



**भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
मानव संसाधन प्रबंधन विभाग
HUMAN RESOURCE MANAGEMENT DEPARTMENT**

NOTICE INVITING TENDER

Appointment of Concurrent Auditors for the period October 01, 2025, to September 30, 2026, by Reserve Bank of India, Mumbai at it's Mumbai Regional Office (MRO)

Reserve Bank of India (RBI), Mumbai, invites e-tenders from eligible Chartered Accountant firms (as defined in the tender document), for Appointment as Concurrent Auditors at it's Mumbai Regional Office (MRO) for the period from October 01, 2025 to September 30, 2026 (extendable for two more years subject to satisfactory performance, as evaluated by the Bank on an annual basis).

The Tendering process will be executed through the e-Tendering portal of MSTC Ltd. (<https://www.mstcecommerce.com/eprochome/rbi>). Interested tenderers must register themselves with MSTC Ltd. through the aforementioned website to participate in the tendering process.

Tender document can be downloaded from the RBI website www.rbi.org.in under 'Tender' section and also from the website www.mstcecommerce.com. The last date for submission of tenders is **August 25, 2025, till 04:00 PM**. Tenders submitted **only** through the portal, will be accepted for the captioned process. Tenders, if received after the said date and time, will not be accepted by the Bank.

The Tenderer should check the above website / e-portal for any Amendment / Corrigendum / Clarification before submitting the bid. The Bank shall have the right to cancel /modify the Tender and extend the deadline for submission of Tender. Further, the Bank reserves the right to accept any Tender, either in full or in part and to reject any or all the Tenders without assigning any reason thereof.

Regional Director
Reserve Bank of India
Mumbai

SCHEDULE OF TENDER

A.	E-Tender no.	RBI/Mumbai Regional Office/HRMD/2/25-26/ET/310[Concurrent Auditors- RBIMRO]
B.	Name of the Tender	Appointment of Concurrent Auditors for RBI, Mumbai Regional Office, for the period from October 01, 2025, to September 30, 2026.
C.	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II – Financial Bid through https://www.mstcecommerce.com/eprocn/index.jsp)
D.	Date of Notice Inviting e-tender available for view/download on RBI website	July 18, 2025
E.	Estimated value of tender i.e., Minimum remuneration fees (per month)	₹2,28,000/- per month (inclusive of all costs and exclusive of GST) i.e., Rs.27,36,000/- for 12 months (inclusive of all costs and exclusive of GST)
F.	Date of Pre-Bid meeting	August 12, 2025 at 11:30 AM
G.	Venue of the Pre-Bid meeting	1st Floor, Conference Room HRMD, MRO, Shahid Bhagat Singh Marg, Fort Mumbai 400001
H.	Date of Starting of online submission of e-tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eprochome/rbi	July 18, 2025
I.	Date & time of closing of online submission of e-tender (Technical Bid and Financial Bid) on the MSTC portal	August 25, 2025, 04:00 PM
J.	Date & time of opening of Part-I (Technical Bid) of Tender	August 26, 2025, 11:30 AM
K.	Earnest Money Deposit (EMD)	<p>₹54,720/- (@2 per cent of Estimated Cost)</p> <p>Last date and time of submission of EMD - August 25, 2025 4:00 PM</p> <p>To be deposited by all bidders through NEFT in favour of RBI, Mumbai.</p> <p><u>Details for NEFT for EMD deposit:</u></p> <p>Beneficiary Name: ABCC CA MRO 'Your Firm's Name' Beneficiary Ac No: 04869229904 IFSC: RBIS0MBPA04 (5th and 10th digit is 'Zero') Remarks: Appointment as Concurrent Auditor</p> <p>(Proof of remittance with transaction number (Scanned copy) shall have to be furnished as evidence of deposit of EMD along with technical bid (Part I of the bid))</p>
L.	Date of opening of Part-II (Financial Bid) of Tender	Part-II (Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Mumbai Regional Office. Such bidder(s) will be intimated regarding date of opening of Part-II (Financial Bid) through valid e-mail id given by them.
M.	Transaction Fee (Non-refundable)	Transaction fee has to be paid as mentioned in the MSTC portal through MSTC payment

		Gateway/NEFT/RTGS in favour of MSTC limited or as advised by M/s MSTC limited.
N.	Bank Guarantee	5% of Contract Value (to be submitted by successful bidder for the contract period plus 30 days beyond that)

2. No quotation will be accepted with any condition quoted by the vendor whatsoever. Such quotation will be rejected at the discretion of the Bank.

3. Amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above and will not be published in newspapers.



**Reserve Bank of India
Mumbai Regional Office
Human Resource Management Department**

**E-Tender for Appointment of Concurrent Auditors for the year 2025-26
w.e.f. October 01,2025, to September 30,2026, by Reserve Bank of India,
Mumbai Regional Office**

**E-tender No.: RBI/Mumbai Regional Office/HRMD/2/25-26/ET/310
[Concurrent Auditors- RBIMRO]**

Reserve Bank of India, Mumbai (hereinafter called “the Bank”) invites E-tender under Two-Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditors for the year 2025-26 w.e.f. October 01, 2025, to September 30, 2026, for Reserve Bank of India, Mumbai Regional Office.

2. The appointment of Concurrent Auditors (CA) will be initially for a period of one year i.e. from October 01, 2025, to September 30,2026. Further, the same may be renewed for a second year (October 01, 2026 to September 30, 2027) and third year (October 01, 2027 to September 30, 2028) upon the same terms and conditions, subject to their satisfactory performance as per annual review of the CA's performance by the Bank.

3. The last date for submission of the e-tender on MSTC portal (www.mstcecommerce.com) is August 25, 2025, till 4.00 PM. Part-I (Technical Bid) of the e-tender will be opened electronically on August 26, 2025, at 11.30 AM. In the eventuality of any aforementioned date being declared as a Holiday, the next working day shall become operative for the respective purpose mentioned herein.

4. The Tendering process will be executed through the e-Tendering portal of MSTC Ltd. (<https://www.mstcecommerce.com/eprochome/rbi>). Interested tenderers must register themselves with MSTC Ltd. through the aforementioned website to participate in the tendering process.

5. Tender document can be downloaded from both RBI website www.rbi.org.in under 'Tender' section and from the website www.mstcecommerce.com. Tenders submitted only through the portal, will be accepted for the captioned



process. Tenders, if received (in any mode) after the said date and time, will not be accepted by the Bank.

6. The Tenderer should check the above website / e-portal for any Amendment / Corrigendum / Clarification before submitting the bid. The Bank shall have the right to cancel / modify the Tender and extend the deadline for submission of Tender.

Regional Director
Reserve Bank of India
Mumbai



DISCLAIMER

Audit, Budget and Coordination Cell (ABCC), Mumbai Regional Office, Reserve Bank of India, has compiled this compendium on the Contract for information of all the interested parties/ bidders to enable them to bid for the contract for appointment as Concurrent Auditors in the Bank from October 01, 2025, to September 30, 2026, as per the terms and conditions set out in this tender and any other terms and conditions related to such information. While the Bank has taken due care in preparing this document and believe it to be in order, neither the Bank nor any of its authorities, agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representation, 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 confirm in writing that they have done so; and that they have not relied solely on the information provided by the Bank in submitting the e-tender. The information is provided on the basis that it is non-binding on the Bank or any of its authorities or agencies or any of their respective officers, employees, agents or advisors. The Bank is not responsible if due diligence is not exercised by the Respondents.

The Bank 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.



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Schedule of Tender

Note: This is a limited tender enquiry through MSTC portal. Only Category-I Chartered Accountant firms of Maharashtra State are eligible to participate in this Tender. Bidders are advised to first visit our website <https://www.rbi.org.in> through “Tenders” link to 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/Mumbai Regional Office/HRMD/2/25-26/ET/310[Concurrent Auditors- RBIMRO -]
B	Name of Tender	Appointment of Concurrent Auditors for the period October 01, 2025, to September 30, 2026, for Reserve Bank of India, Mumbai Regional Office.
C	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid through www.mstcecommerce.com/eprochome/rbi)
D	Date of Notice Inviting E-tender available for view/download on RBI website	July 18, 2025
E	Date of Starting of online submission of E-tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eprochome/rbi	July 18, 2025
F	Estimated value of tender i.e. Minimum Remuneration	₹2,28,000/- per month (including all costs and excluding GST) i.e. ₹27,36,000/- for 12 months (including all costs and excluding GST)
G	Earnest Money Deposit (EMD)	2% of the estimated cost i.e. ₹27,36,000/- (Rupees Twenty-seven lakh thirty-six thousand only), i.e. ₹54,720/- (Rupees Fifty-four thousand seven hundred and twenty only). The EMD amount to be remitted through NEFT only. Beneficiary Details: i. Beneficiary Name: ABC cell, Reserve Bank of India, Mumbai Office ii. Beneficiary account No.: 04869229904



		<p>iii. IFS Code: RBIS0MBPA04 (5th and 10th digits are Zero)</p> <p>iv. Remarks: EMD towards appointment as Concurrent Auditors for 2025-26</p> <p>The proof of having remitted the EMD has to be uploaded on MSTC portal.</p>
H	Transaction fees	Transaction fee to be paid through MSTC payment gateway/NEFT/RTGS in favour of MSTC LIMITED
I	Bank Guarantee	5% of Contract Value (incl. of GST) (to be submitted by successful bidder for the contract period plus 30 days beyond that)
I	Date of Pre-Bid meeting	August 12, 2025 at 11:30 AM
J	Venue of Pre-Bid meeting	Amaltas Conference room, 1 st floor, HRMD, MRO, Shahid Bhagat Singh Marg, Fort Mumbai 400001
K	Last date of availability of E-tender on website	August 25, 2025, 04:00 PM
L	Date & time of closing of online submission of E-tender (Technical Bid and Financial Bid).	August 25, 2025, 04:00 PM
M	Date & time of opening of Part-I (Technical Bid)	August 26, 2025, 11:30 AM
N	Date of opening of Part-II (Financial Bid)	Part-II (Financial Bid) will be opened electronically, of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Mumbai Regional Office. Such bidder(s) will be informed regarding date of opening of Part- II (Financial Bid) through e-mails in the valid e-mail ID provided by them.



Important Instructions Regarding E-tender

This is an e-procurement event of Reserve Bank of India, Audit Budget and Coordination Cell (ABCC), Mumbai Regional Office. The e-procurement service provider is MSTC Limited. Bidders are requested to read and understand the Notice Inviting e-tender and subsequent Corrigendum, if any, before submitting their online tender.

A) Registration:

The process involves tenderer's registration with MSTC e-procurement portal which is free of cost. Only after registration, the tenderer(s) can submit their bids electronically. The Tenderer should possess Class III signing type digital certificate. Tenderers 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).

NOTE: The Technical Bid and Financial Bid must be submitted online only at https://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp

- 1) Tenderers are required to register themselves online with www.mstcecommerce.com
→ e- Procurement → PSU / Govt. Depts. → RBI. Register as tenderer by filling up details and creating own user id and password → Submit.
- 2) Tenderers will receive a system generated mail confirming their registration in their email which has been provided while filling the registration form.
- 3) In case of any clarification or guidance, please contact MSTC / RBI, Mumbai.

Contact persons Details (MSTC):

- (i) MSTC HO Central Help desk – 07969066600
Email- helpdeskho@mstcindia.in
- (ii) MSTC WRO Help Desk – Mobile No. 7651915418/
02269856817/ 02269856800
- (iii) Mr. Tanmoy Sarkar – Mobile No. 8349894664,
Email- tsarkar@mstcindia.co.in



Contact person (RBI, ABCC, Mumbai Regional Office):

Shri Savio Jose V, Manager
Shri Siva Kumar, Assistant Manager
Audit, Budget & Co-ordination Cell (ABCC)
Reserve Bank of India, Mumbai Regional Office
Shahid Bhagat Singh Marg, Fort, Mumbai - 400001
Tel: (022) 2260-3345/3532
Email Id: abccmumbai@rbi.org.in

B) System Requirements:

- i) Windows XP-SP3 & above/Windows 7 Operating System
- ii) IE-7 and above Internet browser.
- iii) Signing type digital signature
- iv) JRE 7 update 9 and above 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, tenderer may refer to the Vendor Guide and FAQ available at <https://www.mstcecommerce.com/eprochome>.

C) Process of E-tender:

1. The Technical Bid and the Financial Bid shall have to be submitted online at <https://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 tenderers shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The tenderers have to select the particular tender from the event dropdown box. The tenderer shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the tenderer shall generate a challan by filling up a form. The tenderer 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 tenderer 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 tenderer shall be receiving a system generated mail.

Transaction fee is non-refundable.

The tenderer will not have the access to online e-tender without making the payment towards transaction fee.

NOTE: Tenderers 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 tenderers are required to ensure that the corporate email-id provided is valid and updated at the time of registration of tenderer with MSTC. Tenderers 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 (NIT).

6. Bidding in E-tender:

a) Tenderer(s) need to submit necessary EMD, and Transaction fees to be eligible to bid online in the e-tender. Transaction fees are non-refundable. The proof of having remitted the EMD amount of ₹54,720/- has to be uploaded on MSTC portal on or before August 25, 2025 till 04:00 PM.

The account details for NEFT transactions are as follows.

- i. Beneficiary Name: ABC Cell, Reserve Bank of India, Mumbai Regional Office
- ii. Account No.: 04869229904



iii. IFSC: RBIS0MBPA04 (please read the fifth and tenth letter as zero)

b) No interest shall be paid on EMD. EMD of the unsuccessful tenderer(s) will be refunded on expiry of bid validity (including extended validity) or on award of contract to the successful tenderer whichever is earlier but without any interest. EMD of the successful bidder shall be refunded on obtaining a Performance Bank Guarantee for the specified amount from the successful bidder where so stipulated in the tender

The EMD shall be forfeited in case, the tenderer:

- i. makes misleading or false representations in the forms, statements and attachments submitted, suppressed any material information, details of any legal proceedings pending in the court which might otherwise would have created any impact on the eligibility criteria;
- ii. withdraws his bid during the period of bid validity, or
- iii. has been blacklisted by any government agency and the blacklist is still in force.

c) Bids not accompanied by EMD, shall be treated as non-responsive, and shall be rejected by the Bank at its discretion.

d) The process involves Electronic Bidding for submission of Technical and Financial Bid (Part - I & Part - II).

e) The tenderer(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.

f) The tenderer(s) should have running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then, they have to fill up Common terms/Commercial specification and save the same. After that click on Technical bid. If this application is not running, then the tenderer will not be able to save/submit his/their Technical bid.

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



- h) Tenderers should use 'Attach Doc' button to upload documents. Multiple documents can be uploaded.
 - i) In all cases, tenderers should use their own ID and Password along with Digital Signature at the time of submission of their bids.
 - j) During the entire E-tender process, the tenderers will remain completely anonymous to one another and also to everybody else.
 - k) The E-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
 - l) All electronic bids, submitted during the e-tender process, shall be legally binding on the tenderer. Any bid will be considered as the valid bid offered by that tenderer and acceptance of the same by the Bank will form a binding contract between the Bank and the tenderer for execution.
 - m) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
 - n) No deviation from the terms and conditions of the tender document will be accepted. Submission of bid in the E-tender floor by any tenderer 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 vendor guide and see the video in the page <https://www.mstcecommerce.com/eprochome> to familiarize themselves with the system before bidding.



Notice Inviting E-Tender

1. E-tenders are invited under Two-Bid System from Category-I Chartered Accountants Firms registered with ICAI of Maharashtra State for Appointment as Concurrent Auditors (CA) for the year 2025-26 w.e.f. October 01, 2025, to September 30, 2026, by Reserve Bank of India, Mumbai Regional Office.
2. The intending bidders should refer to scope of work, terms and conditions of the tender before submitting the bid. Before submitting the tender, the bidders/tenderers 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. Bidder/authorized signatory of the Bidder shall sign on each page of the tender.
4. In the first stage, the Technical Bids (Part-I) will be opened electronically on August 26, 2025 at 11:30 AM at RBI, Mumbai Regional Office. 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 of India.
5. The Financial Bid (Part-II) of only those bidders, who have been short-listed in first stage i.e. Technical Bid (Part-I), will be opened electronically. The bidders who have been short-listed will be intimated regarding date and time of opening of the financial bids.
6. No deviations / conditions shall be stipulated by the CA in both technical and financial bids. **Conditional tenders shall not be accepted and shall be summarily rejected.**
7. Tender shall 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.



8. 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.
9. Canvassing or offer 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.
10. The 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.
11. A pre-bid meeting will be held with the participating bidders on the designated date wherein bidders may seek clarifications from ABC, Cell, Mumbai Regional Office. The minutes of the meeting shall be uploaded on MSTC portal. **No separate communication will be sent for this meeting.** Except for any such written clarification by the Bank which is expressly stated to be an addendum to the tender document issued by the General Manager, ABCC, no other 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.
12. Bank Guarantee -The successful tenderer shall furnish along with the execution of the contract, a Bank Guarantee (BG) @ 5% of Contract Value in accordance with the proforma. The BG shall be valid for a period of thirty (30) days after the expiry of contract period. The EMD of such tenderer will be returned on receipt of the Bank Guarantee. Failure of the successful tenderer to submit the Bank Guarantee or execute the work after award of work or to execute the Agreement shall constitute sufficient ground for the annulment of the award, forfeiture of the EMD and debarring such tenderer from participating in any tender or from any business dealings with the Bank for a period of three years. The Bank Guarantee shall be released without interest after two months of expiry of the contract period only after being satisfied of the successful completion of the contract and no liabilities from the successful tenderer or its employees. In case of any complaint or pending dues, the Bank Guarantee shall be discharged only after adjusting all dues, liabilities, etc.



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 2025-26 w.e.f. October 01, 2025, to September 30, 2026, by Reserve Bank of India, Mumbai Regional Office. The Tender document comprises of:

Part	Description
I.	Eligibility Criteria
II.	Evaluation Criteria
II(a)	Criteria for Technical Bid Evaluation
II(b)	Criteria for Financial Bid Evaluation
III.	Terms and Conditions
IV.	Scope of Work
V	Detailed Scope of Work
VI.	Form 1 – Technical Bid Form
VII.	Form- 2 – Financial Bid Form
VIII.	Form 3 – Details of full time partners
IX.	Form 4 – Details of full time employed CA
X.	Form 5 – Details of experience of firm in Banks / RBI audits
XI.	Undertaking
XII.	Undertaking regarding declaration of debarment by public institutions
XIII.	Certified documents to be uploaded for determining eligibility criteria and evaluation of technical bids
XIV.	Format of Performance Bank Guarantee to be furnished after award of contract by the successful bidder
XV.	Indicative Checklist

2. The bidder is expected to examine all Instructions, Forms, Terms and Conditions and Scope of work 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 his bid.



3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.



I. Eligibility Criteria

Reserve Bank of India, Mumbai, invites E-tender under Two-Bid System (Technical & Financial Bid) for Appointment of Concurrent Auditors for the year 2025-26 w.e.f. October 01, 2025, to September 30, 2026, for Reserve Bank of India, Mumbai Regional Office.

1. The applicant firm should be a Category-I CA firm/company registered with ICAI for Maharashtra State.
2. The applicant firm should have its Registered Office in Mumbai/Head Office in Maharashtra and Branch Office in Mumbai with adequate manpower in Mumbai to take care of replacement, etc., in respect of manpower to be eligible for appointment as Concurrent Auditor.
3. As per ICAI guidelines, minimum remuneration is to be indicated for inviting bids. The **minimum monthly** remuneration will be Rs. 2,28,000/- (Rupees Two Lakh Twenty-Eight Thousand only) exclusive of GST.
4. The bids/applications indicating **less** than the minimum monthly remuneration will be **rejected out-rightly**.
5. 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, 2025, are **NOT** eligible. Additionally, the firms that were/are appointed as Statutory Auditors in the DICGC and NHB for the years 2023-24 and 2024-25 are not eligible to apply. An undertaking to this effect as given in part -VIII of the tender document is required to be submitted by the bidder.
6. 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 bidding will be eligible for the next stage of financial evaluation.
7. The final evaluation will be done by combining the marks secured in the technical and financial evaluation in the ratio of 70:30 with the bidder obtaining the highest total marks becoming eligible for appointment.



8. The firm or no partner should not have been subjected to any disciplinary proceedings initiated by the ICAI.

9. The firm or no partner should not have been debarred or blacklisted by any Government/Semi-Government organization/ institution in India or abroad. An undertaking to this effect as given in part -XII of the tender document is required to be submitted by the bidder.



II. Evaluation Criteria (Technical and Financial)

1. Technical Bids of applicants will be evaluated based on the eligibility criteria as mentioned earlier, after scrutinizing all the relevant documents as sought from bidders and as per Methodology given.
2. 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.
3. The technical proposals of only those bidders who are complying with eligibility conditions, will be evaluated by the Bank.
4. Quality, competence and reliability of the firm are the paramount requirement in this tender. The decision of appointment would be made as under:
 - a) Only those firms securing 60 or more marks (out of 100) in the Technical bid, will be eligible for the next stage of financial evaluation.
 - b) The Bank shall notify those bidders whose proposals did 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 bidders' 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. The following formula would be used to normalise the scores considering L1 as base.

Score under the financial evaluation_x

$$= \text{Lowest Financial Bid Amount } L_1 / \text{Financial Bid Amount } x$$

- d) The final evaluation will be done by combining the marks secured in the technical and financial evaluation in the ratio of 70:30 with the bidder obtaining the highest total marks becoming eligible for appointment.
- e) In event of tie after final evaluation, the tie may be resolved by evaluating the firm based on four parameters of technical evaluation viz. (1) Experience of the CA firms in bank audits (2) Experience of the firm (3) Full time FCA Partners and (4) Average Turnover, with these parameters being sequentially considered e.g., if there is a tie between firm 'A' and 'B' after final evaluation then the points obtained under



‘experience in bank audits’ parameter may be considered for deciding the successful bidder. In the event of tie under the above parameter also, the points obtained under the subsequent parameter i.e., experience of the firm may be considered and so on.



II (a): Criteria for Technical Evaluation

Sr No	Parameters	Scoring Scale	Remarks	Score
1	Experience of the CA Firm	Half point (0.5) for every calendar year. [Maximum 15 Points]	Establishment year as per the ICAI data	
2	Full Time Fellow Chartered Accountant (FCA) Partners	One and half (1.5) Point for each Full-Time FCAs. [Maximum 12 Points]	Number of Full Time FCA associated with the firm throughout the calendar year immediately preceding the year of empanelment.	
3	Association of Full-Time CA partners with the firm - Number of Partners	<ul style="list-style-type: none"> One point (1.0) for each Full-Time CA partner associated with the firm for more than five years and upto seven years. One and half point (1.5) for each Full- Time CA partner associated with the firm for more than seven years and upto ten years. Two points (2.0) for each Full-Time CA partner associated with the firm for more than ten years. [Maximum 10 Points]	Completed years from the joining date of CA partner.	
4	Key Professional Staff - Full Time CA Employees	One point (1.0) each for Full Time CA employees. [Maximum 8 Points]		
5	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g. consultancy)	<ul style="list-style-type: none"> One point (1.0) each for turnover of ₹100 lakh average turnover and its multiples in metro cities (Mumbai, Delhi, Chennai, Kolkata, Bangaluru and Hyderabad) One point (1.0) each for completed ₹ 60 lakh and its multiples at other places. [Maximum 10 Points]	e.g., If a firm is situated in Delhi having average turnover of ₹ 450 lakh, it would be awarded four points. In non- metro centres, the firm with same turnover would get seven points.	



