

NOTICE

EMANELMENT OF CA FIRMS FOR CONCURRENT AUDIT ASSIGNMENT

1. Punjab National Bank invites applications on the undernoted prescribed format from practicing 'Partnership firms of Chartered Accountants in India' who fulfill the eligibility criteria as mentioned hereunder and are willing to have their Firms empanelled as Concurrent Auditors in the Bank for conducting concurrent audit of branches.
2. The Bio-data should be submitted on the enclosed Format only to the Chief Manager, Punjab National Bank, Inspection & Audit Division, Head Office, 2nd Floor, Rajendra Bhawan, Rajendra Place, New Delhi – 110008, only by postal service / courier.
3. "Application for "Empanelment of CA Firm for Concurrent Audit" should be mentioned on the envelope, carrying Bio-data.
4. The "Eligibility Criteria" for empanelment for CA Firms for Concurrent Audit in our bank is as under:

Minimum No. of Partners	Of which, FCA/s	Partnership Firms- Minimum Experience as a Concurrent Auditor in Scheduled Commercial Bank (in years)
3	2	5

*****SOLE PROPRIETOR SHIP CONCERN WILL NOT BE ELIGIBLE TO APPLY*****

5. CA Firms applying for empanelment must submit along with application, the Copy of partnership deed + copy of registration certificate issued by the ICAI certifying the constitution of the Firm, their branches & date from which it is continuing as a Partnership Firm (latest).
6. Experience Certificates of Partnership CA Firm in the Scheduled Commercial Bank as Concurrent Auditor be enclosed, *in absence of which application will not be accepted.*
7. Mere submission of application does not, in any way, constitute guarantee for allotment of the audit job of any nature from the bank. The allocation of branches to the auditors will purely be the prerogative of the Bank.
8. The periodicity of concurrent audit assignment (if any) will be for ONE YEAR with quarterly review of performance and would be extended for a further period of TWO YEARS (Overall 3 years), based on the 'Satisfactory Performance' of the CA firm.
9. 'Incomplete Application' or 'Application Without Requisite Enclosures' will not be entertained.
10. The Concurrent Audit Firm will undertake that they will not sub contract/sub assign the audit assignment.
11. The Concurrent Audit Firm will not lobby directly or indirectly for consideration of any credit proposals of their friends / relatives / clients / non clients of the Bank.
12. If empanelled, the detailed terms & conditions of offer including fee and other expenses payable will be intimated at the time of allotment of audit work.
13. Assignments of empanelled CA firms will be governed by "Code of Ethics for Chartered Accountants" circulated by ICAI in its website and the bank will initiate necessary action against such CA firms and its partners in case serious deficiencies observed are detrimental to bank's interest.
14. i) CA firms which carry Statutory Audit Assignments for a year will not be considered for internal audit assignment during that year and the next year. These instructions would even apply to firms of which a partner or proprietor is engaged or to be engaged in internal assignment of the bank.

ii) "Associate concerns of CA Firms" should not have conducted Statutory Audit of our Bank or its subsidiary / sister concern during the previous year.

iii) An audit firm in which a partner / proprietor is also a partner / proprietor of firm entrusted with Statutory Audit (central or branch) of the Bank is not eligible for appointment of concurrent auditor.

15. All other terms and conditions for empanelment of CA firm as concurrent auditor will be applicable as per approved policy of the bank subject to change from time to time.
16. Only those applications which are received between the date of notice and the last date of receipt of applications, will be considered.
17. The CA firm which has submitted any such application earlier to the date of this notice, is required to apply afresh within the stipulated period, if the CA firm meets the requirements for empanelment.
18. The CA firms which are already empanelled as concurrent auditors, need not apply again.
19. Preference will be given to the CA firms having their branches / headquarter in the following areas :

i. Lakhimpuri Kheri	2. Pilibhit	3. Breilly
4. Jhansi	5. Moradabad	6. Bijnor
7. Ashok Nagar (MP)	8. Balaghat	9. Hoshangabad
10. Sagar(MP)	11. Datia (MP)	12. Vidhisha (MP)
13. Ujjain	14. Chhatterpur (MP)	15. Ratlam
16. Sukhpur	17. Gulbarga	18. Belgaum
19. Gadag (Karnataka)	20. Calicut	21. Trichy
22. Thanjavur	23. Vijayawada	24. Hoshiarpur (Pb)
25. Mukerian (Pb)	26. Tanda (Pb)	27. Dasua(Pb)
28. Phagwara	29. Sultanpur Lodhi (Pb)	30. Nakodar (Pb)
31. Patiala	32. Bhatinda (Pb)	33. Barnala (Pb)
34. Ferozepur (Pb)	35. Abohar (Pb)	
20. The last date for receipt of application with Bio-data at ours is 31.10.2016 till close of working hours, at the following address :

