



Inspection & Audit Department

West Bengal Gramin Bank, Head Office, Berhampore, Dist. Murshidabad, WB – 742101, a premier Regional Rural Bank operating in 23 districts of West Bengal through 18 Regional Offices, invites applications from intending Audit Firms/Retired Officials for empanelment as Concurrent Auditors for the Bank's branches for the period from July 2026 to June 2027.

The application should be accompanied by a duly filled-in Bio-data Form along with copies of the necessary certificates/documents. All intending firms/Retired Officials are requested to submit their applications through following e-mail on or before 30-05-2026. The selection process may be completed by 20-06-2026.

Email IDs for correspondence: - sminsp@wbgb.bank.in

Terms and Conditions

Selection Criteria:

The audit firms/ Retired Officials will be selected for empanelment under the following selection criteria.

Empanelment of Audit Firms/ Retired Officials shall be made by HO Audit Committee headed by General Manager (Inspection & Audit)

The Bank reserves the right to cancel or modify the entire selection process at any stage without assigning any reason, and no communication in this regard shall be entertained.

Empanelment shall be subject to following Criteria for Audit Firms;

- i. The Firm shall not be a proprietorship Firm.
 - ii. The Firm shall have experience of the Concurrent Audit/ Statutory Audit of minimum 3(Three) other Banks.
 - i. As IS Audit/Migration Audit is to be conducted by Firms having DISA (ICAI)/ CISA (ISACA) qualified Chartered Accountants only, preference shall be given to Firms having DISA (ICAI)/ CISA (ISACA) qualified Chartered Accountants.
 - ii. In the absence of applications from Partnership Firms, Proprietorship Firms may also be considered.
 - iii. For Branches located in hardship/difficult areas, Firms having experience of Concurrent/ Statutory Audit of at least one Bank may be considered.
- a. Selection of Concurrent Auditors is made from the panel of Chartered Accountant Firms maintained by the Bank. If a number of Firms are having common partners, more than one Firm shall not be empanelled at all.
 - b. The Concurrent Audit assignment shall be for a period of 2(Two) years. However, initial appointment letter shall be given for a period of one year only. On review at the end of the year, if the performance is satisfactory, the assignment shall be renewed for another one year if applied for 2nd year. If the performance is found grossly unsatisfactory, their Audit assignment may be withdrawn at any point of time. However, after a period 2(Two) years, the Firm shall have minimum 1(One) year cooling period.
 - c. Qualified Chartered Accountant must attend the Branch under Concurrent Audit for at least 10 (ten) days in a month to ensure thorough checking of the Bank's day-to-day





transactions and to take active interest in the assignment entrusted to them.

- d. The Firms which carry Statutory Audit assignment for a year shall not be considered for Concurrent Audit assignment for that year and the next year.

Empanelment shall be subject to following Criteria for Retired Officials;

- Only Retired Officials of WBGB in Scale II and above will be considered.
- Officer shall not have any Disciplinary Proceedings during his/her entire period of service in the Bank.
- Officer shall have at least Good rating during his/her period of service in Scale - II and above.
- Preference will be given to the Officers who have worked in credit area in HO/RO/Br and at least completed C.A/ICWA/JAIB/CAIB examination or equivalent.
- Retired Officers up to 65 years of age only will be considered.

Remuneration:

The Remuneration for this assignment for each branch is Rs. 10000/- per month per branch (excluding the applicable GST)

- Kindly note that no other expenses like Halting Allowance, Traveling Allowance, Local Conveyance or other pocket expenses including cost of stationary will be paid by the bank.

Duty & responsibility of Concurrent Auditors:

Concurrent Audit should be conducted thoroughly and scrupulously, on a day-to-day basis. The Auditors will render themselves accountable for their failure to detect and report serious irregularities. It is expected that the work will be regularly monitored and supervised at the branch by a Partner/ Proprietor of the firm.

Flash Report:

The Auditor shall submit a monthly flash report to the General Manager (Inspection) or in his absence the in-charge of Inspection Department certifying the following:-

- ✓ 100% compliance of AML/KYC Norms by the Branch.
- ✓ No fraud/serious irregularities detected during the Audit.
- ✓ No abnormal deviation from the Bank's "Lending Policy" has been observed.
- ✓ Proper documentation has been done before disbursement and charge created is perfect in all respects in all the newly sanctioned accounts.
- ✓ Report on irregular advances having limit of Rs.10 Lakh and above as per prescribed format.

Copies of report to be given to branch and also to the concerned Regional Office.

Revenue Audit:

The assignment shall include the Revenue Audit of the branch for the Concurrent Audit period, with special focus on the realization of Review Charges in CC/OD accounts at the time of review, as per the extant guidelines. The auditors shall scrutinize the application of interest on all deposit and advance accounts, provisions made, commission, and other charges realized by the branch, and satisfy themselves that all charges realized and revenue expenses incurred are in accordance with HO Circulars/Directives. No deviation shall be allowed during the course of audit.

The assignment shall also include furnishing papers, particulars, and information by the Concurrent Auditor in the form of certificates. The Bank may call for working papers from time to time, as and when required.

