



TRIPURA GRAMIN BANK

Head Office, Abhoynagar, Agartala, 799005
Inspection & Audit Division

Sponsored By



Invitation for Applications for Appointment of CA Firms & ERO for conducting Audit for the FY 2025-26

Due Date of Application Submission is 20-04-2025

Tripura Gramin Bank invites applications from qualified and experienced Chartered Accountant firms and Empaneled Retired Officers for conducting audits in line with regulatory requirements and internal policies.

Eligibility Criteria for CA Firms:

The basic criteria for selecting a CA firm will be as under:

1. It should be a partnership firm (including LLP) of Chartered Accountants having at least one partner as FCA and the firm should have concurrent audit experience of minimum three years. Further, such CA firms with any one of the partners having experience of concurrent audit of minimum three years may be considered for empanelment even if experience of the CA firm in concurrent audit is less than three years.
2. The firm should be selected from the RBI panel as per gradation suggested for Branch Statutory Auditor appointment.
3. Weightage to be given to the firms where the partners themselves were ex- bankers or the firm has got tie-up with ex-bankers with requisite experience and exposure.
4. CA firms which carry Statutory Audit Assignments for a year will not be considered for internal audit assignment during that year and the next year. These instructions would even apply to firms of which a partner or proprietor is engaged or to be engaged in internal assignment of the bank.
 - (a) Associate concerns of CA Firms should not have conducted Statutory Audit of our Bank or its subsidiary / sister concern during the preceding year.
 - (b) An audit firm in which a partner is also a partner / proprietor of firm entrusted with Statutory Audit (HO or branch) of the Bank is not eligible for appointment as concurrent auditor.
 - (c) If any of the Directors of our Bank is a Director/Partner in a firm, such firm shall not be considered for appointment as Concurrent Auditor.
 - (d) A CA Firm on Bank's panel for concurrent audit will not be eligible to be considered for any other panel of HO: IAD and vice versa, viz. Panel of Revenue Auditors.
 - (e) The group of CA firms having any common partner, only one CA firm will be eligible for empanelment as concurrent auditor.
5. The firm should have necessary office set up and adequate personnel to ensure proper deployment and timely completion of the assignments.
6. The firm should execute undertaking of **fidelity and secrecy & Acceptance Letter** (as per annexure I & II attached) on its letterhead in the format prescribed by the Bank.
7. The assignment should be carried out in a professional manner and in case of any misconduct & negligence; the Bank is free to report the matter to ICAI / RBI under the guidelines from time to time. This will be in addition to the disengagement from the assignment.
8. The firm should not sub-contract the audit work assigned to any outside firm or other persons even though such persons are qualified chartered accountants.
9. A declaration to be furnished by the firm that credit facilities availed by the firm or partners or firms in which

they are partners or directors including any facility availed by a third party for which the firm or its partners are guarantor/s have not turned or are existing as non-performing assets as per the prudential norms of RBI. In case the declaration is found incorrect, the assignment would get terminated besides the firm being liable for any action under ICAI / RBI guidelines.

10. Any other terms and conditions of the assignment would be decided by the Bank on a case-to-case basis.

11. The monthly fees payable to the auditors will be as approved by the ACB from time to time taking into consideration the nature of assignment.

12. Tenure of an external concurrent auditor shall not be more than three years on continuous basis. Further every year the CA firm will be required to submit its credentials to the HO: IAD. The CA firm will need to reapply for concurrent audit empanelment, after completion of tenure.

13. The assignment of the External Auditor (CA Firms) would be initially for one year and extendable for a further period of one year (maximum twice), i.e. a CA Firm may have a tenure of maximum three years or till the completion of last quarterly audit assignment, whichever is later, based on "Satisfactory Performance" of the auditor in every year, followed by a cooling period of minimum one year. At the sole discretion of the Bank, Concurrent Audit assignment of an external auditor (CA Firm / ERO) may be terminated even before expiry of the term of assignment by giving one month notice in advance.

14. Cooling period of one year would be observed in case of a CA firm to become eligible for re-assignment as concurrent auditor. The re-assignment of concurrent audit after the completion of such cooling period will be solely at the discretion of the Bank.

15. No out of pocket expenses or travelling allowance/halting allowance would be paid to the concurrent audit firm for carrying out the assignment. Further, a CA Firm may often be called upon by HO: IAD for the purpose of counselling, training, etc. for which, the Firm would not be entitled to claim any reimbursement for travelling, halting, etc.

16. Empanelled CA firms will carry out their assignments in a professional manner and "Code of Ethics for Chartered Accountants" by ICAI shall be strictly observed by them. The CA Firm must ensure that the Branch assigned to it must be attended by its authorized person as an auditor on behalf of the Firm daily & timely without any excuse or exception whatsoever. One of the partners (Chartered Accountant) of the CA Firm must also visit the branch at least once a week and have discussions with the Branch Manager on Audit related issues.

17. CA firms engaged by banks for concurrent audit work should preferably have qualified Information System Auditor (CISA/DISA) with necessary exposure to IS audit in the bank.

18. In case of unsatisfactory performance for 1 Quarter, a notice of explanation shall be served on the concerned CA firm giving 15 days' time to furnish reply. If the HO: IAD finds the reply unsatisfactory or in case the reply is not received within the stipulated time period, HO: IAD may recommend for de-empanelment of such CA firm in the subsequent month and GM: IAD will be the competent authority for such de-empanelment.

19. Further, a CA firm / ERO shall be de-empaneled from the bank in case of:

(a).Refusal to take up the allotted assignment & non-commencement/completion/ non-submission of audit report within prescribed period.

(b).Dissolution / reconstitution of the firm under different name and style.

(c).Performance of CA firm / ERO is not found satisfactory

(d).CA firm fails to fulfil any of the laid down terms & conditions at any time.

(e).Serious lapses detrimental to bank's interests, if noticed.

(f).Any other reason that Bank may deem fit and failing to act in a professional manner as laid down in guidelines related to 'Code of Ethics for CA firms' by Institute of Chartered Accountants of India(ICAI).

(g)CA Firms will be de-empaneled by GM: IAD as per review of "unsatisfactory performance".

(h)In case a CA Firm demits an audit assignment as it does not want to continue or chooses to resign voluntarily, and so on, the name of such CA Firm may be struck off from the Bank's Panel of CA Firms. **GM (IAD) will be the competent authority for such delisting of a CA Firm.**

(i)A de-empaneled CA Firm will not be able to apply again for any audit assignment and will not be considered for a fresh empanelment / re-empanelment.

(j)Any CA firm which has been delisted by ICAI will not be considered for empanelment/ assignment/ re-assignment.

(k)In order to maintain the quality of Concurrent Audit of the Branch, the CA Firm must depute /post a person, who must have ample experience and exposure of such kind of audits, preferably in a Public Sector bank's branch, and he / she must have the minimum qualification of the CA Inter (IPCC).

Eligibility Criteria for EROs:

Concerned Retired Staff of the Bank must have:

- * Retired honourably from the bank, in Scale II & above. The officers voluntarily retired/ resigned/ suspended/ dismissed/ removed from the Bank's services shall not be eligible for the purpose.
- * An experience of minimum of 20 years' service in the Bank and a satisfactory track record.
- * Branch experience of 10 years as an officer. However, experience as Internal Concurrent Auditor (maximum up to 3 years) at Branches will be considered as Branch experience.
- * Worked either as an Incumbent In-charge for a period of minimum 2 years
&/ or
Handled credit portfolio of a branch as an officer for a period of 2 years
&/ or
Handled credit at HO level as an officer for a period of 2 years.
- * No major penalty imposed by the Bank during the entire service period or no minor penalty imposed by the Bank during last five years of service (subject to verification from available HRD record & self-certification by the concerned retired officers).
- * A Retired Official will be on cooling period for at least six(6) months from the date of his/ her retirement before becoming eligible for getting an audit assignment, even though he/ she may already be on the panel for Concurrent Audit of the Bank. However, subject to availability of empanelled retired officials at a place and bank's requirement, this cooling period be relaxed to 3 months. Head of Internal Audit shall be the competent authority for such relaxation.
- * An empanelled Retired Official of the Bank may be utilized as Concurrent Audit in a branch up to the age of 65 years or till the completion of last quarterly audit assignment, whichever is later. On attaining the age of 65 years, the ERO will get de-empaneled.
- * A sound health, i.e. he/ she must be medically fit to carry out the assignment of concurrent audit (a certificate from a MBBS doctor be submitted).

Other Terms & Conditions:

(a).The tenure of the concurrent audit would be initially for one year and would be extended for a further period of two year, based on the performance of the auditor in the first year, i.e. an ERO may have a tenure of three years or till the completion of last quarterly audit assignment, whichever is later, based on "Satisfactory Performance" of the auditor in every year (followed by a cooling period of minimum six months). Only in case the panel of EROs is exhausted for an area, reassignment to an ERO post cooling but before 65 years of his / her age would be considered at sole discretion of the Bank. Also, at the sole discretion of the Bank, Concurrent Audit assignment of an external auditor (CA Firm / ERO) may be terminated even before expiry of the term of assignment by giving one month notice in advance.

(b).Assignment will be subject to review on quarterly basis on the Bank's defined prescribed score sheet as on the last day of March, June, Sept., & December by the HO: IAD. The consolidated feedback report of external concurrent auditors shall be submitted to GM: IAD by 20th of the following month of respective quarter.

(c). In case of unsatisfactory performance for 1 Quarter, a notice of explanation shall be served on the concerned ERO giving 15 days' time to furnish reply. If the HO: IAD finds the reply unsatisfactory or in case the reply is not received within the stipulated time period, HO: IAD may recommend for de-empowerment of such ERO in the subsequent month and GM: IAD will be the competent authority for such de-empowerment.

(d). Name of an Empowered Retired Official (ERO) may also be struck-off from the Bank's panel of EROs in case he / she expresses his inability to continue on the panel even before attaining the age of 65 years due to genuine personal grounds or upon his / her resignation. Head of internal audit will be the competent authority for such delisting of an ERO

(e). Retired Staff of own bank appointed as auditor will carry out the concurrent audit related activities including verification of securities as per bank norms.

(f). The eligible retired staff of own bank appointed as auditor will be given audit assignment of max 3 branches. However, an ERO must not have worked in the Branch of Concurrent Audit assignment during the period of five years immediately preceding the date of his / her retirement. Further, his / her scale at the time of retirement must either be equivalent to or one step higher or lower than that of the present Head of the Branch, which has been assigned to him as Concurrent Auditor.

(g). During the concurrent audit assignment, the ERO will not undertake any other assignment of the Bank.

(h). All operational guidelines and remuneration/ fee structure, as applicable to External Auditors (CA Firms), shall also be applicable to retired staff of our own bank appointed as auditor.

Scope of Work:

- * Conducting Financial Audits for the Year 2025-26.
- * Providing insights and recommendations for improving practice.
- * Ensuring adherence to regulatory and Bank's requirements and standards.
- * Issuing reports on the findings and recommendations for corrective actions to the branches.

Remuneration:

The remuneration to be paid shall be decided by the Audit Committee Board of the Bank.

Application Process:

- 1) CA Firms are requested to submit their profile along with relevant documents.
- 2) EROs are requested to apply by downloading the application attached.

Submission Details:

All applications and profiles should be submitted and reach to the address as follows **within 20-04-2025**:

The General Manager
Tripura Gramin Bank
Head Office, Abhoynagar
Agartala, West Tripura 799005
e-mail: iad@tripuragraminbank.co.in

Accountability:

If external firms are appointed and any serious acts of omission or commission are noticed in their working, their appointments may be cancelled after giving them reasonable opportunity to be heard and the act shall be reported to the Audit Committee Board of the Bank, RBI and ICAI.

Other Conditions:

1. The branches allotted are to be the audited at a stretch, i.e. auditors are not expected to discontinue or return to their base HQ/Branch Office till the entire assignment allotted to them is completed.
2. No Claim of Fees will be accepted after the expiry of one month.
3. All payments will be made by the IAD Division HO. All claims for fees are to be prepared in the prescribed format and one bill is to be raised for all the branches audited. No part/advance payments will be made. Stamped receipt should be sent on receipt of payment.

**Chief Manager
Inspection & Audit Division**



Application for Empanelment of Retired Officers (ERO) in Tripura Gramin Bank
Scale II, III and above
For conducting Concurrent Audit of allocated Branches

The General Manager
 Tripura Gramin Bank
 Head Office, Abhoynagar
 Agartala, 799005

I hereby submit my application requesting for my empanelment as Empanelled Retired Official (Concurrent Auditor) for conducting Concurrent Audit & Revenue Audit of allocated branches of the Bank in terms of notice displayed in the Bank's website www.tripuragraminbank.org

My complete Bio-Data is as under:

Sl No	Particulars	Details
1	Name	
2	PF No.	
3	Address	
4	Landline No. (with STD code)	
5	Mobile No.	
6	E-mail address	
7	Date of Birth	
8	Age	
9	Date of Appointment in the Bank and Name of the Bank	
10	Total experience as an Officer	
11	Date of Superannuation	
12	Whether cooling period of 3 months (after retirement) is completed	
13	Total Service in TGB	
14	Designation & Scale at the time of superannuation	
15	Branch experience in years	
16	Period of experience as Branch Incumbent	
17	Period of experience as In Charge of Credit Portfolio at RO/Ho	
18	Period of experience as an Officer in Credit Portfolio at RO/HO	
19	Period of experience as an Internal Auditor/ Internal Concurrent Auditor in the Bank	
20	Whether Medical Certificate from MBBS Doctor is attached	
21	Minor/ Major Penalty imposed 5 years prior to date of superannuation, if any, with details thereof	
22	CBI case proceedings, If any, and conviction by the Court with details thereof	

23	Qualification- Academic	
24	Qualification- Professional	
25	Any other qualifications	
26	Other details if any	
27	Details of PPO attached from competent authority regarding date of joining, date of retirement	

Declaration:

- a) I hereby confirm and undertake that the details/ information furnished above is true and correct to the best of my knowledge. In case, any information is found otherwise or incorrect later on, the Bank has the right to de-panel/ terminate the assignment, without giving any notice to me.
- b) I undertake that I shall not sub contract/ sub assign the audit assignment given to me.
- c) I hereby declare that I will not intermediary/ lobby directly or indirectly for consideration of any credit proposals of friends/ relatives/ clients/ non-clients to the Bank.
- d) I also declare that if my name is empanelled for concurrent audit assignment, I shall perform the tasks/ assignments entrusted to me in the best interest of the Bank.
- e) I shall also abide by the rules and regulations of the Bank in force from time to time and will not indulge in any detrimental to the interest of the Bank.

I understand & agree that the assignment will be on the Terms & Conditions as contained in the offer letter at the time of giving the assignment of concurrent audit work. Certificate from competent authority related to date of joining, date of retirement and experience is attached.

Signature of Applicant
Date: