two – Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditor for the year 2022-23 w.e.f. October 01, 2022 to September 30, 2023 for **HRMD, CO cluster and CSBD, CO**, Reserve Bank of India, Mumbai.

1. The applicant firm should be a category-1 CA firm registered with ICAI for Maharashtra State, Mumbai region to be eligible for appointment as CA.
2. Applicant firm should have more than 5, full time Chartered Accountant employees.
3. The firm should have more than 15 skilled staff qualified in both the groups of IPCC.
4. The firm should have more than 3 years of experience in bank audit.
5. The minimum monthly remuneration will be Rs 2,34,000.00 (Rupees Two lakh Thirty-Four Thousand only) exclusive of GST.
6. The applications indicating less than the minimum monthly remuneration will be out-rightly rejected.
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.
8. 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.
9. In case of tie, the same would 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 the banks and / or RBI audits, with these parameters being sequentially considered in order of which they have been listed out under the technical evaluation criteria.
10. Neither the firm nor the partner should have been subjected to any disciplinary proceedings initiated by the ICAI.

11. Neither the firm nor the partner should have been debarred or black listed by any Government/ Semi –Government organization/ institution in India or abroad.
12. 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, 2022 are **NOT** eligible.

IV. Evaluation Criteria

- (i) 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.
- (ii) 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.
- (iii) 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 Technical proposals scoring not less than 60% of the total marks will be considered for further evaluation.
 - 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 opening of the financial bids. The notification will be sent by electronic mail.
 - c. The financial bids shall be opened publicly in the presence of the Bidder's 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 technically qualified Bidder with the lowest financial bid after scrutiny and normalisation would be declared as F_{LOW}.
 - e. The techno-financial score shall be calculated as follows:

$$\text{Total Score} = (T) \times 0.6 + (F) \times 0.4$$

(Here T and F are the Technical and Financial scores of the respective bidders)

- f. 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.
- g. 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 the bank and/ or RBI audits, with these parameters been sequentially considered in order of which they have been listed out under the technical evaluation criteria.

Annex - 1

Criteria for Technical Bid Evaluation

Parameters		Marks Range	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	
	Maximum Marks		100
<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, 2022 are NOT eligible.</i>			

Criteria for Financial Bid Evaluation

Sl. No.	Particulars of the Bid	Marks
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. 2,34,000/- excluding GST) will be out-rightly rejected.

V. Terms and Conditions

1. Tenders (Technical and Financial bids) are invited from Category-I CA firms for conducting Concurrent Audit of HRMD, CO cluster and CSBD, CO, Reserve Bank of India, Mumbai.
2. The two-stage tendering process would be as under:
 - a) Tender is invited comprising a two-stage process involving technical and financial bidding with separate evaluation for the two stages and a qualifying criteria in the technical evaluation.
 - b) The first stage will be evaluation of the technical bids. The detailed criteria for technical evaluation is given in [Annex-1](#). The maximum marks that can be secured under technical evaluation will be 100. Firms securing 60 marks or more, only will be considered for the next stage of financial evaluation.
 - c) The second stage will be the opening of the financial bids of the firms that have qualified in the technical evaluation. The maximum marks that can be secured under financial evaluation will be 100 as detailed in [Annex-2](#).
 - d) 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 as Concurrent Auditor of HRMD, CO cluster and CSBD, CO RBI, Mumbai.
 - e) In the eventuality of a tie in the marks, the same would 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 in [Annex-1](#).
3. The firm selected on the basis of the above process will be eligible for appointment as Concurrent Auditor initially for the period starting from October 01, 2022 to September 30, 2023, with the provision of reappointment for a maximum of two more years, one year at a time, **subject to satisfactory performance** under a system of appraisal at the end of the year by HRMD, CO, RBI. The appraisal of performance will be done on parameters including quality of work, adequacy of CAs and other skilled/ semi-skilled staff deployed, timeliness of submission of reports and such other parameters considered relevant by RBI.

4. The minimum monthly remuneration would be Rs. 2,34,000/- (Rupees Two lakh Thirty Four Thousand only) exclusive of GST and inclusive of all costs for undertaking the Concurrent Audit of HRMD, CO cluster and CSBD, CO. The remuneration would be for the period of three years and will not be changed on renewal. 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 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.
5. The CA firm has to deploy minimum prescribed complement of Staff (1 Chartered Accountant + 6 Skilled Staff + 2 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 in Group I of IPCC and should be undergoing article training. The team should have working knowledge of computers/ systems.
6. 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. 5 has to be present on all working days of RBI and observe the working hours of RBI. The presence of the above staff would be monitored by the Bank. In normal course the team deployed by the firm is not to be shuffled, but only under extreme exigency.
7. The firms which are currently 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, 2022 are **NOT** eligible to apply. An undertaking to this effect in attached [Annex-A](#) is required to be submitted by the firm.
8. An indicative list of activities covered under the audit is given in [Annex-B](#). All the departments as indicated in [Annex-B](#) shall be covered under Concurrent Audit. The firm shall assist Bank's staff in determination of all statutory taxes and returns thereof. The firm will check whether the Income Tax/ GST returns of the Bank (and also any other related return/s which may come in force subsequently) are filed within the stipulated timeframe, at the designated intervals. 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.

9. RBI will not provide any other facility/ charges to staff besides suitable sitting space. 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 job. The CA shall be responsible for taking adequate care of all equipment and materials provided by RBI.
10. The Reserve Bank of India 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.
11. A quarterly meeting with the Concurrent Auditors would be held with Bank's Management Team/ HoDs 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.
12. 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:
 - i) Tanmay Sarkar- Mob No. 08349894664- email id: tdarkar@mstcindia.co.in
 - ii) Rupali Pandey – Mob No. 9458704037- email id: rpandey@mstcindia.co.in
13. 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.
14. Part-I of the tender will be opened on **August 22, 2022 at 11:00 Hrs.** Part-II of the tenders will be opened for eligible tenderers subsequently. 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.
15. 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.

16. RBI reserves the right of addition/ alteration of the scope of audit by adding to or omitting any work without prejudice to this appointment. There would be no change in the monthly remuneration on account of this change in the areas of audit.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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 while discharging contractual obligations in connection with 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.

24.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 within seven days after notice of him/ her/ them requiring him/ her/ 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.

25.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.

26. **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 to the Bank.

27. 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 Chief General Manager-in-Charge, Human Resource Management Department Reserve Bank of India, Mumbai 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 be dissatisfied with the decision of the

Manager-in-Charge on a 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.

28. 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 give details of the staff going to be deployed for Bank's verification.
29. 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 compliant.
30. 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.
31. 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.
32. Financial bids shall contain remuneration in Indian Rupees only as per form 2 both in figures and words. No other enclosure is permitted with financial bid.

33. No advance shall be paid. Bill for monthly remuneration may be raised by the CA on monthly basis and the same shall be settled after deducting all applicable statutory taxes i.e., GST etc. The payment shall be made within 30 days through NEFT from the date of submission of complete bill. TDS Certificate shall be issued every quarter in support of TDS deductions effected from the bills.
34. 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.

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

Annex-A

Undertaking

We, M/s(name of firm) having
registered office at
.....

.....(address of firm) are

NOT currently Statutory Branch Auditors/ Concurrent Auditors of RBI and have **NOT**
conducted such audits in RBI since September 30, 2019.

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

Date:

Place:

Appointment of Concurrent Auditors (**Indicative List**)

Appointment related information

- The Concurrent Audit team should comprise of **ONE** Chartered Accountant, **SIX** Skilled and **TWO** Semi-skilled staff. The skilled staff should have qualified in both the Groups of Integrated Professional Competence Course (IPCC) and the semi-skilled staff should have qualified at least Group I of IPCC and undergoing article training. The team should have working knowledge of computers/ systems.
- The profile of the audit firm should include information of partners, staff strength (skilled and semi-skilled) and previous experience of similar auditing etc.
- The appointment of the Concurrent Auditors (CAs) will be for a period of one year initially i.e. from October 1, 2022 to September 30, 2023. Subsequently the same will be renewed for second and third year subject to annual review of the CAs performance by the office.
- The Chartered Accountant firm has to deploy minimum prescribed Concurrent Audit team of **ONE** Chartered Accountant, **SIX** Skilled and **TWO** Semi-skilled staff in RBI premises on a daily basis.
- The minimum monthly remuneration would be **Rs.2,34,000/- (Rs.Two lakh Thirty Four Thousand only) exclusive of GST**. The quotation should clearly mention the total monthly remuneration for undertaking the audit of HRMD, CO cluster & CSBD, CO. The remuneration would be for the period of three years and will not be changed on renewal.
- The remuneration would be paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act 1961.

Scope of Work

- The CAs will cover the following Central Office departments of the Bank:
 - A. Human Resource Management Department (HRMD)
 - B. Financial Markets Regulation Department (FMRD)
 - C. Risk Monitoring Department. (RMD)
 - D. International Department (ID)
 - E. Financial Stability Unit (FSU)
 - F. Enforcement Department (EFD)
 - G. Corporate Strategy and Budget Department. (CSBD)
 - H. Fintech Department
- On an average, the number of vouchers to be checked by CAs on monthly basis would be around 850. 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.

- CAs are expected to familiarize themselves with the system and procedures of the Departments 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.
- CAs are expected to familiarize themselves with the application developed by the Bank for the audit purpose (AMRMS) and submit the report/ s and create action paras (including rectified paras) as required by the Bank.
- All financial transactions, irrespective of their value, will be covered under Concurrent Audit. The vouchers scrutinized will strictly adhere to the Bank's prescribed guidelines/ procedures with particular reference to following aspects:
 - A. Adherence to Bank's Expenditure Rules, 2018.
 - B. Narration and accounting under the proper head of accounting
 - C. Correct accounting of revenue and capital nature of expenditures.
 - D. Maintenance of all relevant accounts (Such as General Ledger, Subsidiary General Ledger Accounts, supporting Records/ Registers etc.) as per prescribed norms.
 - E. Inter office Reconciliation A/c, Adjustments A/c.
 - F. Reconciliation and monitoring of Charges A/c at monthly interval.
 - G. Calculation of claims of agency commission.
- The detailed synopsis/ checklist for CAs is enclosed as Annex I to IV. The Checklist details the financial and non-financial areas that need to be looked into while conducting the audit. Concurrent audit as per checklist is mandatory.
- The CAs should take up audit of vouchers/ records/ registers/ bills/ statements on the agreed dates/ days in consultation with the concerned Departments.
- The CAs are required to identify deficiencies, if any, noticed for spot rectification.
- CAs are expected to verify and report that the financial transactions undertaken are in conformity with the laid down system and procedure of the Bank.
- 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 Report etc, as per the requirement of the Departments.
- The CAs functions as specified above may be enlarged at a future date as per the requirement of the Departments.
- The audit firm shall verify all financial transactions involving tax deductions and payment of statutory audit/ local body taxes irrespective of the amount.
- The audit firm will be responsible for any omissions or commissions on their part in any data/ transactions seen by them.
- The members of the team shall abide by the Bank's rule of secrecy of data/ information and security.
- The firm will check whether the Income Tax/ GST returns of the Bank (and also any other related return/s which may come in force subsequently) are filed within the stipulated timeframe, at the designated intervals. 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.

- The Bank shall pay the agreed audit fees on completion of assignment and submission of the report thereof on a monthly basis.
- 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.
- All financial transactions shall be subjected to audit. Excesses/ irregularities in financial sanctions by the authority below the rank of Chief General Manager-in-Charge shall be reported to the Chief General Manager-in-Charge and any Excesses/ irregularities in financial power exercised by the Chief General Manager-in-Charge will be reported directly to the Inspection Department, Reserve Bank of India, Central Office by the Concurrent Auditor every month.
- CA firm is advised to use red 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.

Reporting requirements

- Monthly audit report and certificate should be submitted in the format prescribed by the Bank.
- Monthly Audit Report should indicate item-wise action points on the financial and non-financial (major and other) action paras.
- 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.
- Monthly Audit Report should highlight the reasons for inaction in respect of old outstanding entries in sensitive accounts, such as Suspense, Sundry etc.
- Irregularities noticed in sensitive areas and/ or transactions of suspicious nature should be brought to the notice of Chief General Manager-in-Charge by recording a special note.
- Concurrent Audit report should incorporate specific comments, wherever required, duly supported by facts and figures.
- 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.

Detailed Scope of work

Concurrent Audit Checklist of HRMD CO Cluster

	I.	Scope of Concurrent Audit for HRMD, CO
S.No	Details	
1	Whether the following statements/ returns are promptly submitted to Central Office:	
	i)	Annual Medical Report.
2	SALARIES – DRAWAL & DISBURSEMENT	
	i)	Court attachment/s payments as and when received from Samadhan are promptly forwarded to the concerned parties
	ii)	Profession Tax amount recovered from Staff members are promptly forwarded to the Tax authorities as and when received from Samadhan.
	iii)	Monthly Dues received from Staff members on deputation/ hardship leave, etc. are forwarded to Samadhan
3	A	GROUP SAVINGS LINKED INSURANCE SCHEME
	i)	Whether GSLI cards are properly maintained, name of nominees properly recorded and updated periodically.
	ii)	Whether GSLI premium received from Samadhan has been promptly reconciled and remitted to MRO to forward the same to LIC of India, Mumbai.
	iii)	Whether GSLI Claim payments done to the eligible employees are according to Central Office, HRMD instructions.
	B	MAF
	i)	Whether the contribution towards Medical Assistance Fund have been correctly recovered and properly accounted for.
4	PROVIDENT FUND	
	i)	In cases of advances, withdrawal from PF and final payments, whether the correct amount has been paid and payment is made in accordance with the rules.
	ii)	Whether appropriate application has been filled in with all relevant particulars/ documents.

	iii)	Whether the application has been inwards.
	iv)	Whether prima-facie the advance/ withdrawal has been established.
	v)	Whether the admissible amount is correctly worked out and sanctioned by the appropriate authority.
	vi)	Whether the Bank's dues are properly recovered from the final payments.
	vii)	Whether delay in settlement has resulted in certain cases payment of additional interest.
	viii)	No short-cut in procedural matter is followed, giving scope for fraud, etc.
5	PAYMENT OF GRATUITY	
	i)	Whether in the cases of payments of normal/ compassionate gratuity, the payment is made up to the admissible extent and as per the rules.
6	GENERAL – TA/HA etc.	
	i)	Whether all bills are inwards.
	ii)	Whether all bills are passed by the officers authorized to pass the bills under the Bank's Expenditure Rules.
	iii)	Whether the amount for which the bills passed is correct.
	iv)	Whether the advances and unspent balances have been correctly accounted for.
	v)	Whether the balance amount payable has been correctly worked out.
	vi)	Whether references to Central Office, seeking instructions/ interpretation for settlement of bills are properly followed up.
	vii)	Whether bills are submitted within the period indicated in the undertaking.
7	TRAVELLING/HALTING ALLOWANCE	

	i)	Whether the bills are submitted within 15 days from the date of return from tour and the unspent balance refunded immediately on return from tour/ reporting for duty.
	ii)	Whether the fares are admitted by the entitled class and by the shortest route.
	iii)	Whether the fares are restricted for the distance by the shortest route only.
	iv)	Whether there is specific approval of RD/ Department-in-Charge for journey performed by air by an employee not ordinarily entitled to travel by air.
	v)	Whether II A.C. sleeper charge is paid only when I class accommodation is not available or the train does not have I class.
	vi)	Whether return journey fare is paid to the employee who returns to headquarters before completion of work or who returns after availing of leave (other than casual leave) after completion of work, except when the absence is on medical grounds and for short period or for sudden/ serious illness of a close relative.
	vii)	Whether a declaration is furnished by the employee in respect of the rail journey.
	viii)	Whether the compensation equal to the difference in fares for the actual class of travel and the entitled class is paid correctly after verifying the facts/ documents (admissible to Class III employees) and the amount so paid taken into account for the purpose of calculation of Income-tax.
	ix)	Whether the fares, in case of travel by own car/ taxi are paid at stipulated rate subject to the ceiling limit of fare by rail as per entitlement for the distance by road (by direct route) or actual charges whichever is less.
	x)	Whether it is ensured that when the travel is performed by private airlines, the fare charged is not higher than that charged by national carrier.
	xi)	Whether advances drawn at temporary headquarters, if any, were utilized in time.
	xii)	Whether for officers' stay in hotels, VOFs, dharmshalas, etc., lodging charges paid are as per the rates prescribed by CO.
	xiii)	Whether incidentals @ ¼ of per diem H.A. has been paid to the officers as per rules.

	xiv)	Whether hotel charges are paid as per rules by admitting tax/ luxury tax/ service charge etc. whenever claimed.
	xv)	Whether officer is availing hotel facility regulating his stay in such a way that he is not required to pay full additional day's charges for a part of the day not involving night stay.
	xvi)	Whether advance towards HA is restricted to one week for long tours where Bank's offices are located.
	xvii)	Whether an employee proceeding on tour to a place 50 kms. away from the HQ and returning on the same day but before midnight after staying outside for more than 8 hours is paid any other charges except HA. (Mazdoor charges may be paid at the discretion of Competent Authority).
8	FOREIGN TOUR – TA/HA	
	i)	Whether officer concerned has clearly mentioned in his tour programme the reasons for going earlier or returning late i.e. attending ice-breaking session, welcome/ farewell dinners or meeting organized on side lines of their actual tour/ training programme. (para 4.9.2 of Master Circular G.34 dated April 01, 2021)
	ii)	Whether tour programme is prepared as per rules regarding flights to be taken in such a way that the duration of their absence from headquarters is kept minimum i.e. last available flight while going out and first available flight while returning. (para 4.7 of Master Circular G.34 dated April 01, 2021)
	iii)	Whether attachments are as per current instructions.
	iv)	During the entire service, total 5 days attachment can be taken :
	v)	Whether tour programme is approved by Competent Authority.
	vi)	Whether daily allowance is calculated as per instructions contained in para 4.9.2 para a,b,c,d of Master Circular G.34 dated April 01, 2021.
	vii)	Whether hotel charges are within eligibility as per para 4.9.1 of Master Circular G.34 dated April 01, 2021.

	viii)	Whether advance is calculated as per tour programme and order is placed to empanelled Forex dealers.
	ix)	Whether bill is settled for the amount in INR equivalent to order placed in foreign currency.
	x)	Whether air ticket is purchased from approved travel agent as per HRMD CO circular CO. HRMD. No. S689/17.62.00/2021-22 dated June 18, 2021.
	xi)	Whether officer has travelled by Air as per their class entitlement
	xii)	Whether boarding pass/es are cross checked with flight details on air ticket invoice and approved tour programme.
	xiii)	Whether advance paid towards room tariff with taxes should be cross checked with actual bill.
	xiv)	Whether any other charges such as internet charges/ mini bar charges/ breakfast charges to be paid to officers.
	xv)	Whether insurance charges are recovered when officer overstay at destination i.e. when TA/HA is calculated on notional basis.
	xvi)	Whether applicable declarations (e.g. Form 15CA or 15CB) as prescribed by the Government have been made while forwarding a request for remittance abroad. Concurrent Auditors shall assist in filling Form 15CA and shall also file Form 15CB which is to be filled mandatorily by a Chartered Accountant on behalf of the remitter i.e. RBI or Officer(s) of RBI.
	xvii)	Whether the bills e.g. Air Ticket Bills, Visa Bills, etc. are cross verified by the administration division of the concerned department for their correctness in respect of approved tour programme.

9	HALTING ALLOWANCE	
	i)	Whether Halting Allowance has been paid for the correct number of days.
	ii)	Whether the rates are appropriate and according to the place of stay.
	iii)	Whether any halting allowance is paid for the period of leave other than casual leave on medical ground duly supported by medical certificate and for the journey period when return journey is performed before completion of work at temporary headquarters or after completion of work but on expiry of leave (other than casual leave or ordinary leave for short period on medical ground supported by medical certificate) availed of after completion of work.
	iv)	Whether Sundays/ holidays spent wholly outside temporary headquarters, if any, have been excluded and rounding off of the number of days is properly done.
	v)	Whether the halting allowance for the actual period of stay rounded off to the nearest day (12 hours or more to be taken as one day, and less than that to be ignored) is computed first and the remainder is treated as journey period.
	vi)	Whether the sliding scales of halting allowance are applied, wherever applicable.
	vii)	Whether proper deduction has been made when the employee is treated as guest by the concerned institution.
10	TRANSFER (TA) BILLS	
	i)	Whether the transfer bills are submitted within a period of six months from the date of transfer or within the extended period subject to a maximum of two years from the date of transfer.
	ii)	Whether the fares have been claimed by the shortest route and by entitled class.
	iii)	Whether amount not exceeding two months' pay to meet incidental expenses as admissible has been paid.

	iv)	Whether the packing and crating, unpacking, clearing and forwarding, transportation and cartage, loading and unloading and insurance, etc., charges are admitted as per rules.
	v)	Whether the freight charges are admitted up to a maximum of 60 quintals or one full four-wheeler wagon load by ordinary goods train. (If goods are transported by lorry or any other mode of transport, expenditure incurred up to 60 quintals of weight on actual terms not exceeding the amount charged by well-known transport companies having all India operations. Consignment note/ challan in addition to the receipt for freight should be produced.)
	vi)	Whether the cost of transportation of motor car by passenger train (in a closed wagon) admitted. (If car is transported by road, the expenditure incurred towards cost of petrol, driver's charges, etc. can be reimbursed within the ceiling amount applicable for transportation of car by a passenger train (closed wagon) by the shortest route).
	vii)	Whether, in cases where scooter/ motorcycle is transported separately, charges to the extent of two quintals at parcel (railway) rate as applicable only, are paid.
11	HALTING ALLOWANCE ON TRANSFER	
	i)	Whether halting allowance on transfer has been paid for a maximum period of 60 days or till the date of allotment of regular/ transit accommodation. Hotel charges shall cease to be paid after third day next to the date of allotment of any kind of accommodation at the new centre.
	ii)	Whether halting allowance has been paid for the number of days spent outside headquarters on leave/ holidays.
	iii)	Whether halting allowance has been paid to an officer who has own accommodation not leased to the Bank or belonging to Joint Hindu Family or has residential accommodation ready for

		occupation at the new centre or the transfer was effected at the request of the officer.
	iv)	Whether the application for accommodation has been made before reporting to the new centre.
	v)	Whether any accommodation has been declined by the officer.
12	MEDICAL BILLS	
	i)	Whether the bill has been submitted reasonable time from the date of completion of treatment and if there is delay, whether the same has been condoned.
	ii)	Whether the claim is properly supported by documents such as doctor's receipted bills, prescriptions, chemist cash memo, etc.
	iii)	Whether the treatment is taken at headquarters and if not, whether the reasons for not taking the treatment at headquarters are furnished and the same are justified.
	iv)	Whether the claim is restricted only in respect of self, non-earning spouse and dependent children and whether necessary declaration/ Certificate is obtained in respect of earning spouse, in respect of whom the facility is claimed (Married female employee is eligible to claim medical facilities either for their dependent natural parents or parents-in-law by giving irrevocable option. In the case of dependent parents-in-law, the claim can be made only if her husband is no more or not earning).
	v)	Whether families of workmen employees who have not opted for dispensary facilities for the purpose of reimbursement of medical expenses under the PMT scheme have availed of dispensary facilities.
	vi)	Whether the dates of cash memo correspond to the date of prescription.
	vii)	Whether the quantity purchased corresponds to the quantity prescribed.
	viii)	Whether any claim has been preferred in respect of dependent parents/ brothers/ sisters.
	ix)	Whether cost of treatment taken by officers from a RMP under Homeopathic/ Ayurvedic treatment is reimbursed up to a period not exceeding three months and only one consultation charge is

		reimbursed during the period. If treatment exceeds three months at a time for the same ailment whether amount reimbursed only if treatment is taken from Govt./ Govt. recognized Trust/ Charitable hospitals/ dispensaries. In the case of indoor hospitalization, whether the treatment has been taken in the hospital run/ recognized by Central/ State Government and after consultation with BMO.
	x)	Whether visit/ consultation charges of general practitioners are restricted to admissible extent.
	xi)	Whether the specialist consultation is done only with BMO's prior permission, unless under emergency of which BMO is subsequently informed.
	xii)	Whether the charges for pathological/ radiological tests, physiotherapy and dental treatments, dressings etc. are reimbursed as per the appropriate schedules, as applicable to officers and workmen staff respectively. (Cost of treatment taken for psychiatric ailment is reimbursable under BMFS for a maximum period of six months only and the treatment should be taken with the prior recommendation of BMO).
	xiii)	Whether the maternity expenses and the charges for caesarean operation are reimbursed to the admissible extent (No amount is reimbursable under MAF).
	xiv)	Whether the stoppage charges in case of hospitalization are reimbursed within the ceilings prescribed.
	xv)	Whether the operation charges (inclusive of theatre charges, anaesthesia charges, Assistant Surgeon's fees, etc.) are reimbursed on the basis of the BMO's recommendations regarding the type of operations, having regard to the category of staff and where the operation is performed (in Government/ public/ charitable/ trust hospital or nursing home).
	xvi)	Whether the reimbursement in respect of treatment of gynaecological problems like leucorrhoea, menorrhagia, irregular bleeding/ cycle etc. is reimbursed to officers and workmen employees subject to specific diagnosis by the attending Gynaecologist and on recommendations of BMO.

	xvii)	Whether cost of hormones (Except for thyroid), multivitamins, tonics, drugs having nutritional food values, enzymes, advertised drugs, cosmetic medicating and medicated soaps is reimbursed. Whether cost of lotions/ ointments, eye/ ear drops, etc. reimbursed only when they are required to be purchased in emergency, acute cases. (Cost of disposable syringes used during hospitalization treatment only can be reimbursed).
	xviii)	Whether surcharge levied by Govt./ Municipal/ Trust/ Charitable hospitals reimbursed as per rates levied by these hospitals or at the rate of 20%, whichever is lower. (However, surcharge levied by private hospitals/ nursing homes is not reimbursable).
	xxi)	Whether the claims for following ailments which are outside the BMFS have been admitted: STD, obesity, retarded growth, sterility parse, insanity, menopause syndrome, surgery done for cosmetic purposes, change of sex, allergy tests etc.
	xxii)	Whether the refraction test of eyes is allowed only once in two/ three years and whether instructions regarding reimbursement of the cost of spectacles have been strictly adhered to.
	xxiii)	Whether the cost of pacemaker in the case of an employee is reimbursed only once during the service on proper recommendations and payment is made directly to the authorized supplying agency.
	xxiv)	Whether the cost of crutches, cervical collar, corset belts and artificial limbs has been reimbursed keeping in view of the extant instructions.
	xxv)	Whether for CT Scan test, prior approval/ recommendation was obtained.
	xxvi)	Whether in case of D&C operations histopathological report has been submitted.
	xxvii)	Whether the reimbursement of charges for medical termination of pregnancy was reimbursed only to admissible extent subject to fulfilment of prescribed conditions.
	xxviii)	Whether the expenditure on account of tubectomy/ vasectomy operations was reimbursed correctly up to the prescribed limits in addition to the incentive amount.

	xxix)	Whether the special nursing charges was reimbursed on fulfilment of certain conditions.
	xxx)	Whether only those part-time employees in Class IV whose hours of work exceeded 13 hours per week has availed of dispensary facility for their family members.
	xxxi)	Whether cost of allopathic medicines prescribed by a non-allopathic doctor was reimbursed.
	xxxii)	Whether the bill was submitted within reasonable time of the succeeding quarter, if the claim amount was less than Rs. 1000/-
	xxxiii)	Whether the prescription bears the Registration No. of the Doctor
	xxxiv)	Consultation charges of Dentist and the cost of Bridges and Crowns? Caps are now reimbursable w.e.f. 01.08.2002
	xxxv)	Whether druggist's bills are paid promptly
	xxxvi)	Whether stock register and prescription files are properly maintained.
	xxxvii)	Whether monthly and quarterly surprise check of all dispensaries is done.
	xxxviii)	Whether verification and checking of stock of drugs and deadstock articles in the dispensary is arranged periodically.
	xxxix)	Whether bottles of medicines are properly labelled to indicate their contents
	xxxx)	Whether the name and telephone numbers of nominated nodal officer has been advised to all the retired executives in the area for any help / information required by them for settlement under Group Mediclaim Policy for Retired Members of MAFS/ Settlement of Claims of Retired Executives.
	xxxxi)	To scrutinize the medical bills of Direct Settlement paid by HRMD CAD CO, Medical Cell
13	HOUSING LOAN	
	i)	Whether Document Register is properly maintained. (Housing Loan files of employees who have acquired two properties with the assistance of Bank's loan are to be retained in the Bank's safe custody till the housing loan in respect of both the properties is repaid with interest thereon).

14	MAINTENANCE OF SUBSIDIARY LEDGERS	
	i)	Whether subsidiary charges account ledger, suspense account sundry deposit ledger is maintained as per Manual provisions, entries are duly checked and authenticated by AM/ Manager.
	ii)	Whether weekly reconciliation of transitory account balances and monthly reconciliation of charges account balances was done with GL balances on regular basis.
	iii)	Whether entries in the subsidiary ledgers were checked by the concurrent auditors vis-à-vis the supporting documents and the same were found in order (DGBA Circular No.19 dated 08.11.2005).
	iv)	Whether payment made through NEFT are reconciled for accuracy of amounts and beneficiary with reports received from DAD/ PAD.
15	RBI ACADEMY	
	i)	Checking of sanction of vendor payment bills – Car hire, software, stationery.
	ii)	Payment to external institutes – foreign/ domestic.
	iii)	Payment to outside faculties – foreign/ domestic.
	iv)	Payment to hotels.
	v)	Payment for binding/ photocopies, etc.
	vi)	Payment of rent – for leased training place.
16	ALLOTMENT OF FLATS	
	(i)	Whether rent in respect of Bank's accomodation occupied by Officers/ Employees of RBI is being recovered as per the instructions and the same are posted in relevant registers under proper authentication.
	(ii)	Whether VOF /THH/ HHs rent is recovered promptly
	(iii)	Whether penal rent is recovered at the appropriate time and rate?
	(iv)	Whether the record of recoveries to be made from the outgoing allottee is maintained and followed-up?

	(v)	Whether rent recoveries register is maintained and there are any cases in which rents have not been recovered?
	(vi)	Verification of Bills paid to private security agencies in respect of the security guards posted at various Bank's colonies.
17	LIVERIES	
	(i)	Whether scrutiny of bills in respect of purchase/ stitching of liveries, purchase of monsoon equipments, shoes etc. is correct and paid without delay.
18	SPORT'S CLUB	
	(i)	Whether grants paid to the Sport's club is as per instructions contained in Central Office Circular CO.HRMD.No. G 107/7002/20.34.01/2011-12 dated April 11, 2012.
	(ii)	Whether Sport's Club run by Welfare Associations of Staff Quarters submit necessary financial statements for claiming Bank's assistance.
19	LIBRARY	
	(i)	Whether expenditure towards subscriptions to Newspapers/ financial journals etc. are incurred is in accordance with Paras 26.2 of RBI Expenditure Rules 2018.
	(ii)	Whether a register in Form Gen. 066 with separate folios for each journal, gazette etc. maintained to record their receipt.
	(iii)	What is the annual limit for purchase of books and how it is utilized?
	(iv)	The sale of Bank's publications, the details of amount realized, the date of realization and date of credit to the respective head of account etc. should be checked and correctness verified.
20	BANK'S CAR	
	(i)	Bills regarding purchase of petrol, repairs to bank's Car etc. to be scrutinized.
	(ii)	Verification of Bills paid to the travel agency in respect of the cars hired by the office.

21	STATIONERY SECTION	
	(i)	Verify whether lowest quoted rate accepted and wherever the higher rate has been approved, reasons therefor are recorded, and approval of the Competent Authority obtained.
	(ii)	Whether the stationery bills are passed for payment by the competent officer as per the RBI Expenditure Rules 2018 without delay.
	(iii)	Whether the stationery bills are duly certified by AM and paid without delay.
22	PENSION	
	(i)	Whether the pension amount is calculated and paid according to the basic pension arrived at as per extant instructions and rate of dearness relief conveyed by Central Office from time to time.
	(ii)	Whether photographs of pensioners/ nominees are fixed properly on relevant forms and filed in a separate spring file along with pension sanction papers.
	(iii)	Whether before making family pension payment, prescribed undertaking from the widow or widower or child has been obtained.
	(iv)	Whether before grant of family pension, in the event of death of the employee or pensioner under doubtful circumstances, discreet enquiries are made to ensure that the widow or widower or eligible child claiming family pension is not charged of murdering the employee/ pensioners or for abetting in the commission of the offence.
	(v)	Whether all pensioners have submitted 'Life Certificate' in the prescribed format before November 30 every year. Whether pension payment is stopped in case of non-submission of the same.
	(vi)	Whether all the pensioners are issued a passbook.
23	CONVEYANCE BILLS	
	(i)	Whether the distance stated in conveyance bill is correct, the point of deviation in order, the mode of transport used

		appropriate from the point of view of eligibility, and the amount claimed and admitted is proper.
	(ii)	Whether officers who are claiming reimbursement of conveyance expenses, either for maintaining vehicle or on monthly-consolidated basis, have claimed conveyance expenses separately for official trips of less distance than 8 kms. at headquarters.
	(iii)	Whether officers who are claiming reimbursement of salary for personal driver have claimed reimbursement of expenses on local trips for official purpose.
	(iv)	Whether, in cases where employees travel in groups of two or more, endeavour is made, to the extent possible to share the same conveyance, so as to keep the expenditure within the limits of necessity.
24	OUT OF POCKET EXPENSE BILLS	
	(i)	Whether the place of duty is beyond 8 kms. from the normal place of work.
	(ii)	Whether there is any lounge/ canteen facility of the Bank available, or any arrangements have been made by the Bank with any hotel or restaurant within a distance of 1.5 kms. from temporary place of work.
	(iii)	Whether the minimum absence from the normal place of work is between 12.00 and 2.00 p.m. (However, the time limit is not applicable to employee on remittance, inspection or cash verification duty).
	(iv)	Whether the officers from Mumbai/ Chennai going to ZTC/ Staff College to deliver talks are reimbursed out-of-pocket expenses
	(v)	Whether out-of-pocket expenses are paid for intervening Sundays/ holidays.
	(vi)	Whether out-of-pocket expenses are correctly reimbursed at half the rate of halting allowance applicable to the place of work.
	(vii)	Whether sliding scale of out-of-pocket expenses was applied after first 45 days except in the case of employees on remittance, inspection, or cash verification duty.
25	TEA/ LUNCH/ DINNER/ CONVEYANCE CHARGE BILLS	
	(i)	Whether late sitting/ early coming is for approved items of work.

	(ii)	Whether tea/lunch/dinner charges admitted as per the prescribed scales and on the basis of the number of hours of detention/ early coming.
	(iii)	Whether reimbursement of tea/ snacks/ breakfast charges for officers attending to protocol duties are as per prescribed rates.
	(iv)	Whether the prescribed register is maintained for this purpose.
26	TAX DEDUCTED AT SOURCE	
	(i)	Whether statutory obligations like deduction of various taxes/ payments, etc. were invariably met (as per rules/ rates in force) and remitted in time; filing of returns/ statements, wherever called for, may also be checked.
27	Computer Cell	
	(i)	Whether the administrative and financial sanctions have been taken from the appropriate authority before purchasing IT items or before making the payments
	(ii)	Whether applicable tax deductions have been done while making the payments in respect of purchase of IT items
	(iii)	Whether Adequate Insurance Cover for the Assets of HRMD, CO, has been sought by the department with Premises Department. Concurrent Auditors need to certify the above mentioned facts.
	(iv)	Whether all the bill payments, beyond the threshold as mentioned by Inspection Department in terms of Amendments 2020-3 to Rule 6.10 of Expenditure Rules, 2018, are in compliance to the extant instructions.
S.No.		Details to be checked
1		Valuables: The audit of valuables is required to be done once in a month by Concurrent Auditors.
	1.1	Details of Verification of Cheque book file for the month.
	1.2	Verification of Petty Cash Balance and reconciliation thereof.

2		Accounts & Position of outstanding entries in transit accounts for the month.
3		Returns to DGBA.
4		Payment through NEFT/cheques during the month.
5		Housing Loan.
6		Forfeiture of leave (for late attendance).
7		Service Sheets.
8		Reconciliation of monthly charges/ Quarterly review of expenses.
9		TA/HA bills (Tours/ Training/ Transfer).
10		Software consultancy charges.
11		Seminars, etc. expenses.
12		Reimbursement of any other expenses to employees.
13		Software.
14		Rent – others.
15		Land line telephones (office connections).
16		Rent realized.
17		Commission A/c RIA.
18		Maintenance – DOTB.
19		Conveyance (Local).
20		Newspapers and Periodicals – vendor payment.
21		Out of pocket expenses.