Submission of reports:





Auditors should submit daily audit notes, certificates, reports and other information including flash report as and when occurred/ noticed within the specified time. The calendar of submission of monthly and quarterly report is as follows:

REPORTS SUBMISSION

SN	Reports	Periodicity	Time schedule for submission	To be submitted to
Monthly				
1	Concurrent Audit	Monthly	within 7 days of the following month	1. Branch Head 2. Regional Manager 3. AGM/Chief Manager (IAD)
2	Balance reconciliation certificate	do	do	1. Regional Manager 2. Chief Manager, Insp. & Audit, HO
3	Flash report	do	Immediately	1. AGM/Chief Manager (IAD) 2. Regional Manager
4	Certificate on Assets classification and SMA Accounts	do	within 7 days of the of the following month	1. Regional Manager 2. Chief Manager, Insp. & Audit, HO

Quarterly

1	Concurrent Audit	Quarterly	within 10 days after end of the related month	1. Branch Head 2. Regional Manager 3. Chief Manager, Insp. & Audit, HO
2	Report on loans and Advances of Rs.10 lakh	do	do	do
3	Revenue Audit	do	do	do

Others :

- i) Concurrent Audit report should be submitted in the prescribed format only and it must contain all the formats as provided.
- ii) It is mandatory to submit the Concurrent Audit Reports within 7 days of the following month. No report will be accepted beyond 2 months of audit month.
- iii) It is mandatory that every auditor must submit the Quarterly report on every quarter ended along with the month ended report and the Revenue Audit report.
- iv) Delayed submission of report for two consecutive quarters to HO may lead to delisting from the panel.
- v) Audit formats will be provided to each empanelled firm & all columns must be filled up and duly signed with seal before submitting the report.
- vi) Concurrent Audit reports should be submitted with proper seal and signature of the Branch Head / Authorized Officer of the concerned branches.
- vii) It is mandatory to submit Concurrent Auditor's Attendance Certificate issued by the Branch Head along with bill as per format Annexed bellow, without which payment will not be made.
- viii) **The bank has the right to terminate the auditor without any prior notice if they violate the rules and regulations laid down in the guidelines and if there is no attendance for a month, as reported by the Branch Head or Regional Head.**



Concurrent Auditor's Attendance Certificate

Name of the Branch: -

For the Month:-

SL No	Date	Name of the Partner/Proprietor/Assistant Who attended the Branch	Arrival Time	Departure Time	Remarks

Date: -

Signature of Branch Head
With Seal



Bio Data form for Audit Firm:

1.	Name of the firm	:	
2.	Date of establishment	:	
3	Registration No. of firm with ICAI	:	
4	Constitution of the firm (Individual/Proprietorship/Partnership)	:	
5	Date of Reconstitution of the firm	:	
6	Addresses of the firm Regd. Office Head Office	: : :	
7	Postal Address	:	
8	No. of full-time Partners with qualification	:	
9	Staff strength No. of Chartered Accountants Other Paid Assistants	:	
10	Contact Details i) Landline (s) ii) Mobile no iii) Fax No. iv) E-mail ID	: : : :	
11	GST Registration No.	:	
12	Unique Code of Bank Audit	:	
13	Details of Branch / Office with address	:	
14	Experience in Bank concurrent / other audit	:	
15	Experience in Govt. / Public Sector Audit	:	
16	Whether the firm has ever been de-empanelled by the Bank or any other Bank for Concurrent Audit or for any other assignment. If yes, details of such events with reasons thereof.	:	
17	Whether the firm or any partners have been debarred by ICAI / RBI. If yes, details of such events.	:	
18	Any other relevant information, the firm tends to give	:	

Note: -

- ✓ The bank reserves the right to accept or reject any application for empanelment of Concurrent Auditor without assigning any reason thereof.
- ✓ The selection of audit firms will be made for empanelment of concurrent auditors only. Allotment of branches for Concurrent Audit will be made by the bank at its own discretion and the bank is not under obligation to provide audit work to every firm.

I do hereby declare that all the particulars / information furnished by me in this application form are true and correct and in the event of any statement and/or declaration made by me in this application found to be false or incorrect at any time before or after the publication of result, the Bank will be at liberty to cancel my candidature and also to take any action against me as it may deem fit and proper and the same will be binding on me.

Signature with seal & Date



Bio Data form for Retired Official

1.	Name in Full (in Block Letters) :	:	
2.	Employee No/PPO No	:	
3.	Permanent Address	:	
4.	Present Designation	:	
5.	Academic Qualification	:	
6.	Superannuation from Branch/Region		
7.	CAIIB / JAIIB / ICWA passed on :	JAIIB CAIIB ICWA	:
8.	Scope of work		
	Designation	Branch/Dept	From To Period
9.	Contact Details		
	i) Landline (s)	:	
	ii) Mobile no	:	
	iii) E-mail ID	:	
		:	
10.	Whether issued with Charge Sheet (if yes, please mention date of Charge Sheet)	:	Yes/No
11.	Whether placed under suspension If yes, please mention –	:	Yes/No
12.	i. Date of suspension	:	
13.	ii. Suspension revoked on	:	
14.	Whether awarded any punishment by way of disciplinary action? If so, the nature and the date of punishment.	:	Yes/No
16.	Whether prosecution for a criminal charge is pending. (if yes, please mention date of criminal Charge)	:	Yes/No
17.	Any other relevant information, the applicant tends to give.	:	

I do hereby declare that all the particulars / information furnished by me in this application form are true and correct and in the event of any statement and/or declaration made by me in this application found to be false or incorrect at any time before or after the publication of result, the Bank will be at liberty to cancel my candidature and also to take any action against me as it may deem fit and proper and the same will be binding on me.

Signature with Date

