

प्र.का./01/निरी./2025-26/परिपत्र/17

दिनांक: 01.05.2025

उत्तर प्रदेश ग्रामीण बैंक की सभी शाखाओं एवं कार्यालयों हेतु परिपत्र

अंकेक्षण एवं निरीक्षण विभाग द्वारा जारी

महोदय/महोदया,

विषय: "Concurrent Audit Policy" का क्रियान्वयन

भारत सरकार के दिनांक 07 अप्रैल 2025 के राजपत्र अधिसूचना CG-DL-E-07042025-262329 (F. No. 7/6/2024/ (11)-RRB) के अनुसार, पूर्ववर्ती बड़ौदा यू.पी. बैंक, पूर्ववर्ती आर्यावर्त बैंक एवं पूर्ववर्ती प्रथमा यू.पी. ग्रामीण बैंक के समामेलन के फलस्वरूप 01.05.2025 से "उत्तर प्रदेश ग्रामीण बैंक" अस्तित्व में है। नवगठित बैंक में एकरूपता, पारदर्शिता और परिचालन दक्षता सुनिश्चित करने के लिए मौजूदा नीतियों को एकीकृत कर "Concurrent Audit Policy" को बैंक की Steering Committee द्वारा मंजूरी दी गई है एवं उत्तर प्रदेश ग्रामीण बैंक हेतु तत्काल प्रभाव से लागू करने का निर्णय लिया गया है।

Concurrent Audit Policy में समाहित बिन्दुओं /मार्गदर्शी प्रक्रियाओं पर पूर्ववर्ती बैंकों में पूर्व निर्गत निर्देश तदनुसार संशोधित माने जाएंगे।

सभी शाखाएं/कार्यालय इस परिपत्र की विषय वस्तु को भली भांति समझ लेवें एवं तदनुसार कार्य करते हुए शत-प्रतिशत अनुपालन सुनिश्चित करें।

भवदीय


(घनश्याम सिंह)

महाप्रबन्धक

संलग्नक: Concurrent Audit Policy

Policy Guidelines for Concurrent Audit

01- INTRODUCTION:

The National Bank (NABARD) vide letter no. NB.DoS.HO.POL/4915/J-1/2011-12 (Circular No. 55/DoS-09/2012) dated 12 March 2012 advised certain guidelines/criteria for bringing uniformity in procedures for conduct of Concurrent Audit of HO Departments and branches in RRBs. Further NABARD, Mumbai vide Letter No. NB.HO.DoS.CFMC/677/J-1/2017-18 (Circular No. 131/DoS-08/2017) dated 24 May 2017 and NB.HO.DoS.POL/4777/J-1/2017-1 (Circular No.48/DoS-15/2018) dated 14 March 2018 has directed that in view of changes in organizational structure, business models, use of technology (implementation of Core Banking Solution) RRBs are permitted to engage retired officers for Concurrent Audit in RRBs with sufficient checks and controls on issues of accountability.

02- SCOPE OF CONCURRENT AUDIT:

The guidelines for Concurrent Audit System annexed with NABARD Circular dated 12.03.2012 envisage that Concurrent Audit is an examination which is contemporaneous with the occurrence of transactions or is carried out as near thereto as possible. It attempts to shorten the interval between a transaction and its examination by an independent person not involved in its documentation. There is an emphasis in favour of substantive checking in key areas rather than test checking. This audit is essentially a management process integral to the establishment of sound internal accounting functions and effective controls and setting the tone for a vigilance internal audit to preclude the incidence of serious errors and fraudulent manipulations.

A Concurrent Auditor is not expected to sit in judgment on the decisions taken by a Branch Manager/ authorized official rather he should see whether the transactions/ decisions are within the policy parameters laid down by the Bank; they do not violate the instructions or policy prescriptions of the bank and that they are within the delegated authority also in compliance with the terms and conditions for exercise of the delegated authority.

The Concurrent Audit may provide an additional administrative support to the branches, help in adherence to the prescribed systems, procedures, prevention and timely detection of lapses/ irregularities at branches. It is a supplementary managerial tool to have an on the spot examination of the financial transactions at the branch by an independent agency. The thrust of the system is on timely rectification of errors/ discrepancies/ irregularities at the branch and that the irregularities/ discrepancies, once pointed out and rectified, do not creep into and recur again in the system at the branch. The Concurrent Audit may facilitate establishment of sound internal accounting functions and effective control to minimize the time lag between occurrence/ incidence and detection of serious errors and fraudulent manipulations.

Although the Branch Manager is the decision making authority at the branch level, the function/ role of the Concurrent Auditor is to oversee execution of decisions in compliance with the policy parameters of the bank as well as those prescribed by regulatory authority. While it is not expected of concurrent auditor to interfere with the decision making of the Branch Manager, he has certainly to report any deviations in the set rules and regulations which, in his opinion, might develop into irregularities at a later stage.

03- COVERAGE OF BUSINESS/BRANCHES:

(i) The Departments/Divisions at the Head Office dealing with Treasury functions viz. investments, funds management including inter-bank borrowings, bill rediscount etc., are to be subjected to concurrent audit. In addition, all branch offices undertaking such business and dealing rooms have to be subjected to continuous audit.

(ii) The coverage of branches should ensure that concurrent audit covers:-



- (a) Branches whose total credit and other risk exposures aggregate to not less than 50% of the total credit and other risk exposures of the bank; and
- (b) Branches whose aggregate deposits cover not less than 50% of the aggregate deposits of the Bank.
- (iii) To achieve these twin criteria it is suggested that branches may be listed according to credit and other risk exposures and selected in the descending order of exposures to achieve a 50% coverage. If the deposits of these branches do not aggregate to 50% of the Bank's deposits, additional branches in descending order of deposits may be added to achieve a 50% coverage of the branches.
- (iv) While complying with the above parameters, it is necessary to ensure that the coverage encompasses:-
- Main branch.
 - Other bigger Branches.
 - Branches rated as poor/very poor in the Internal Audit.
 - Head Office departments dealing with treasury/funds management and handling investment portfolio.
 - Any other branches or departments where in the opinion of the Bank concurrent audit is desirable.
- (v) Branches subjected to concurrent audit should not normally be included for revenue/income audit.

04- ITEM OF COVERAGE:

The Branch authorities have to exercise their administrative & lending powers within the framework of the guidelines of the Bank. The Concurrent Auditor has to verify that all the systems and procedures prescribed are meticulously followed at the Branch under Audit. Voucher Audit has to be carried out to verify authenticity, accuracy and delegated authorities of the Branch official. Any deviation discrepancy of serious nature should be immediately reported to Higher Authorities concerned.

It is observed that the processing of transactions in routine matter without adhering to the systems & procedures permits an unscrupulous person to misuse the job role in Bank and undertake fraudulent transaction which remains unnoticed for a long time. The Concurrent Auditor has to focus on adherence to the prescribed system, procedures & safeguards.

The main control measures applicable to routine operational activities are mentioned below to emphasize coverage of Concurrent Audit and point wise details of items of coverage related to these control measures are incorporated in the Concurrent Audit report format.

1. Cash	2.KYC Compliance Re-compliance	3.Remittances/Bills for Collection
4. opening of Accounts	5. Security Forms	6. Issue of Chequebook
7. Deposits	8. Advances	9.Letter of Credit/Bank Guarantees
10. Housekeeping	11.Verification of Credit/Debit Card	12.Dormant Accounts activation
13. Visit of Adhar Centre	14. Visit at VLE/CSP Centre	15. Clearing & Others

05- Engagement of CA Firms and Retired Own Bank Officers for Concurrent Audit: APPOINTMENT, REMUNERATION, ACCOUNTABILITY & ATTENDENCE.

(A) APPOINTMENT:-

(I) Appointment of CA Firms:-

- a. The empanelment of Chartered Accountant Firms for Concurrent Audit, Bank issues web notice & invite applications from C.A. firms.
- b. The bank may engage C.A Firms initially for 03 years subject to annual performance review & recommendation of the concerned Regional Office.
- c. Their services may be continued after three years subject to their satisfactory services and obtaining fresh applications.



- d. The Bank will allot 2 to 3 Branches annually as per requirement of the Bank and may consider change in their allotted branches as and when it is required.
- e. After assignment of three years, there would be a cooling period of minimum one year.

(II) Appointment of Retired Staff as Concurrent Auditor:-

The services of retired own bank officers may be engaged for concurrent audit keeping in view the following aspects –

- a. The retired own bank officer should not less than Grade/ Scale III who have sufficient exposure of credit, user friendly with finacle system & having minimum 3 years experience as Branch Manager may be considered for such audit work.
- b. The retired officer shall be eligible for Concurrent Audit work only during first 5 years from the date of retirement & upto age of 65 years. However the officers above 65 years of age may also be considered on their physical/ medical fitness on case to case basis.
- c. The retired own bank officer should be based/residing in districts of area of operation of our bank or neighbouring districts.
- d. Retired personnel with punishment of Compulsory Retirement, removal from service or dismissal shall be disqualification for the purpose.
- e. The Bank will allot 2-3 Branches annually as per requirement of the Bank and may consider change in their allotted branches as and when it is required.
- f. In view of bulk retirement of officers in Grade/ scale III and above from the bank at present & in near future, we propose to appoint the own retired bank officers as above for conducting concurrent audit.

The appointment may be done through interview of willing retired officers by a selection committee consisting of following-

General Manager of the Bank	- Head of the committee
Chief Manager (HRM)	- Member
Chief Manager (Inspection)	- Member
Chief Manager (Credit/ Operations)	- Member

- g. After selection of the retired officer for this purpose, the committee shall put up the list of selected candidates to the Chairman for final selection.
- h. The selection committee may appoint own retired bank officers from time to time as per requirement of the bank for concurrent audit and/ or availability of retired personnel.
- i. Own retired officer will conduct concurrent audit of branches by covering 40% of total business of identified branches.

While allotment of Branches, Bank will ensure that for the Branches selected for Concurrent Audit, 60% of total Business should be covered by CA & rest 40% should be covered by Retired Officers.

The engagement of a own retired bank officer & allotment of branch for Concurrent Audit shall be initially for one year which may be extended further with or without change of allotted branch on sole discretion of the bank looking to his performance for the audit work.

(B) REMUNERATION:-

The remuneration for Concurrent Auditors per month per Branch are as under-

For Branches having loan outstanding up to Rs. 10 Cr.	Rs 8,000/- per Branch per month
For Branches having loan outstanding more than Rs. 10 Cr. & up to Rs 20 Cr.	Rs 9,000/- per Branch per month
For Branches having loan outstanding more than Rs 20 Cr. & District Head quarter Branches	Rs.10,000/- per Branch per month

TDS is applicable as per rules and GST will be paid at applicable rates, provided there is no stay of the court in operation and in the event existence of interim stay of competent court by your submission of an undertaking.



Payment of travelling expenses per month per Branch will be as under-

District Headquarter branches	Rs. 500/- per Branch per month
Branches situated upto 25 Kms. from District Headquarters	Rs. 1000/- per Branch per month
Branches situated more than 25 Kms & upto 50 Kms From District Headquarters	Rs. 1500/- per Branch per month
Branches situated more than 50Kms from the District Headquarters	Rs. 2000/- per Branch per month

- The above remuneration/travelling expenses are inclusive of all out of pocket expenses and local journey Stay expenses incurred by the Concurrent Auditor for visit to the Branch and/or Bank's Controlling Offices and/of all meetings for Concurrent Auditors as and when required/ requested.
- The visit to Borrower's project/ units/ godown financed by the Bank for verification of the securities charged to the Bank, shall be arranged by the respective branch under concurrent audit.
- The Bank shall not entertain any other claims over and above the remuneration/ travelling expenses as specified above.

(C) Accountability:-

- The Concurrent Auditor will be responsible for any material omission or commission in respect of transaction of the branch under his concurrent audit.
- In case of any serious act of omission or commission in the working of the Concurrent Auditor conducting concurrent audit is observed, the Bank may consider terminating his engagement for Concurrent Audit.
- The Concurrent Auditor is expected to carry out the Concurrent Audit in the best interest of the bank. This is necessary to ensure that his observations are not ambiguous or contrary to bank's policy guidelines and practical aspects of banking are not overlooked.
- In case the performance of Concurrent Audit and/ or quality of report thereof is not found up to the mark, the engagement for Concurrent Audit may be terminated at any time at the sole discretion of the bank.

(D) Attendance:-

Every Concurrent Auditor has to visit at least 5 times in a month for concurrent Audit purpose. The attendance must be marked on Google Sheet on link provided to all Concurrent Auditors and they have to put signature on the attendance Register available at Branch level.

06- The periodicity of Submission of Report & Payment of Remuneration:-

- The monthly Concurrent Audit report shall be submitted by 7 day of next month to concerned Branch & Regional Office.
- The payment of remuneration for Concurrent Audit is to be made monthly by concerned Regional Office only after receipt of Concurrent Audit report along with attendance sheet.

07- Accountability:-

- The Concurrent Auditor will be responsible for any material omission or commission in respect of transaction of the branch under his concurrent audit.



- In case of any serious act of omission or commission in the working of the Concurrent Auditor conducting concurrent audit is observed, the Bank may consider terminating his engagement for Concurrent Audit.
- The Concurrent Auditor is expected to carry out the Concurrent Audit in the best interest of the bank. This is necessary to ensure that his observations are not ambiguous or contrary to bank's policy guidelines and practical aspects of banking are not overlooked.
- In case the performance of Concurrent Audit and/ or quality of report thereof is not found up to the mark, the engagement for Concurrent Audit may be terminated at any time at the sole discretion of the bank.

08- Compliance & Closure of Report :-

- The compliance report will be examined verified by Regional Authorities and after satisfaction Region will inform closure to the Branch and Head Office.
- The progress will be reviewed in CAC Meetings.
- The Hon'ble Board Audit committee of Board will be apprised with the progress in its meeting.

09- Others :-

- Chairman/ General Manager will be authorised to assign the work of concurrent audit to own retired officers/CA Firms for any branch/ office selected for the purpose.
- If the performance of any CA Firm/retired officer found unsatisfactory for the purpose of concurrent audit, the Chairman/ General Manager may be empowered to debar him at any time.
- If any CA Firm/retired officer did not perform the Audit work within stipulated time or they refuse, to do the assigned audit work, in such circumstances, the Chairman/ General Manager shall be authorized to discontinue his engagement and another CA Firm/retired officer may be assigned the job.
- All instructions contained in aforesaid NABARD Circulars will applicable as it is.

10- Validity of Policy :-

This policy shall remain in force for **three years** from the date of approval, after which it shall be reviewed and revised, if necessary. The Chairman may allow continuation of the Policy for a maximum period of six months from the due date of review in case the policy cannot be reviewed on or before due date.

Any change made by the Govt. of India/ RBI/ NABARD/Board of Directors of the Bank from time to time shall form integral part of the policy with immediate effect and it shall be treated modified to the extent.



Annexure-I

AUDIT ACTIVITY

Substantial checking of all the process / activity / transaction undertaken by Branch or any other centralized units to be covered under Concurrent Audit Program. The above scope of audit is to be covered under (a) Weekly Activity and (b) Monthly Activity, the indicative list is as under:-

- (a) **Weekly Activity:** Entire activity is to be spread over all working days in a week in appropriate proposition so that by end of week, observation is concurrently made ready for formalization with Branch & submission.

Area	Sub-Area	Frequency (Weekly)
Control Report	Concurrent Auditor to verify that all daily Control reports viz. Supplementary, Day Book, Exceptional transaction Report, Offsol & Intersol Transaction Report, Mobile No. change report, Dormant to active Accounts, Transactions in newly opened accounts, AML suspect report are generated and checked and carry out substantial checking of related internal controls. (T + 1 Basis)	
Deposit Account	Concurrent Auditor to carry out examination of all newly opened SB & CA accounts (A/c opened at BC Points ,Review of Account Opening Forms duly filled in, Compliance of KYC & AML norms & Enrichment of Customer profile in Finacle. (T + 1 Basis)	
Deposit Account	Review of compliance of newly opened accounts (KYC Compliance) - (T + 1 Basis)	
Deposit Account	Concurrent Auditor to Review Closure & Modification carried out in any SB & CA – and verifies that application & other required underlying documents from customer is obtained. (T + 1 Basis)	
Deposit Account	Review of all Term Deposit – Opened/Renewed / Closed. – KYC, TDS, Pay-out, Prepayment charge in applicable cases. (T + 1 Basis)	
Branch operation	Concurrent Auditor to verify Issuance of Cheque Book, ATM card, Due diligence by Branch in case of chq. Returned undelivered. (T + 1 Basis)	
Transaction verification	Review of Transaction – (Transfer, RTGS , NEFT, Cash) with focus on transactions appearing under Exceptional Transaction Report, Inter Sol Transaction, Transaction in newly opened accounts, Staff Accounts. Substantial checking as decided by concurrent Auditor.	
Transaction verification	Review of Transaction under Top -20- Loan Accounts.	
Transaction verification	Review of Transaction in Office Account viz. Intermediary A/c, NEFT, RTGS, Banker's Chq, Suspense (Staff), Suspense (General), Clearing Adjustment.	
Transaction verification	Review of manual Debit transactions in P/L Income Heads & manual credit in P/L Expenses Head	
Transaction verification	Review of Debit & Credit to PROXY Accounts	

