

NOTICE dated 07.08.2020
(Annexure'B')

**EMPANELMENT OF RETIRED / RETIRING OFFICERS OF HIMACHAL PRADESH
GRAMIN BANK FOR CONCURRENT AUDIT ASSIGNMENT**

1. HPGB invites applications from Retired / Retiring Officers of Himachal Pradesh Gramin Bank, who fulfill the eligibility criteria as mentioned hereunder and have honorably retired up to 30.06.2020 with satisfactory service record, for empanelment as Concurrent Auditor.
2. The Bio-data should be submitted **on the attached format** to the General Manager, Inspection & Audit Division, HPGB Head office – Jail Road(Panjethi) – Mandi only **by postal service / courier or by email at 'hoinspectionhpgb@hpgbank.co.in' latest by 30.08.2020 up to 5 PM.**
3. "Application for **"Empanelment of Concurrent Auditor"** should be mentioned on the envelope, carrying Bio-data.
4. Mere submission of application for empanelment or approval of the name for empanelment 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 is the prerogative of the Bank.
5. It is only a contractual work for a specific period and the Retired Officer/s so assigned the work is not entitled to claim any regular employment or any other benefit in the bank in future.

Eligibility Criteria :

6. Concerned retired official must have:
 - i) Retired honorably from our bank, in either MMG Scale III or above.
 - ii) An experience of minimum of 20 years service in our bank with a satisfactory track record.
 - iii) Branch experience of 5 years as an officer.
 - iv) Worked either as an Incumbent In charge for a period of minimum
2 years. and / or
Handled credit portfolio of a branch as an officer for a period of 2
years.
 - v) Fresh Concurrent Audit assignment may be given to a Retired Staff of our own bank up to the age of 65 years or completion of last audit assignment, whichever is later.
 - vi) A sound health i.e. he/she must be medically fit to carry out the assignment of concurrent audit (A certificate from a MBBS Doctor be submitted).

7. Terms & Conditions:

- i) The tenure of the concurrent audit would be initially for one year and would be extended for a further period of two years (overall three years), based on the performance of the auditor in the first year.
- ii) Assignment will be subject to review on Quarterly basis as on the last day of March, June, Sept. & December by General Manager(Inspection) Head office –Mandi
- iii) In case of unsatisfactory performance for 2 consecutive quarters, the assignment will be cancelled, even before completion of the period of

assignment. Chairman will be the competent authority for such cancellation.

- iv) Retired Staff of own bank appointed as auditor will carry out the concurrent audit related activities including verification of security as per bank norms.
- v) The eligible retired staff of own bank appointed as auditor will be given audit assignment of maximum 3 branches.
- vi) Operational guidelines will be handed over to the selected Retired Officer, at the time of handing over the assignment.
- vii) The Retired Officer who is so selected for the assignment should attend the office / branch allotted on all working days and should be present in the branch during the working hours.

8. Fee payable / Expenditure Involved:

- i) The criteria of total business & monthly fee payable to such Retired Officials is as under subject to deduction of Income Tax at source, if any.:

| Total Business | Fee payable |
|--|-------------|
| Branches having business upto Rs.300 crore | Rs.10,000/- |

- ii) In case of concurrent audit of more than one branch, Rs.1500 per month shall be paid as conveyance, which would be over & above the above remuneration.

9. The Retired Official will undertake that he / she will not sub-contract / sub-assign the audit assignment.

10. Incomplete application or application without requisite enclosures will not be entertained.

11. The last date for receipt of application with Bio-data at ours is 30th August, 2020 till close of working hours, at the following address :

**The General Manager
Himachal Pradesh Gramin Bank
Head Office, Inspection & Audit Division,
Jail Road(Panjethi) Mandi-HP 1750001**

12. A soft copy of the application should also be sent at email :
hoinspectionhpgh@hpgbank.co.in

==

APPLICATION FOR EMPANELMENT OF RETIRED / RETIRING OFFICERS Of
Himachal Pradesh Gramin Bank (SCALE III & ABOVE) AS CONCURRENT
AUDITOR

The General Manager
Himachal Pradesh Gramin Bank
Jail Road(Panjethi)-Mandi
(HP) 175001

Sir,

Ref: Public notice for Empanelment of Retired/Retiring officers as Concurrent Auditor.

I am submitting my application for my empanelment as Concurrent Auditor in terms of notice displayed in the Bank's website www.himachalgraminbank.org My bio-data is as under:

BIO-DATA

| Sr. No. | Particulars | Detail |
|----------------|--|---------------|
| 1. | Name | |
| 2. | PF No. | |
| 3. | Address | |
| 4. | Landline No/s. (with STD Code) | |
| 5. | Mobile No. | |
| 6. | E-mail address | |
| 7. | Date of Birth | |
| 8. | Age | |
| 9. | Date of Appointment in the Bank | |
| 10. | Total experience as officer | |
| 11. | Date of Superannuation (Please explicitly mention if VRS optee) | |
| 12. | Total Service in HPGB | |
| 13. | Designation and scale at the time of superannuation | |
| 14. | Branch Experience | |
| 15. | Period of experience as Branch Incumbent | |
| 16. | Period of experience as Incharge of Credit Portfolio in a branch | |
| 17. | Period of experience as Incharge of Credit Portfolio in RO/HO. | |

| | | |
|-----|---|--|
| 18. | Period of experience as Auditor in the Bank | |
| 19. | Whether Medical Certificate from MBBS Doctor is attached | |
| 20. | Minor / Major Penalty imposed during last 5 years of service, if any, with details thereof. | |
| 21. | CBI case proceedings, if any, and conviction by the Court with details thereof. | |
| 22. | Qualification – Academic | |
| 23. | Qualification – Professional | |
| 24. | Any Other Qualification | |

25. Other Detail/s if any:

26. Certificate/s:

- a) I hereby confirm and undertake that the details/information furnished above are true and correct to the best of my knowledge. In case, any information is found otherwise or incorrect later on, the Bank has the right to depanel / terminate the assignment, without giving any notice to me.
 - b) I undertake that I shall not sub contract / sub assign the audit assignment.
 - c). I hereby declare that I will not lobby directly or indirectly for consideration of any credit proposals of friends / relatives / clients / non clients of the Bank.
 - d) I also declare that if my name is empanelled for concurrent audit assignment, I shall do the tasks entrusted to me in the best interest of the Bank.
 - e) I shall also abide by the rules and regulations of the Bank in force from time to time and shall always keep the Bank's interest safeguarded.
27. I understand & agree that the assignment will be on the terms & conditions as contained in the offer letter at the time of giving the assignment of concurrent audit work.

Signature: _____

Date: