

**UTKAL GRAMEEN BANK, HEAD OFFICE, BOLANGIR**  
**ENGAGEMENT OF RETIRED OFFICERS OF BANKS ON CONTRACT/SHORT TERM**  
**ASSIGNMENT BASIS FOR THE POST OF CONCURRENT AUDITOR (CA) IN THE BANK**

Applications are invited in **Form-A** from retired officers in Scale-II,III & IV of Utkal Grameen Bank/Public Sector Banks to be engaged as Concurrent Auditor on contractual basis in the Bank. The applications in this regard, completed in all respect may be submitted to Utkal Grameen Bank, Head Office, Doorsanchar Bhawan, PO/Dist: Bolangir, Odisha, PIN-767001. **The last date of receipt of such application is dt.31.07.2024.** The envelope containing the application super scribed “**APPLICATION FOR THE POST OF CONCURRENT AUDITOR ON CONTRACTUAL BASIS**” should reach Bank’s Head Office **latest by 31.07.2024.** Applications received after such date will not be entertained/considered.

**Eligibility & other details:**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Remarks</b>
1	Who can apply	Retired Officers in Scale-II, III & IV of Utkal Grameen Bank/Public Sector Banks with good track record.
2	Age	He/She should not be above 65 years of age. There shouldn't be a gap of more than two years from the date of retirement at the time of appointment.
3	Period of engagement	Period of engagement shall be for a period of one year. On completion of one year, the contract of service may be renewed for a further period of one year each at a time (age not to exceed 65 years) subject to satisfactory performance as well as requirement of the Bank. The Bank reserves the right to terminate the services even during the contract period without assigning any reason thereof. However, the contract can be terminated on service of one month's notice by either of the parties (Bank and the Contractual appointee).
4	Monthly Retainer fees	Consolidated remuneration of RS.25000/-pm., for Officers Scale-II, Rs.30000/-pm. for Officers Scale-III & Rs.35000/- pm. for Officers Scale-IV are proposed for Concurrent Auditors. The remuneration paid shall be subject to deduction of TDS as per IT rules. No other amount other than the consolidated amount shall be paid. The Officer concerned selected for such engagement shall have to keep security deposit of Rs.25000/-, 30000/-, & 35000/-, respectively for Officers Scale-II, Scale-III & Scale-IV.with the Bank (lien marked in favour of the Bank) for a period of one year from the date of their engagement subject to renewal basing on the period of contract. The security deposit will be forfeited in case of breach of contract. For official travel, they will be entitled to TA/HA as a lump sum as decided by the Bank from time to time (at present Rs.2000/- per month).

5	Leave	Apart from Banking Holidays the Concurrent Auditors engaged on contractual basis shall be entitled leave of 12 days during the engagement period @ one day per month not exceeding 4 days at a time. The Bank shall have absolute right in its discretion to either grant or reject the application for leave taking in to consideration the administrative exigencies. However, on reasonable ground the Appropriate Authority may allow leave to him/her on “no work no pay” basis and will be paid proportionate remuneration.
6	Role & Responsibility	The job to be performed as described in the Annexure-A. As Concurrent Auditor, they have to conduct the Audit as per Bank’s rules and as directed by Head Office/Regional Office from time to time.
7	Supervision & Control	Regional Manager of the respective Region/ HOD of the respective Department at Head Office.
8	Reviewing/Renewing	On the basis of the performance report received from the RMs/HODs, the matter will be decided by a Committee comprising of the General Managers & Chairman.
9	Reporting Periodicity	The Concurrent Auditor will submit his/her report on weekly basis. Apart from pointing out the irregularities the CA will ensure rectification of irregularities during his audit period. Rectification during inspection (RDI) will form a basis of his KRA, during the assessment/appraisal report submitted by their Reporting Authority on quarterly basis.
10	Other details	<ul style="list-style-type: none"> <li>(a) He/She should bear good moral character and standard health.</li> <li>(b) Mere fulfillment of eligibility criteria does not qualify a person for the post. Bank reserves the right to disqualify any applicant without assigning any reason thereof.</li> <li>(c) On their engagement they shall have to execute a fidelity &amp; secrecy declaration.</li> <li>(d) The Contractual Officer will not be vested with any financial/administrative power.</li> <li>(e) Bank will maintain a panel of Officers for each Centre . In case one resigns/leaves, the next person in the panel will get the chance.</li> </ul>

## JOB SPECIFICATION FOR CONCURRENT AUDITORS

### A) Cash Transactions-verify

- i. Surprise physical verification of cash of Branch.
- ii. Verification of abnormal Receipt/payment of cash transactions.
- iii. Reporting of counterfeit currency.
- iv. All cash transactions of Rs. 10.00 lakhs and above reported in CTR.
- v. All cash transactions of Rs.50,000 and above should be supported by PAN/Form 60.
- vi. Payment of terms deposit with value exceeding Rs.20000/- should not paid in cash.

### B) House Keeping -verify

- i. Exceptional transactions reports are generated and verified by branch.
- ii. Review and follow up outstanding entries in office accounts: - Sundry, Suspense, Charges, DCR, Banker's cheque and other BGL accounts.
- iii. Review and follow up of inter branch entries- BCGA.
- iv. Scrutiny of daily voucher with more emphasis on high value transactions including high value expenses and debit entries in suspense accounts.
- v. Debits in accounts where signature is pending for scanning and verifying the signature scanning position of demand deposit accounts.
- vi. Adherence to KYC /AML guidelines in opening fresh accounts and subsequent modification records and verifying of transactions.
- vii. Deposit of TDS on deposit interest.

### C) Deposits - verify

- i. Adherence to KYC/AML guidelines in opening of fresh accounts and monitoring of transactions.
- ii. Follow up of large term deposit accounts received/repaid.
- iii. Deposit accounts with quick mortality. (Closed within one year).
- iv. Activation and operation in in-operative accounts.
- v. Examination of multiple credit in a single accounts.
- vi. Settlements of claims of deceased constituents.
- vii. Back value dated Time Deposit Accounts

#### D) Loans & Advances - Verify

- i. Fresh loans and advances sanctioned (including staff advances) :- documentation, DP, creation of security/mortgage etc. & in accordance with delegated authority.
- ii. Post-sanction verification on all condition of sanction, compliance position.
- iii. System updation of loan particulars e.g. limit, rate of interest, moratorium period, EMI etc.
- iv. Post disbursement supervision and follow up of loan accounts e.g. timely receipt of stock statements, review/renewal, insurance etc.
- v. Whether there is any misutilisation of the loans and whether there are instance of indicative diversion of funds.
- vi. Compliance of prudential norms on income recognition, assets classification and provisioning of loans and advances.
- vii. Whether monthly updating of drawing power in the computer system on the basis of stock statements/book debt statement/other financial date received from the borrowers.
- viii. Recovery in compromise cases is in accordance with the terms and conditions of compromise agreement.

#### E) Bank Guarantee-Verify

- i. BG issued/amended as per the approved format/model guarantee prescribed and standard limitation clause incorporated. Whether counter indemnity obtained as prescribed.
- ii. Any deviation from the terms of sanction in regard to margin, security, purpose, period, beneficiary, collection of charges, commission/fee etc.
- iii. Opening and Maintenance of BG accounts in CBS.
- iv. Balancing of CTA accounts with BGIA and CLBGIA register.
- v. KYC of applicant and beneficiary.
- vi. Purpose of Bank Guarantee.

#### F) NPA Management - supervision

- i. Identify the system generated NPA accounts and overseeing follow up by branch for recovery/up gradation.
- ii. Overseeing- regular follow up of all NPA and AUCA accounts by branch and submission of monthly report to the controlling office about the efforts and consequences.
- iii. Ensuring monthly conduct of recovery camps/Bank Adalat by branch.
- iv. Follow up of post recalled assets on timely legal action e.g. suit filing, DRT cases, SARFAESI action etc.
- v. Verification of suit file registers updation.
- vi. Verification of village registers updation.
- vii. Verification of compromise and write off register updation.
- viii.

**FORM-A**

**APPLICATION FOR ENGAGEMENT OF OFFICERS RETIRED FROM BANK'S  
SERVICE ON CONTRACT BASIS  
(APPLICATION TO BE SUBMITTED TO THE UTKAL GRAMEEN BANK,  
HEAD OFFICE, BALANGIR)**

Affix recent  
passport size  
photograph and  
sign across in full

Sl. No.	Particulars	To be filled by the applicant
1	Name	
2	Date of Birth	
3.(a)	Bank Name	
(b)	PF Index No. / Employee Identification No	
4	Presently domiciled at Address	
5	Contact Numbers	
6	e-mail id	
7	Educational Qualifications	
8	Date of retirement from Bank's service and mode of retirement (enclose copy of final relieving letter)	
9	Designation/Grade at the time of retirement	
10	Assignments held during the last 10 years of service in the Bank	
11	Experience in handling Credit and experience as Credit Auditor/ Auditor in the Bank. (Applicant can provide details in a separate attachment in case the space is not adequate, with supporting papers/documents, if any).	
12	Any other information.	

**Place:**

**Date:**

**Signature**