

**CENTRAL BANK OF INDIA, CENTRAL AUDIT & INSPECTION DEPT. CENTRAL OFFICE, MUMBAI**

**GUIDELINES FOR SUBMITTING ONLINE APPLICATION FOR CONCURRENT AUDIT ASSIGNMENT IN CENTRAL BANK OF INDIA FOR THE YEAR 2019 (Jan-Dec)**

PLEASE KEEP FOLLOWING INFORMATION READY:

1. BRANCH CODE OF CENTRAL BANK OF INDIA BRANCH FOR WHICH APPLICATION IS TO BE MADE
2. DISTANCE BETWEEN CENTRAL BANK OF INDIA BRANCH AND YOUR OFFICE.
3. RBI UCN OF THE FIRM.
4. RBI CATEGORY.
5. STATE.
6. WHETHER ADDRESS OF THE FIRM IS SAME AS APPEARING IN BANK'S PORTAL? IF NOT FURNISH NEW ADDRESS IN THE PORTAL.
7. PERMANENT ACCOUNT NUMBER OF THE FIRM.
8. CONSTITUTION OF THE FIRM.
9. ICAI REGISTRATION NO. OF YOUR FIRM.
10. WHETHER FIRM IS SUBJECTED TO ENQUIRY BY ICAI/ RBI?
11. EXPERIENCE IN CONCURRENT AUDIT OF BANKS. NAME OF BANK, BRANCH NAME & PERIOD FROM, TO.
12. WHETHER QUALIFIED FOR CONDUCTING CDSL AUDIT?
13. WHETHER SKILL UP-GRADATION TRAINING CONDUCTED BY ICAI ATTENDED OR NOT?

PLEASE SELECT "APPLY ONLINE" LINK FROM HOME PAGE OF THE PORTAL.

PLEASE SELECT THE BRANCH / OFFICE FROM THE LIST OF PROPOSED BRANCHES / OFFICES FOR WHICH APPLICATIONS ARE BEING INVITED, AS PER CATEGORY OF THE FIRM.

DEPENDING ON THE SIZE OF THE BRANCH ELIGIBILITY CRITERIA WILL BE AS UNDER:-

Sr. No	Branch Category	Category of the CA Firm, assigned by RBI
1	CFB / Treasury branch	I
2	MCB / ELB	I & II
3	VLB/ NBO & other branches located at Metro & Dist. HQ	I, II & III
4	Branches not covered above	I, II, III & IV

**Category IV firm is not eligible for Concurrent Audit Assignment at VLB/ ELB/ MCB/ SSB/ CCPC and other branches at District HQ or Metropolitan area and Agglomeration area of Mumbai.**

ENTER YOUR UCN IN THE FIELD. SYSTEM WILL SHOW THE CATEGORY OF THE FIRM AS PER RECORD. IF IT IS REVISED THEN PLEASE ENTER REVISED CATEGORY OF THE FIRM IN THE FIELD BY SELECTING DROP DOWN LIST. AFTER THIS ENTER THE BRANCH CODE FOR WHICH APPLYING FOR.

ENTER THE BRANCH CODE IN THE FIELD PROVIDED. NAME OF THE BRANCH/ OFFICE SHALL APPEAR AFTER ENTERING THE BRANCH CODE.

GIVE THE DISTANCE IN 'KMS' FROM FIRM'S OFFICE. THE DISTANCE SHOULD BE MANAGEABLE FOR VISITING BRANCH, DAILY. TRAVELLING EXPENSES SHALL NOT BE PAID OR REIMBURSED.

IF FIRM IS PREPARED TO TAKE UP, ASSIGNMENT OF ANY OTHER BRANCH AT THE CENTRE, THEN IT CAN FURNISH THE NAME OF SUCH BRANCHES AT OTHER CENTRE.