22		Contribution to Club and Welfare.
23		Photocopying.
24		Book grant/ Scholarship.
25		Dead stock/ stationery/ AMC, etc. and other miscellaneous payments.
	25.1	Dead stock
	25.2	AMC
	25.3	Stationery and Computer Consumables
	25.4	Printing stationery
	25.5	Miscellaneous Payments (MENE)
26		Memento.
27		Printing charges – Bank's publication.
28		Law charges.
29		Postage.
30		Advertisement.
31		Car Hire.
32		Contribution to Local/Foreign Institute.
33		Miscellaneous Payment (EMENE).
34		Rent paid for leased flats.
35		RBI Young Scholarship Scheme.
36		Sundry Articles.
37		Training expenses, Domestic/ Training fees.
	37.1	External Institute

	37.2	In-house training
	37.3	Training for outsiders
38		Establishment miscellaneous training expenses – foreign training fees.
39		Incentive Scheme for employees.
40		Capital Expenditure.
	40.1	Computers
41		Recruitment charges.
42		Working group expenses.
43		Certificate on TDS.
44		Uniform and Liveries.
45		Submission of prescribed financial statements/ returns.
46		Pension, gratuity, etc. payments to retired employees.
47		Quotation register (DAD-092A).
48		Recording of cheques/ draft received by the departments.
49		Position of outstanding para from Chartered Accountant's Previous Audit Report.
50		Any other area suggested by Bank/ Department.
51		Document Register.
52		Filing of Statutory/ Regulatory Returns: As required by letter no. CSBD. Adm. (Plg.) No. 8484/01.02.070/2014-15 dated 26.06.2015,

	52.1	Whether relevant statutory/ regulatory returns are submitted by the sections/ divisions to appropriate authorities by the due dates prescribed? (in case of delay, the date on which the returns were required to be submitted and the period of delay may be mentioned).										
53		Verification of work related to annual closing of books of accounts.										
54		<p>Compliance on Para No. 6.4 and 6.8 of Expenditure Rules, 2018. Financial sanctions accorded by the delegated authority below the rank of O.I.C. as also by RD/HOD have been verified and our observations are as under:</p> <table><tr><td>S.No.</td><td>Date of payment</td><td>Amount.</td><td>Detail of Sanction</td><td>Comment/ Irregularities</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	S.No.	Date of payment	Amount.	Detail of Sanction	Comment/ Irregularities					
S.No.	Date of payment	Amount.	Detail of Sanction	Comment/ Irregularities								
55	55.1	GST under RCM (Reverse Charge Mechanism) and outward sale.										
	55.2	Whether filing of GST returns by auditors done within stipulated time.										
56		100% audit check/ scrutiny of all financial implications based on vouchers of the period of audit report.										
		<ul style="list-style-type: none">•For the departments like Rajbhasha, DCS, FMRD, RMD, International, SRU, FSU, three more points are to be checked/ seen other than the points mentioned above. They are: 1) Compliance on previous audit report. 2) Financial irregularities (if any). 3) Major irregularities (if any).• Under non-financial areas, verification of Dead Stock is to be done where position of dead stock account is to be checked/										

		verified item-wise and offer comments (Random check on half yearly basis – March & September).
57		For CAD: Whether the amounts paid is as per terms of sanction obtained by the departments and is posted under proper head of account.
58		Checking of forms 15 CA/ 15 CB for foreign remittances made towards online data, subscription charges, training etc.
59		RBI Centralized Insurance 2021-22 Insurance covers obtained shall be checked for adequacy of insurance of Bank's properties by the Concurrent Auditors in accordance with the para 8.5.6 of Premises Deptt. Circular PBC 1/81.06.01/2009-10 dated July 08, 2009.
		Further Details
1		Checking of capitalization transactions – Capitalization of dead stock items was correctly done or not.
2		Whether relevant statutory/ regulatory returns are submitted by the sections/ divisions to the appropriate authorities by the due dates prescribed (in case of delay, the date on which the returns were required to be submitted and period of delay may be mentioned).
3		100% of the transactions relevant to the statutory/ regulatory returns are checked.
4		Verification of work on Annual Closing of accounts (June 30 every year).
5		Random verification of dead stock items of these departments once in six months.

6		Filing of returns – TDS, GST, etc.
7		Preparing TDS booklet/ GST every year.
8		Opinions sought on various issues of tax.
9		Checking of vendor payments – car hire, software, stationery, etc.
10		Checking of staff payments from petty cash.
11		Closure of petty cash on the last day of the month.
12		Payment of Scholarship to Employees for their wards.
13		Reimbursement of electricity charges to Senior officers.
14		Memento – Gold coins – Retired employees.
15		Training expenses to external institutes, if any.
16		Payment of Concurrent Audit fees.
17		Payment to Courier/ Postage/ Telephone/ Franking Machine/ Binding/ Photocopies, etc.
18		Payment to various vendors for stationery/ computer consumables.
19		Payments made for purchase of PC/ laptops, etc.
20		Printing of Hindi magazine for Rajbhasha Section and library books.
21		Payment towards AMC.
22		Newspapers and Periodicals.
23		Payment for liveries for class IV employees.
24		Payments for seminars/ guest lectures, etc.
25		Car Hire bills payments.
26		Payment to employee under incentive scheme for acquiring higher education.
27		Purchase of computer/ buy back electronic items.
28		Departmental picnic.
29		Payment made for domestic training/ in-house programmes.

30		Miscellaneous payments – Training for outsiders.
31		Miscellaneous – Contribution to Local/ Foreign Institutions.
32		Publishing of Advertisement – BCM.

II. Scope of Concurrent Audit for FMRD, CO		
Sr. No.		Details
1		Accounts & Position of Out-standing entries in transit accounts for the month
2		Returns to DGBA (half yearly, Sundry, Suspense, IRS and Closing Reports)
3		Reconciliation of monthly charges/ Quarterly review of expenses
4		TA/HA bills (Tours/ training /Transfers)
5		Reimbursement of any other expenses to employees.
6		Software
7		Rent-Others
8		Landline telephones (office connections)
9		Conveyance (Local)
10		Newspaper and Periodicals- vendor payment
11		Out of pocket expenses
12		Photocopying
13		Book Grant

14		Deadstock/ Stationery/ AMC/Stationery and Computer Consumables/Printing Stationery, etc and other miscellaneous payments
15		Memento
16		Law Charges
17		Postage
18		Advertisement
19		Miscellaneous Payment (EMENE)
20		Sundry Articles
21		Training expenses, Domestic / Training Fees --
		21.1 External Training Institute,
		21.2 In- House training,
		21.3 Training for outsiders
22		Establishment miscellaneous training expenses- foreign training fees
23		Capital Expenditure –
		23.1 Payment made for purchase of PC/ laptops, etc.
24		Working group expenses
25		Uniform and Liveries - Payment for Liveries for Class IV employees
26		Submission of prescribed financial statements/ returns
27		Quotation Register (DAD-092A)
28		Position of outstanding paras from Chartered Accountant's Previous Audit Report
29		Any other area suggested by Bank / Department
30		Verification of work related to annual closing of books of accounts
	30.1	Financial Irregularities (if any)

	30.2	Major irregularities (if any).
31		Whether the amounts paid is as per terms of sanction obtained by the departments and is posted under proper head of account.
32		Commission A/c
33		Printing Charges - Bank Publications
34		Miscellaneous - Contribution to Local/ Foreign Institutions.
35		Financial sanctions accorded by the delegated authority below the rank of O.I.C. / as also by RD/HOD.
36		Payment to courier, Franking, machine, Binding, Photocopies, etc.
37		Checking of Capitalisation transactions-capitalisation of Deadstock items was correctly done or not.
38		Verification of Work on Annual Closing of Accounts (March 31, every year)
39		Random Verification of dead stock items of these departments once in six months.
40		Checking of vendor payments - car Hire, software, stationery,etc.
41		Payment of Scholarship to employees for their wards
42		Payments for Seminar/ Guest Lectures, etc.
43		Car Hire Bills Payment
44		Payment to employees under Incentive Scheme for Acquiring higher education
45		Purchase of Computer/ buy back electronic items
46		Certification of Bills above Rs. 1,00,000/-

III. Scope of Concurrent Audit for RMD, CO		
Sr. No.		Details
1		Accounts & Position of out-standing entries in transit accounts for the month.
2		Returns to DGBA.
3		Payment through NEFT/cheques during the month.
4		Reconciliation of monthly charges/ Quarterly review of expenses.
5		TA/HA bills (Tours/ Training/ Transfer).
6		Software consultancy charges.
7		Seminars, etc. expenses.
8		Reimbursement of any other expenses to employees.
9		Software.
10		Rent - others.
11		Land line telephones (office connections).
12		Maintenance - DOTB.
13		Conveyance (Local).
14		Newspapers and Periodicals - vendor payment.
15		Out of pocket expenses.
16		Photocopying.
17		Book grant/ Scholarship.
18		Dead stock/ stationery/ AMC, etc. and other miscellaneous payments.
19	19.1	Dead stock
	19.2	AMC
	19.3	Stationery and Computer Consumables
	19.4	Printing Stationery
	19.5	Miscellaneous Payments (MENE)
20		Momenta

21		Law Charges
22		Postage
23		Advertisement
24		Car Hire
25		Miscellaneous Payments (MENE)
26		Sundry Articles
27		Training Expenses, Domestic /Training fees
	27.1	External Institute
	27.2	in-House training
	27.3	Training for outsiders
28		Establishment miscellaneous training expenses - foreign training fees.
29		Incentive Scheme for employees.
30		Capital Expenditure.
	30.1	Computers
31		Working group expenses.
32		Uniform and Liveries
33		Submission of ·prescribed financial statements/ returns
34		Pension, gratuity, etc. payments to retired employees.
35		Quotation register (DAD-092A).
36		Position of outstanding para from Chartered Accountant's Previous Audit Report.
37		Any other area suggested by Bank/ Department.
38		Document Register.

39		Filing of Statutory/ Regulatory Returns					
	39.1	Whether relevant statutory/ regulatory returns are submitted by the sections/ divisions to appropriate authorities by the due dates prescribed? (in case of delay, the date on which the returns were required to be submitted and the period of delay may be mentioned).					
40		Verification of work related to annual closing of books 011 accounts.					
41		Compliance on Para No. 6.4 and 6.8 of Expenditure Rules, 2018. Financial sanctions accorded by the delegated authority below the rank of CGM-I-C. as also by RD/HOD have been verified and our observations are as under: <table><tr><td>S.No.</td><td>Date of Payment.</td><td>Amount.</td><td>Detail of Sanction.</td><td>Comments/Irregularities</td></tr></table>	S.No.	Date of Payment.	Amount.	Detail of Sanction.	Comments/Irregularities
	S.No.	Date of Payment.	Amount.	Detail of Sanction.	Comments/Irregularities		
41.1	GST under RCM (Reverse Charge Mechanism) and outward sale.						
	41.2	Whether filing of GST returns by auditors done within stipulated time.					
42	42.1	100% audit check/ scrutiny of all financial implications based on vouchers of the period of audit report.					
	42.2	<ul style="list-style-type: none">•For the departments like Rajbhasha, DCS, FMRD, RMD, International, SRU, FSU, three more points are to be checked/ seen other than the points mentioned above. They are: 1) Compliance on previous audit report. 2) Financial irregularities (if any). 3) Major irregularities (if any).• Under non-financial areas, verification of Dead Stock is: to be done where position of dead stock account is to be checked/ verified item-wise and offer comments (Random check on half yearly basis - March & .September).					
43		Whether the amounts paid is as per terms of sanction obtained by the departments and is posted under proper head of account					
44		Checking of forms 15 CA/ 15 CB for foreign remittances made towards online data, subscription charges, training etc.					
	44.1	Filing of form 15CA/15CB.					
45		Centralized Insurance covers to be obtained (the insurable value) and the adequacy of insurance shall be certified.					

S.No		Details to be checked
1		Checking of capitalization transactions - Capitalization of dead stock items was correctly done or not.
2		Whether relevant statutory/ regulatory returns are submitted by the sections/ divisions to the appropriate authorities by the due dates prescribed (in case of delay, the date on which the returns were required- to be submitted and period of delay may be mentioned).
3		100% of the transactions relevant to the statutory/ regulatory returns are checked.
4		Verification of work on Annual Closing of accounts (June 30 every year).
5		Random verification of dead stock items of these departments once in six months.
6		Filing of returns - TPS, GST, etc.
7		Checking of vendor payments - car hire, software, stationery, etc.
8		Payment of Scholarship to Employees for their wards.
9		Memento - Gold coins - Retired employees.
10		Training expenses to external institutes, if any._
11		Payment to Courier/ Photocopies. Postage. Telephone. Franking Machine. Binding
12		Payment to various vendors for stationery/ computer consumables.
13		Payments made for purchase of PC/ laptops, etc._
14		Payment towards AMC.
15		Newspapers and Periodicals.
16		Payment for liveries for class IV employees.
17		Payments for seminars/ guest lectures, etc.
18		Car Hire bills payments.
19		Payment to employee under incentive scheme for acquiring higher education.
20		Purchase of computer/ buy back electronic items.
21		Departmental picnic.

22		Payment made for domestic training/ in-house programmes.
23		Miscellaneous payments - Training for outsiders.

IV. Scope of Concurrent Audit for International Department, CO		
S.No		Details
1		Checking of bills submitted to CAD for payment.
2		Certification of bills above Rs. 1,00,000/-
3		Generation of 15H statement for any foreign currency payment to outside agency.
4		Certification of Half yearly closing statements.
5		Certification of Annual closing statements.
6		Certification of IRS statement
7		Certification of dead stock items.

V. Scope of Concurrent Audit for FSU, CO

S.No		Details
1		Checking and certifying bills pertaining to the Departments under various expenditure heads. Average number of bill during a month is 20 (twenty).
2		Half yearly verification/ Certification of Dead stock.
3		Certifying various statements generated during time of Half-yearly and Annual Closing of Bank's Accounts
4		Certification of IRS Statement or any other statement as required by DGBA
5		Checking and certifying insurance cover obtained for adequacy of insurance of Bank's properties

VI. Scope of Concurrent Audit for Enforcement Department, CO

S.No		Details
1		Newspapers & periodicals
		Whether expenditure towards subscriptions to Newspapers/financial journals/ online journals etc. incurred in accordance with paras 26 of RBI Expenditure Rules, 2018.
2		Car Booking
		Whether bills paid to the travel agency in respect of the cars hired by the office are in order and paid accurately without delay?
3		Stationery Purchase
		(i) Whether orders were placed with the approved vendors as advised by Stationery Section, MRO
		(ii) Whether the stationery bills are passed for payment by the competent officer as per the RBI Expenditure Rules, 2018 without delay?
		(iii) Whether the stationery bills are duly certified by AM/ Manager and sent to CAD after due approval for making payment without any delay
4		Maintenance of Penalty Register -
		Whether penalty register is reconciled with BGL statements received and put up to CGM by 10 th of the following month? (Needs to be arranged for audit by the department)
5		Recovery of TDS/GST
		i) Whether GST-TDS is being deducted as per extent rules
		ii) Whether GST is being deducted as required?
6		IT related purchases
		Whether payments are made to vendors for purchase of computer related articles and bills raised for payment towards AMCs, accurately and without delay?

7		Budget Allocation – Expenditure Review
		i) Whether the Quarterly Expenditure Review for the month has been forwarded to CSBD? (Needs to be arranged for audit by the department)
8		Miscellaneous Payments
		Whether telephone bills, Tea/ Coffee vending machine bills, Bisleri bills, furniture purchase bills etc. were paid in accordance RBI Expenditure Rule, 2018 without any delay?

VII. Scope of Concurrent Audit for FinTech, CO		
Sr. No.		Details
1		Accounts & Position of Out-standing entries in transit accounts for the month
2		Returns to DGBA (half yearly, Sundry, Suspense, IRS and Closing Reports)
3		Reconciliation of monthly charges/ Quarterly review of expenses
4		TA/HA bills (Tours/ training /Transfers etc) expenses
5		Reimbursement of any other expenses to employees.
6		Software
7		Rent-Others
8		Landline telephones (office connections)
9		Conveyance (Local)
10		Newspaper and Periodicals- vendor payment
11		Photocopying
12		Book Grant/ Scholarship
13		Deadstock/ Stationery/ AMC/Stationery and Computer Consumables/Printing Stationery, etc and other miscellaneous payments
14		Memento
15		Law Charges
16		Postage
17		Advertisement
18		Miscellaneous Payment (MENE)
19		Training expenses, Domestic / Training Fees --
		19.1 External Training Institute,
		19.2 In- House training,

		19.3 Training for outsiders
20		Establishment miscellaneous training expenses- foreign training fees
21		Capital Expenditure –
		21.1 Payment made for purchase of PC/ laptops, etc.
22		Payments for Seminar/ Conference/ Guest Lectures/ Working group expenses/ Advisory Group expenses etc.
23		Uniform and Liveries - Payment for Liveries for Class IV employees
24		Submission of prescribed financial statements/ returns
25		Quotation Register (DAD-092A)
26		Position of outstanding paras from Chartered Accountant's Previous Audit Report
27		Any other area suggested by Bank / Department
28		Verification of work related to annual closing of books of accounts
	28.1	Financial Irregularities (if any)
	28.2	Major irregularities (if any).
29		Whether the amounts paid is as per terms of sanction obtained by the departments and is posted under proper head of account.
30		Commission A/c
31		Miscellaneous - Contribution to Local/ Foreign Institutions.
32		Financial sanctions accorded by the delegated authority below the rank of O.I.C. / as also by RD/HOD.
33		Payment to courier, Franking, machine, Binding, Photocopies, etc.
34		Checking of Capitalisation transactions-capitalisation of Deadstock items was correctly done or not.
35		Random Verification of dead stock items once in six months
36		Checking of vendor payments - car Hire, software, stationery, etc.
37		Payment of Scholarship to employees for their wards

38		Payment to employees under Incentive Scheme for Acquiring higher education
39		Buy back electronic items/ Laptop
40		EMENE
41		Checking and certifying insurance cover obtained for adequacy of insurance of Bank's properties

VIII. Scope of Concurrent Audit for Corporate Strategy & Budget Department, CO

Para No.	Subject	Category: Financial/ Non-Financial-Major/ Non-Financial- Others	Check Points
1.	Administration		
1.1	Valuables	Financial	Detailed verification of Cheque Book (CSBD) file for the month
1.2	Petty Cash	Financial	Verification of vouchers & balances of petty cash and reconciliation thereof.
1.3	Forfeiture of Leave	Financial	Verification of Forfeiture of Leave (For Late Attendance)
1.4	Fixed Assets	Non- Financial Major	Verification of Capitalization of Dead Stock Items Whether Done Correctly or Not
1.5	Service Sheet/ Salary Increments	Non-Financial - Others	Whether all the details in Service Sheets, viz., increments, confirmations, nominations, etc. are being updated in Samadhan from time to time as per para 3.6.2 of GA Manual
1.6	Verification of payments and receipts	Financial	Verification of all the bill payments and amount of receipts during the period under audit
1.7	Annual Maintenance Contract	Non- Financial Major	Verification of AMCs.
1.8	Outstanding Entries in Transit Account	Financial	Verification of Accounts & Position of outstanding entries in transit accounts (viz., Sundry, Suspense, etc.) for the month
1.9	Quotation Register (DAD-092A)	Non-Financial – Others	Maintenance of Quotation Register
1.10	Publishing of Hindi magazine	Non-Financial- Others	Publishing of Hindi magazine by Rajbhasha section
1.11	Opinions sought on various issues	Non-Financial- Others	Opinions sought on various issues of tax like TDS, GST etc. whenever required).

2.	Business Continuity Management:		
2.1	Monitoring BCP drills	Non-Financial- Others	Monitoring BCP drills being conducted by CODs and RO
3.	External Funded Institutes		
3.1	Contributions to EFIs	Financial	Verification of sanctions for release of Contributions to EFIs.
3.2	Payment of Fees to members of various committees for respective EFIs	Financial	Verification of vouchers & balances of petty cash and reconciliation thereof.
3.3	Travel and hotel expenses	Financial	Travel and hotel expenses with respect to interviews/ meetings etc. and adherence to guidelines (Compliance to ER 2018).
3.4	Payment of bills pertaining to release of advertisements for vacancies in EFIs (viz. Director)	Financial	
4.	Budget		
4.1	Quarterly review of Budget placed before Committee of Central Board (CCB)	Non-Financial - Others	Whether the Quarterly review of actual expense vis-à-vis proportionate budget allocation is placed Before CCB
4.2	Interchangeability budget	Financial	Verification of approval of interchangeability of budget with entries in system
4.3	Additional budget	Financial	Verification of approval of additional budget with entries in system
5.	Funds		
5.1	PF unclaimed account	Financial	Balance of Unclaimed Account during the period under Audit
5.2	Verification of Various Funds	Financial	Verification of Opening, closing balances and Debit / Credit entries in different accounts related to different funds vis a vis Pension, Gratuity fund, Gold Coin Retiring Employee (RE), Leave Encashment, B R Ambedkar and Benevolent Fund

5.3	Transactions Reconciliation of various Funds	Financial	<p>1. Transactions in Gratuity & Superannuation (G&S) Fund, LERE Fund, Gold Coin Fund (GCF), Dr. B R Ambedkar BCY Fund, RBI Employees' Benevolent Fund and Provident Fund (PF).</p> <p>2. Head wise/office wise monthly reconciliation of G&S Fund, GCF, LERE Fund and Dr. B R Ambedkar BCY Fund.</p> <p>3. Entries for all the above-mentioned fund accounts and Medical Assistance Fund (MAF) during half yearly review/ annual closing and whenever necessary.</p>
-----	---	-----------	---