

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 respects 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.07.12.2024.** 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 07.12.2024.** Applications received after such date will not be entertained/considered.

Eligibility & other details:

Sl.No.	Particulars	Remarks
1	Who can apply	Official retired from Scale-II to IV on superannuation from RRBs or commercial Banks preferably officers retired from commercial Banks will be considered. OR Retired through VRS after rendering minimum of 30 years of service or after completion of 58 years of age whichever is earlier
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.27000/-pm., for Officers Scale-II, Rs.32000/-pm. for Officers Scale-III & Rs.37000/- 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.27000/-, 32000/-, & 37000/-, 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"> (a) He/She should bear good moral character and standard health. (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. (c) On their engagement they shall have to execute a fidelity & secrecy declaration. (d) The Contractual Officer will not be vested with any financial/administrative power. (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. (f) No punishments/penalty should have been inflicted on the official during last 5 years of his/her service and No major penalty during his/her entire service in the Bank.

Annexure - A

As per Concurrent Audit Policy of Bank.

Scope of Audit

Minimum Audit Program for Concurrent Audit System in Regional Rural Banks

<u>Sl. No.</u>	<u>ITEMS</u>
<u>A</u>	<u>Cash transactions – Verify</u>
<u>1</u>	<u>Daily cash transactions, particularly any abnormal receipts & payments</u>
<u>2</u>	<u>Whether Surprise verification of cash by an officer other than the joint custodian is done or not.</u>
<u>3</u>	<u>All cash transactions of Rs. 10 lakh and above reported in CTR</u>
<u>4</u>	<u>That all cash transaction of Rs. 50,000 and above invariably indicate Pan No./Form 60.</u>
<u>5</u>	<u>Whether TDS on Cash withdrawal is being deducted as per extant guidelines</u>
<u>6</u>	<u>Excess Cash Retention Report is being submitted to RO on same day.</u>
<u>B</u>	<u>Clearing transactions - Verify</u>
<u>1</u>	<u>Reconciliation with bank's account at Clearing House and review of old outstanding entries for reconciliation.</u>
<u>C</u>	<u>Remittances/Cheques for Collection - Verify</u>
<u>1</u>	<u>Time taken in credit of proceeds of cheque to concerned A/C</u>
<u>2</u>	<u>Any abnormal delay observed in clearing of cheque</u>
<u>3</u>	<u>Any pendency for realization of cheque</u>
<u>4</u>	<u>Branch clearing Schedule-3 are being responded immediately.</u>
<u>D</u>	<u>Deposits - Verify</u>
<u>1</u>	<u>Adherence to KYC/AML guidelines in opening of fresh accounts and monitoring of transactions in such accounts.</u>
<u>2</u>	<u>Accounts opened and closed within a short span of time i.e. accounts with quick mortality.</u>
<u>3</u>	<u>Activation and operation in operative accounts.</u>
<u>4</u>	<u>Value dated transaction.</u>
<u>5</u>	<u>Settlement of claim of deceased customers and payment of TDRs against lost receipts and obtention of indemnities, etc. To check revival of dormant accounts and accounts with minimum activities.</u>
<u>6</u>	<u>Examination of multiple credits to single accounts.</u>

<u>7</u>	<u>Proper rate of interest applied on TDR/STDRs</u>
<u>8</u>	<u>Savings Bank & Current Account opening forms are being sent to LCPC on weekly basis & proper record maintained at Branch.</u>
<u>9</u>	<u>Staff IDs are linked with their respective CIF in CBS in case of all Staff Deposit Accounts.</u>
<u>E.</u>	<u>Loans & Advances - Verify</u>
<u>1</u>	<u>Loans and advances (including staff advances) have been sanctioned properly and in accordance with delegated authority.</u>
<u>2</u>	<u>Control returns submitted to higher authorities in time and duly controlled copy kept on record.</u>
<u>3</u>	<u>Pre sanction and Post sanction visits are conducted and record maintained properly.</u>
<u>4</u>	<u>All loan documents are properly filled up and adequately stamped.</u>
<u>5</u>	<u>Verify Register</u>
	<u>a Application & disposal register</u>
	<u>b Security register</u>
	<u>c Inspection register</u>
	<u>d Stock statement / DP register</u>
	<u>e PDC Register</u>
	<u>f Mortgage Register</u>
	<u>h Any other</u>
<u>6</u>	<u>Securities have been properly charged/registered and valued by competent person. Whether the same has been entered in the bank's system.</u>
<u>7</u>	<u>Lien, Hypothecation, Mortgage, Assignment CERSAI, ROC, RC etc. are prepared and recorded.</u>
<u>8</u>	<u>All stipulation of sanction have been complied with.</u>
<u>9</u>	<u>Master data relating to limit, rate of interest, EMI, moratorium period details have been correctly entered and updated/modified in the system.</u>
<u>10</u>	<u>Post disbursement supervision and follow-up is proper, such as timely receipt of stock and book debt statements, QIS data, analysis of financial data submitted by borrower, verification of securities by third parties, renewal of limits, insurance, etc.</u>
<u>11</u>	<u>Whether there is any misutilisation of the loans and whether there are instances indicative of diversion of funds.</u>
<u>12</u>	<u>No cash disbursement allowed in Term Loan Accounts.</u>
<u>13</u>	<u>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.</u>
<u>14</u>	<u>Compliance of prudential norms on income recognition, asset classification</u>
<u>15</u>	<u>Value dated entries passed in advances accounts.</u>
<u>16</u>	<u>To check review and renewal position of loans including KCC Accounts</u>