Operation	Modification	Weekly
	Concurrent Auditor should generate the report through Report Server. Changes in parameters / modification effected by Branch such as Limit Change, LAD Date Change, Mobile Change, Freeze / Unfreeze etc. and verify that underlying documents are available.	
Credit Advances	Application Documents	T + 7 basis, T being the date of the sanction.
	To be done for all accounts sanctioned : Concurrent auditor is required to check the application documents, KYC , basic details of the customer, credit scores and any other parameters as defined by the Banks extant guidelines from time to time.	
	Credit Appraisal	T + 7 basis, T being the date of



		the sanction.
	<p>To be done for all : a) new a/cs sanctioned & b) all existing a/cs reviewed and /or with increase during the month.</p> <p>Concurrent auditor is required to check credit appraisal, sanction as per authority defined by DLP and any other parameters as defined by the Banks extant guidelines from time to time. Observations to be highlighted as far as possible prior to disbursement and immediately after sanction to ensure that discrepancies, if any are rectified prior to disbursal.</p>	
	Credit Sanction Reporting and its Review	T + 7 basis, T being the date of the sanction.
	<p>To be done for all: a) new a/cs sanctioned & b) all existing a/cs reviewed and/ or with increase during the month.</p> <p>Concurrent auditor is required to check PSR reporting requirements and any other parameters as defined by the Banks extant guidelines from time to time. Observations to be highlighted preferably prior to disbursement and immediately after sanction to ensure that discrepancies, if any are rectified prior to disbursal.</p>	
	Documentation	To be checked minimum TAT of 5 – 7 days is maintained from the date of disbursement to the date of Audit
	<p>To be done for all a) new a/cs disbursed & b) all existing a/cs reviewed with increase during the month & c) in all a/cs where fresh documents are obtained Auditor to review all loan related documents executed with the customer as per the formats and guidelines published by the bank from time to time.</p>	
	Disbursement	Weekly
	<p>To be done for all a) new a/cs disbursed & b) all existing a/cs reviewed with increase during the month</p> <p>Concurrent auditor is required to check compliance to the pre and post disbursement requirements of the accounts and any other parameters as defined by the Banks extant guidelines from time to time.</p>	
Credit/Advances	Interest / other service charges	To be checked on a weekly basis such that minimum TAT of 5 – 7 days is maintained from the date of disbursement to the date of Audit
	<p>To be done for all a) new a/cs disbursed & b) all existing a/cs reviewed with increase during the month c) all other accounts to be checked such that 1/ 12th of the accounts are audited within the month</p> <p>For all new accounts disbursed and accounts reviewed during the month, concurrent auditor is required to check whether all processing charges, stamp duty charges and other onetime charges are collected and posting of the same has been correctly done. Interest rate set in the system is accurate etc.</p> <p>For all other existing accounts, checking of regular interest and other charges recovery as applicable to the account to be verified and reported as per Bank's extant guidelines from time to time.</p>	
Para Banking Activities	Safe Deposit Locker	On a T + 2 basis for all new lockers hired out during the month For all others, Monthly 1/ 12th of accounts of the branch such that all lockers of the branch are covered and reported upon during the financial year.



	Auditor to check records of all lockers hired out in the current month (including lockers re-allocated) + 1/ 12th lockers already hired out earlier thereby ensuring coverage for all lockers during the year. Auditor to verify KYC Compliances, maintenance of locker keys, recovery of locker rent, CBS records for the lockers as per banks' extant guidelines.
Office A/c & Compliance	Examination of transaction as well as review of compliance of daily reports already submitted

(b) Monthly Activity :

Area	Sub Area	Frequency
Credit Advances	Security/ Charge Creation	Monthly
	Auditor to check charge creation and other formalities in such regard have been completed in all respects for a) new a/cs disbursed & b) all existing a/cs reviewed with increase during the month. Auditor to monitor such cases on a month on month basis to ensure compliance and follow up on the same.	
	Legal Compliance and Due Diligence	Monthly
	To be done for all: a) new a/cs sanctioned & b) all existing a/cs reviewed with increase during the month. Concurrent auditor is required to check legal compliance and any other parameters as defined by the Banks extant guidelines from time to time.	
	Credit Monitoring	Monthly 1/ 12th of accounts of the branch to be reviewed such that all accounts of the branch are covered and reported upon during the financial year
	To be done for Top -20- Accounts & 1/ 12th Accounts of Branch on monthly basis. All fresh accounts disbursed and reviewed with increase to be covered as part of credit monitoring only after a quarter has elapsed since the disbursement. All existing accounts to be covered on a regular month on month basis. Concurrent auditor is required to check post disbursement monitoring aspects, submission of control reports, calculation of Drawing power, updation of correct security value in system, SMA accounts and any other parameters as defined by the Banks extant guidelines from time to time.	
Credit/Advances	Review/ Renewal of limits	Monthly
	To be done for all accounts due and overdue for review in the month Auditor to check if a/cs overdue for review and comment whether requisite papers / documents etc. have been submitted before the due date and due approvals have been sought for allowing operations in case of delayed review of account, conduct of account has been accurately reported and put for approval to higher authorities. All other guidelines of bank published from time to time to be checked and reported by the auditor.	
Credit/Advances	To be done for all accounts closed during the month Auditor to verify the collection of foreclosure charges in preclosed accounts, acknowledgement on hand over of documents and NOC issuance process as per the bank's extant guidelines.	
NPA Management	Accounts causing concern	Monthly
	Restructured /Rescheduled accounts	



	To be covered for all NPA, restructured and rescheduled accounts. Auditor to check list of NPA accounts as per Finacle are matching, all necessary follow up in terms of issuance of legal notices, valuation, restructuring as per bank's extant guidelines, correct tagging of accounts as NPA and restructured in Finacle etc. has been carried out as per Bank's extant guidelines.	
Cash Management	Auditor to verify controls over cash management at branches, including but not limited to dual custody, physical balances of cash, surprise verifications by Branch Manager / Officer, maintenance of cash scrolls, retention limits on cash, maintenance of all related registers and any other cash management controls prescribed by bank's extant guidelines.	
Remittance	Auditor to verify the controls over remittances processed at the branches in terms of obtaining PAN/ authority letters of processing of transactions, compliance to guidelines in respect of RTGS/NEFT, cancellation of DDs / BCs, Issuing of duplicate DDs/BCs, Return of unsuccessful RTGS / NEFT within time norms, Recon of G/L RTGS / NEFT Sundry Deposit A/c on daily basis brought as NIL by the branch.	
Cheque/ Bills/ Collection / Clearing	Auditor to verify transactions pertaining to the clearing, collection, cheque with regards to lodging of the Inward Cheque / Bills, Outward Cheque / Bills received for collection in the system, collection of charges, monitoring of returned cheque etc.as per bank's extant instructions published from time to time.	
Para Banking Activities	Referral Business/ Health Insurance	Monthly
	Auditor to verify that premium collected for Referral Business/ Health Insurance are deposited promptly and application are forwarded to the concerned company promptly. Auditors' observation on marketing of the other products of the bank is observed.	
	Alternative Delivery Channel	Monthly
	Auditor to verify on a periodic basis whether Register for Debit Cards and PINs are maintained recording the date of receipt , related a/c no, date of delivery, signatures of a/c holders are verified before delivery to customers, all undelivered net banking pins, card related pins are recorded in register and kept in safe custody.	
	Statutory Compliances	Monthly
Statutory Compliances	All checks pertaining to the submission of returns and reports as per statutory guidelines to be verified by the auditor for the month. Similarly all quarterly reports and returns may be checked at such frequency. Display of all necessary notices, certificates and compliances to BCSBI codes should be checked on an adhoc periodic basis and reported.	
	Audits	Monthly, quarterly based on the returns to be submitted
	Auditor to verify the status of compliance of audit reports for any type of audit conducted in the current financial year and compliance status of Qualified Rectification Certificates drawn up in reports for earlier periods which have not been converted to CRC on a quarterly basis. On a monthly basis. All open issues may be reported by the concurrent auditors and frequent alerts raised to be probed further for investigation.	
Controls Audits &	Security Items	Monthly
	Auditor to verify that the entire stock of security forms e.g. Cheque Books, DDs, BCs, FDR receipts etc. <ul style="list-style-type: none"> ○ Are held in joint custody and stored in fireproof safe / vault. ○ All receipts and issues are recorded immediately in system. ○ Physical stocks tally with system stock 	



Security & Administration	Security Items	Monthly
	Auditor to verify that the security equipment installed in the branch are in working condition and Maintenance Contracts are renewed & valid e.g. Alarm System CCTV (if installed) and data backup of last 90 days available.	
	Administration	Monthly
	<ul style="list-style-type: none"> ○ Auditor to verify preparation of mandatory administration / staff MIS statements/reports, Certified by Branch Head and submitted in time, access to and retrieval of old records is authorized by Branch Head and proper record of the same is maintained, vouchers are properly authorized by at least two officials & P/L vouchers are authorized & countersigned by Branch Head, PL debit vouchers are authorized by two officers having sufficient delegated power, premises / electrical fittings / signage / notice boards etc. are maintained clean and tidy, lease deed is in force, copy of lease deed is kept in safe, verify that rent paid and taxes are paid as per agreement and TDS deducted as per rules, submission of returns and reports to RBI, verification of Fixed assets in branch with FASSET records, renewal of AMCs. 	
	Fraud Control	Monthly
	Auditor to verify : <ul style="list-style-type: none"> • That all cases of suspected / detected Frauds are reported to controlling office immediately on detection and follow up action is taken e.g. filing of Police complaints, lodgement of insurance claim, examination of staff accountability etc. • Fraud Monitoring Report is filed within 7 days of detection to NABARD and a copy obtained and kept on record. 	
	IT	Monthly
	Auditor to report on the access controls to server rooms, network equipment maintenance of hardware, working of UPS at branches, password sharing within the staff, anti-virus software are live and working on all PCs, maintenance of data cabling etc.	
	Business Continuity Plan	Monthly
	Verification of the conduct of BCP team based out of the branches and regular conduct of meetings, availability of all emergency contact numbers, AMC vendors etc. number are available readily, back up data maintenance and storage at the offsite locations and any other applicable guidelines on BCP prescribed by the bank from time to time.	
Business Continuity plans and IT Security	Customer Service	Monthly
	Auditor to report on the maintenance of customer service at the branches and following of BCSBI code at the branches with regards to timely delivery of services, disposal of complaints at branches. Auditor to report on the last meeting of customer service committee held at the branch and whether implementation of accepted recommendations noticed at the branch.	
	Internal Control	Monthly
	<ul style="list-style-type: none"> ❖ Updation of Debtors, Creditors, Associate concerns & Subsidiaries. ❖ Comparative analysis of GL heads and PL heads and review the variance. ❖ The transactions and reconciliation position of Internal office accounts and GLs transactions to be verified by the auditors and any deviation observed should be reported. ❖ Reversal of Charges / wrong interest as per DAP / Guidelines. ❖ Pay out to Business Correspondence. 	



	<ul style="list-style-type: none"> ❖ Transaction / Reconciliation of Inter Bank Account. ❖ Tracking of Audit Observation & reporting under persisting irregularity. ❖ Password sharing. ❖ Risk Classification of accounts and due diligence in High risk accounts. Ultra Violet ray machines are available and used for payment /. Transfer of high value cheques as per guidelines. ❖ TDR receipts are attached as security for LABOD / ODBOD. ❖ Periodical updation of KYC and KYC expired documents. ❖ Details of casual/temporary workmen, if any, engaged by the branch without specific approval from controlling authority to be commented in Audit Report. ❖ Presence of any early warning signal, high value payment to unrelated party, large no. of inter firm transaction with inter connected companies, substantial related party / inter group transactions. ❖ PSR statement of advances is submitted to Regional Office on monthly basis. Copy of credit proposals should be submitted to Regional Office as per bank norms along with PSR. ❖ Complaint Redressal & Customer Service at Branch.
--	---

Please note that the scope provided above is purely indicative but not limited to the points listed; additional aspects will necessarily need to be covered depending on the nature of business at the branch level and as per checklist applicable.