Sr No	Parameters	Scoring Scale	Remarks	Score
6	Number of Skilled Staff - Qualified in Group 2 of CA Intermediate	Quarter point (0.25) each for Full Time Qualified Skilled Staff [Maximum 12 Points]	e.g., If a firm has 30 Full Time Qualified Skilled Staff, then 7.5 points would be awarded.	
7	Experience of the CA firm in bank audits as Concurrent Auditors /Statutory Central/ Branch Auditor	Half point (0.5) each for completed one year of experience of the CA firm in bank audits as concurrent Auditors and/ or Statutory Central Auditors and/or Branch Auditors. [Maximum 20 Points]	e.g., In case the CA firm has 17 years of experience in bank audits as Concurrent Auditor/ Statutory Central /Branch Auditor, 8.5 points would be awarded.	
8	Number of Full Time Partners having eight or more years of Bank Statutory Audit experience.	One point (1.0) each for Full Time Partner having eight or more years of Bank Statutory Audit experience. [Maximum 4 Points]	e.g., if a firm has five Full Time Partners having more than 10 years of experience of Bank Statutory Audit, then four points would be awarded.	
9	Previous experience in RBI Audits as Concurrent Auditor/ Statutory Central/ Branch Auditors.	<ul style="list-style-type: none"> No Prior Experience of Audits in RBI - [Nil Point] Prior Experience of Audits in RBI - [3.0 Points] [Maximum 3 Points]	In case of new firm having no prior audit engagement with RBI, no point would be awarded.	
10	Additional qualifications/ Continuous skill upgradation of the Full Time CA Partners.	<ul style="list-style-type: none"> Half point (0.5) each for any of these additional qualifications <ul style="list-style-type: none"> (i) Diploma in Information Systems (DISA) from ICAI (ii) Certified Information System Auditor (CISA) from ISACA, USA (iii) Certified Public Accountant (CPA) from AICPA, USA (iv) Certified Internal Auditor (CIA) from IIA, USA (v) Certified Fraud Examiner (CFE) from ACFE, USA. Quarter point (0.25) each for any of the certification courses from ICAI in viz. (i) IND AS (ii) Forensic Accounting and Fraud Prevention 	One Full Time CA Partners will be awarded point only for one qualification.	



Sr No	Parameters	Scoring Scale	Remarks	Score
		(iii) Public Finance & Government Accounting (iv) Concurrent audit of Banks (v) Anti Money Laundering Law (vi) Forex and Treasury Management (vii) Goods and Service Tax. [Maximum 6 Points]		
	PROFESSIONAL TRACK RECORD			
11	The CA firm or any of its CA partners reprimanded by National Financial Reporting Authority (NFRA) in previous three years.	In case, in previous three years, the CA firm or any of its partners have been issued/ imposed an Advisory / Caution/ Penalty (Monetary) by NFRA – [Negative 10 points]. [Maximum '0' Point]		
12	The CA firm or any of its CA partners reprimanded by Quality Review Board in previous three years.	The score of the firm, will be reduced by 10 points, in case, in previous three years, the CA firm or any of its partners have been issued an advisory by the Quality Review Board. [Maximum '0' Point]		
13	Professional Misconduct by a member as per ICAI in the previous five years.	The score of the firm will be reduced by 10 points, if the CA firm or any of its CA partner/s and/or any of the CA employee/s of the firm was/ were held guilty of professional misconduct during the previous five years under the Chartered Accountants Act 1949. [Maximum '0' Point]		
14	Refusal of Audit/s allotted by RBI in the previous three years.	The score of the firm, will be reduced by 10 points, in case, in the previous three years, the CA firm had refused to take up the assigned concurrent audit or left the concurrent audit assigned to it by RBI before completion of stipulated three years period. [Maximum '0' Point]		
		TOTAL		



II (b): Scoring Criteria for Financial Bid Evaluation

S no	Particular	Formula*
1	Lowest Bid (L1)	$L1 / L1$
2	L-2	$L1 / L2$
3	L-3	$L1 / L3$
4	L-4	$L1 / L4$
5	L-5	$L1 / L5$
6	L-6	$L1 / L6$
	L-n	$L1 / Ln$

* Value up to two decimal points

The bids/applications indicating less than the minimum monthly remuneration (Rs.2,28,000/- excluding GST) shall be out-rightly rejected.



III. Terms and Conditions

1. **Acceptance of Contract:** 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.
2. The Bank 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.
3. 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.
4. 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.
5. **Remuneration, Staffing and Working:** The minimum monthly remuneration would be Rs. 2,28,000/- (Rupees Two Lakh Twenty-Eight Thousand only), inclusive of all costs and exclusive of GST, for undertaking the Concurrent Audit of RBI, Mumbai Regional Office. The remuneration would remain constant for the whole period and will not change, even on subsequent renewals of tenure, if any. 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 (through NEFT) within a reasonable period after submission of bill by the firm. The Bank shall not be liable for any penalty for delay in payment for reasons beyond its control.
6. The monthly remuneration quoted shall be deemed to have excluded GST. If the applicant fails to exclude GST in the tender, no claim thereof shall be entertained by the Bank afterwards.
7. No advance shall be paid. Bill for monthly remuneration may be raised by the CA on a monthly basis and the same shall be settled after deducting all applicable



statutory taxes. The payment shall be made within 45 days through NEFT from the date of submission of complete bill.

8. The CA firm has to deploy, on a daily basis, minimum ten personnel for Concurrent Audit of which, one (1) should be qualified Chartered Accountant, six (6) should be Skilled Staff and three (3) Semi-skilled Staff. The skilled staff should have passed at least Group 2 of the CA Intermediate or Group II of IPCC (Integrated Professional Competence Course) and the Semi-skilled staff should have passed at least Group-I of IPCC and are presently undergoing Article Training. The team should have working knowledge of computers/ systems. **The staff shall be deployed as per requirement at multiple locations within Mumbai.**
9. The appointment may be extended for further period at Bank's discretion. The initial appointment will be up to September 30, 2026. The extension of Contract, if any, shall be at the discretion of the Bank and at mutually agreed upon terms.
10. The presence of Chartered Accountant/ Partner of the firm, along with the requisite staff deployed, is mandatory in the Office premises, on all working days during usual office working hours. The presence of the above staff shall be monitored by the Bank. Absence of any one or more of the deployed staff/ suitable similar/ equivalent substitute staff would attract a penalty of ₹2,000/- per day. In normal course, the team deployed by the firm is not to be shuffled, but only under extreme exigency. The firm / CA shall ensure that the qualification of Article clerks engaged is as per latest ICAI guidelines and that the engaged Article clerks continue with the present assignment for at least six months.
11. **Scope of Work:** An indicative list of activities (in detail) covered under the audit is given in the 'Scope of work' section of the document along with the department-wise checklist ([Annex-I](#)). All the departments and activities as indicated in the 'Scope of work' section of the document shall be covered under Concurrent Audit.
- Note-** The said list is only tentative/indicative in nature and is subject to change based on the revisions done by the Bank from time to time. The Bank reserves the right to add/ delete areas of work of Concurrent Auditors (CA) as per its requirement for which there would be no change in the monthly remuneration quoted and agreed.
12. RBI shall not provide any other facility/ charges to staff besides suitable sitting space in the office premises. 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/ her job. The CA shall be responsible for taking adequate care of all equipment and materials provided by the Bank.

13. A quarterly meeting of the Management Team/ HoDs of the Office, with the Concurrent Auditors would be held 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 and other matters as deemed fit by the Bank.
14. 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.
15. The firm/CA shall be responsible for any omission or commissions on its part in respect of any transactions seen by them. In case any serious act of omission and commission is noticed in the working of the audit firm, the Bank reserves the right to report to the Institute of chartered Accountants of India for such actions as they may deem fit.
16. The firm/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. In case of breach of these conditions, the Bank may serve a notice in writing on the Auditor rescinding the contract, without prejudice to Bank's other remedies against the Auditor.
17. **Termination:** 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 three calendar months in writing. The firm, if it wishes to terminate the services, has to provide a similar notice of three calendar months to the Bank. In case of failure to provide services for the notice period, the Bank has the right to forfeit the Performance Bank Guarantee.
18. **Confidentiality and Non-disclosure clause:** The firm/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 during the course of discharging contractual obligations in connection to 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. The CA shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure 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.

19. The firm shall 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.

20. **Insolvency:** If the Auditor firm commits any act of insolvency or shall be adjudged an insolvent, or 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 report the same in writing to the Bank within seven days of such occurrence in order to enable the Bank to decide further course of action. Such action taken by the Bank in this regard shall be binding on the Audit Firm.

21. **Disputes and Arbitration:** 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 the Regional Director, RBI, Mumbai Regional Office, 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 is dissatisfied with the decision of the Regional Director, RBI Mumbai Regional Office on any 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.

22. 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.

23. **Adherence to various Acts and Laws:** The firm shall abide by all the applicable 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 (along with the Pass certificates and ID proofs) going to be deployed for Bank's verification. Further, the firm shall carry out police verification of the personnel deployed at Bank's premises for security purposes.

24. **Compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Related Responsibilities:** 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 complaint. 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. The firm shall be responsible for any monetary compensation that may need to be paid in case the incident involves the staff of the firm, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the firm is proved.

25. The firm shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

26. **Force Majeure** - If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, act of God, etc., which may prevent either party to discharge its obligation,



the affected party shall promptly notify the other party about the happening of such an event. Neither party shall, by reason of such event, be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed, either party may at its option, terminate the contract.

27. Signing of Contract Agreement:

- (i) General instructions to the bidders and special conditions hereinbefore referred to shall be the basis of the final contract to be entered into with the successful bidder.
- (ii) In case of partnership firms, the tender submitted on behalf of a firm shall be signed by the partner of the firm on its behalf.
- (iii) On receipt of intimation from RBI regarding acceptance of the tender, the successful tenderer shall be bound to implement the Contract from the date specified therein. The successful tenderer shall sign an agreement in accordance with the extant provisions. The terms and conditions contained in the tender document shall be treated as part and parcel of this agreement. The successful tenderer shall be liable to pay the appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in Mumbai.
- (iv) Notwithstanding the signing of the agreement, the written acceptance by Reserve Bank of a tender in itself shall not constitute a binding agreement between the Reserve Bank and the person so bidding, whether such contract is or is not subsequently executed.
- (v) The selected CA 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.

I / We have read the above terms and conditions and the same are acceptable to me/us.

Signature of the authorized person:

Name of the signatory (in block capital letters):

Name of the firm:



IV. Scope of work

1. Items to be covered under Concurrent Auditors' (CA) Monthly Audit Report are detailed as per the checklist, summary of financial action paragraphs, Summary of non-financial major action paragraphs, Summary of non-financial other action paragraphs, statement of irregular sanction by authorities below the rank of officer in charge, statement of irregular sanction by officer in charge, summary of complied and not be pursued paras and summary of non-complied paras.
2. Kindly note that the scope listed is **indicative only** and the Bank reserves the right to enhance/enlarge the functions of CA at a future date as per the requirement of the Bank for which there would be no change in the monthly remuneration quoted and agreed. The CA should audit the transactions within this framework. No relaxation in the transactions to be verified will be made on any account.
3. The Concurrent audit will cover the following departments of Mumbai Regional Office:
 - a) Central Establishment Section (CES)
 - b) Division of Bank Accounts (DBA)
 - c) Department of Payment and Settlement system (DPSS)
 - d) Estate Office
 - i Main office
 - ii Byculla Cell
 - iii Bandra Kurla Complex (BKC) Cell
 - e) Foreign Exchange Department (FED)
 - f) Financial Inclusion and Development Department (FIDD)
 - g) Government Banking Division (GBD)
 - h) Human Resource Management Department (HRMD)
 - i) Issue Department
 - j) Office of Banking Ombudsman, Byculla Office (OBO)
 - k) Public Debt Office (PDO)
 - l) Project Management Cell (PMC) (Western Zone)



3. On an average, the number of vouchers to be checked by CA on a monthly basis would be **2500 (approx.)**. However, the **number of vouchers is only indicative** in nature and there may be increase/decrease in the number of vouchers based on the requirement of the office/department.

4. Concurrent auditors are expected to familiarize themselves with the system and procedures of the office/department 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.

5. Concurrent auditors are expected to familiarize themselves with the application (AMS) developed by the Bank for the audit purpose and submit the reports and create action paras (including rectified paras) as required by the Bank.

6. The firm will take up audit of vouchers / Records / Registers of all (100%) financial transactions and 100% checking of the appropriate taxes, tax rates applied, amount on which tax is calculated, proper credit of tax to the respective authorities prior to payments being made and 100% verification of the returns prior to them being filed. While conducting the scrutiny of vouchers, the CA will ensure strict adherence to the Bank's prescribed guidelines / procedures with particular reference to the following:

- i) Bank's Expenditure Rules.
- ii) Narration and Head of Account of Revenue/Capital (Dead Stock Account) A/c Expenditure.
- iii) Correct accounting of revenue and capital nature of expenditure
- iv) Maintenance of all relevant documents (Such as RBI Gen A/C, SGL, supporting records/ Registers etc.) as per prescribed norms.
- v) Inter office reconciliation A/c, Adjustment A/c
- vi) Reconciliation and monitoring of charges A/c at monthly interval
- vii) Calculation of claims of agency commission
- viii) Sanctioning authority with reference to delegated powers – grade wise.
- ix) Posting of the day's voucher in the Manual Prescribed Charges A/c. Register (DAD 081) and /or in the computer system duly checked / authenticated under the initials of dealing officers.



x) General Ledger Accounts / Subsidiary General Ledger Accounts / Supporting Records /Registers as prescribed are drawn and properly maintained under the signature/s of the dealing / supervising officials.

xi) CA shall bring to the notice of In-Charge of the department, in writing, any deviation / irregularity / lacunae noticed in (i) to (x) above inconsistent with Bank's Expenditure Rules /Bank's General Administration Manual / Central Office prescribed instruction / guidelines and secure / arrange for immediate rectifications /corrections of the irregularity on the spot / without any undue delay.

7. Concurrent auditors should take up the audit of vouchers/records/registers on the agreed dates/days in consultation with the respective department.

8. The Concurrent Auditors are required to submit a daily report on deficiencies noticed to the in-charge of the respective department for spot rectification. The firm is also required to submit a monthly report on major deficiencies to the competent authority within specified time frame.

9. Concurrent Auditors are required to verify and report that the financial transactions undertaken are in conformity with the laid down system and procedure of the Bank.

10. The work areas as specified in the scope and coverage may be enlarged at a future date depending upon the needs of this office for which there would be no change in the monthly remuneration quoted and agreed.

11. Irregularities noticed in sensitive areas or transactions, which are of suspicious or fraudulent nature, should be brought to the notice of the Regional Director/ Officer–In-Charge by name by means of a secret note. Major irregularities/frauds/shortages, if any, detected by the CA, should invariably be reported to concerned Central Office Departments and the Inspection department, along with the Action Taken Report.

12. The Audit Report should avoid making general and vague observations such as “reported”” given to understand’.....” Learnt”, etc. instead, the CA should make it a point to incorporate specific comments duly supported by reasons and the relevant statistical and other data.

13. Monthly Audit Report should invariably indicate item wise action points on the Financial, Non-financial and other Major irregularities observed and state in clear terms that transactions / vouchers audited have been properly recorded / documented



and vouched. The up- to- date status of compliance position of Audit irregularities of earlier reports should be incorporated in the Audit Reports.

14. The periodic Audit reports should invariably highlight details of action and / or reason of inaction in respect of old and high value outstanding entries in sensitive account, such as Suspense, Sundry, RBI General A/c, items-in-Transit A/c, etc.

15. CA are also expected 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 Office/Department.

16. The CA shall assist the Bank's Staff in determination of all statutory taxes and returns thereof. The Firm will prepare and file GST/Income Tax returns of the Bank (and also any other return/s which may come in force subsequently) at the designated intervals.

17. The CA shall undertake the work of generation of 15CA/CB Certificates in respect of payment of rent to NRI/OCI/ Foreign National owners of leased flats. The certificates shall be provided within two calendar days, from the date of intimation/ request.

18. Checking of adequacy of provisions made at the time of half yearly/yearly closing of accounts.

19. Certifying half yearly/annual closing account statements and any prescribed statements/ control returns as per the requirement, to be submitted to Central Office by the Regional Office.



Reporting Requirements

1. Monthly audit report and certificate should be submitted to the Regional Director of Mumbai Regional Office by the 10th working day of succeeding month in the format prescribed by the Bank.
2. Monthly Audit Report should indicate item-wise action points on the financial and non-financial (major and other) action paras.
3. 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.
4. Monthly Audit Report should highlight the reasons for inaction in respect of old outstanding entries in sensitive accounts, such as Suspense, Sundry etc.
5. Irregularities noticed in sensitive areas and / or transactions of suspicious nature should be brought to the notice of Regional Director/Officer-In-Charge by recording a special note.
6. Concurrent Audit report should incorporate specific comments, wherever required, duly supported by facts and figures.
7. 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.
8. The Concurrent Auditor is required to submit a monthly Statutory and Regulatory Compliance Certificate that they have carried out 100% check of transactions and there is 100% compliance with all applicable Statutory and Regulatory requirements prescribed in relevant statutes/Rules/Acts by RBI, Mumbai.
9. Certificate as furnished hereunder should be incorporated in the Monthly audit report.
 - a) "The transactions carried out in the Office are in conformity with the systems and procedures as laid down by the Bank".
 - b) "We have carried out 100% check of transactions in terms of Master Circular on Statutory and regulatory compliance and there is 100% compliance with the statutory and regulatory requirements prescribed in the relevant statutes/ Rules/Acts."
 - c) "All areas to be audited as per the terms and conditions have been audited by us"



V. Detailed Scope of Work / Synopsis for Concurrent Auditors to Undertake Audit of Reserve Bank of India, Mumbai Regional Office

Note: The scope/areas of the Concurrent Audit detailed below, are subject to revision from time to time and the Concurrent Auditors will be required to audit other items of work which may be included in the scope of the Concurrent Audit, as per the instructions of the Bank during the year.

1. The Concurrent Auditors will obtain and familiarise themselves with:

- i) All the items of audit areas of Department Wise Check-list provided by the Bank.
- ii) Updated copy of General Administration Manual, Banking Department Manual, Issue Department Manual and Premises Department Manual available at the respective Office of the Bank to be audited.
- iii) All the relevant copies of Master Circulars issued by the Human Resource Management Department (HRMD), Central Office and other Central Office Departments. The Audit firm will also arrange to make reference to the Central Office Circulars incorporated in the annexures attached to the respective Master Circular issued by Central Office at the respective Auditee Office of the Bank.
- iv) Copy of Bank's Expenditure Rules and Department of Government and Bank Accounts (DGBA), Central Office circular addressed to all the CODs/RO's/Training Institutions on the eve of last Annual Closing of Bank's Accounts.

2. All financial transactions irrespective of their value will be covered under concurrent audit including the following:

- (i) Hospitalisation Bills of existing as well as ex-employees (Direct settlement/ Reimbursement Scheme)
- (ii) Claims settled under Medical Assistance Fund A/C
- (iii) All Dental treatment and other medical claims
- (iv) Basic Pension, Commutation of Pension and other calculations related to pension, Gratuity Claims (including Compassionate Gratuity), Leave Encashment Claims, Guarantee Fund Claims (wherever applicable), Claims of Retiring employees in the audit period. Tax calculation and Bank/Employee's share in the remittable tax liability on the Superannuation dues payable etc.



- (v) Re fixation of pay of the staff as well as re-fixation of pension in respect of ex-employees, whenever Pay-Scale/Pension Revision Orders are issued by Central Office.
 - (vi) Annual increment of staff/Re fixation of pay in the Promotional Grade.
 - (vii) All foreign tour bills.
 - (viii) Any other claims/bills suggested for 100% audit check under the instructions of Central Office of the Bank, issued from time to time.
 - (ix) All payments of rents, taxes, water charges, etc.
 - (x) All payments made to vendors/ suppliers / service providers.
 - (xi) Collection of rent of visiting officers flat (VOF), transit holiday home (THH), Holiday Homes and other recoveries.
3. Concurrent Auditor will certify the correctness of
- (i) maintenance of Statutory Liquidity Ratio (SLR)/ Cash Reserve Ratio (CRR) by banks
 - (ii) calculation of penal interest for any shortfall in CRR/SLR.
4. Audit and verification of corpus of Payment Infrastructure Development Fund (PIDF) on quarterly basis.
- 5. Maintenance of Monthly control register with details of all vendor payments to track threshold for exemption of IT-TDS.**
6. CA to periodically check the date of capitalization of the asset/s / transactions and furnish a quarterly certificate to the Estate Department / department concerned in this regard.
7. Concurrent Auditor will certify the correctness of interest payments on the eligible CRR balances maintained by the banks.
8. Verification of calculations of currency verification and processing system (CVPS) incentives, scheme of incentives and penalties and currency distribution and exchange scheme (CDES) in Issue Department.
9. Apart from completing 100% check of above transactions-based Vouchers/ Claims/Bills, etc., Concurrent Auditor will examine/scrutinise following:
- (i) Monthly Scrutiny of Petty Cash A/c and reversal of outstanding balance of Petty Cash A/c.
 - (ii) Surprise audit check of Cheque Books/ Stamps/ Franking Machine balance and other valuables held under the joint custody of officials, as per C.O.



guidelines/ Manual Provisions carried out by the auditee officials. Concurrent Auditors will undertake the same at least once in a half year.

- (iii) Preservation of Housing Loan Account Documents, other Documents, Agreements, Cheque Books and Valuables and safe custody of Cheque Books and valuables.
- (iv) Preparation and timely submission of correct monthly statements of Suspense A/c, Sundry Deposit A/c, etc. and other monthly statements to be forwarded to DGBA, Central Office. Lists of long and high value outstanding entries in these sensitive accounts beyond one/ two months will be enclosed and commented in the reports.
- (v) Reconciliation and monitoring of Charges A/c at monthly and quarterly rests. Charges A/c review suggested as per the CSBD guidelines vis-à-vis approved budget allocation.
- (vi) Concurrent Auditors should verify the entries in the system with reference to the actual transactions/sanctions.
- (vii) Monthly balancing/reconciliation of aggregate outstanding balances of Individual Staff Loans and Advances Recovery Accounts Sheets with the GL and SGL A/c. balances. Half-Yearly balancing of outstanding Accrued Interest balances of all staff Loan/Advances A/c s with outstanding SGL/GL balance and 'C' Registers (for Housing Loan accounts).
- (viii) Application of Annual Interest on the outstanding balances of Staff Loan and Advances Accounts, passing of accounting entries to the Commission Account, Exchange Account, Discount Account, Profit & Loss Account from sale or otherwise of Bank's assets, Depreciation and all other relevant Provisions Accounts and drawing up of Annual Closing Accounts etc. strictly in conformity with the DGBA, C.O. guidelines.
- (ix) Concurrent Auditor shall 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 Bank.
- (x) Any Central Office prescribed Statements/Control Returns suggested for audit check by the Office.
- (xi) Concurrent Auditor shall ensure that there is no leakage of Interest, Exchange, Commission, Discount etc. in the Bank's Income Account of the Bank audited and that the delegates at the Bank's concerned office does/do



not undertake any unilateral change/s in the C.O prescribed circulars/instructions/guidelines on the various Schemes and other facilities for staff. Any income leakage/deviations made, without specific prior approval of the concerned C.O department, may be highlighted in the monthly Audit Report submitted to the concerned OIC/CGM/RD/Principal for immediate action/rectification.

- (xii) Checking of the insurance of Bank's properties.
- (xiii) Registers to be verified by the auditor may include Sundry Register, Charges Register, Earnest Money Deposit/ Security Deposit Register, Bank Guarantee Register, etc.
- (xiv) Adherence to Bank's new fixed assets policy and verification of reconciliation of dead stock by Estate Department.
- (xv) Verification of property tax, Bills for Water and Electricity Charges etc.
- (xvi) Check and certify records of diesel consumption
- (xvii) Audit and verify the Payment and Infrastructure development fund (PIDF) corpus on an ongoing basis and as per the requirement of BANK.
- (xviii) Audit Late submission fee (LSF) calculation for delay in reporting of FDI/ODI transactions, compounding of other contraventions of FEMA.
- (xix) Audit check of registers/ records/ statements/ control returns as per C.O. guidelines/ Manual Provisions and as per requirements of the BANK. Registers to be verified by the auditor may include Sundry Register, Charges Register, Earnest Money Deposit/ Security Deposit Register, Bank Guarantee Register, IT-TDS Control register, etc.
- (xx) Taxation:
 - a. The Concurrent Auditor should check and confirm the correctness of tax deducted at source (as to rate applied, time of deduction and time of remittance etc.) and also confirm the timely filing of returns by the office.
 - b. The Concurrent Auditor should assist Bank's staff in determination of all statutory taxes and returns thereof. The firm will provide professional guidance on matters related to GST/any other taxes and ensure and certify accuracy of data before filing of GST/any other tax returns.
 - c. The Concurrent Auditor should inform the Office on changes in GST rates/ rules/ laws, changes in the minimum wages (base rate, ESIC, PF etc) as and when notified by the concerned Government Departments from time



to time to enable the Office to effect immediate implementation of the changes.

- d. Tax deduction or collection at source and timely filing of returns. 100% checking of the appropriate taxes, tax rates applied, amount of which tax is calculated, proper credit of tax to the respective authorities, prior to payments being made and also 100% verification of the returns prior to them being filed.

10. The Concurrent Auditors / firm shall audit various GST (GSTR1/ GSTR-3B-RCM/ GSTR-3B-other than RCM/GSTR7) statements and file TDS returns (Form 26Q/27Q/27EQ) of the Bank (and also any other related return/s which may come in force subsequently) at prescribed / designated intervals. The Concurrent Auditors will also check and verify the tax related data prepared by the various departments. The departments will submit the data inputs to the Concurrent Auditors for filing of Tax returns.

11. Concurrent Auditor should verify the adherence to guidelines of NEFT.

12. Concurrent Auditors should verify the entries in the subsidiary book with reference to the actual transactions/sanctions. This would bring out if any fraudulent transaction has been sent to DAD and subsidiary books have been manipulated.



VI. Form-1

Application for appointment as Concurrent Auditor: Technical Bid Form

1	Name of the CA firm	
2	Constitution	
3	Complete Postal Address with PIN Code	
4	Number and places of branches of CA firm, if any	
5	Mobile Number	
6	Telephone Number	
7	Email Address	
8	Date of establishment of the CA firm [Documentary evidence may be submitted]	
9	Firm Registration Number with ICAI [Documentary evidence may be submitted]	
10	Unique Code Number - RBI	
11	Firm's RBI Category	
12	GST Number [Copy of the GST Registration may be submitted]	
13	Permanent Account Number (PAN) [Copy of the PAN may be submitted]	
14	Whether currently under cooling period for RBI Concurrent Audit?	
15	Whether previously worked as Statutory Central /Branch / Concurrent Auditor in RBI?	
16	Name and membership number of the Full Time Fellow Chartered Accountants (FCAs) Partners who were exclusively associated with the firm throughout the calendar year immediately preceding the year of empanelment. [Details of the partners may be provided in the Form-3]	
17	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than five years and upto seven years. [Details of the partners may be provided in the	



	Form-3]	
18	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than seven years and upto 10 years. [Details of the partners may be provided in the Form-3]	
19	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than 10 years. [Details of the partners may be provided in the Form-3]	
20	Name and membership number of the qualified CAs employed in the firm [Details of the CA employed may be provided in the Form-4]	
21	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g. consultancy) [Documentary evidence may be submitted]	
22	Number of Skilled Staff in the firm (Group 2 of CA Intermediate or above)	
23	Number of completed years of experience of the CA firm in bank audits as Concurrent Auditors /Statutory Central/ Branch Auditor [Details of bank audit experience may be provided in the Form-5]	
24	Name and membership number of Full Time Partners having eight or more years of Bank Statutory Audit Experience.	
25	Details of previous experience in RBI Audits as Concurrent Auditor/Statutory Central/ Branch Auditors.	
26	Name and membership number of Full Time CA Partners who have acquired additional qualifications. [Details of the additional qualifications may be provided in the Form-3]	



27	Whether the CA firm or any of its CA partners were reprimanded by National Financial Reporting Authority (NFRA) in the previous three years? If yes, the detail thereof may be provided.	
28	Whether the CA firm or any of its CA partners were reprimanded by Quality Review Board in the previous three years? If yes, the detail thereof may be provided.	
29	Whether the CA firm or any of its CA partner/s and/or any of the CA employee/s of the firm was/were held guilty of professional misconduct during the previous five years under the Chartered Accountants Act 1949? If yes, the detail thereof may be provided.	
30	Whether the CA firm had refused to take up the assigned concurrent audit or left the concurrent audit assigned to it by RBI before completion of stipulated three years period, in the previous three years? If yes, the details thereof may be provided.	
31	Have you currently applied for appointment as Concurrent Auditor in any other RBI Office/Department? If yes, details thereof	
32	Any other relevant information, the firm wishes to indicate.	

I/We declare as under:

- (1) I/We confirm that the information furnished above is true and correct and we have not been de-panelled / Blacklisted by any organization in the past and we fulfil all the conditions of eligibility for appointment with RBI as a Concurrent Auditor. If Bank finds the details provided by us above are incorrect / not true at a later date, then the appointment may be cancelled.
- (2) I/We have read the terms and conditions stipulated for appointment as Concurrent Auditors of the Bank and I/We also understand that the Bank has reserved its right to accept or reject the application without assigning any reasons.

Place:
Date:

Signature of Authorised Signatory
with the Seal of the CA Firm



VII. Form-2

Application for appointment as Concurrent Auditor: Financial Bid Form

Name of the CA firm	
Complete Address	
Monthly remuneration for carrying out concurrent audit in RBI (including all costs and excluding applicable taxes) (Amount in Rupees - in words and figures)	Not to be uploaded along with Technical bid. Please see note below

Place:

Signature of Authorised Signatory
with the Seal of the firm

Date:

NOTE: The above Financial Bid Form is only for information/ reference purpose. Bidders are advised **NOT to quote amount in above 'Financial Bid' (Part-II) form-2** together with Part I (i.e., Technical Bid) while uploading documents on the MSTC portal.

Financial bids submitted along with Part-I will be summarily rejected.

Bidders must enter 'Financial Bid' under the 'Event Catalog' on the MSTC portal.



VIII. Form-3: Details of Full Time Partners

Name of the Full Time Partners	Date of awarding		Date of joining of the firm	Membership Number	Other Qualifications *	Number of years of experience in Bank Statutory Audit
	ACA	FCA				

* Indicate only if the partner has acquired the following qualifications

Additional qualification

Diploma in Information Systems (DISA)

Certified Information System Auditor (CISA)

Certified Public Accountant (CPA)

Certified Internal Auditor (CIA)

Certified Fraud Examiner (CFE)

(i) IND AS (ii) Forensic Accounting and Fraud Prevention (iii) Public Finance & Government Accounting

(iv) Concurrent audit of Banks (v) Anti Money Laundering Law (vi) Forex and Treasury Management

(vii) Goods and Service Tax

From

ICAI

ISACA, USA

AICPA, USA

IIA, USA

ACFE, USA.

ICAI



IX. Form-4: Details of Full Time Employed CA

Name of the employed CA	Date of joining the firm	Membership Number	Other Qualifications	Experience



X. Form-5: Details of the Experience of the Firm in Banks/RBI Audits

Type of Audit *	Name of the Bank	Branch/ Office	Experience of the Firm in Banks/RBI Audits (from/to date)

* Statutory Central / Statutory Branch / Concurrent Audit

XI. UNDERTAKING

(To be submitted by the tenderer on their letterhead)

We, M/s(Name of the 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, 2023.

Further, we are not currently appointed / were not appointed in the past as Statutory Auditors in DICGC and NHB during the years 2023-24 and 2024-25.

We confirm that in the event of having rendered service in the past in the capacities mentioned above, the cooling period of two years prior has elapsed as on September 30, 2025.

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

Date:

Place:

XII. Undertaking regarding declaration of debarment by public institution (s)

(To be submitted by the tenderer on their letterhead)

Name of Work:

1. I/we (Name of bidder) declares that

- a) I/we or any of our allied firm* is/ are not debarred/suspended/blacklisted by any public institution/entity in India or any other country as on (last date of submission of bid.)
- b) I/We or any of our allied firm* have not made any transgression in respect of the code of integrity (as mentioned in the tender) with any public institution/entity in India or any other country in last three years as on (last date of submission of bid).
- c) We will inform Bank in writing, in case, I/We or any of our allied firm* is/are debarred/suspended/blacklisted by any public institution/entity in India or any other country on or before award of work for the captioned work.

2. I/we (Name of the bidder) declares that I/We or any of our allied firm* (Name of the allied firm(s) is / are debarred / suspended / blacklisted by (Name and address of public institution in India or any other country) and the same effective up to..... (date). A copy of such letter is attached for your information and record.

(Seal and signature of the bidder)

Date

Place

(Note: strike out one of the above two declarations which is not applicable)

*Allied firm: A firm would be termed as "allied firm" if the management is common, or substantial or majority shares are owned by the banned/suspended firm and by virtue of this it has a controlling voice. Further all successor firms will also be considered as allied firms.

XIII. Certified documents to be uploaded for determining eligibility criteria and evaluation of technical bids:

Sr. No.	Particulars	Certified documents to be uploaded
1	Proof of being Category-I Chartered Accountant (CA) Firm	ICAI Certificate
2	Proof of PAN registration	Copy of PAN Card
3	Proof of GST registration	Copy of GST Registration Certificate
4	Bidder should be a company registered under Companies Act or an LLP registered under LLP Act or Partnership Firm or Proprietary firm	Copy of the Memorandum and Articles of Association/Certificate of Incorporation/ Partnership Deed/ Similar other relevant documents
5	Details of Partners	i. Partnership Deed and/or similar other relevant document and ii. ICAI Firm Card
6	Experience of the Firm - No. of years	ICAI Firm card
7	Number of Full time Fellow Chartered Accountant (FCA) Partners	i. ICAI Firm card ii. Copy of the Memorandum and Articles of Association/ Certificate of Incorporation/ Partnership Deed deed/ Similar other relevant documents
8	Association with the same firm – No. of partners	i. ICAI Firm card ii. Copy of the Memorandum and Articles of Association/ Certificate of Incorporation/ Partnership Deed/ similar other relevant documents.
9	Number of Full time CA employees presently deployed – Key professional staff	i. Membership number & related ICAI certificate ii. Letter of Appointment
10	Number of Skilled Staff - Qualified in Group II of IPCC	Group II of IPCC i. Degree/ certificate/ Marks sheet issued by ICAI in support of having passed the Group II IPCC exam and ii. Appointment letters issued by the firm

11	Details of experience of the firm in banks audits as i) As System/ IS auditor ii) As Concurrent Auditor/ Statutory Central/ Branch Auditor	For the purpose of experience, only the number of years will be considered and not the number of institutions. For example, if in a particular year the firm has conducted audit in three banks, the number of years of experience considered will only be one and not three. The experience letters along with feedback from respective audited firms should be uploaded year wise.
12	Details of past experience in RBI audits and performance assessment by RBI as Concurrent Auditor/ Statutory Central/ Branch Auditor	The relevant appointment letters and performance assessment report issued by RBI with respect to RBI Audits.
13	Number of semi-skilled staff qualified in Group I-IPCC	Appointment Letters issued by the firm.
14	Number of other assistants	Appointment Letters issued by the firm.
15	EMD	The proof of having remitted the EMD has to be uploaded on MSTC portal

In addition to above, each and every page of tender document shall be signed (along with the seal of the firm) and uploaded on MSTC portal.

XIV. Proforma of Bank Guarantee

(On Non-Judicial Stamp Paper of appropriate value purchased in the name of the issuing bank)

Place: _____

Date: _____

The Regional Director
Reserve Bank of India
Maharashtra - 400001

Madam/ Sir,

Contract for Appointment of Concurrent Auditors for the year 2025-26 w.e.f. October 1, 2025 to September 30, 2026 for Reserve Bank of India, Mumbai

Ref.: NIT/Advt.No. _____ date _____

WHEREAS

Reserve Bank of India, Mumbai Regional Office (hereinafter called "the RBI") has awarded the Contract for the captioned work (hereinafter called the "Contract") to M/s..... (Name of the Contractor) (Hereinafter called "the said Contractor", which expression shall include its successors and assignees).

AND Whereas under the said contract the Contractor is bound to submit to RBI, Mumbai Regional Office a Performance Bank Guarantee (**5% of Contract value**) for a total amount of

₹. _____ (Rupees _____ only) (Amount in figures and words) for the due fulfilment by the said Contractor of the terms and conditions contained in the contract. We, (Name of the Bank), (hereinafter called "the Bank"), at the request of M/s....., the Contractor, do hereby undertake to pay to RBI, an amount not exceeding ₹. (Rupees _____ only) (**Amount in figures and words**) as Performance Guarantee for due fulfilment of terms and conditions of the contract.

NOW THIS GUARANTEE WITNESSETH

1. We..... (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assignees that in the event of RBI coming to the conclusion that the Contractor has not performed his obligations as per the terms & conditions of the said contract or has committed a breach thereof, which conclusion shall be binding on us as well as the said Contractor; we shall, on demand by RBI, pay without demur to RBI, a sum of ₹.____ (Rupees only) (Amount in figures and words) or any lower amount that may be demanded by RBI. Our guarantee shall be treated as equivalent to the Performance Guarantee Amount for the due performance of the obligations of the Contractor under the said Contract, provided, however, that our liability against such sum shall not exceed the sum of ₹. (Rupees_____only) (Amount in figures and words)
2. We also agree to undertake and confirm that the sum not exceeding ₹._____ (Rupees only) (Amount in figures and words) as aforesaid shall be paid by us forthwith without any demur or protest, merely on demand from RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We shall pay to RBI any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal. We undertake to pay the amount claimed by RBI immediately on receipt of the notice as aforesaid.
3. We confirm that our obligation to RBI under this guarantee shall be independent of the agreement or agreements or other understandings between RBI and the Contractor.
4. This guarantee shall not be revoked by us without prior consent in writing of RBI.
5. Any notice by way of demand or otherwise hereunder may be sent by special courier, mail, fax or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.

We hereby further agree that –

- a) Any forbearance or commission on the part of the RBI in enforcing the conditions of the said

contract or in compliance with any of the terms and conditions stipulated in the said Contract and/or hereunder or granting of any time or showing of any indulgence by the RBI to the Contractor or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Contractor of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding ₹.____ (Rupees_____ only) (Amount in figures and words) Our liability under these presents shall not exceed the sum of ₹._____ (Rupees_____ only) (Amount in figures and words).

- b) Our liability under these presents shall not be affected by any infirmity or irregularity on the part of our said constituents/clients or their obligations thereunder or by dissolution or change in the constitution of our said constituents.
- c) This guarantee shall remain in force up to.....(Thirty days beyond the expiry of contract period) provided that if so desired by RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.
- d) In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.
- e) Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.
- f) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the _____ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within _____ or any extended period, all the rights of RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

In witness whereof, I/We of the bank have signed and sealed this guarantee on theday of.....(Month) (Year) being herewith duly authorized.

For and on behalf of. (Name of the Bank)

Signature and Seal of authorized Bank

Official Name:

Designation:

Stamp/ Seal of the Bank

Signed, sealed and delivered for and on behalf of the Bank by the above named in the presence of:

Witness 1

Signature:

Name:

Address:

Witness 2

Signature:

Name:

Address:

(**Note:** This Bank Guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

Annex – I
Indicative Checklist

I. CES

Sr. No.	Particulars
1.	WHETHER THE FOLLOWING STATEMENTS / RETURNS ARE PROMPTLY SUBMITTED TO CENTRAL OFFICE:
i.	Annual Medical report to be put up to Regional Director at the end of each Financial year.
2.	SALARIES – DRAWAL & DISBURSEMENT (Chapter 11 of GAM)
i.	Whether court attachment orders are promptly attended to.
ii.	Whether leave advices particularly in respect of extra-ordinary leave and sick/special leave on half/quarter pay are properly attended to.
3.	GROUP SAVINGS LINKED INSURANCE SCHEME/ MAF (Para 11.1.38.18 of GAM)
i.	Whether check cards are properly maintained, names of nominees properly recorded, contributions duly entered.
ii.	Whether payments made under the scheme are made in accordance with the extant instructions.
iii.	Whether the contribution towards Medical Assistance Fund, Group Savings Linked Insurance Scheme, wherever applicable, have been correctly recovered and properly accounted for.
iv.	Whether reconciliation of GSLI is done up to date.
A. 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.
4	PROVIDENT FUND – ADVANCES/ WITHDRAWALS
B. i.	Whether appropriate application has been filled in with all relevant particulars/documents.
ii.	Whether the application has been inwarded.
iii.	Whether prima-facie the advance/withdrawal has been established.
iv.	Whether all relevant particulars are filled in the letters of authority and they contain the stamped receipt of the employee. Whether the signatures of the employees are duly verified, the pay orders are obtained, and paid stamps are branded.
v.	Whether the admissible amount is correctly worked out and sanctioned by the appropriate authority.
5.	PAYMENT OF GRATUITY (Para 11.8.1 to 11.8.1.3 of GAM)
i.	Whether in cases of payment of compassionate gratuity the payment is made up to the admissible extent and as per rules?
6.	PENSION (Master Circular CO. HRMD No. G.11/S-2/21.01.201/2021-2022)
i.	Whether photographs of pensioners/nominees are fixed properly on relevant forms and filed in a separate spring file along with pension papers.

Sr. No.	Particulars
ii.	Whether all the pensioners are issued a pass-book.
iii.	Whether the pensioners who desire to have their monthly pension by credit to their local bank account have furnished the prescribed undertaking from their nominee/joint account holder.
7.	GENERAL- TA/HA ETC. (Master Circular CO. HRMD No. G.3/S-3/17.02.08/20222023)
i.	Whether all bills are in-warded.
ii.	Whether all bills are passed by the officers authorized to pass the bills under Bank's Expenditure Rules.
iii.	Whether the amount for which the bill is 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.
8.	TRAVELLING/ HALTING ALLOWANCE BILLS (Master Circular CO. HRMD No. G.3/S3/17.02.08/2022-2023)
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 the advances drawn at temporary headquarters, if any, were utilized in time.

Sr. No.	Particulars
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.
xvi.	Whether advance towards HA is restricted to one week for longer tours where Banks offices are located.
xvii.	Whether an employee proceeding on tour to a place 50 Km's 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).
9.	MAZDOOR CHARGES
i.	Whether Mazdoor charges are reimbursed at the appropriate rates as applicable at residence and station etc., or lump sum amount is payable under the declaration scheme
10.	HALTING ALLOWANCE (Master Circular CO. HRMD No. G.3/S3/17.02.08/20222023)
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 journey period may be reckoned as two days and halting allowance may be paid at the full rate as applicable to the officer for halts at places classified as metro centres and other centres, if the total time spent for journey (both outward and return journey) exceeds 24 hours and thirty minutes.
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.
11.	TRANSFER (TA) BILLS (Master Circular CO. HRMD No. G.3/S3/17.02.08/2022-2023)
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 the amount not exceeding two months' pay to meet incidental expenses as admissible has been paid.
iv.	Whether the railway receipt for the container charges is produced when transportation is done by container service.

Sr. No.	Particulars
v.	Whether the packing and crating, unpacking, clearing and forwarding, transportation and cartage, loading and unloading and Insurance etc., charges are admitted as per rules.
vi.	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).
viii.	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.
ix.	Whether any demurrage charges have been reimbursed.
12.	HALTING ALLOWANCE ON TRANSFER (Master Circular CO. HRMD No. G.3/S3/17.02.08/2022-2023)
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 center.
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.
13.	MEDICAL BILLS (Master Circular CO. HRMD No. S7153/18.01.00/2022-2023)
i.	Whether the bill has been submitted within one year 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 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.
v.	Whether the quantity purchased corresponds to the quantity prescribed.
vi.	Whether any claim has been preferred in respect of dependent parents/ brothers/ sisters.
vii.	Whether cost of treatment taken by officers from a RMP under Homoeopathic/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.
viii.	Whether visit/consultation charges of general practitioners are restricted to admissible extent.
ix.	Whether the specialist consultation is done only with BMO's prior permission, unless under emergency of which BMO is subsequently informed.

Sr. No.	Particulars
x.	Whether the charges for pathological/radiological tests, physiotherapy and dental treatments, dressing etc. are reimbursed as per the appropriate schedules, as applicable to officers and workmen staff respectively?
xi.	Whether the maternity expenses and the charges for caesarian operation are reimbursed to the admissible extent. (No amount is reimbursable under MAF).
xii.	Whether the stoppage charges in case of hospitalization are reimbursed within the ceilings prescribed.
xiii.	Whether the operation charges are reimbursed on the basis of respective schedule/rates applicable to their grade, depending on the nature of operation as per para 8.1.6 of BMFS 2022
xiv.	Whether the reimbursement in respect of treatment of gynecological problems like leucorrhoea, menorrhagia, irregular bleeding/ cycle etc. is reimbursed to officers and workmen employees subject to specific diagnosis by the attending Gynecologist and on recommendations of BMO.
xv.	Whether the cost of hormones (except for thyroid), multivitamins, tonics, drugs having nutritional food values, enzymes, advertised drugs, cosmetic medicating and medicated soaps is reimbursed.
xvi.	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).
xvii.	Whether the registration fees/charges levied by the Trust/Charitable/Private hospitals/nursing homes for indoor treatment was reimbursed as per BMFS rate schedule provided the treatment was taken with prior permission of BMO
xviii.	Whether the claims for following ailments which are outside the BMFS has been admitted: i) Obesity (except for medical reasons) ii) Surgery done for cosmetic purpose (Acne, Hair Loss, Melasma etc.) iii) Change of Sex iv) Allergy Tests
xix.	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.
xx.	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.
xxi.	Whether the cost of crutches, cervical collar, corset belts and artificial limbs has been reimbursed keeping in view the extant instructions.
xxii.	Whether for CT scan test prior approval/ recommendation was obtained.
xxiii.	Whether in case of D&C operations histopathological report has been submitted
xxiv.	Whether the reimbursement of charges for medical termination of pregnancy was reimbursed only to admissible extent subject to fulfilment of prescribed conditions.
xxv.	Whether the expenditure on account of tubectomy/vasectomy operations was reimbursed correctly up to the prescribed limits in addition to the incentive amount.
xxvi.	Whether the special nursing charges was reimbursed on fulfilment of certain conditions.
xxvii.	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.

Sr. No.	Particulars
xxviii.	Whether cost of allopathic medicines prescribed by a non-allopathic doctor was reimbursed (not reimbursable).
xxix.	Whether the bill was submitted once in quarterly basis within one year of the succeeding quarter, if the claim amount was less than 1000/-
xxx.	Whether the prescription bears the Registration No. of the Doctor.
xxxi	Whether Consultation charges of a Dentist and the cost of Bridges and Crowns/Caps are reimbursed.
xxxii.	Whether druggists' bills are paid promptly
xxxiii.	Whether the stock register and prescription files are properly maintained?
xxxiv.	Whether the name and telephone number of nominated nodal officer has been advised to all the retired executives/employees in the area for any help/information required by them for settlement under Group Medclaim Policy for Retired Members of MAFs/Settlement of claims of Retired Executives.
xxxv	Whether the claim has been examined and recommended by the BMO for reimbursement after ensuring that the ailment is within the scope of scheme for reimbursement of expenses and the number of visits and injections and the quantities of antibiotics are certified as reasonable by the BMO.
xxxvi.	Whether quarterly surprise check of all dispensaries has been carried out?"
14.	CONVEYANCE BILLS (Master Circular CO. HRMD No. G.4/S-19/17.06.01/2021-2022)
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 km's 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.
15.	OUT-OF-POCKET EXPENSES BILLS (Master Circular CO. HRMD No. G.3/S-24/17.02.08/2021-2022)
i.	Whether the place of duty is beyond 8kms. 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 PM. (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 BTC/ Staff College to deliver talks are reimbursed out of pocket expenses.

Sr. No.	Particulars
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.
16.	TEA/LUNCH/DINNER/ CONVEYANCE CHARGES BILLS (Master Circular CO. HRMD No. G15/15/17.06.06/2021-2022)
i.	Whether late sitting/early coming is for approved items of work.
ii.	Whether the tea/lunch/dinner charges are 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.
v.	Whether the monthly statement regarding payment is filed along with the monthly reviews of overtime payments.
17.	HOUSING LOAN (Master Circular HRMD.CO. HL.G No. 28/S-32/40.05.004/2021-2022)
i.	Whether Document Register is properly maintained? In case the housing loan liabilities in respect of two properties purchased by an employee are outstanding and the employee intends to repay housing loan of any of the properties, for any purpose, the documents in respect of the said property may be released on request of employee (In terms of Para 17(IV) of Master Circular on RBI employees Housing Loan Rules dated April 01,2022 above para has been modified)
18.	TAX DEDUCTED AT SOURCE (TDS)
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.
19.	MISCELLANEOUS STAFF RELATED PAYMENTS
i.	Whether reimbursement/ payments made to staff / officers towards printing of visiting cards etc. were made in accordance with Central Office instructions.
20.	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 auditor's vis – a – vis the supporting documents and the same were found in order. (DGBA Circular No. 19 dated 08.11.2005).
1	NPS (NATIONAL PENSION SCHEME)
	Whether all the employees covered under NPS have obtained PRAN, got it tagged to RBI and the details have been communicated to Samadhan: -

Sr. No.	Particulars
	a) No. of employees covered under NPS who are yet to obtain PRAN/get it tagged to RBI as at the beginning of the month: b) No. of employees who have obtained PRAN/tagged to RBI, during the month: c) No. of employees who are yet to obtain PRAN/get it tagged to RBI as at the end of the month.
22.	Outstanding in Transit account
	Departments may review all the entries outstanding in transit accounts and for entries beyond the stipulated time indicated in Annex-2 of DGBA circular DGBA. DBA No. S 322/63.03.005/2024-25 dated August 01, 2024, report the same to RD/ CGM/O-i-C. Further, departments may report the status of such pending entries to HoD on monthly basis with the reason for non-reversal and the action taken by the department till date for reversal of such entries.

II. DBA

Sr. No.	Particulars
I	Transaction Audit
A.	Non-cash transactions (daily)
i	Accounts which have been debited and credited are same as those indicated on the supporting document. In case of inter office transaction (IOAR entries), it should be seen that the correct IAU code has been debited or credited.
ii	Necessary details may be verified from the office note specifically sanctions obtained are as per Expenditure Rules and relevant CO instructions.
iii	Debit in customer account is affected only after verifying the signatories of the instrument/advise.
iv	Batch number of transactions is recorded on the supporting document.
v	Whether manual provisions/ extant instructions are followed in case of transfer cheque (Para 5.6 and 5.7 of BD Manual Vol I). Whether the cheques not found in order are returned unpaid along with an Objection Memo?
vi	Wherever, tax is applicable, the correctness of its amount must be verified and ensured that correct amount has been accounted for and remitted to Government within the prescribed time?
B.	Cash transactions (daily)
i.	Verify the transaction in terms of points A (i) to (iv) above. In case of cash transactions, other than withdrawal by a current account holder, there should not be an IOAR transaction.
ii.	In case of cash payment against cheque, whether the details of the cheque are entered correctly in the system?
iii.	Whether Cash received / paid stamp is there on the supporting / base document along with the date and signature?
C.	Financial Entry Request (FER) transactions (daily)
i	Whether there is any outstanding / pending FER to be responded / authorized by the auditee office?

Sr. No.	Particulars
ii	Whether the authorization of FER originated by other IAU has been done based on communication from the originating IAU/confirmation thereon and the resultant accounting entry passed is correct in terms of account and amount?
iii	Whether there are any outstanding / pending FERs originated by the auditee office and pending authorization by the other (responding) IAU?
II	Current Account Management
A.	Current Account opening and closing (Weekly)
i.	Whether any current account has been opened or closed?
ii	Whether provisions contained in manual and /or additional instruction issued by the Central Office have been followed for opening Para (Para 3.2.4 & 3.2.5 of BD manual Vol I) / extant instructions and closing (Para 3.2.10, of BD Manual Vol I) / extant instructions of accounts.
iii	Whether approval of the nodal Central Office Department (regulatory Department) has been obtained for opening or closing the current account?
iv.	Whether the new account has been opened with stipulated minimum balance i.e. the minimum balance was credited to the new current account on the same day on which the account was opened? (Para 3.2.3.9 of BD Manual Vol I)
v.	Whether on closure of a current account, unused cheques returned by the account holder has been recorded in CBS, the authorized signatories removed in CBS and the fact has been recorded on the physical signature cards with remark 'cancelled'.
vi.	Whether the unused cheque forms have been destroyed and whether certificate of destruction signed by the concerned official has been placed on record?
vii.	The closing balance in the current account, if any, has been transferred to the account indicated by the current account holder on closure of the account.
viii.	Whether the current account has been closed after ascertaining whether any loans and advances are outstanding in the name of the entity before processing the account closing application?
ix.	Whether the confirmation of the balance showing NIL balance as on the date of the closing of the account has been obtained?
x.	Whether provisions contained in BD manual Para 3.2.9 of BD Manual Vol I and/or additional instruction issued by Central Office Departments have been followed by the Office while opening Current Accounts of Foreign Central Banks/ Institutions.

Sr. No.	Particulars
xi	In terms of provisions contained in Para 3.2.3.1 of BD Manual Vol I/ extant instructions banks and financial institutions which are eligible to open account with the Bank can open only a single Current Account. However, in case of amalgamation, amalgamating entities are allowed to operate separate accounts from amalgamated entity for temporary periods. Whether such accounts were allowed to continue operations for specific purposes and for a temporary period with due approvals of Central Office Department concerned. Whether any such accounts were allowed to be continued even after prescribed period. (Para 3.2.3.5 of BD Manual Vol I)
xii	Whether there was any instance of a bank placed under moratorium/ all-inclusive directions? If so, whether the instance was referred to the concerned Central Office Department E.g. Department of Regulation etc. without delay and necessary instructions obtained, under advice to DGBA. Whether any restrictions placed by Court, Central Government on a bank for operating on their account(s) with the Bank was appropriately complied with.
B	Maintenance of record of Authorized Signatories (Monthly) (Para 3.2. 7 of BD Manual Vol I)
i.	Whether any specimen signature has been added or cancelled during the month?
ii.	In case of addition of signature, whether the specimen signature cards (form no BDF 4) are signed with date by Assistant Manager after verifying the signatures of attesting officials and uploaded in CBS?
iii.	Whether the addition of authorized signatories is based on proper documents submitted by the account holder?
iv.	Whether on receipt of requests for cancellation of any authorized signatory from the account holders, the specimen signature cards is branded with the remark 'Cancelled' in bold letters in red ink under the signature of the Manager/AGM and the same has been updated in CBS.
v.	Whether the list of authorized officials whose specimen signatures are operative is kept up-to-date in CBS?
vi.	Whether the list of authorized signatories has been referred to the account holder in the prescribed form (by February 15) and confirmation obtained within prescribed timelines? Whether the date of expiry of authority of officials to operate on accounts, if any, is prominently noted on the specimen signature card and appropriately captured in CBS?
C.	Power of attorney and Board resolutions (Weekly) (Para 8.1,.1 of BD Manual Vol I)
i.	Whether any PoA and/or Board of Resolution has been registered in PoA register?
ii	Whether the documents have been verified in terms of BD Manual Vol I and the circular/s/ instructions issued/ if any? Whether manual provisions have been followed for registration of power of attorney/board resolution?
iii	Whether Power of Attorney has been stamped in accordance with Indian Stamp Act and the State Stamp Act in force?
iv.	If the powers granted to the official are operative for a specified period, the date on which the Power of Attorney/resolution will expire has been mentioned in the POA and also entered in CBS.
v.	When the Power of Attorney lapses or is revoked, whether the signature is deleted from CBS and updated in the signature card and PoA register.
D	Request for Change in name of account holder (Weekly) (Para 3.2.15 of BD Manual Vol I or extant instructions)
i.	Whether there has been any request for change in the name of current account?

Sr. No.	Particulars
ii.	Whether the change in name of account holder has been processed after receipt of regulatory approval from the nodal COD? In case of banks appearing in the Second Schedule, a copy of the gazette notification in which such change has been published shall mandatorily be obtained
E.	Inoperative Accounts (Annual) (Para 3.2.17 of BD Manual Vol I or extant instructions)
i.	Whether a list of current accounts which have not been operated upon for three successive accounting years as at the close of accounting year has been taken from CBS, reviewed and referred to Central Office Department concerned for instructions? Whether the list as at close of accounting year has been forwarded to DGBA?
F	Obtaining Balance Confirmation (quarterly) (Para 3.2.13 of BD Manual Vol I or extant instructions)
	Whether balance confirmation has been obtained from the current account holders as at the end of every quarter.
G.	Court orders/Garnishee orders/ attachment orders (Daily)
i.	Whether any court orders /garnishee orders/attachment orders has been received with respect to any current account holder?
ii.	Whether legal cell/department was consulted for the same and timely action had been taken thereon?
iii.	Whether provisions contained in BD manual (Para 8.2 of BD Manual Vol I) and /or additional instruction / Standard Operating Procedure issued by DGBA have been followed by the Office.
iv.	Whether statement containing details of all pending court cases are sent to DGBA on quarterly basis by 10th of the month following the quarter? (Para 8.3 of BD Manual Vol I)
v.	Ascertain, if any balances are lying in Sundry Deposit - legal/ litigation account or any other Sundry Deposit account in connection with Garnishee/ Attachment Order received from Statutory authorities for a period of more than 3-4 working days and the reasons thereof.
III	Inventory Management (DD/ PO/ Cheque)
I	Whether stock of instruments (DD/PO/ cheque) are inventoried in CBS on receipt from the press? (Para 5.1.1 of BD Manual Vol I)
ii	Whether cheque leaves/books are issued based on request and after verification of signature of the applicant and also entered in CBS (Para 5.6.1 of BD Manual Vol I/extant instructions)?
lii	Whether number of leaves/books in physical stock is verified on a half-yearly basis and it matches with the inventory in CBS? (Para 5.4 of BD Manual Vol I)
Iv	Whether Paid instrument in custody of Remittance section verified on monthly basis? (Para 5.4.2 of BD Manual Vol I)
IV	Loans & Advances (daily)
A.	In case loans or advances has been extended following will be verified
i.	In case any loans and advances has been given to banks or Primary Dealer (PD), whether the correct account heads have been debited and credited?

Sr. No.	Particulars
ii.	Whether the loan was granted on submission and verifications of required documents? Whether instructions of the COD concerned have been followed for granting loans? (Para 7.2 and 7.3 of BD Manual Vol I)
iii.	Whether the application for loan has been signed by the authorized official/s whose signature/s is/are on Banks record and is/are in accordance with the operational instructions? [Para 7.4 (b) (i) of BD Manual Vol I]
iv.	Whether the amount of advance applied for, together with the outstanding balance, if any, is within the limit sanctioned for the bank/ PD and does not exceed the ceiling limit or drawing limit, whichever is lower? [Para 7.4 (b) (ii) of BD Manual Vol I]
v.	In case the promissory notes are to be renewed within 3 years (or any other specified period) of their date of execution, whether the DP note forming part of the required documents, is valid i.e. within due date/ within its validity period? (Para 7.9 of BD Manual Vol I)
vi.	Whether the total of outstanding balances in individual loan accounts in various categories agrees with the GL balance? (Para 7.8 of BD Manual Vol I)
vii	In case of repayment of loan (in part or in full), whether the loan balance has got updated correctly and whether correct accounting entry for repayment was passed?
B	Interest on loans and advances
I	Whether the interest is being recovered at monthly rest? (If any other periodicity has been prescribed by the Central Office Department concerned, for interest recovery, interest calculation and recovery should be checked accordingly).
li	Whether the amount of interest is correctly calculated on the outstanding balance and at applicable rate?
lii	Whether correct accounting entry has taken place for interest recovery?
Iv	In case of final repayment, whether interest has been recovered at the time of settling the outstanding loan balance? (Para 7.10 of BD Manual Vol I)
V	If a loan is repaid on the same day it is availed of, whether a day's interest has been recovered? (Para 7.10 of BD Manual Vol I)
Vi	Whether the instructions of COD concerned are being followed for levy of penal interest? (Para 7.12 of BD Manual Vol I)
V	Foreign Accounts Section (Para 3.2.9 of BD Manual Vol I)
I	Mumbai Office – Operation in BDFEA account (nodal COD, DEIO)
	Whether the RO is following the necessary instructions issued by the Central Office Department concerned.
ii	Kolkata Office – Operations in Nepal Rashtra Bank (IDMD/ DEIO)
	Whether the RO is following the necessary instructions issued by the Central Office Department concerned
VI	Remittance
A	Issue and payment of Demand Draft (DD)
I	Whether the passing official is subjecting applications to the prescribed verifications and subscribing initials on the application (Para 6.9 of BD Manual Vol I)

Sr. No.	Particulars
ii	Whether the accounting entry passed for DD issue is correct? Whether the DD has been issued to correct beneficiary and for correct amount?
iii	In case of issue of DD against cash, it must be seen that DD for Rs 50,000/- and above has NOT been issued against cash? Whether the cash receipt stamp with date and signature of recipient is present in DD application form? (Para 6.9 of BD Manual Vol I)
iv	In case of issue of DD against cheque, whether the DD has been issued after realization of cheque?
v	In case, the application is from Government department, whether the applicant signature has been verified?
B	Issue of new DD in lieu of expired / lost DDs
i	If the DD is payable at SBI bank branch, whether a non-payment certificate/email confirmation has been obtained from SBI? (Para 6.17.1 of BD Manual Vol I)
ii	In case DD is payable at any RBI Branch, whether it was verified from CBS that the DD was outstanding for payment?
iii	Whether letter of Indemnity has been obtained? Whether it is stamped as an agreement, in case the applicant is a customer (Para 6.17.1.2 of BD Manual Vol I)? Whether it has been taken as a letter of undertaking, in case the applicant is an employee of the Bank?
iv	Whether the expired/lost DD is cancelled and fresh DD has been issued in its place for the same amount and favoring the same beneficiary? Whether the details of DDs issued and DDs cancelled are correctly updated in CBS? (Para 6.17.1.4 of BD Manual Vol I)
C	Other aspects of DD
I	Recording of Stop Payment of DDs (Para 6.20 of BD Manual Vol I)
a)	Whether the Stop payment has been recorded for DD issued by the office based on applications received from the applicant to stop payment and whether the DD was outstanding at the time of marking stop? (In case of drafts issued to Government Departments, offices may entertain requests for stop payment from the payees/endorsees thereof.)
II	Payment of drafts by cancellation (Para 6.18 of BD Manual Vol I)
a)	Whether the original draft as well as the duplicate, if any, issued has been surrendered? (The draft received for cancellation will itself be treated as the debit voucher). Whether application for cancellation has been received from the original applicant?
b)	Whether draft cancelled was outstanding? Whether the drafts are cancelled by offices who have drawn/ issued them?
c)	Whether the amount was refunded to the remitter with the approval of the Manager/AGM? (No refund will be made on a lost draft and the remitter will have to obtain a duplicate of the draft from the issuing office in such cases and receive the payment thereof through the payee at the drawee office).
d)	Whether the refund has been made as a transfer to the account only and not paid in cash?
e)	Whether the cancellation of the draft by issuing office has been affected by debit to the office to which the original credit was afforded under advice to that office and refund made to the remitter.

Sr. No.	Particulars
f)	In case of drafts drawn on SBI, whether a Non-Payment Certificate has been obtained from SBI stating that the draft is still outstanding in their records and a stop payment has been marked for the same. (Only then, the cancellation request will be entered in CBS and the funds will be transferred back to the account of the customer / account holder / applicant.)
iii	Payment of lapsed drafts:
a)	Since lapsed drafts are transferred to Commission Account- Sundries, whether the payment against lapsed drafts has been made by debit to 'Commission account- Sundries' after obtaining approval of RD/CGM/ Officer in Charge? (Para 6.15 of BD Manual Vol I)
iv	Revalidation of Drafts:
a)	On receipt of application for revalidation of draft along with reasons for delay in encashment, the existing demand draft will be cancelled and a fresh demand draft of three months' validity will be issued for the same amount and favoring the same beneficiary after ensuring that no stop has been recorded against the draft and no duplicate draft has been issued for the original draft. (Para 6.19 of BD Manual Vol I)
D	Monitoring Outstanding DD (Para 6.14 and 6.15 of BD Manual Vol I)
i	Whether the total balance of draft outstanding agrees with the balance in the Drafts Payable A/c.
ii	Whether the list of outstanding DDs has been put up to Manager / AGM and to CGM/GM at quarterly intervals.
iii	Whether items outstanding for three consecutive years in the "Draft Payable Account" are transferred to the "Commission Account – Sundries" by the drawee office at the time of annual closing after obtaining due approval of RD/CGM/OIC as per the manual provisions/ extant instructions issued by DGBA (Para 6.15 of BD Manual Vol I)
E	Issue of Payment Order (PO) / Banker's Cheque (BC)
i	Whether PO has been issued based on sanction note of the department concerned?
ii	Whether PO / BC Payable Account (8022007) has been credited by the department concerned before issue of PO?
iii	Whether PO has been issued for the correct amount and beneficiaries name mentioned is as per the sanction note?
F	Issue of new PO in lieu of expired/lost PO
I	Whether the original PO was outstanding? Whether a fresh PO issued is for the same amount and favoring the same beneficiary? Whether the details of POs issued and POs cancelled are correctly updated in CBS?
G	Monitoring Outstanding PO
I	Whether the total of PO outstanding matches with the GL balance?
li	Whether the Payment Orders outstanding for over three consecutive accounting years are transferred to the 'Commission A/c. – Sundries' at the time of annual closing as per the extant instructions issued by DGBA?
VII	Monitoring of accounts
A	Daily checking
I	Whether exception transaction report, if any, is checked and put up to DGM/GM of Banking Department on the next business day? (Para 2.12.5 of BD Manual Vol I/ extant instructions)?

Sr. No.	Particulars
li	Cash scroll, transfer scroll, clean cash book, GL Summation, GL Posting is to be verified on daily basis and it must be seen that discrepancies, if any, in these reports are being promptly resolved?
iii	Whether CHB account is being monitored on daily basis (if not feasible on a daily basis, then at designated regular intervals) and reconciliations are being attended to?
iv	Whether IDMD Special current account maintained at MRO is nullified on daily basis (For Mumbai Office)?
B	Weekly checking
a)	Statement of Affairs (Para 2.10 of BD Manual Vol I)
i	Whether Weekly Statement of affairs (WSA) for week ended Friday is verified and whether the confirmation of correctness of WSA has been sent to DGBA as per the manual provisions/ extant instructions?
ii	Whether weekly confirmations have been received from other sections/ departments on the correctness of their transactions.
iii	Following aspects must also be seen while verifying WSA:
	a. Whether WSA is balanced?
	b. Whether figures reported under various heads in the statement of affairs report and weekly abstract of statement of affairs report are tallying with the respective GL Balance?
	c. Whether figures reported under Central and State Government account is tallying with the DP report of CAS Nagpur (For CAS Nagpur)
	d. Whether the amount of notes, rupee coins and small coins matches with the physical cash register?
	e. Whether total of assets/liabilities matches with Grand total of each side in both WSA and WSA abstract
b)	Weekly certificate
i	Whether weekly certificate has been regularly put up to DGM/GM as per the manual provisions/ extant instructions?
c)	Batch cancellation and supplementary transaction
i	Whether there were any batch cancellation or any supplementary transaction passed during the week? Whether the same was carried out after taking approvals as indicated in Para 2.10.1 read with Annex B, of BD Manual (Vol I)?
li	Whether the WSA of the current week or any of the previous week/s was changed due to the said transaction/cancellation?
iii	In case of change in WSA, the same has to be checked again and it must be ensured that a confirmation of correctness of WSA has been sent by the office to DGBA.

Sr. No.	Particulars
C	Monthly checking
i	Whether the register for charges account has been confirmed by the departments concerned on monthly basis by 5th of next month. Whether the GL balance of Dead Stock/Fixed Asset tallies with total of inventory?
ii	Whether the items outstanding in all transit accounts as at the end of every month has been put up to Regional Director/ Officer in Charge.
iii	Whether confirmation regarding the outstanding entries in sundry, suspense, security deposit and Earnest money deposit has been obtained from the departments concerned on monthly basis
iv	Whether entries in transit internal account heads carrying statutory balances like Sundry Deposit-TDS/ GST/ TCS etc., has been reversed by remitting to the Government Account within the prescribed timeline.
D	Income Review Statement (IRS)
i	Whether it is being prepared for period ended June, November, December and/or any other period specified by DGBA?
ii	Whether the same is prepared and sent to DGBA within prescribed time i.e. by 5th of following month or within the time indicated by DGBA?
iii	Whether provision utilized has been marked off in CBS before submitting IRS to DGBA for the month for which IRS is prepared and the provision balance (unutilized) shown in the RPROVBAL report is correct?
iv	Whether the GL balances reflected in IRS (System generated) is correct?
v	Whether outstanding expenditure and accrued income have been considered in preparation of IRS? Whether the proforma entries for the same has been passed in CBS?
vi	In case of prepaid expenditure, whether the portion of expenditure pertaining to period after the month ended for which IRS is to be prepared has been excluded in manual IRS and proforma entry for the same has been passed in CBS.
vii	Whether the manually prepared IRS and CBS generated tallies. If not, whether the discrepancies have been identified and resolved?
E	Housekeeping (Half Yearly)
i	Whether instructions contained in circular issued by OGBA Instruction No.02/2024-25 dated August 01, 2024 and provisions of para 1.2 (4) (iii) of BD Manual Vol I/ extant instructions have been followed by the Office?
ii	Whether Housekeeping Statement has been prepared on half yearly basis in timely manner and relevant appendices has been submitted to concerned CODs as mentioned in DGBA circular dated August 01, 2024?
iii	Whether steps have been taken for the reversal of outstanding entries.
VIII	Annual Closing
i	Whether instructions contained in annual closing circular issued by DGBA have been followed by the Office?
ii	Provisions (income & expenditure) may be verified for its correctness and accounting entries thereof may be verified
iii	In case of outstanding payments, it must be seen that amount to be provided for includes TDS and GST, wherever applicable.

Sr. No.	Particulars
iv	In case of Income Accrued but Not Received, it must be seen that separate liability has been booked for GST while making provision for income, wherever GST is applicable on outward supply of services in terms of DGBA Instruction No.009/ 2022-23 CO.DGBA.DBA. No. S1527/57.01.001/ 2022-23 dated March 29, 2023.
v	It may be verified whether unutilized provision for expenditure incurred but not defrayed and income accrued but not received, if any, is to be carried forward for next accounting year or written back. If it is to be carried forward, re- provision of the same has been done correctly and if the same is not required to be carried forward, it has been transferred to specific Provision No longer required GL as per the manual provisions/ extant instructions in this regard?
vi	Whether approval of the RD/OIC has been obtained before making provision?
vii	Annual Closing returns must be verified for their correctness.
viii	It must be verified that Prior period transactions and utilization of global provision has been correctly reported in the format prescribed by DGBA. Whether prior period transaction reported as part of annual closing returns also matches with CBS?
IX	Half yearly review (October end)
i	Whether instructions issued by DGBA have been followed?
ii	Provisions (income & expenditure) may be verified for its correctness. Further, it must be verified whether the provision made was reversed on the first working day of October?
iii	Whether unutilized provision made in previous March (annual closing) and it is certain that the same will not be required to be used in the second half of the year (October to next March) has been transferred to Provision no longer required as per the manual provisions/ extant instructions?
iv	Correctness of Provision balance report (RPROVBAL) at October end must be seen to ensure that provisions utilized have been marked off, amount transferred to provision no longer required has been marked off and the balance reflected in the report shows the unutilized provision to be utilized in the remaining six months (October to March).
v	It must be verified whether the unutilized balances reflected in RPROVBAL report are transferred to adjusting account and then reversed on the first working day of October.
vi	Returns for Half yearly review should be verified and checked for its correctness
X	Outstanding in Transit account
	Departments may review all the entries outstanding in transit accounts and for entries beyond the stipulated time indicated in Annex-2 of DGBA circular DGBA. DBA No. S 322/63.03.005/2024-25 dated August 01, 2024, report the same to RD/ CGM/O-i-C. Further, departments may report the status of such pending entries to HoD on monthly basis with the reason for non-reversal and the action taken by the department till date for reversal of such entries.

III. DPSS

Sr. No.	Checklist item										
1.	Whether the balances in the Suspense Account, sundry and Charges Account maintained in DPSS reconciled with DBA.										
2.	Whether unadjusted items remain pending for long?										
3.	Whether inward bill register has been properly maintained.										
4.	<p>Verification of Bills paid - Whether the bills paid by the department under the following account heads during the month are according to expenditure rule, Service tax rule, TDS deduction under IT etc.?</p> <table> <tr> <th>Account Head</th><th>Account Code</th></tr> <tr> <td>Newspapers and periodicals Account</td><td>8666003</td></tr> <tr> <td>Financial Literacy & Inclusion Programme Account</td><td>8673609</td></tr> <tr> <td>Misc. Expenses Not Enumerated (MENE) Account</td><td>8673107</td></tr> <tr> <td>Printing Charges –Photo Copying / Binding Account</td><td>8673474</td></tr> </table>	Account Head	Account Code	Newspapers and periodicals Account	8666003	Financial Literacy & Inclusion Programme Account	8673609	Misc. Expenses Not Enumerated (MENE) Account	8673107	Printing Charges –Photo Copying / Binding Account	8673474
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Printing Charges –Photo Copying / Binding Account	8673474										
5.	Are there any bills payable outstanding for more than a month?										
6.	Whether budget allocation is being reviewed every month and Monthly Expenditure review has been sent to HRMD?										
7.	Whether monthly returns such as monthly PPI statistics and monthly fraud reports sent by PPI entities in time?										
8.	Whether MICR codes are allotted to bank branches as per the prescribed guidelines.										
9.	Whether grant of membership to NEFT done as per prescribed guidelines with due approval.										
10.	Whether the NEFT Interbank charges are processed on half-yearly basis (months ending December and June)?										
11.	Whether monthly statements/reports to ABC Cell, DBA, Rajbhasha were timely submitted?										
12.	Is the department conducting monthly leave audit and ensuring that the absences of the employees mentioned in the certificate are being entered and sanctioned in Samadhan in a timely manner, including on behalf applications?										
13.	Whether the Monthly DO letter is sent to DPSS, CO by 5 th of the following month?										
14.	How many card networks have contributed to the PIDF Scheme during the half year ended June/ December 2022										
15.	Whether the contributions received from all card networks during the half year ended June/ December 2022 is as per the guidelines laid down under the PIDF scheme?										
16.	How many card issuing banks have contributed to the PIDF Scheme during the half year ended June/ December 2022										
17.	Whether the contributions received from card issuing banks during the half year ended June/ December 2022 is as per the guidelines laid down under the scheme										
18.	How many acquirers were paid subsidy from the PIDF and what is the total subsidy paid during the quarter ended March/June/September/December 2022.										

Sr. No.	Checklist item
19.	Whether the calculation of the subsidy paid to the acquirers is as per the guidelines laid down under the PIDF scheme during the quarter ended March/June/September/December 2022
20.	Whether the administrative expenses related to PIDF are as per approved guidelines?
21.	Whether subsidies from PIDF have been paid within stipulated timeframe?
22.	In case of delay in crediting beneficiary account, in NEFT and RTGS inward transactions, received by RBI, whether payment of penal interest is being made as per Procedural / System Guidelines?
23.	NATIONAL PENSION SCHEME Whether all the employees covered under NPS have obtained PRAN, got it tagged to RBI and the details have been communicated to Samadhan. a) No. of employees covered under NPS who are yet to obtain PRAN/get it tagged to RBI as at the beginning of the month. b) No. of employees who have obtained PRAN/tagged to RBI, during the month c) No. of employees who are yet to obtain PRAN/get it tagged to RBI as at the end of the month (age-wise details as per annexure)
24.	Outstanding Transit Para :- Departments may review all the entries outstanding in transit accounts and for entries beyond the stipulated time indicated in Annex-2 of DGBA circular DGBA. DBA No. S 322/63.03.005/2024-25 dated August 01, 2024, report the same to RD/ CGM/O-i-C. Further, departments may report the status of such pending entries to HoD on monthly basis with the reason for non-reversal and the action taken by the department till date for reversal of such entries.

IV. ESTATE

Sr. No.	Particulars
1.	Sundry deposits Account.
i.	Whether any outstanding entries for more than 6 months noticed as on last day of the month.
2.	Suspense Account.
i.	Whether any outstanding entries for more than 2 months noticed as on last day of the month.
3.	Earnest Money Deposits.
i.	Whether the amount is transferred to Security Deposit Account after allotting the work to the successful bidder and EMD amount refunded to the remaining bidders.
ii.	Whether an outstanding entry for more than one year noticed.
4.	Security Deposits.
i.	Whether the Security Deposit Account has been maintained and the Security Deposit due for refund is being realized in time.
ii.	Whether Retention money deducted from the contractor's bills at the time of payment of bills is credited to the security deposit account and retained till the Defect Liability Period (DLP)?
iii.	Whether security deposit due for refund is being refunded in time? Whether any outstanding entries for more than three years noticed?
5.	Reconciliations.

i	Whether Dead stock reconciliation for last half-year ended June/December completed and certified by Concurrent Auditor? Whether the Certificate has been submitted to PDCO in time?
ii	Whether records of balances in respect of security deposits given to utility service providers (electricity, water, etc.) are being properly maintained and being reconciled with the utility company at regular intervals (at least once in a year)?

6.	Insurance of Bank's Properties.
i	Whether all eligible properties /Deadstock have been properly and adequately insured in time?
ii	Whether the statement regarding items to be insured, sent to Central Office Premises Department in time?
iii	Whether the data related to Broken Period Insurance is being submitted to the insurance company as per CO guidelines, as and when the assets were purchased?
7.	Paid Bills
i	Whether Bills entered in the CBS/SARTHI are properly scrutinized and audited before release of payment?
ii	Whether 'PAID' stamp is affixed on all copies of the bills including duplicates, sanction notes, etc. to guard against a payment/ presentation again?
iii	Whether contractual provisions for tender work are properly followed?
iv.	GST in the bills included may be checked for accuracy.
8.	Income Tax / Other Taxes
i	Whether the TDS is deducted as per the specified rate in Income Tax Act, 1961 as amended from time to time and credited to Govt. Account in time.
ii	Whether payment of statutory dues (water tax, municipal tax etc.) was correctly made.
iii	Whether filing of Goods & Services Tax (GST) returns /payments of GST are being made in time?
iv	Whether TAN/PAN details are verified before payments Certification?

9.	Inwarding of references/bills
i	Whether all references/bills are inwarded?
li	Whether all outstanding references/bills are put up to DGM/GM on a regular basis?
10.	Bank Guarantee (BG) Register.
i	Whether Bank Guarantee register is maintained and updated in Suvidha Portal?
11.	Property Registers are maintained.
I	Whether property tax dues in respect of all the properties are paid and in order?
li	Whether electricity & water bills of office/staff quarters and telephone bills of office are paid correctly and on time.
iii	Whether renewal of lease agreement was done on time.
12.	Repairs to Kitchen Equipment.
i	Whether prior permission of competent authority is obtained for repairing kitchen equipment in the employees' canteen as well as the Officers' Lounge (OLDR) as per Central Office Circular.

ii	Whether Expenditure Rules 2023 as amended from time to time have been followed.
13.	IT Cell. It is required only in case of IT cell AUDIT REPORT.
i	Whether reconciliation in respect of Computers & Printers is done between main Inventory register & Inventory register with IT Cell.
14.	Capitalization of Project.
i	Whether any project has been capitalized during the month, and has it been done as per the extant guidelines and whether the related project account has been closed.
15.	Maintenance of Diesel Consumption Register.
i	Whether Diesel Consumption Register is maintained.
ii	Whether physical verification of stock of diesel is carried out during the month.
16.	Depreciation
i	Whether the depreciation is provided properly or not? Items capitalized which are due for depreciation are to be checked for accuracy.
ii	Whether the asset has been capitalized on the date of it being ready/available for intended use/put to use or at least in the same month.
17.	Major Construction Projects
i	Whether any major construction project undertaken during the month.
ii	Whether periodical surprise checks are conducted.
iii	Whether recoveries towards income-tax are made from the contractors' running account bills at prescribed rates.
iv	Whether any Project Account is live even after the project is completed
18.	Whether the following registers are maintained and updated as required. (ONLY IN RESPECT OF MAJOR PROJECTS)
i.	Project Register.
ii.	Register showing payments made to contractors.
iii.	Subsidiary registers for recoveries affected from contractors' running bills.
iv.	Variation Register.
v.	Hindrance Register.
vi.	Register for issue of Measurement Books.
vii.	Register for issue of drawings.
viii.	Site inspection book.
ix.	Down time Register.
19.	Insurance Records
i	Whether records on various insurance covers taken for construction work and on workers by the contractors are maintained
ii	Whether payments against bills of the contractors are made after obtaining Insurance covers.

iii	Whether insurance covers have been duly extended without any break till the period of completion of the project work
20.	Whether proper estimates are prepared before awarding contracts.
21.	Before allowing payment of bills, whether the following are verified
i	Advance against material collected at site, incorporated/utilized in the work later on is scrutinized in the context of quality of material, quantity of material, rate aspects.
ii	Running account / final bills. It is to be ensured that the percentage test checking of measurement as delegated to respective officials (Engineers) has been done or not
iii	It is to be ensured that the validity of the contract has not expired. In case of expiry of the contract, whether the contractor has made application for the extension and the same has been processed/approved by Competent Authority before expiry of contract period.
iv	The bill being processed is for the minimum value stipulated in the tender
v	The appropriate amount towards electricity, water, telephone, etc., is recovered from the bill payable to the contractor.
vi	Proper accounting entries are passed, in particular, in regard to cement and steel on its purchase/consumption.
22.	While inviting competitive offers for procurement of cement and steel, whether norms prescribed are observed.
23.	Whether records to show high as well as low rates quoted by the tenderer are maintained.
24.	Whether test certificates for major electro mechanical equipment's have been received before making payments.
25.	Maintenance of records/ contracts/ renewal. Periodical reports to CO
i	Whether the Cell/Department is maintaining all prescribed records and furnishing periodic reports to Central Office.
26.	Dead Stock
i	Whether register of recurring expenditure on maintenance of machines is maintained and perused by the appropriate authority at frequent/ periodic intervals.
ii	Whether new purchases (Rs. 5000/- and above) have been inventoried and disposed of articles have been written off / cancelled from inventory list in CBS system.
27.	Quotation Registers.
i	Whether Quotations registers are maintained and opened on the due dates without any delay
ii	Whether the refund of Earnest Money Deposit (EMD) to unsuccessful tenderers was in terms of Para 4.27 (ii) of PD Manual in Quotation Register?
iii	Whether prescribed procedure has been followed while calling for quotations/tenders from the approved list of contractors/suppliers.
28.	Maintenance of Subsidiary Ledgers.
i	Whether 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 with the supporting documents and the same were found in order.
iv	Whether in terms of Para 3(IV)(iv) of PD Manual 2024 Administrative Closure Report was prepared in prescribed format by the department for each work costing ₹ 25 lakh and above with the approval of Competent Authority?
29.	Annual Maintenance Contracts.
I	Whether AMC have been renewed and properly recorded/ updated in Suvidha portal?
30.	Budget allocation — Expenditure Review.
i	Whether expenditure incurred for the month is as per budget allocation.
ii	Whether quarterly budget review regarding Premises related budget submitted to Premises Department
iii.	Whether quarterly budget review regarding non-premises related budget submitted to ABCC.
31.	Income Review Statement to DGBA
i	Provision made for expenses at the end of financial year and its utilization in the next year
32.	Disposal of Unserviceable Articles
i.	Whether dead stock articles treated as unserviceable are recorded in the 'Register of Unserviceable Articles' and orders obtained from the Competent Authority for "write-off" for their disposal as per procedure laid down in PD Manual.
33.	Whether these Registers are maintained and updated.
i.	Register of annual maintenance Contracts
ii.	AC Plant stock Register
iii.	Movement Register
iv.	Measurement Register
v.	Properties Register
vi.	Electrical stock Book Register
vii.	Electrical Sub Station Log Book Register
34.	Whether hard copies of extant internal instructions / manuals / 5circulars which are relevant to scope of concurrent audit are returned by the concurrent Auditors after completion of their assignment / tenure which are provided by the department.
35.	Outstanding Transit Account Statement Departments may review all the entries outstanding in transit accounts and for entries beyond the stipulated time indicated in Annex-2 of DGBA circular DGBA. DBA No. S 322/63.03.005/2024-25 dated August 01, 2024, report the same to RD/ CGM/O-i-C. Further, departments may report the status of such pending entries to HOD on monthly basis with the reason for non-reversal and the action taken by the department till date for reversal of such entries.

V. FED

Sr. No	Particulars
1.	Whether balances of postage stamps as on date are as per postage register.
2.	Verification of Expenditure under various heads.
3.	Whether the application fee of Rs. 5,000/- has been deposited in the Sundry Deposit Account, after receiving the Compounding Application complete in all aspects?
4.	Whether the application fee of Rs. 10,000/- (plus GST) has been transferred to Commission Account within the timelines prescribed in 'Administrative Guidelines on compounding' dated October 04, 2024, as amended from time to time?
5.	Whether the amount levied in compounding order has been calculated as per the provisions of Para 5 of the Administrative Guidelines on Compounding dated October 04, 2024, and Para 5.4 of the guidelines issued vide A.P (DIR Series) Circular.No.17/2024-25- Directions – 'Compounding of Contraventions under FEMA, 1999' dated October 1, 2024?
6.	Whether the amount levied in compounding order has been received within 15 days from the date of order and the same has been transferred/credited into the account of Pay & Accounts Office, Ministry of Finance, D/O Revenue under the Major Head 0047.00.800.09?
7.	Whether, the penalty, if any, imposed on the Authorized Person complied to the Section 11(3) of FEMA, 1999?
8.	Whether the expenditure incurred on the advertisement on cancellation of license of FFMC/AD Category-II has been in compliance with the Circular No. 09/2014-15, January 19, 2015 issued by Rajbhasha Department, Central Office?
9.	Whether payments made/ reimbursed are made without any delay and in accordance with the RBI Expenditure Rules? Whether the provisions relating to TDS/GST and Income Tax etc. have been adhered to, while making payments (any bill payment) pertaining to the Department?
10.	National Pension Scheme: Whether all the employees covered under NPS have obtained PRAN, got it tagged to RBI and the details have been communicated to Samadhan. a) No. of employees covered under NPS who are yet to obtain PRAN/get it tagged to RBI as at the beginning of the month: b) No. of employees who have obtained PRAN/tagged to RBI, during the month: c) No. of employees who are yet to obtain PRAN/get it tagged to RBI as at the end of the month (age-wise details as per annexure)
11.	Outstanding in Transit account
	Departments may review all the entries outstanding in transit accounts and for entries beyond the stipulated time indicated in Annex-2 of DGBA circular DGBA. DBA No. S 322/63.03.005/2024-25 dated August 01, 2024, report the same to RD/ CGM/O-i-C. Further, departments may report the status of such pending entries to HoD on monthly basis with the reason for non-reversal and the action taken by the department till date for reversal of such entries.

VI. FIDD

Sr. No.	Particulars
1.	Newspapers and periodicals bills-settlement
	Whether there is any payment towards Newspapers & Periodicals during the reporting month.
2.	Leave
	Whether attendance register is maintained. Late attendance would amount to forfeiture of leave.
3.	Scrutiny of Vouchers
	Whether 100% audit check/scrutiny of all the vouchers of the period of audit report is undertaken as per PARA .5 (i) to (v) of the Synopsis.
4.	LDO's Quarterly report
	Whether the LBS quarterly report is submitted to CO (CO letter RPCD.CO.LBS.NO.9681/02.01.001/2011-12 dated June 27,2012 on LBS – Strengthening flow of information from Regional Offices)
5.	Maintenance of Subsidiary Ledgers
i.	Whether subsidiary charges account ledger, suspense account, sundry deposit ledger are 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 auditor's vis – a – vis the supporting documents and the same were found in order.
iv.	Whether it was ensured that all payments to staff and outside parties were made by ECS/EFT.
v.	Whether EFT credit was given to the correct account.
vi.	Whether quarterly Charges A/c is reviewed vis-a-vis approved budget allocation as per the guidelines.
6.	Annual Maintenance Contracts
	Whether AMC Contracts are renewed & payment is made properly.
7.	Tax Deducted at Source
	Whether TDS is deducted as per the provisions of the Income Tax Act,1961
8.	Reply to queries received under RIA
i.	Whether any queries are received by FIDD (MRO) under RIA during the month.
ii.	Whether any replies to queries are furnished under RIA.
iii.	Whether there is any pending case.
iv.	Whether monthly statement is send to the IRDC.
9.	Verification of Dead Stock Register/File
	Whether Dead stock register/file is maintained up to date.

Sr. No.	Particulars
10.	Handling reference received from Government Agencies
	Whether any references or circulars received by the department from the Government Agencies during the month.
11.	Service Tax Liability under Reverse charge Mechanism
12.	National Pension Scheme
	Whether all the employees covered under NPS have obtained PRAN, got it tagged to RBI and the details have been communicated to Samadhan: - a) No. of employees covered under NPS who are yet to obtain PRAN/get it tagged to RBI as at the beginning of the month: b) No. of employees who have obtained PRAN/tagged to RBI, during the month: c) No. of employees who are yet to obtain PRAN/get it tagged to RBI as at the end of the month.
13.	Outstanding in Transit account
	Departments may review all the entries outstanding in transit accounts and for entries beyond the stipulated time indicated in Annex-2 of DGBA circular DGBA. DBA No. S 322/63.03.005/2024-25 dated August 01, 2024, report the same to RD/ CGM/O-i-C. Further, departments may report the status of such pending entries to HoD on monthly basis with the reason for non-reversal and the action taken by the department till date for reversal of such entries.

VII. GBD

Sr. No	Particulars
1.	<u>Receipts-Cash/ Clearing/ Transfer</u>
i.	Whether scrutiny of challans is done as per prescribed procedure laid down in para 2.3.3 of GBD manual (Vol – II).
ii.	For cash receipts, whether a proper receipt generated from CBS/manual receipt is given to the customers depositing cash into Govt. accounts
iii.	Whether cheques drawn on other banks and received for credit to Govt. Accounts are presented in the same day's CTS clearing within the cut off time
iv.	Whether receipted challans along with receipt scrolls are forwarded to the Govt. departments the next working day and in case of cheque, the third day after realization of cheques in clearing
v.	Whether receipted challans are handed over to the depositors after realization of cheques in clearing
vi.	Whether the instruments returned by Drawee banks are returned back to the depositors and proper record of the same is kept in the department
vii.	Whether instruments returned by Drawee banks due to technical reasons (or) fault from RBI such as not affixing clearing stamp, etc. are presented again in the same day's CTS clearing within the cut off time
viii.	Whether balancing of cash receipts with the relevant challans is done at the end of the day before closure of Banking Cash (if done by GBD).
ix.	Whether it is ensured that credit is given to the correct head of account of the state government.

Sr. No	Particulars
2	Short Credits
i.	Whether instruments received under Short Credits are entered and dispatched to the respective banks / Regional Offices on the same/next day of receipt?
ii.	In respect of Short Credits pertaining to other Regional Offices, whether entries are made in Short Credit Module in CBS
iii.	Whether outstanding pay-in slips/challans/credit vouchers are tallied with outstanding items in the register of short credits dispatched to the outstation Offices/banks at fortnightly intervals; whether suitable remark is made against the last entry in the register by the AM.
iv.	Whether a list of outstanding entries is prepared at fortnightly intervals and put up to DGM/GM of Banking Department for his perusal and appropriate action as advised by the DGM/GM taken.
3.	Payments–Cash/ Clearing/ Transfer
i.	Whether the specimen signature of authorized signatories are properly scanned and tagged to the respective accounts in CBS? Whether date of expiry of such signatures is properly entered in the system? Whether the signatures on instrument are verified before passing?
ii.	Whether the cheque book series intimated by the Govt. Departments are properly entered in CBS and authorized.
iii.	Whether the department is taking telephonic/e-mail confirmation from the drawers of the instruments if the value is more than 5.00 lakh?
iv.	Whether payment cheques are passed at various levels of authorities based on their amounts? (for e.g. if the value of the instrument is more than `25.00 lakh, then the same should be passed/ paid by AGM)
v.	Whether the confirmation of balance was obtained from the Personal Ledger A/c. holders periodically
vi.	Whether STOP payment instructions properly signed by the authorised signatories of the accounts are properly recorded in CBS and reviewed periodically? Whether STOP Revocation instructions received from authorised signatories are verified and then entered in CBS?
vii.	Whether paid Interest Warrants are sent to PDO for preservation at PDO as per PDO Manual provisions.
viii.	Whether the Date-wise Monthly Statement (DMS) mentioning the settlement date is timely sent to the accounting authorities.
ix.	Paid cheques should be checked with the respective payment scroll in GBD 7 generated from the system
x.	Whether paid instruments are properly verified and sent to respective Government Departments on the same day or next working day.

Sr. No	Particulars
xi.	<p>Checks for uploading of files manually for e-payment–</p> <p>a. Whether payment file is uploaded based on confirmation of payment by Government through cheque/ debit mandate?</p> <p>b. Whether total payment amount mentioned in cheque/ debit mandate are cross-checked against the total amount mentioned in e-payment file, date of payment may also be verified?</p> <p>c. Whether Cheque/ debit mandate is signed by authorized signatory?</p>
4.	<u>Demand Draft Received for Realization A/c / Cheque for Collection A/c</u>
i.	Whether large numbers of entries are pending for reversal; if so, reason thereof.
ii.	Whether proper efforts are made to reconcile/wipe out entries outstanding for a longer period
iii.	Whether the outstanding items parked in the Demand Draft received for realization account are reconciled and tallied with the figures available in DAD.
iv.	Whether Cheques for collection a/c is operated by the department and balance reconciled
5	Reimbursement of claims for payment in respect of LC/BG
i	Whether proper debit mandate from the Government to reimburse the concerned commercial banks towards LC /BG is on record.
ii	Whether reimbursement has been made as per the debit mandate received from the Government.
iii	Whether proper records are maintained for all the LCs / BGs for which reimbursements have been made.
iv	Whether the specimen signatures of the Govt. Officials issuing debit mandates are properly maintained in GBD for verification and whether the same are duly verified before making payments? Whether the signatures are scanned and uploaded in CBS package?
6.	Special Deposit A/c. – 1975
i.	To confirm that no interest has been paid for the accounts whose balances have not been confirmed.
	a) Whether interest claim was supported by payment scroll in the prescribed format
	b) Whether interest applied at the appropriate prevailing rate.
	c) Whether a certificate was obtained from the claimant's internal auditor/statutory auditor regarding the correctness of the claims in respect of the amount of yearly interest paid to the Fund/Trust on the Special Deposit Scheme A/c
ii.	Whether the refunds in SDS A/c are made in accordance with Government Notification No. F 5(6) –ECB & PR/2003 dated May 01, 2003 and letter No.F.No.6(10)/2008-PR dated August 14, 2008.

Sr. No	Particulars
iii.	Whether for withdrawals from SDS A/c to meet the obligatory payment was supported by the following documents
	a) Resolution passed with regard to withdrawals in the meeting of Board of Trustees. (to be signed by at least two authorized signatories (Trustees):
	b) Where ever approval required from the concerned Regional Provident Fund Commissioner, EPFO, it was obtained before permitting such refund
iv	Whether the department is maintaining proper account-wise ledgers / registers for maintenance of SDS Direct Accounts and SDS Mirror Accounts? Whether entries with regard to payment of interest, withdrawals, etc. are properly recorded and authenticated by the officials manning the section?
v	Whether Balance Confirmation is being taken from SDS Direct Account holders and SDS Mirror Account holders as the end of March 31, every year and information forwarded to DGBA, C.O. by June 30, every year?
vi	Whether necessary SDS Statements are being sent to DGBA, CO and to Ministry of Finance as per timelines given below: (i) SDS Balances as on March 31 – to DGBA, CO by June 30 every year. (ii) Withdrawal / closure / transfer / interest payment Report – to DEA, MoF, GoI by 10th of subsequent month. (iii) Revised Estimates/Budget Estimates of interest liability under SDS – to DGBA, CO by October 15 every year.
vii	Whether necessary approval has been taken from DGBA for transfer-in/transfer-out cases, involving SBI/ RBI.
Viii	Whether necessary approval has been taken from DGBA, CO for payment of interest pertaining to previous years?
7.	<u>Safe Custody of Articles</u>
i	Whether Safe Deposit Register in form GBD 21 and relevant files are maintained properly under the initials of the officer in charge of the section.
ii	Whether articles are accepted from Government Ministries/ Departments of Central/State Governments/Union Territories who are banking with the Bank, and such other parties as may be specifically permitted by Central Office. Heads of Department of the Bank at its Regional Offices may deposit articles in their official capacity. The employees'/officers' cooperative credit society may avail the facility of safe deposit only for depositing duplicate keys in their official capacity.
iii	Whether Annual verification of articles in safe custody is being carried out by an Officer deputed by the Regional Director?
8.	<u>Agency transactions on account of State Government</u>
i	Whether in respect of Agency Charges A/c. Agency Bank-wise Ledger and State Govt.-wise Ledger are maintained in CBS

Sr. No	Particulars
ii	Whether all State Govt. transactions reported by the agency banks are accounted for in the CBS System on the same day. If the reporting is manual, whether the same are authorized by an Officer without any delay. And whether the Agency Transaction Day Book and List of agency transactions are sent to Treasury Office, Finance Department without any delay.
iii	Whether bank-wise, monthly statements known as monthly closing statements are received from the Link/ Nodal Offices of the banks authorized to conduct State Govt. transactions and whether the same are forwarded to AG's Office and Finance Department.
iv	Whether the link/ nodal branch of the Agency bank is sending separate daily advices/statements, one for reporting previous month's transactions and the other for current month's transactions' within 4 th day of month?
v	Whether FORM I generated from the e-Kuber is matched with the DMS submitted by the agency banks? Whether Form I are sent to AG's Office and finance Department without any delay?
9.	<u>Payment of Agency Commission</u>
i	Whether agency commission payment has been made as per the revised applicable rates and instructions for the transactions. Calculation for all cases to be verified
ii	Whether the claim for agency Commission is received within the stipulated period from agency banks. If there is a delay, whether there was proper follow up by the department
iii	Whether the agency commission claims are submitted by the banks in the format prescribed in DGBA Master Circular DGBA.GBD.No.S2/31-12-010/2024-2025 dated April 10, 2024 (as updated and revised from time to time)?
iv	Whether the turn-over amount on which the commission is payable is checked with reference to the records of GBD (before making payment of agency commission).
v	Whether the data pertaining to agency commission is entered in CBS and the commission calculated by the system? Whether correct Head of Account is debited for payment of agency commission i.e. Agency Charges A/c – Turn- over Commission (payable on account of Govt. turnover).
vi	Whether TDS under GST has been deducted as per applicable rate for the applicable category of the banks.
vii	Whether TDS deducted has been remitted within the stipulated time frame to the government and all returns relating to TDS under GST deduction have been complied and submitted to the government within the time period given in the CGST Act, 2017. (This will be applicable only if the activity is done by GBD at Ros)
viii	Whether GST has been paid correctly on the applicable rate along with TOC for transactions done w.e.f July 1, 2019 by ROs.

Sr. No	Particulars																									
10	Month end activities																									
i	Whether balance transfer for the month end has been carried out correctly.																									
ii	Whether DMS, including for those State Government accounts that are opened for the purpose of integration, has been sent concerned Treasury, Finance Department and AG's Office and VDMS has been received within the prescribed time.																									
11	Integration of State Government portal with e-Kuber																									
i.	Whether QPX Monitoring Screen access has been obtained by GBD officials for monitoring of transactions under e-payments and e-receipts and is being used by RO for below: - 1) For replying to queries of Government before escalating matter to DGBA or e-Kuber QPX support team. 2) For adhering to SOP for Role of Regional Offices for sending list of Debit Notifications and Return Notifications.																									
ii. iii	Whether the following reports are mandatorily sent by GBDs to concerned Officials/ authorities in a timely manner as mentioned in para 2.7 of BD Manual Vol II. a. For agency transactions <table><tr><th>Sr. No</th><th>Report</th><th>Frequency</th><th>Source and Report Format</th><th>Recipient</th></tr><tr><td>1</td><td>Form D: Agency Transaction Day Book</td><td>Daily</td><td>e-Kuber, pdf</td><td>Treasury & Finance Department</td></tr><tr><td>2</td><td>List of Agency Transactions (Agency Bank-wise)</td><td>Daily</td><td>e-Kuber, pdf</td><td>Treasury & Finance Department</td></tr><tr><td>3</td><td>Form I & J: Agencies Transaction account</td><td>Monthly</td><td>e-Kuber, pdf</td><td>AG Office, Finance Department & Treasury</td></tr><tr><td>4</td><td>Monthly statement of Agency Banks</td><td>Monthly</td><td>Link office of Agency Banks (preferably pdf)</td><td>AG Office, Finance Department & Treasury</td></tr></table>	Sr. No	Report	Frequency	Source and Report Format	Recipient	1	Form D: Agency Transaction Day Book	Daily	e-Kuber, pdf	Treasury & Finance Department	2	List of Agency Transactions (Agency Bank-wise)	Daily	e-Kuber, pdf	Treasury & Finance Department	3	Form I & J: Agencies Transaction account	Monthly	e-Kuber, pdf	AG Office, Finance Department & Treasury	4	Monthly statement of Agency Banks	Monthly	Link office of Agency Banks (preferably pdf)	AG Office, Finance Department & Treasury
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Sr. No	Particulars																								
	<p>b. For transactions done directly at RBI (applicable where State Government has account with RBI):</p> <p>Whether following reports are sent in a timely manner to State Government/ AG Office as mentioned in para 2.7 of BD Manual volume II</p> <table><tr><th>S. No.</th><th>Report</th><th>Frequency</th><th>Source & Report Format</th><th>Recipient</th></tr><tr><td>1.</td><td>Receipt Scrolls: DAD Portion Account Wise Summary</td><td>Daily</td><td>e-Kuber, pdf</td><td>Treasury & Finance Department</td></tr><tr><td>2.</td><td>Payment Scrolls: DAD Portion Account Wise Summary</td><td>Daily</td><td>e-Kuber, pdf</td><td>Treasury & Finance Department</td></tr><tr><td>3.</td><td>PSB 1 to 5: SG account statements</td><td>Monthly</td><td>e-Kuber, pdf</td><td>AG Office, Finance Department & Treasury</td></tr></table>					S. No.	Report	Frequency	Source & Report Format	Recipient	1.	Receipt Scrolls: DAD Portion Account Wise Summary	Daily	e-Kuber, pdf	Treasury & Finance Department	2.	Payment Scrolls: DAD Portion Account Wise Summary	Daily	e-Kuber, pdf	Treasury & Finance Department	3.	PSB 1 to 5: SG account statements	Monthly	e-Kuber, pdf	AG Office, Finance Department & Treasury
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	<p>c. If any of the above reports are not sent to the Government/accounting authority or in cases where such practice has been discontinued by the RO, where confirmation on the same was obtained from the Government/accounting authority?</p> <p>d. Any other reports sent based on the request from State Governments, that involve banking transactions or otherwise that are not generated from ekuber/ provided by Agency Bank are provided always with a disclaimer that “the reports are only for information/MIS requirement of the State Government and the same may not be used as primary sources for reconciliation purpose”.</p>																								

Sr. No	Particulars
12	KYC status of accounts
i	For the newly opened accounts whether the KYC documents have been obtained and verified?
ii	Whether KYC documents are obtained whenever any change in incumbency of the authorized officials of the government accounts is reported to RBI?
iii	Whether newly opened government accounts has been mapped correctly.
iv	Whether there are any inoperative accounts? Whether the status of inoperative accounts is reviewed yearly?
v	Whenever there is no change in the KYC information of the Legal Entity Customer, whether a self-declaration in this regard is obtained from the Government Department?
vi	Whether notice period of three months have been given to the concerned Government departments before closing as inoperative account?
13	Inspection of HO/branches of agency banks
i	Whether RO is adhering to instructions contained in DGBA circular dated April 1, 2016 regarding periodical HO/branch inspection, where applicable.
ii	Cross checking of recovery of agency commission/ penalty amount, if any
14	Outstanding Transit Account
	Departments may review all the entries outstanding in transit accounts and for entries beyond the stipulated time indicated in Annex-2 of DGBA circular DGBA. DBA No. S 322/63.03.005/2024-25 dated August 01, 2024, report the same to RD/ CGM/O-i-C. Further, departments may report the status of such pending entries to HoD on monthly basis with the reason for non-reversal and the action taken by the department till date for reversal of such entries.

VIII. HRMD

Sr. No.	Particulars
1.	ALLOTMENT SECTION - ALLOTMENT OF FLATS
i.	Whether rent in respect of Bank's accommodation occupied by officers/employees of RBI is being recovered as per instructions and the same is posted in relevant registers under proper authentication?
ii.	Whether VOF/THH/HHS (Visiting Officers Flats /Transit Holiday Homes/Holiday Homes) rent is recovered promptly?
iii.	Whether penal rent is Charged 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.

Sr. No.	Particulars
vi.	Whether the Section maintains the record of all flats retained at Mumbai on account of transfer/ retirement/ compassionate grounds, etc. If yes, whether timely follow-up is done in cases of retention beyond the authorized period.
2.	ALLOTMENT SECTION - LEASE RENT PAID FOR TAKING FLATS FOR LEASE
i.	Whether lease rent has been paid as per the instructions of Central Office?
ii.	Whether proper head of account of Charges has been debited for making the above payment?
iii.	Whether TDS has been correctly deducted?
3.	ALLOTMENT SECTION - STAMP DUTY/ REGISTRATION/BROKERAGE PAID IN RESPECT FOR LEASE AND LICENSE AGREEMENT
i.	Whether proper amount of stamp duty/ registration/ brokerage has been paid?
ii.	Whether proper head of account of Charges has been debited?
iii.	Whether stock of franked agreements (blank) tallies with the stock register?
4.	LEGAL FEES PAID
i.	Whether ED's sanction is available for appointment of Advocates/ Senior Counsel?
ii.	Whether reasonableness certificate has been obtained from Legal Department before making the payment?
iii.	Whether proper head of account of charges has been debited?
iv.	Whether TDS has been correctly deducted?
5.	PROTOCOL AND SECURITY ESTABLISHMENT
i.	Whether payments are made to State Security Agencies in respect of Security Guards posted at various Banks' Colonies correctly and without delay?
ii.	Whether payments towards Dog Squad, are made properly?
6.	LIVERIES
i	Whether scrutiny of bills in respect of purchase/stitching of liveries, purchase of monsoon equipment's, shoes etc. is correct and paid without delay.
7.	OFFICER'S LOUNGE AND DINING ROOM
i.	Whether monthly statement of accounts is being prepared and put up to RD on regular basis?
ii.	Whether the accounts pertaining to OLDR (Officer's Lounge and Dining Room) are closed by 20 th of the succeeding month and the entries in Suspense Account are reversed.
8.	IRDC – SPORTS CLUB
i.	Whether grants paid to the Sports 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 TA/HA to staff calculated properly and paid as per the extant circular?
iii.	Whether sports club run by welfare association of staff quarters submit necessary financial statements for claiming Bank's assistance?
9.	ASSISTANCE TO WELFARE ASSOCIATION
i.	Whether financial information statement has been submitted for claiming bank assistance
ii.	Whether the number of gold coins ordered is in accordance with the retirement orders received from HRMD and payments are made without delay.
10.	SCHOLARSHIP AND INCENTIVE SCHEME
i.	Whether any payment has been made towards scholarship schemes. Whether the same has been paid as per the extent guidelines.

Sr. No.	Particulars
ii.	Whether payment of course/ examination fee and ex-gratia as reimbursement under the Bank's incentive Scheme is paid in terms of "Master Circular on Incentive Scheme for Pursuing Select Categories of Part-Time and Distance Education Courses" (as revised from time to time)?
11.	ADVERTISEMENTS (RECRUITMENTSECTION/ ALLOTMENT SECTION/ IRD CELL)
i.	Whether advertisements ispublished on due date?
ii.	Whether all the approved advertising agencies advised to submit tenders?
iii.	Whether RD's sanction obtained forthe lowest tender?
12.	NEWSPAPERS & PERIODICALS
i.	Whether expenditure towards subscriptions to Newspapers/ financial journals etc. incurred in accordance with Para 26.2 of RBI Expenditure rule 2023?
ii.	Whether a register in REG.GEN MISC-3 with separate folios for each journal, gazette etc. maintained to record their receipt.
13.	BANK'S CAR
i.	Whether bills paid for purchase of petrol, Repairs to Bank's Car etc. are duly certified and approval has been obtained from Competent Authority as per ER Rules before payment
ii.	'Whether bills paid to the travel agency in respect of the cars hired by the office are duly certified and approval has been obtained from Competent Authority as per ER Rules before payment.
iii.	Whether capitalization of dead Stock articles was done correctly.
14.	STATIONERY SECTION – Please refer to Appendix in Vol. II of DAD Manual
i.	Verify whether lowest quoted rate accepted and wherever the higher rate has been approved, reasons therefore are recorded and approval of the competentauthority obtained (Para 4).
ii.	Whether the stationery bills are passed for payment by the competent officer as per the RBI Expenditure Rules, 2023 without delay.
iii.	Whether the stationery bills are duly certified by AM and paid without delay [Para 7(a)]
15.	MAINTENANCE OF SUBSIDIARY LEDGERS –
i.	Whether weekly reconciliation of transitory a/c balances & monthly reconciliation of charges a/c balances was done with GL balanceson regular basis.
ii.	Whether entries in the subsidiary ledgers were checked by theconcurrent auditor's vis-a-vis the supporting documents and the same were found in order. (DGBA Circular No. 19 dated 08.11.2005)
iii.	Whether it was ensured that all payments to staff and outside parties were made by ECS/NEFT. Whether NEFT credit was given to the correct account.
16.	RECOVERY OF TDS IT/GST
i.	Whether TDS is being deducted asper specified rates under the Income Tax Act and GST Act.
ii.	Whether GST is being charged properly.
17.	IT CELL
i	Whether payments are made to vendors for purchase of computer related articles, bills raised for payment towards AMCs, Digital Certificates and any other financial transactions dealt by the Cell accurately and without delay.
ii	Whether capitalization of dead stock articles was done correctly.
18.	BUDGET ALLOCATION –EXPENDITURE REVIEWS
i	Whether the Monthly Expenditure Review for the month has been forwarded to HRMD, ABC Cell.

Sr. No.	Particulars
19.	NATIONAL PENSION SCHEME
	Whether all the employees covered under NPS have obtained PRAN, got it tagged to RBI and the details have been communicated to Samadhan:
	a) No. of employees covered under NPS who are yet to obtain PRAN/get it tagged to RBI as at the beginning of the month:
	b) No. of employees who have obtained PRAN/tagged to RBI, during the month:
	c) No. of employees who are yet to obtain PRAN/get it tagged to RBI as at the end of the month
20.	Special Cell
i	Whether the work(s) executed, or good(s) procured will be eligible for Input Tax Credit (ITC) claim?
ii	Whether the quantum of Tax Deduction at Source (TDS) is rightly deductible while making payment to vendors based on work(s) executed, or good(s) procured?
21.	Outstanding in Transit account
	Departments may review all the entries outstanding in transit accounts and for entries beyond the stipulated time indicated in Annex-2 of DGBA circular DGBA. DBA No. S 322/63.03.005/2024-25 dated August 01, 2024, report the same to RD/ CGM/ O-i-C. Further, departments may report the status of such pending entries to HoD on monthly basis with the reason for non-reversal and the action taken by the department till date for reversal of such entries.

IX. ISSUE

Para No.	Particulars
1.	VALUABLES
i	Petty Cash Balance (May be deleted for those ROs not maintaining petty cash.) Expenditure done through petty cash and balance amount shown in the register are verified by Concurrent Auditor at the end of the month. Balance should be NIL at the end of the month.
ii	Monitoring of Security Deposit Account.
iii	Entries made in the subsidiary books maintained by the Sections / Departments to be verified with reference to the actual transactions / sanctions and comments to be made.
iv	Whether outstanding entries in all the transit accounts are cleared before the prescribed time limit. If not, permission of appropriate authority is taken for continuance
v	Position of Outstanding Paragraphs from CA'S previous audit report.
2	CLAIMS SECTION – 100% of cases handled in the section during the period under audit should be subjected to scrutiny with particular reference to the following:-
i.	Whether mandate and date of payment are recorded.
ii.	Whether laid down procedure complied with in respect of irregularities detected in receipts of defective notes in terms of ID Manual para 3.6 of chapter 5. i.e. In case of discrepancy cases/unsigned covering letters the number of such cases observed during the month of audit and the action taken by the Department should be commented upon.
iii	Whether rejected and half value paid notes are destroyed after the prescribed preservation period of 3+1 months after making relevant entries. Para 3.10.2 and para 3.13 of Chapter 5 of ID Manual, 2021
iv	Whether forged notes detected are recorded properly.

Para No.	Particulars
v.	To check whether the laid down procedures in terms of Para 3.4.7 of Chapter 5 of ID Manual is complied with for Destruction of disposed TLR and postal covers
vi.	Check whether physical inventory of Claim section is matching with system inventory in CyM.
vii.	In terms of ID Manual para 5.6 of Chapter 5 and DCM letters DCM (NE) No. 181/ 08.03.020/ 2021-22 dated August 27, 2021 and DCM (NE) No. 204794/ 08.01 .002/ 2021-22 dated March 2, 2022 to check whether the notes received for adjudication/ audit/ special procedure are not pending for more than one month.
viii.	Check whether NE 1 / NE 2 statement on adjudication and audit of notes are sent to Central Office within 15 days after the end of every quarter.
ix.	To check whether the laid down procedures in terms of Para 3.2 of Chapter 5 of ID Manual is compiled i.e. For notes which have been rejected: whether rejection advice is issued to the tenderer, after retaining a copy of the same with the department.
x.	Whether exchange value for fully paid notes is credited to Exchanged Good Notes account.
xi.	For notes adjudicated as half value, whether unpaid portion of Half Paid notes is credited to Sundry Deposit- Unpaid Half value account.
xii.	Whether CL 5 Register is maintained and whether CL 8 Register is put up to GM/DGM on daily basis?
xiii.	In the case of Deliberately cut notes and Build-up notes, whether details of the case have been reported to DGM/GM, ID. If large number of notes were present, whether the same has been reported to local police in terms of Para 3.8 of Chapter 5 of ID Manual
xiv.	Whether notes adjudicated for Full value have been preserved for 15 days and destroyed after verification of 10% of notes selected on random basis in terms of Para 3.10 of Chapter 5 of ID
xv.	Whether Rejected notes have been preserved for 4 months (excluding the month of adjudication). In cases where legal proceedings have been initiated, whether the notes have been preserved till the suit is disposed of (or six more months if suit is not materialized) in terms of Para 3.13 of Chapter 5 of ID Manual is complied.
xvi.	Whether necessary recovery and adjustment in case of incorrect adjudication has been done as per Para 3.11, Chapter-5, ID Manual.
xvii.	Whether surprise check of the notes adjudicated is carried out by DGM/GM of ID, and in cases of undue liberal exercise the matter has been reported to Regional Director in terms of ID Manual para 3.18 of Chapter 5.
xviii.	Whether undelivered payments have been transferred to Sundry Deposits/ Unclaimed Govt. of India Re.1 Notes and Rs.2/- & above notes are transferred to Government of India Account and Commission Account respectively?
xix.	Whether outstanding balance in half value paid account is credited to Commission Account?
xx	Whether stipulated timelines for transfer of balances to Commission Account have been followed in respect of the above?
xxi	To check whether the audit of paid notes has been carried out as per the laid down procedures in terms of para 5.6 of Chapter 5 of ID manual.

Para No.	Particulars
xxii	Whether file and report pertaining to application in Forms CL 18 are submitted to the General Manager/DGM for his information every fortnight as per ID Manual para 6.1.3 of Chapter 5.
xxiii.	Whether there are instances of adjudication of notes under SP beyond stipulated limits of 10 Lacs, 5 Lacs and 2 Lacs. Whether approval of DCM CO for such cases exceeding limits are on record as per ID Manual para 6.2, 6.3 and 6.4 of Chapter 5
xxiv	To check whether particulars of Rejected notes are entered in the Register of rejected notes in terms of ID Manual para 6.4.5 of Chapter 5
xxv	In the case of Unclaimed Notes, whether amounts have been credited to corresponding Sundry Deposits as per extant instructions. In the case of one rupee note, whether "Unclaimed Government of India ₹1 Notes" has been credited.
xxvi	Whether refund of any value on account of unclaimed notes has been done as per the laid down procedures in terms of ID Manual para 7.4 of Chapter 5
xxvii	Whether the half-yearly surprise verification of forged notes is being carried out in terms of CO circular DCM (FNVD) 630/16.13.01/2004-05 dated June 21, 2005.
xxviii	Whether any partially or fully rejected tenders of Specified Bank Notes submitted by RI/NRI category during the Grace Period are still pending for destruction? (Circular No. DCM SBN (No.) 4161/ 10.27.00/ 2017-18 dated May 22, 2018)
xxix	Whether FICN impounded are accounted for properly in claims section?
xxx	(i) For the cases of detection of FICN in five (05) or more pieces in a single transaction, whether FIR filing is done immediately? (ii) For the cases of detection of FICN up to four (04) pieces in a single transaction, whether consolidated reporting to police is done on monthly basis?
3	EXCHANGE GOODS NOTE (EGN)
	Whether the balances of EGN account in CyM are agreeable to the EGN in CBS.
4	RECEIPTS BY POST
	To check whether insured covers containing notes received from post office have been posted in CL-5 register with IR number and whether the entries are properly marked off after payment. Check whether CL-8 Register is being put up to GM/DGM on regular basis.
5	IMPORTANT REGISTERS
	Registers CL-5, CL-9, CL-15 need to be checked thoroughly with reference to source of posting, their day-to-day posting at each stage as also cross-checking of day-to-day balances. The check may be confined to entries relating to all working days in a month for the period under audit. Whether entries relating to these transactions have been checked during the month for the above mentioned registers on random basis.
6	ACCOUNTING SYSTEM CLAIMS
i.	A check should be conducted of accounts maintained in the section right from CL-5 register to CL-15 register, to see if the accounting system in vogue conforms to the one prescribed in Issue Department Manual, as amended by subsequent circulars on the subject e.g. defective notes adjudicated under Rule 9(3) of Note Refund (Amendment) Rules 2018.

Para No.	Particulars
ii.	Whether the balancing of forged notes received/ sent to Police/CBI/ CID etc. are being carried out periodically?
7	RESOURCE SECTION – SCD TRANSACTIONS
i.	Whether RES-8 are maintained properly and posted with reference to the depot slip in Form TA 51 received from SCDs.
ii.	Verification of penalty scrutiny sheets pertaining to discrepancies/deficiencies observed during inspection / incognito visits / Senior Officer's visit etc. to currency chests/bank branches.
iii.	Whether the monthly statements in forms RES 10 and RES 11 are being sent to Central Office by 15th of the following month.
iv.	Whether payments are made to the banks as and when the statements are received from SCDs
v.	Verifying the GST-TDS statement for the payments done during the month.
vi.	Verify whether GST payment on incentives is to be released to banks / vendors is paid after receipt of GST-Invoice from banks / Vendors.
vii.	Whether Penalty on CCs is levied in timely manner and waiver, if any, is done by appropriate authority
viii.	To check whether the accuracy of various incentives paid by IOs to the banks are as per guidelines.
8	CANCELLED / RETIRED NOTE VAULT SECTION
I	Preserved Note Packets/cases
	Whether a proper record thereof is maintained in vault register CD 3 and whether such cases are reviewed at quarterly intervals. Examine whether any packets/cases have been preserved for unduly longer periods, say more than one year, and if so, ascertain the reasons thereof.
ii	Notes dealt with under Special Procedure - Preservation /Destruction thereof
A	Whether proper records thereof are being maintained in form CL 18 prescribed for the purpose. The total of SP covers awaiting audit/destruction should be verified with reference to the outstanding entries of form CL 18. Verification may be done to see if the Special Procedure covers were destroyed after the prescribed period and completion of audit. In case of covers due for destruction, appropriate comments need to be recorded in the report
B	Whether the paid defective notes taken over from the Consolidation Cum-Verification Section (CCVS) are being preserved in the Claims Section Vault for 15 days and thereafter destroyed by the joint custodians after verification of 10% of the preserved notes on a random basis
C	If balances are held in Cancelled Note Vault, the concurrent auditor may ensure on a monthly basis that the entries in CD-3 balances as on the date of audit tallies with CD-9 Register and the entries in CD-9 Register tally with those posted in CD-88 Register. Further, he may also ensure that the Joint Custodians conduct a monthly check and furnish a certificate to the GM/DGM of Issue Department of the balances held under custody.
9	IRREGULARITIES DETECTED IN CCVS
i.	Whether register for recording the irregularities as indicated in Annexure to Central Office letter DCM (NPD) No. 762/09.39.00/2003-04 dated January 17, 2004 is being maintained.

Para No.	Particulars
ii.	Irregularities detected and entered in V-5 have actually been copied in CD-91 register.
iii.	Whether unusual delays occur in rectifying irregularities recorded in V-5 register.
iv.	Whether the irregularities recorded in V-5 register have been posted in CD-91 register and appropriate action taken against the employees at fault in cases of serious irregularities or repeated lapses.
v.	Whether the non-reissuable notes taken-over from the Consolidation-cum-verification Section (CCVS) are destroyed on the same day in accordance with instructions and paid defective notes are handed over to Claims Section for preservation upto 15 days from the date of adjudication DCM No.487/08.02.01/2016-17 dated August 26, 2016
vi.	Observe the functioning/records of Consolidation-cum-Verification Section (CCVS) to verify whether the notes are taken-over from public counters and Claims Section as per the laid down quality/quantity checks for different denominations.
10	REMITTANCE SECTION
	Concurrent Auditor should check the Labour and Transport Contract Agreement of each Issue Office and also 100% of the paid bills. The following aspects may be seen:
i.	Whether the contract has been awarded in accordance with Central Office instructions;
ii.	As per Circular DCM (RMMT) No. 3352/11.01.01/2017-18 dated March 20, 2018, proper rate analysis for payment of treasure transportation bills is done on historical data on distance of currency chests from RBI Offices.
iii.	Whether the certificates given on the bills by the officials viz. Station Duty Officer, Vaults in-Charge, etc., supervising the operations are specific/ proper and in accordance with the terms and conditions of the contract and not furnished in a casual manner;
iv.	Whether the bills clearly specify the various activities performed and correct rates have been applied;
v.	Whether the bills have been correctly scrutinized by officials after verifying independently the record available in Remittance Section, Vaults, SDO and bills are settled without any delay
vi.	Whether the bills receipt/payment registers are put up to General Manager/Deputy General Manager periodically.
vii.	Whether the payment towards extra-ordinary/special item of work is done with the approval of General Manager/Deputy General Manager;
viii.	Verify the contract agreement and the process for engaging transport operator for coin remittances. Whether it is ensured that the Bank Guarantee is current and covers the remittances.
ix.	Analyse the expenditure on coin transport operator and labour/transport contractor over a period to check unusual features, if any.
x.	Budgetary provision for remittance related expenditure and deviation there from – analysis may be made.
xi.	100% of the coin transport contractors' paid bills may be verified in conjunction with related records evidencing the work performed and agreed rates as per the contract.

Para No.	Particulars
xii.	Whether independent record of the work performed by the contractor is maintained by Joint Custodians and SDOs.
xiii.	Whether RS-1 registers on scheduled inward/ outward remittances maintained properly and are scrutinized to ensure that they are complete in all respect in terms of ID Manual 2021
xiv.	In case advances are given to the potdars, whether it is given keeping in view, the extant instructions for taking-over of the remittances by chests
xv.	Overtime expenditure on remittances – Analyse over a period.
xvi.	Whether discrepancies in fresh note remittances are adjusted as per prescribed procedure.
xvii.	Whether the reimbursement of bills received from banks, Railways, Police Dept., office of the AG etc., on account of diversions/remittances (consequent to decentralisation since 1st April, 2003) are being settled promptly.
xviii.	100% of the bills so received should be checked to ensure against any irregularity.
xix.	Total expenditure incurred on the above, over a period and bank-wise, may be analysed.
xx.	Whether the amount collected towards the sale of scrap is as per the agreement entered into with the scrap purchaser and applicable taxes are applied over the amount complying with the prevalent laws.
xxi.	Whether the penalty to be levied to various Currency Chest under the scheme of penalties is calculated as per Master Circular – Scheme of Penalties for bank branches including Currency Chests based on performance in rendering customer service to the members of public.
xxii.	Uncurrent coins, if any, will have to be checked by yellow tags and commented as to how long they have been kept in the vault. Matter to be pursued with the Mint.
11	POTDAR'S ADVANCE/BILLS
	Auditor should scrutinize Potdar's bills etc. keeping in view the following aspects -
i.	In case of outstation remittance (if any), whether permission to stay outside temporary headquarters was granted in large number of cases?
12	PRELIMINARY/FINAL RECEIPTS
i	Check whether preliminary/final receipts have been received. Carry out test checks.
ii	Non-receipt of preliminary receipts/ final receipts/ delays, if any.
13	Discrepancies in Chest Remittances
	Whether entries in CyM portal with regard to discrepancies detected in soiled note remittances of currency chests are verified with vouchers issued by CVPS.
14	POLICE BILLS
i.	100% checking of bills to be done.
ii.	Bills in respect of armed police guards provided by the State Government are being paid regularly.

Para No.	Particulars
iii.	Payments are made in accordance with Central Office instructions with certificate from Security Officers.
iv.	Bills in respect of police escort for accompanying remittances are settled expeditiously and in accordance with current instructions.
v.	Comment on the unusual features observed in the bills received from Police Department.
vi.	Whether remittance bills/ claims received from chest banks/ STOs (through Government) are being settled promptly
vii.	Whether claims in respect of police escort charges submitted by the currency chests are supported by the copy of remittance order/ diversion order issued by RBI and the following documents are submitted- (I) A copy of requisition letter issued by the chest officer for obtaining police escort (ii) Police escort bill in original attested by a competent authority (iii) A certificate issued by the Superintendent of Police stating that the bill is prepared as per existing State Government Rules and has not been claimed earlier. (Arithmetical or other discrepancies in respect of the claims to be verified and (iv) Proof of payment in original
15	AIR REMITTANCE BILLS
	Analyse the expenditure on air transport operator over a period to check unusual features, if any.
16	GENERAL
I	Outstanding entries in Sundry and Suspense Accounts - Reasons for delay in reversal of entries within the prescribed period as stipulated from time to time. Figures to be tallied with IBD statement
li	Whether TDS etc. has been recovered from the bill and credited to Government
lii	TA Bills and Police Advance recovery.
lv	Whether the coins received from other Issue offices or from mint are accounted for on the correct date?
17	ACCOUNTS SECTION
I.	Whether the balances of EGN account in CyM tally with the EGN in CBS.
ii.	Whether GL balances (other than those in respect of Chest Notes Account and Circulation Notes Account; and Coins Account and Chest Coins Accounts) tally with the balances under the respective heads with reference to the Inventory Position Report received from the Treasurer.
iii.	Whether the GL Balance of Chest Notes Account and Chest Coins Account are reconciled with that of their respective Inventory Reports.
iv.	Whether the GL Balance of Chest Notes Account and Chest Coins Account tally with that of their respective Inventory Reports
v.	Whether the following certified reports are put up to the GM/DGM on the following day: a. CD-53 (certified by Treasurer section) b. Trial Balance (certified by accounts section) c. GL and Denomination Reconciliation Report (certified by accounts section)

Para No.	Particulars
vi.	Whether the remittances and diversions are monitored for unacknowledged entries are monitored and put up to GM/DGM on daily basis.
vii.	Whether the remittances and diversions are monitored for unacknowledged entries and same are being put up to GM/DGM on daily basis.
viii.	Check all calculations made with regard to penal interest / penalty charged/collected in respect of delayed/wrong reporting of currency chest transactions.
ix.	Whether the coins received from other Issue offices or from mint are accounted for on the correct date?
x.	Whether Chest Balance Confirmation Certificate for end February and March obtained from currency chests match with Currency Chest denomination wise balances – RCYMTBCCCLOCAL report
xi.	Whether transit account for remittances is monitored and daily position of unreconciled entries put up to DGM/GM. In terms of DCM (CD) No.1518 / 04.06.003 / 2019-20 dated February 03, 2020, the accounts section has to put up the daily position to DGM/GM of ID with reasons for pendency and also take necessary steps to clear the unreconciled entries. Concurrent auditors may check the details of the transactions with respect to transit account and offer comments.
18	CASH DEPARTMENT - (Box Balance)
i	Whether in terms of para 8.2 of Chapter III of ID Manual 2021, the balances agree with CD-21 and CD-22.
ii	Each disbursement from the box is recorded in CD-25 with Receiving Officials signature for disbursement from Box Balance.
iii	CD-21 and CD-25 to be cross-tallied on a test check basis.
iv	Whether the Box Balance is subjected to monthly surprise verification by an Officer deputed by General Manager /DGM. The number of packets and bundles or bags, as the case may be, should agree with the total denomination-wise details with the balance as per the accounts in form CD 21/22, and also as per balances in CyM. The balance should further be checked in detail as indicated below: <ul style="list-style-type: none"> • Chit packets in any denomination Fully • ₹500 and above Fully • Below ₹500, and any other denomination in excess of ₹50 5% • ₹50, and lower denomination notes 1%
	CASH DEPARTMENT - (Bank's Potdar)
v	Unusual detention of Bank's Potdar is monitored.
19	GENERAL
i.	To check whether balances in CD-53 tallies with the inventory reports provided by respective vault/section.
ii.	In case of storage of treasure in more than one vault, balances of each vault's CD-3 to be totalled for a few days chosen at random and tallied with the main vault Register CD-53 reflecting the consolidated figure.

Para No.	Particulars
iii.	Whether CD-59 statements giving instances of discrepancies observed in coin bags forwarded to CO every quarter. Comment on unusual features, if any, observed as well as follow-up action taken with Mints etc.
iv.	Whether satisfactory arrangements are in place to receive/accept coins and notes through exchange counters for both bulk and small value. Reverse flow of coins: Features observed.
20	PHYSICAL VERIFICATION
	CD-3 balances to be tallied with CD-5 (Fresh Notes) and CD-11 (Re-issuable Notes) and both individually with CD-53
21	COIN BALANCES
i.	Whether physical verification is carried out by number of bags, denomination-wise. The total to be tallied with CD-6. The respective totals will have to be tallied with CD-53 for the day of checking.
ii.	Whether small coins are maintained and accounted properly.
22	VAULTS – FRESH NOTES VAULTS
i.	Whether discrepancies, if any, in fresh note remittances are recorded in CD-17 register and put up to GM/DGM, Issue Department with follow-up details on a fortnightly basis. Whether First in First Out (FIFO) is being followed has to be checked. A half yearly statement of such discrepancies should also be forwarded to DCM, CO As per circular dated June 11, 2004
ii.	Whether every month, balances according to stack book/bin books are agreed with the CD3/Subsidiary Register and the statement put up to DGM/GM (Para 2.3.2 Ch.II revised IDM).
iii	Whether balances of CD3 and CD9 tallies with bin books/stack books in FNV/CNV/DTDV
iv	Whether Joint Custodians conduct periodical check of balances in the vault and put up report to DGM/ GM, Issue Department. Para 4.2.8 of Chapter 3 of ID Manual, 2021
23	OUTWARD REMITTANCE – REMITTANCE SECTION (Applicable to coins too)
i.	RS-2 register is maintained under Remittance section.
ii	The number of remittances effected from the Vault may be totalled and counter-checked with Remittance Section.
24	INVOICED NOTES VAULT
i.	CD-3 balance to be tallied with CD-9; and CD-9 with CD-88.
ii.	Whether Joint Custodians conduct periodical check of balances in the vault and put up report to DGM/ GM, Issue Department in terms of Para 4.2.8 of Chapter 3 of ID Manual
25	FIDELITY GUARANTEE INSURANCE
I	All losses involving amount exceeding Rs.500/- may be notified to Insurance provider without delay.
26	RECORDS SECTION(Dispatch)
	Whether surprise verification of unspent balances in Franking Machine, if any has been done.

Para No.	Particulars
27	SUBSIDIARY REGISTERS
i	Suspense account and Sundry Deposit account - balances verified with IBD every month. Whether CBS generated sundry Deposit and Suspense account statements are in order? Whether it is tallied with IBD? Whether any discrepancies observed?"
ii	Verify whether the wiping out of outstanding entries in Sundry/Suspense a/c have been done within the stipulated time period.
iii	Any Delay in settling bills. Are they settled in accordance with current instructions?
28	Inward register for bills/ letters maintained
	Whether these are properly maintained and marking off done. Instances of unusual delay in dealing with bills/ letters may be brought out.
29	Note Banding / Bundling / Counting / Coin Dispensers / Coin Sorting/ Counting Machines And Scales
i.	Are the machines installed in working condition?
ii.	Whether any assets were purchased during the month under audit.
iii.	Have laid down procedures been followed in purchase of such machines.
iv.	Whether there is disposal of assets during the month under audit.
30	Annual Maintenance Contract (AMC)
i.	Is it entered into in time and is in force in respect of various machines in use in cash department viz. Note Counting Machines, note bundling machines etc.
ii.	Action taken in case of unacceptable delays, invoking of penalty etc., may be verified.
31	General - Administration/ In-House Accounts
i	Suspense and Sundry Deposit A/C - Comment on the nature of entries, delay in reversing entries, unusual features, if any, etc.
ii	100% scrutiny of various bills settled to ensure that they are in order.
iii	Whether List of bills outstanding for more than 15 days is prepared and submitted regularly to GM/DGM who will ensure that there is no avoidable delay in the settlement of bills.
32	Tax Deducted at Source (TDS/VAT/service Tax Calculation)
	Whether statutory obligations like deduction of various taxes/payments, etc. were invariably met (as per rules /rates in force) and remitted in time on all bills/AMCs payments.
33	CURRENCY VERIFICATION AND PROCESSING SYSTEM (CVPS) AND SHREDDING & BRIQUETTING SYSTEM (SBS)
i	Whether AMC entered into on time and are in force and payments made as specified by Central Office.
ii	The incentives payable to the Note Processing Teams to be checked with reference to the basic records of number of notes processed.

Para No.	Particulars
iii	Whether calculation of payments for AMC and charges for downtime, if any, are correctly done.
iv	Whether calculation for sale of briquettes are correctly done.
34	Additional items of check
i.	The CAs before finalizing the report may discuss the same with the Department concerned and ensure that the observations were based on facts.
ii	As regards payments against articles received, the Concurrent Auditors should verify that certificates from the concerned Sections that "the articles have been received in good condition and conforms to approved samples" have been obtained and record the deficiencies, if any, in their reports.
iii	Whether confirmation is received from the banks for existing (valid) Bank Guarantees? Whether Bank Guarantee has been received when entered into a new contract?
iv	Whether all transaction entailing deduction or collection of taxes are being carried out through Fixed Assets (FA) module?
35	RBI MUSEUM
	Whether all items displayed in the Museum are subject to bimonthly verification.
36	Outstanding Transit Account Departments may review all the entries outstanding in transit accounts and for entries beyond the stipulated time indicated in Annex-2 of DGBA circular DGBA. DBA No. S 322/63.03.005/2024-25 dated August 01, 2024, report the same to RD/ CGM/O-i-C. Further, departments may report the status of such pending entries to HoD on monthly basis with the reason for non-reversal and the action taken by the department till date for reversal of such entries.

X.OBO

Para No.	Particulars
1.	Petty Cash / Imprest Cash
i	Whether petty cash register in form DAD 082 is maintained.
ii	Regularity of monthly verification of the balance to be checked.
iii	Whether accounting entries verified at the end of each month.
iv	Preparation of vouchers as per Expenditure Rules, 2018 to be ensured.
2.	Leave
	Whether Leave register is maintained in the prescribed format and in case of late attendance, leave is forfeited or not.
3.	Maintenance of Subsidiary Ledgers

i.	Whether subsidiary charges account ledger, Suspense account Sundry Deposit ledger are 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 with the supporting documents and the same were found in order.
iv.	Whether it was ensured that all payments to staff and outside parties were made by ECS/EFT. Whether EFT credit was given to the correct account.
v.	Whether the quarterly charges a/c is reviewed properly & approved with the budget allocation as per the guidelines.
4.	Library
i.	Whether expenditure towards subscriptions to Newspapers/financial journals etc. incurred in accordance with RBI Expenditure Rules, 2018.
ii	Whether register in Form Gen.066 is maintained with separate folios for each journal to record the receipt.
iii	What is the annual limit for purchase of books?

5.	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 km 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, endeavor is made, to the extent possible to share the same conveyance, so as to keep the expenditure within the limits of necessity.
6.	Stationery
i.	Whether the stationery bills are passed for payment by the competent officer as per the RBI Expenditure Rules, 2018 without delay.
ii.	Whether the stationery bills are duly certified by AM and paid without delay
7.	Newspapers and periodicals bills- settlement
	What is the annual limit for subscription of News-papers & periodicals and how is it utilized?
8.	Postage
i.	Dispatch of Letters
	Whether the Department maintains a combined outward letter and postage register in form No.Gen.043 or the register in form No.Gen.044 and postage registration in form No.045.
ii.	Franking Machine
	a) Whether franking prepaid postage facility is obtained.
	b) Whether the franking of covers done as per the provisions.
	c) Whether cross checking of balance as per the register of postal franking with the machine readings is carried out every day Whether cross checking of balance as per the register of postal franking with the machine readings is carried out every day.
	d) Whether defective franking is properly accounted
	e) Whether eligible rebate receivable from Post Office is promptly claimed and accounted.
	f) Whether debit to respective Department's Charges A/c. is being done in case more than one department is using the same franking machine.
iii.	Use of Stamps instead of Franking Machines
	Whether verification of the value of postage stamps on hand and unspent amount, custody of closing balance in cash and postage stamps on hand and surprise check by AGM are properly done with reference to Manual Provision.

9.	Annual Maintenance Contracts.
	Whether AMC have been renewed and properly recorded in the register.
10.	Tax Deducted at Source.
	Whether the TDS is deducted as per the specified rate in Income Tax Act, 1961.
11.	National Pension System
	Whether all the employees covered under NPS have obtained PRAN, got it tagged to RBI and the details have been communicated to Samadhan. a) No. of employees covered under the NPS, who are yet to obtain PRAN/get it tagged to RBI as at the beginning of the month b) No. of employees who have obtained PRAN tagged to RBI, during the month. c) No. of employees who are yet to obtain PRAN tagged to RBI as at the end of the month (age-wise details as per annexure).
12.	Any other area having financial implications.
13.	Outstanding Transit account
	Departments may review all the entries outstanding in transit accounts and for entries beyond the stipulated time indicated in Annex-2 of DGBA circular DGBA. DBA No. S 322/63.03.005/2024-25 dated August 01, 2024, report the same to RD/ CGM/O-i-C. Further, departments may report the status of such pending entries to HoD on monthly basis with the reason for non-reversal and the action taken by the department till date for reversal of such entries.

XI. PDO

Sr. No.	Particulars
1	Warrant Writing Section
i.	Whether the balances of various interest warrants are properly recorded in the register, verified and tallied with physical balance periodically, 0020 as prescribed?
ii.	Before issue of warrants/payment through electronic modes, whether the securities tendered were examined as per Para 4.3 of the PDO Manual?
iii.	Whether the time barred interest warrants are marked off in CBS promptly and there is no delay/backlog in marking off time-barred interest warrants?
iv.	Whether it is checked that the paid warrants on RBI are automatically marked off in CBS at the time of repayment?
v.	Whether Register of Unclaimed Interest Warrants (PDO 79) is maintained [Para 9.13(a) of the PDO Manual] and reminders are sent to the parties in respect of Bonds/Pay orders/Warrants lying at the counter undelivered and transferred to Unclaimed account as per the prescribed procedure laid down in Para 2.22 (a) of the PDO Manual?

Sr. No.	Particulars
vi.	While making repayment/payment of interest through electronic mode, whether proper mandate to that effect/prescribed documents, branch and bank account details, as required in terms of Paragraphs 9.15 and 9.17 of the PDO Manual, were obtained from the investors?
2.	CORRESPONDENCE SECTION
i)	Whether maintenance of "Recoverable - Central/State Government Expenses, Public Debt (8905014)" Account Register is proper and periodical agreement is done with DAD at the end of the each & every month.
ii)	Whether the balance in transit account is verified on the General Balancing days?
iii)	Whether the transit account register in PDO 168 is properly maintained to ensure that:
(a)	The entries in the register are checked and watched for the return of the securities by the Section.
b)	Whether the Officer-in-charge scrutinizes the register at least once every year to see that no securities, sent out through the transit account, are overdue and to ensure that cases of overdue securities are properly pursued (Para 15.6 of the PDO Manual)?
iv)	Whether the unspent postages/franking amount are reversed to Charges Account at the end of each accounting year?
v)	Whether "Recoverable - Central/State Govt. Expenses - Public Debt (8905014)" account has outstanding entries and the entries are in agreement with the balance in Suspense A/c with DAD and matching thereof is done periodically?
3.	BOOK-DEBT SECTION
i)	Whether the report on interest due on securities is being generated from the system as per applicable shut period?
ii) a)	In the case of interest paid by means of draft being returned undelivered, whether it is entered in a register (PDO 97) promptly.
b)	In such cases, if no claim is received, whether the draft is cancelled and payment obtained from DAD and credited to Government account? (Para 9.11 of the PDO Manual)
iii)	Whether appropriate remarks have been made in the system or in some other way to indicate the reasons for the return of interest warrants, as required vide Para 9.13 (a) of the PDO Manual?
iv)	Whether the Special Cancellation Advices and cancelled securities received are properly entered in CBS and the relevant securities marked off from CBS?
v)	Whether cancellations on account of repayment are checked / authenticated by Officer Gr. 'B'?
4.	ACCOUNTS SECTION
i)	Whether the following registers are maintained:
a)	General Ledger
b)	Checking of the posting of vouchers in General Ledger on daily basis.
ii)	Whether Rupee Debt statements generated from CBS at quarterly intervals are checked for accuracy and sent to CDD, IDMD, CO?
iii)	Whether the Index Register of Renumbering Advices are being maintained in CBS and Special Cancellation Advices received from other PDOs are scrutinized by the Officer-in-Charge before the 10th of every month to ensure that all the securities cancelled by other PDOs during the previous month have been received and entered in CBS and necessary action taken?

Sr. No.	Particulars
iv)	Whether there has been any writing off of the balance in Discharged Loan. If so, whether instructions for the same were received from DGBA, Central Debt Division? (Para.10.14 of the PDO Manual).
v)	Whether there was any case of writing off of unclaimed securities. If so, whether Government orders were received through the IDMD, CDD in terms of Para 2.24(b) and 10.13 of the PDO Manual?
vi)	Whether the Securities Discharged at Treasuries/Agency branches are properly entered in CBS under Consolidated Issue Register and whether the balance of loan is reduced in the system? (Para 10.16 of the PDO Manual).
vii)	Whether the cancelled securities are punched as indicated in Paragraph 10.31 of the PDO Manual, 1999 and a Certificate regarding punching and destruction of punched portions recorded in the register PDO-65 under authentication of Assistant Manager?
viii)	Whether the department is generating list of loans due for repayment from system one month in advance & notifying the authorities concerned and loan balancing undertaken before repayment as per the applicable shut period?
5.	LOAN BALANCING SECTION
i)	Whether the outstanding balances of discharged loans are tallied with General Ledger balance as contemplated in Para.12.2 of the PDO Manual?
ii)	Whether the statement of agreement of loan balances are compiled without delay and properly certified as per Para 12.3 of the PDO Manual?
iii)	Checking of repayment of all Loans pertaining to Central & State Government.
6.	RECORDS SECTION
i)	Whether paid warrants and vouchers are arranged as per the PDO Manual Paragraphs 18.9 and 18.10 respectively and destroyed after preservation of six years from the year of payment by shredding in the presence of the AGM/Manager and an Asst. Manager after obtaining formal sanction of the DGM/GM? (Para 18.11 of the PDO Manual).
ii)	Whether a certificate of destruction is recorded in the relative registers?
iii)	Whether the balance arrived at in Index Register of cancelled securities tallies with General Balance Book?
7.	VOUCHER AUDIT SECTION
i)	Whether there was delay in posting of vouchers in Check Registers?
ii)	Whether Manuscript Register regarding percentage check by Assistant Manager is maintained? (Para 17.5 of the PDO Manual).
iii)	Whether paid warrants are received from PAD promptly on the following day? {Para 17.2(a) of the PDO Manual}. Further paid warrants received from PAD were marked off and report was prepared and submitted to A.G.M.
iv)	Whether progress reports in respect of voucher audit reports in PDO 218 are sent to Central Office (Central Debt Division), half - yearly in time every year [Ref. Para17.11 (a) of the PDO Manual read with circular letter D.O. DT. Adman. 6 (6) /171/92-93 dated November 14, 1992?
v)	Whether suitable remarks were made in CBS in respect of deceased holder?

Sr. No.	Particulars
8.	NEW LOAN SECTION
i)	Whether the statement of loan charges was correctly compiled and checked by the Asst. Managers, signed by the Verifying Officer and then forwarded to the CDD, DGBA or the parent PDO as the case may be, within once months from the date of floatation of the loan? (Para 19.32 of the PDO Manual).
ii)	After intimation from C.O. relating to the floatation of new State loans and acceptance of bids, whether a statement generated from CBS was sent to Accountant General concerned and the balances confirmed by them during the period of audit?
9.(A)	RELIEF BOND SECTION
i)	Whether all the bank branches nominated to accept subscriptions towards Relief Bonds/Savings Bonds are submitting monthly statement in form given in Annexure IV of the Scheme with the particulars of Bond Ledger accounts opened?
ii)	Whether the Section was scrutinizing the monthly statement received from bank branches with reference to the statement of credit/credit advices received from CAS, Nagpur and matching the entries to ensure that the subscriptions received by Link cells of Agency Banks have reached to CAS, Nagpur. Whether discrepancies were found due to retention of the collections at the branch without remitting the same for credit to Govt. A/c. at CAS Nagpur and if so whether the bank's a/c. with DAD was debited?
iii)	Whether vouchers for subscriptions received by agency banks passed each month and record thereby kept in the Register of Bond Ledger A/Cs (Annexure ix- Paragraph 3.2 of Memorandum of Procedure)?
iv)	Whether the reconciliation of various Relief Bond Schemes is done from time to time?
v)	Whether the Issue Register / Bond Ledger Account Register, also in respect of Bonds issued by RBI are properly maintained in CBS?
vi)	Whether recoverable Central / State Govt. Expenses Register have any outstanding balances?
9.B	REPAYMENT OF RELIEF BONDS
i)	Whether time schedule prescribed in the Citizens' Charter is followed in respect of payment of bonds?
ii)	Whether the interest warrants and ECS/NECS/NEFT files generated from CBS are checked for the amount of maturity and broken period interest?
iii)	Whether vouchers are verified on daily basis and whether the vouchers are marked off on regular basis?
iv)	Verify the record of Cancelled Bonds and sent to Record Section.
10.	SUBSIDIARY GENERAL LEDGER SECTION
i)	Whether Delivery Versus Payment System exists and bouncing of transaction in SGL or funds account, if any, took place? In such case(s), whether the penal action was taken (Para 11.5 of the PDO Manual)?
ii)	Whether the required approval is taken for VFT cases.
iii)	Whether there is a system of surprise check (on weekly basis) by DGM/GM in respect of all transactions put through by SGL Section and of reporting his findings to RD, as required in terms of Para 11.9 of the PDO Manual?

Sr. No.	Particulars
iv)	Whether repayment of holdings in SGL A/C is done as prescribed in Para 11.7 of the PDO Manual?
11.	GENERAL
i)	Whether test check of important Registers by MGR/AGM carried out and particulars thereof recorded in a scroll book? [Para 2.30(b) of the PDO Manual].
ii)	Whether a register for spoilt interest warrants is duly maintained and authenticated by AM while entering the details of spoilt warrants?
iii)	CA should verify the amount drawn and debit of correct account Head.
iv)	Verify the Treasury Bill transactions-issue, transfer, discounting and repayment.
v)	Whether monthly balancing of GL is done with CBS?
vi)	Whether all the expenditure entries pertaining to charges account originated from the department have been taken to CBS?
12.	STOP PAYMENT
i)	Whether the department has been maintaining a record of the “Stop” payment notices/ advices as well as removal of “Stop” payment notices/advices received against securities in the register in form PDO 156 and also in the system?
ii)	Whether ‘STOP’ advices received are properly recorded?
iii)	Whether there is a system of reviewing the “Stop” cases at quarterly intervals under direct supervision of the CGM/GM/DGM (wherever HOD is DGM)?
iv)	Whether a brief report on the monthly & quarterly review of “Stop” cases has been sent to IDMD, CO by the 10th of the following month?
13.	TAX DEDUCTED AT SOURCE
i)	Whether all expense vouchers originated from the department have been taken to the charges account in CBS?
14.	COMPLIANCE TO PREVIOUS REPORTS
i)	Whether compliance to any previous report is received and Action Paragraphs are duly complied with.
15.	INFLATION INDEX NATIONAL SAVING SECURITIES – CUMULATIVE
i)	Whether any premature redemption has been initiated by agency bank in IINSS-C?
ii)	Whether the interest & principal amount on premature redemption is properly calculated and paid by the system?
iii)	Whether the NEFTs has been rejected/ returned by the system?
iv)	Whether returned NEFTs have been reinitiated?
v)	Whether system is properly accumulating the interest in the interest accrual statement of the Investors?

Sr. No.	Particulars
16.	NATIONAL PENSION SCHEME
	Whether all the employees covered under NPS have obtained PRAN, got it tagged to RBI and the details have been communicated to Samadhan: - a) No. of employees covered under NPS who are yet to obtain PRAN/get it tagged to RBI as at the beginning of the month: b) No. of employees who have obtained PRAN/tagged to RBI, during the month: c) No. of employees who are yet to obtain PRAN/get it tagged to RBI as at the end of the month.
17.	OUTSTANDING TRANSIT ACCOUNT
	Departments may review all the entries outstanding in transit accounts and for entries beyond the stipulated time indicated in Annex-2 of DGBA circular DGBA. DBA No. S 322/63.03.005/2024-25 dated August 01, 2024, report the same to RD/ CGM/O-i-C. Further, departments may report the status of such pending entries to HoD on monthly basis with the reason for non-reversal and the action taken by the department till date for reversal of such entries.

XII. PMC

Sr. No	Particulars
1.	Sundry Deposits Account.
i	Whether Sundry Deposit a/c register is maintained in the prescribed format.
ii	Whether any outstanding entries for more than 2 years noticed.
iii	Whether there is any outstanding balance as at month end.
2.	Earnest Money Deposits.
i	Whether Earnest Money Deposit A/c register is maintained in the prescribed format.
ii	Whether the amount is transferred to Security Deposit Account after allotting the work to the successful bidder.
iii	Whether any outstanding entry for more than one year noticed.
3.	Security Deposits.
i	Whether the Security Deposit Account Register has been maintained.
ii	Whether Retention money deducted from the contractor's bills at the time of payment of bills is credited to the security deposit account and retained till the Defect Liability Period (DLP).
iii	Whether Security deposits due for refund is being refunded in time and whether there are any outstanding entries for more than three years noticed
4.	Reconciliations.

Sr. No	Particulars
i.	Whether reconciliation of Sundry, EMD and Security Deposit Account tallied with General Ledger balance maintained with DAD as on end of the month.
5.	Paid Bills.
i	Whether Bills entered in the Inward Bills Register are properly scrutinized and necessary pay orders obtained.
ii	Whether ' PAID ' stamp is affixed on all copies of the bills including duplicates, sanction notes, etc. to guard against payment.
iii	Whether contractual provision for tender work is properly followed.
6.	Income Tax/ Other Taxes.
I	Whether TDS is deducted as per the specified rate in Income Tax Act, 1961.
ii	Whether payment of statutory dues (TDS, VAT, GST etc.) was correctly made.
iii	Whether income tax and VAT recovered wherever applicable.
7.	Inward Bills Register
i	Whether inward bills register and outstanding bills register is maintained and put up to DGM/GM
8.	Bank Guarantee (BG) Register
i.	Whether Bank guarantee register is maintained and updated.
9.	Sanction Registers
i.	Whether Sanction Register is maintained properly and put up to the next higher authorities at prescribed time.
10.	IT cell
i.	Whether reconciliation in respect of computers & printers is done between main inventory register & inventory register with IT cell.
11.	Capitalization of Project
i	Whether any project has been capitalized during the month of audit.
12.	Major construction projects
i	Whether any major construction project was undertaken during the month of audit.
ii	Whether periodical surprise checks are conducted by concerned authorities.
13.	Whether following registers are maintained as required (Only in case of Major projects)
i	Project Register.
ii	Register showing payments made to contractors.
iii	Subsidiary registers for recoveries affected from contractors' running bills.
iv	Variation Register.
v	Hindrance Register.

Sr. No	Particulars
vi	Register for issue of Measurement Books.
vii	Register for issue of drawings.
viii	Site inspection book.
14.	Whether the instructions laid down in the PD manual regarding maintenance of Measurement books were strictly followed.
15.	i) Whether records on various insurance covers taken for construction work and on workers by the contractors are maintained.
	ii) Whether payments against bills of the contractors are made after obtaining insurance covers.
	iii) Whether insurance covers have been duly extended without any break till the period of completion of the project work
16.	Whether proper estimates are prepared before awarding contracts.
17.	Before allowing payment of bills, whether the following are verified
i	Advance against material collected at site, incorporated/utilized in the work later on is scrutinized in the context of quality of material, quantity of material, rate aspects.
ii	Running account / final bills. It is to be ensured that the percentage test checking of measurement as delegated to respective officials (Engineers) has been done or not?
iii	It is to be ensured that the validity of the contract has not expired. In case of expiry of contract, whether the contractor has made application for the extension and the same has been recommended and forwarded to Central Office by the local office
iv	The bill being processed is for the minimum value stipulated in the tender.
v	The appropriate amount towards electricity, water, telephone etc. is recovered from the bill payable to the contractor.
18.	Whether records to show high as well as low rates quoted by the tenderer maintained.
19.	Whether test certificates for major electromechanical equipment's have been received before making payments.
20.	Whether excise duty, gate passes in original have been submitted for various electromechanical equipment's attracting excise duty before releasing RA/Final Bills.
21.	Whether cell is maintaining all prescribed records and furnishing periodic reports to central office.
22.	Quotation Registers
i.	Whether Quotation registers are maintained and opened on the due dates without any delay.
ii.	Whether Expenditure Rules have been followed.

Sr. No	Particulars
iii.	Whether prescribed procedure has been called for quotations / tenders from the approved list of contractors / suppliers.
23.	Maintenance of Subsidiary Ledgers.
i	Whether Subsidiary charges account ledger, Suspense account, Sundry Deposit ledger are maintained as per Manual provisions, entries are duly checked and authenticated by AM / Manager.
ii	Whether the payment is made by ECS/NEFT
iii	Whether monthly reconciliation of transitory account balances and charges account balance was done with GL balance on regular basis.
iv	Whether entries in the subsidiary ledger were checked with the supporting documents and the same was found in order.
24.	Annual Maintenance Contracts.
i.	Whether AMC have been renewed and properly recorded in the register.
25.	Budget allocation – Expenditure Review.
i.	Whether expenditure incurred for the month is as per budget allocation & the same has been submitted to HRMD.
26.	Registers Verified.
i	Sundry Deposits Account Register.
ii	Security Deposits Account Register.
iii	EMD Register.
iv	Register of Inward Bills
v	Quotation Register
vi	Register of Annual Maintenance Contracts
vii	AC Plant stock Register
viii	Movement Register
ix	Measurement Books Register
x	Sanction Register
27.	VAT Tax, Service Tax in the bills included may be checked for accuracy.

Sr. No	Particulars
8.	National Pension Scheme
	<p>Whether all the employees covered under NPS have obtained PRAN, got it tagged to RBI and the details have been communicated to Samadhan : -</p> <p>a) No. of employees covered under NPS who are yet to obtain PRAN/get it tagged to RBI as at the beginning of the month</p> <p>b) No. of employees who have obtained PRAN/tagged to RBI, during the month</p> <p>c) No. of employees who are yet to obtain PRAN/get it tagged to RBI as at the end of the month</p>
29	<p>Outstanding Transit Account</p> <p>Departments may review all the entries outstanding in transit accounts and for entries beyond the stipulated time indicated in Annex-2 of DGBA circular DGBA. DBA No. S 322/63.03.005/2024-25 dated August 01, 2024, report the same to RD/ CGM/O-i-C. Further, departments may report the status of such pending entries to HoD on monthly basis with the reason for non-reversal and the action taken by the department till date for reversal of such entries.</p>