17	To check income leakage in advance/other e.g. interest rate processing charge – up front free etc. and recover the same during audit and detail note down in report to HO for follow-up.
18	Irregularity Reports are being submitted on time.
19	Proper follow up is being done in NPA & write off Accounts
20	Recovery in compromise cases is in accordance with the terms and conditions of the compromise agreement.
F <u>LC/BG - Verify</u>	
1	Any deviation from the terms of sanction in regard to margin, security, purpose, period, beneficiary, collection of charges, commission/fee etc.
2	Whether payment is made to debit of party's account on due date without creating overdraft/debiting suspense, in case of deferred payment guarantee
G <u>House Keeping - Verify</u>	
1	Exceptional transaction reports are generated and verified by branch staff on daily basis.
2	Scrutiny of daily vouchers with more emphasis on high value transaction including high value expenses and debit entries are pending for scanning.
3	Review of all balance sheet heads and outstanding entries in accounts, e.g., suspense, sundry and inter-bank accounts. Review of follow up of entries pending for reversal.
4	Checking of Outstanding balances in Suspense, Sundry credit A/C. Any unauthorized debit in Suspense A/C. Reconciliation in suspense A/C. Details of entries outstanding over three months.
5	Branch clearing & System Suspense accounts are being responded/reversed on daily basis
6	CC/OD Balance file checked and irregularities if any are pointed out
7	Loan balance file checked and irregularities if any are pointed out.
8	GLCNTR & GLCOMP entries are attended on daily basis.
9	CCTV system & Alarm system are working properly.
10	No pending A/C opening forms, Social security product applications are pending at Branch level.
H <u>Verification of Credit Card/Debit Card - Verify</u>	
1	Physical verification of ATM cards, debit cards, passwords and PIN, control over issue & delivery, safe keeping. Report loss of any such items.
I <u>Audit Report Compliance Status</u>	
1	All irregularities pointed out in RFIA Audit have been rectified.
2	All irregularities in previous Concurrent Audit Report have been rectified.

<u>J</u>	<u>Others - Verify</u>
<u>1</u>	<u>Compliance of provisions relating to tax Deducted at Source, service tax, trade tax, other duties and taxes.</u>
<u>2</u>	<u>Physical verification of inventory, control over issue of inventory, safe keeping and custody of security forms. Report any loss of such items.</u>
<u>3</u>	<u>Physical verification of other deliverable items, control over issue, safe keeping and custody.</u>
<u>4</u>	<u>Custody and movement of branch keys.</u>
<u>5</u>	<u>Locker keys and locker operations- linking of FDR as security for locker/operation of locker/inoperative lockers/nomination/other issues.</u>
<u>6</u>	<u>Safe custody of branch documents like death claim cases, issuance of duplicate DD/PO/FDR, checking of indemnities, etc. and verification of documents executed during the period under audit.</u>
<u>7</u>	<u>Reporting of frauds</u>
<u>8</u>	<u>Certification of documents / claims/ Pre-disbursement check, compliance certificate etc.</u>
<u>9</u>	<u>Branch premise lease agreement is in force.</u>
<u>10</u>	<u>All mandatory boards stipulated by RBI / NABARD are displayed on Branch premises permanently.</u>
<u>11</u>	<u>Income Leakage Identify and Recover</u>
<u>K</u>	<u>Audit of Customer Service Points (CSPs)</u>
<u>1</u>	<u>Audit of CSPs of the allotted Branches, if any have to be done on half yearly basis.</u>
<u>2</u>	<u>The concurrent auditor, who has been assigned for concurrent Audit of AMH, will audit the CSPs of all the spoke branches attached to the AMH, provided there is no separate Concurrent Auditor is attached to the particular spoke branch.</u>

Note: As per NABARD circular no.131/Dos-08/2017 date 24.05.2017(copy enclosed Annexure-A),Circular no.55/Dos-09/2012 date 12th March 2012(Copy enclosed as Annexure-B) and also as per RBI circular issued from time to time.

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