AS UNDER ONE "RBI UCN", ONLY ONE APPLICATION CAN BE SUBMITTED, THE SELECTION OF BRANCH / OFFICE (ES) SHOULD BE DONE CAREFULLY.

AFTER SELECTION OF BRANCH / OFFICE (ES), ENTER "UCN / RBI REG. NO.\*)" IF FIRM'S RBI CATEGORY MATCHES WITH THE BRANCH CATEGORY, DETAILS OF THE FIRM SHALL BE POPULATED IN THE APPLICATION FORM.

THERE IS POSSIBILITY THAT CATEGORY OF THE FIRM MIGHT HAVE BEEN CHANGED BY ICAI BUT SAME HAS NOT BEEN MODIFIED IN THE DATA RECEIVED BY THE BANK FROM RBI. IN SUCH CASE PLEASE SELECT THE BRANCH AS PER EARLIER CATEGORY OF THE FIRM.

IF THERE IS ANY CHANGE IN THE CATEGORY OF THE FIRM, SAME CAN BE ENTERED IN THE FIELD PROVIDED FOR (**REVISED CATEGORY:** ).

AS PER DETAILS AVAILABLE WITH RBI, REQUIRED ROWS FOR ENTERING PARTICULARS OF PARTNERS SHALL BE GENERATED. IF SUCH ROWS ARE MORE THAN ACTUAL PARTNERS AS ON THE DATE OF APPLICATIONS ON ACCOUNT OF RETIREMENT / RESIGNATION OF ANY PARTNER THEN NAME OF RETIRED / RESIGNED PARTNER, HIS/HER ICAI MEMBERSHIP NO. MAY BE FURNISHED WITH, ENTERING "SINCE RETIRED/ RESIGNED IN OTHER COLUMN / FIELD IN THE ROW. THERE IS A PROVISION OF ADDING ROW.

FOR ENTERING DETAILS OF CONCURRENT / STATUTORY AUDIT EXPERIENCE, PLEASE ADD THE NUMBER OF ROWS REQUIRED FOR ENTERING THE DETAILS AS UNDER:

DURING LAST FIVE YEARS (UP TO 30TH SEPT'18, IF FIRM HAS CONDUCTED CONCURRENT/ STATUTORY AUDIT AT MANY BRANCHES OF A PARTICULAR BANK CONTINUOUSLY, THEN SAME CAN BE REPORTED IN SINGLE ROW BY ENTERING NAME OF BRANCHES IN THE "BRANCH" COLUMN (E.G. BR A, BR B, BR C) AND IN DATES COLUMN ASSIGNMENT START DATE AT FIRST BRANCH AND END DATE OF LAST BRANCH ASSIGNMENT COMPLETION DATE (LATEST)

FIRM'S EXPERIENCE IN SPECIALIZED AUDIT SHOULD BE BASED ON FACTS AND SUPPORTING PROOFS MAY BE SOUGHT BY BANK, IF REQUIRED.

PLEASE DON'T SEND PRINT OUT/ SOFT COPY OF YOUR APPLICATION TO ANY OFFICE OF OUR BANK. COPY OF APPLICATION FORM, ALONG WITH OTHER DOCUMENTS IS TO BE SUBMITTED TO RESPECTIVE ZONAL AUDIT OFFICE **BY THE SELECTED FIRMS ONLY.**

ONLY ONLINE APPLICATIONS SHALL BE CONSIDERED. ALLOTMENT WILL BE MADE FOR THE LISTED BRANCHES IN THE AREA OF APPLICANT'S CHOICE, PRIORITIZING AND SELECTING FROM THE ONLINE APPLICATIONS. THE BANK RESERVES THE RIGHT TO ADD / DELETE NAME OF BRANCH(S) FROM THE LIST. **NO CORRESPONDENCE SHALL BE ENTERTAINED IN THE MATTER.**

**ANY TYPE OF CANVASSING or RECOMMENDATIONS SHALL BE A DISQUALIFICATION. PLEASE NOTE.**