

A. Eligibility criteria for Chartered Accountants (CA Firms)

Eligibility Norms: -

- a) The CA/CA firm must be registered & having Certificate of registration from ICAI/ICWAI.
- b) The registration of CA/CA firm with ICAI/ICWAI should be on or before 01.04.2019. The CA/CA firm registered with ICAI/ICWAI after 01.04.2019 are not eligible for the Concurrent Audit.

Other Requirements: -

- i) **“Application for “Empanelment of CA Firm for Concurrent Audit”** should be mentioned on the envelope, carrying Bio-data.
- ii) CA Firms applying for empanelment must submit along with application, the Copy of the following documents: -
 - a) Partnership deed, if applicable.
 - b) Registration certificate issued by the ICAI/ICWAI certifying the constitution of the Firm, their branches & date from which it is continuing as a Partnership Firm (latest).
 - c) Registration with RBI.
 - d) Registration with CA&G.
 - e) Identity Proof/s (copy of PAN Card) and
 - f) Address proof/s (copy of Aadhaar Card/Driving License/ Voter Card/ Passport).
 - g) Annual Income Tax Return of the Firm.
- iii) 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.
- iv) The periodicity of concurrent audit assignment (if any) will be for ONE YEAR with quarterly review of performance.
- v) ‘Incomplete Application’ or ‘Application without Requisite Enclosures’ will not be entertained.
- vi) The Concurrent Audit Firm will undertake that they will not sub contract/sub assign the audit assignment.
- vii) 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.
- viii) 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.

- ix) 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.
- x) CA firms which carry Statutory Audit Assignment of the Bank will not be considered.
- xi) 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.
- xii) Only those applications which are received between the date of notice and the last date of receipt of applications will be considered.
- xiii) The CA firm which has submitted any such application earlier to the date of this notice, is required to apply a fresh within the stipulated period, if the CA firm meets the requirements for empanelment.
- xiv) The CA firms which are already empanelled as concurrent auditors should also submit a fresh application for continuation.
- xv) The Concurrent Auditors shall also submit limited review report as per prescribed format of the allotted Branches on Quarterly Basis

The last date for receipt of application with Bio-Data at our office is 15th of February, 2022 till close of working hours, at the following address:

The Chief of Audits, Inspection & Vigilance
J&K Grameen Bank
Head Office, Narwal
Jammu. J&K
Pin: 180006