



PASCHIM BANGA GRAMIN Bank

HEAD OFFICE :Natabar Paul Road,Chatterjee Para More,Tikiapara,Howrah – 711 101

Phone: (033) 2667-9478/2667-9327/2667-9961, Fax: (033) 2637-1589

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## NOTICE

Bank is going to empanel some Chartered Accountant Firms for conducting concurrent audit in Bank's operational districts. Interested firms are requested to submit their Bio-data as per format enclosed. The auditor will have to visit the allotted branches twice in a week. The Auditors are also requested to offer their fees per month from the bank. Bank will pay remuneration in lumpsum amount inclusive of all misc. expenses subject to Income Tax Act, 1961. Brief objectives of the concurrent Audit is annexed.

The last date of submission is within 7days from the date publication.

General Manager

### BIO-DATA

- 1.Name of the Firm with Postal Address:-
- 2.Telephone No.:
- 3.Registration No.:
- 4.Empanelment No. with CAG( if any):
- 5.Date of commencement of the firm under the above name:
- 6.Staff Pattern:
  - a) Patners' detailed Bio-data and experience:
  - b)No. of qualified Assistants:
  - c)No. of semi-qualified assistants:
  - d) No. of other Audit staff:
- 7.Name of the Bank where concurrent Audited in recent past.( with document)
8. Any other experience:



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### **Brief Objectives of Concurrent Audit**

- ✓ To assess the Branch performance with policy guidelines, the budget, market competition, growth rate and social objective.
- ✓ To ensure compliance of laid down systems and procedures scrupulously.
- ✓ To examine the books of accounts, registers and records with a view to ensure that they are maintained in accordance with the systems as prescribed.
- ✓ To feed management information to Controlling Authorities for due consideration and initiating remedial measures for corrective treatment as well as prevention desired.
- ✓ To check cash, securities and other valuables and ensure that they are in order are in agreement with other books of accounts and registers.
- ✓ To scrutinize the completeness and enforceability of the documents obtained for advances and other facilities to carry out physical checking qualitatively of stocks and other assets charged to the Bank by way of pledge, hypothecation or mortgage as per norms prescribed.
- ✓ To ascertain whether sanction for advances and expenditure is obtained from competent Authority and to check and certify that all the terms of sanction have been complied with.
- ✓ To verify the prompt and regular submission of periodical and statutory returns.
- ✓ To evaluate the quality of customer service.
- ✓ To point out and discuss the issues with Branch Manager and concerned official for rectification on the spot during the period of concurrent audit.
- ✓ To detect and arrest the leakage of income, if any ensure the recovery of revenue leakages and detected during the course of concurrent Audit.
- ✓ To assess productivity and profitability of the Branch.
- ✓ To report any serious irregularities in the working of the Branch which may result in financial loss of business to the Bank.
- ✓ To see whether there is any inefficiency in various operational levels.
- ✓ Whether adequate attention is being paid for preservation of fraud to avoid subsequent difficulties.
- ✓ To follow up with Higher Authorities on regular basis and ensure timely rectification of irregularities reported in the previous Audit and Inspection reports.
- ✓ To report to various levels of Management at stipulated intervals for review of the situation in general and specific issues in particular to take decisions for appropriate actions at respective levels for remedial measures.
- ✓ To assess the overall performance of the Branch and offer comments on the basis of Concurrent Audit for further improvement.