



हिमाचल प्रदेश ग्रामीण बैंक
Himachal Pradesh Gramin Bank
प्रधान कार्यालय, जेल रोड, मंडी-175001
Head Office, Jail Road, Mandi-175001

Inspection & Audit Deptt.
निरीक्षण एवं ऑडिट विभाग
दूरभाष - 01905 -227507
email: hoinspectionhpgb@hpgbank.co.in

NOTICE

Dated 19.12.2024 (Annexure 'A')

EMPANELMENT OF RETIRED/RETIRING OFFICERS OF HIMACHAL PRADESH GRAMIN BANK AS WELL AS OF PNB FOR CONCURRENT AUDIT ASSIGNMENT

1. HPGB invites applications from Retired/Retiring Officers of Himachal Pradesh Gramin Bank as well as of Punjab National Bank, who fulfill the eligibility criteria as mentioned here under and have honorably retired upto 30.09.2024 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 05.01.2025 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 as well as from PNB, in either MMG Scale II or above. The officers voluntarily retired/ resigned/ suspended/ dismissed/removed from Bank's services shall not be eligible for the purpose.
 - ii) An experience of minimum of 20 years service in our bank/PNB with a satisfactory track record.
 - iii) Branch experience of 10 years as an officer.
 - iv) Worked either as an Incumbent In-charge for a period of minimum 2 years. and/ or Handled credit port folio of a branch as an officer for a period of 2 years.
 - v) No major penalty imposed by the Bank during the entire service period or no minor penalty imposed by the Bank during the last five years of service (subject to verification from available HRMS record & self-certification by the concerned retired officer.

- Vi) A retired Official will be on cooling period for at least six (6) months from the date of his / her retirement before becoming eligible for getting an audit assignment, even though he / she may already be on the panel for Concurrent Audit in the Bank. However, subject to availability of empanelled retired officials at a place and bank's requirement, this cooling period be relaxed to 3 months. Head of internal audit shall be the competent authority for such relaxation.
- VII) The ERO will be immediately debarred if found indulged in other activities, financial / intermediary activities with the Bank during their period of audit assignment.
- VIII) Fresh Concurrent Audit assignment may be given to a Retired Staff of our own bank or PNB upto the **age of 67 years or completion of last audit assignment**, whichever is later.
- IX) 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 **THREE** years and would be extended for a further period of **TWO** years (overall **FIVE** 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 or PNB 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 or PNB 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.
- viii) Only two days leave will be allowed to the Concurrent Auditors during the month, over and above including leaves shall be treated as without pay.
- ix) Non attendance of office/branch shall also be treated as without pay & without prior permission he will not left the office for a long period.

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 (per month)
Branches having business sup to Rs.300crore	Rs.10,000/- per branch

- viii) 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 05th January, 2025 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: hoinpectionhpgb@hpgbank.co.in

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

To,

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 Port folio in a branch	
17.	Period of experience as Incharge of Credit Port folio in RO/HO.	

18.	Period of experience as Audit or 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.	Place of Posting in branches in last 5 years	

26. Other Detail/s if any:

27. Certificate/s:

- a) I here by 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 de-panel/ terminate the assignment, without giving any notice to me.
 - b) I undertake that I shall not subcontract/ sub assigns 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: _____