The Chief Manager
 Punjab National Bank
 Head Office, Inspection & Audit Division, 2nd Floor
 Rajendra Bhawan, Rajendra Place, New Delhi -110008
 Landline: 011-25744351, Fax: 011-25744352, e-mail address: iadrevaudit@pnb.co.in

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BIO-DATA FORMAT: EMPANELMENT FOR CONCURRENT AUDIT

S.No	Particulars	Details	
1.	Name of the CA Firm (Partnership firm only)		
2.	Address of its Head Quarter		Pin Code
3.	Landline No/s. (with STD Code)	STD code	
4.	Name & Mobile No. of the nominated FCA partner of the CA Firm to whom Bank may/ will contact, in connection with the assignment applied for.	Name : Mobile / Landline No : Email id :	
5.	Fax No/s.		
6.	E-mail address(es) of CA Firm		
7.	Date since when working as Partnership Firm only. (ICAI Certificate be enclosed)		
8.	Total experience as Concurrent Auditor in Scheduled Commercial Banks as on 31.03.2016	Years :	Months :
9.	Registration No. of Firm with ICAI	(Enclose all Certificates)	
10.	RBI Unique Code / UCN No.		

11. Detail of Branch/es of the CA Firm:					
Name of Branch	Address (with Pin code)	Name of Branch Head	Landline No. (with STD Code)	Mobile No.	E-mail Address

Contd...2/-

12. Particulars of All Partners (Only full time partners) (No staff details to be mentioned)

Sr. No	Name	Age (in years)	ICAI Membership No.	Whether passed DISA**/CISA (Xerox copies of the certificates to be enclosed)	Whether FCA or ACA	Mobile No.	E-Mail address
Total Partners:			FCA :				
			ACA :				

13. Experience of Concurrent Audit of Scheduled Commercial Banks (No other audits details to be mentioned here, except Concurrent Audit (Copy of appointment letters for concurrent audit assignment/s be enclosed)

Name of the Bank	Name of the Branch	Date:From	Date:To	Total Period

14. Whether the Firm or any partner has ever been debarred by ICAI/RBI. If yes, details be mentioned.

Sr. No.	Name of the Partner (Sh.)	Brief Reasons for Debar

15. CONSTITUTION

{Copy of Partnership Deed + Copy of Constitution Certificate issued by the ICAI certifying the constitution of the Firm, their branches & date from which it is continuing as a Partnership Firm (latest) to be enclosed}

16. Other Detail/s if any:

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17. Certificate/s:

a) We hereby confirm that the Firm/any partner is neither Statutory Auditor nor associate concern (as defined by RBI) of Statutory Auditors of Branches of Punjab National Bank & have not been disqualified on any of grounds given under Sec 226 of the Companies Act. 1956.

b) We also confirm that the details/information furnished above are / is true and correct. In case, any detail furnished above is found incorrect later on, the Bank has the right to terminate the assignment given, without giving any notice.

c) We also undertake that we will not sub-contract / sub-assign the audit assignment.

d). We hereby declare that we will not lobby directly or indirectly for consideration of any credit proposals of friends / relatives / clients / non clients of the Bank.

e) We also hereby declare that if our name is included in the bank's list of approved Concurrent Auditors, we will undertake to do the tasks entrusted to us in the best interest of the Bank.

f) We shall also abide by the rules and regulations of the Bank in force from time to time and will always keep the bank's interest foremost in our mind.

18. Signature of All Partners:

Sr.No	Name (Sh./ Smt.)	Signature	ICAI Membership No.	Office Seal

(Signature of all partners with Name and ICAI Membership No. & Office Seal)

Date: