



# UTTAR BIHAR GRAMIN BANK

Head office: Kalambagh Chowk, Muzaffarpur [Bihar]

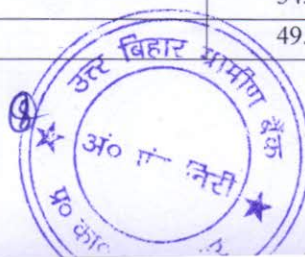
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Annexure-II

**APPLICATIONS ARE INVITED FROM CHARTERED ACCOUNTANT FIRMS TO UNDERTAKE CONCURRENT AUDIT OF UNDER MENTIONED BRANCHES OF UTTAR BIHAR GRAMIN BANK, HEAD OFFICE, MUZAFFARPUR (BIHAR) FROM 01.01.2022.**

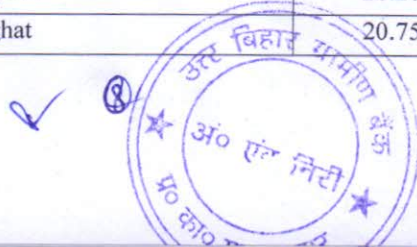
Applications are invited from Chartered Accountant Firms for assignment of Concurrent Audit of following branches of Uttar Bihar Gramin Bank, Muzaffarpur, Bihar.

Sr. No.	Regions	Branch	Deposit as on 31.03.2021 (Amt in Cr )	Advance as on 31.03.2021 (Amt in Cr )	Total Business as on 31.03.2021 (Amt in Cr )
1	Araria	Araria & CCPC- RO	26.96	15.06	42.02
2	Araria	Bahadurganj	24.15	20.48	44.63
3	Araria	Jantahat	12.21	31.27	43.47
4	Araria	Jhala	14.59	32.01	46.60
5	Araria	Jokihat	20.66	27.41	48.07
6	Araria	Kishanganj	26.85	12.36	39.21
7	Araria	Kuari	16.53	25.76	42.29
8	Araria	Kursakanta	16.87	29.35	46.21
9	Araria	Pothia	17.12	25.58	42.70
10	Araria	Tappu	17.05	26.54	43.59
11	Araria	Terhagachh	13.78	29.83	43.61
12	Araria	Thakurganj	16.95	29.76	46.72
13	Araria	Tulsiya	13.59	31.37	44.96
14	Bettiah	Bettiah & CCPC- RO	28.16	4.05	32.21
15	Bettiah	Bhairoganj	19.38	24.21	43.59
16	Chapra	Chapra & CCPC- RO	51.72	7.20	58.92
17	Chapra	Daudpur	38.62	16.64	55.27
18	Chapra	Isuapur	25.55	8.13	33.68
19	Chapra	Khaira	39.07	5.52	44.59
20	Chapra	Kohara bazar	34.35	17.36	51.71
21	Chapra	Kopa	41.62	11.68	53.30
22	Chapra	Puchari bazar	32.66	11.49	44.15
23	Chapra	Satjora	28.48	18.07	46.55
24	Darbhangha	Laheiyasara & CCPC- RO	61.43	7.19	68.61
25	Darbhangha	Surahachatti	37.33	8.51	45.84
26	Gopalganj	Bishunpura	39.53	9.08	48.60
27	Gopalganj	Gopalganj & CCPC- RO	71.77	29.81	101.59
28	Gopalganj	Hathua	36.37	21.01	57.39
29	Gopalganj	Madhopur	34.12	12.40	46.52
30	Gopalganj	Mirganj	49.20	10.11	59.31





31	Gopalganj	Rajapatti	49.05	34.14	83.19
32	Hajipur	Desari	38.80	4.26	43.07
33	Hajipur	Goraul	26.66	23.87	50.53
34	Hajipur	Hajipur & CCPC- RO	53.69	4.17	57.87
35	Hajipur	Patepur	30.62	16.55	47.17
36	Hajipur	Rajapakar	42.87	9.12	51.99
37	Jhanjharpur	Khatauna Bazar & CCPC- RO	29.39	16.10	45.48
38	Madhubani	Madhubani & CCPC- RO	39.12	6.86	45.97
39	Motihari	Adapur	14.57	24.87	39.43
40	Motihari	Chakia	30.07	17.34	47.42
41	Motihari	Dhaka	23.27	24.74	48.01
42	Motihari	Dhankharaiya	21.15	23.96	45.10
43	Motihari	Kotwa Bazar	33.36	19.31	52.67
44	Motihari	Motihari & CCPC- RO	42.96	34.45	77.41
45	Motihari	Siswa patna	16.89	25.80	42.69
46	Muzaffarpur	Bairiya chowk	21.63	22.25	43.88
47	Muzaffarpur	Bariyarpur kandh	29.88	16.64	46.52
48	Muzaffarpur	Gobarshahi	33.39	9.40	42.79
49	Muzaffarpur	Mushari	23.16	23.47	46.63
50	Muzaffarpur	Muzaffarpur & CCPC- RO	42.91	19.24	62.14
51	Purnea	Banmankhi	12.75	30.60	43.35
52	Purnea	Barhara kothi	23.53	33.92	57.45
53	Purnea	Champa nagar	12.25	30.35	42.59
54	Purnea	Dagarua	14.44	27.98	42.43
55	Purnea	Dangraha	12.76	27.64	40.40
56	Purnea	Garhbanaili	14.32	26.34	40.66
57	Purnea	Guru bazar	20.85	35.60	56.45
58	Purnea	Jalalgarh	15.48	28.91	44.39
59	Purnea	Katihar	45.68	12.95	58.64
60	Purnea	Katihar bazar	39.93	15.74	55.68
61	Purnea	Korha	11.26	28.00	39.26
62	Purnea	Krityanand nagar	11.81	31.07	42.88
63	Purnea	Line bazar	32.58	18.05	50.63
64	Purnea	Madhubani Bazar	64.97	4.70	69.67
65	Purnea	Purnia & CCPC- RO	52.11	5.43	57.54
66	Purnea	Rautara	28.03	27.20	55.23
67	Purnea	Sarsi	9.57	29.88	39.45
68	Saharsa	Baluaht	25.76	26.12	51.89
69	Saharsa	Bhatkhora bazar	11.51	27.23	38.74
70	Saharsa	Birpur	25.60	26.65	52.25
71	Saharsa	Gamharia	20.27	22.48	42.75
72	Saharsa	Gwalpara	29.95	15.67	45.62
73	Saharsa	Lohianagar	42.38	51.01	93.39
74	Saharsa	Madhepura	26.20	22.92	49.12
75	Saharsa	Patharghat	20.75	25.28	46.04





76	Saharsa	Pipra	21.46	23.65	45.10
77	Saharsa	Rajanpur	10.17	26.26	36.43
78	Saharsa	Saharsa & CCPC- RO	53.37	25.52	78.89
79	Saharsa	Singheshwar	14.77	27.50	42.27
80	Saharsa	Sour bazar	17.90	28.22	46.13
81	Saharsa	Supaul	41.84	33.53	75.37
82	Saharsa	Thumha	20.23	23.85	44.08
83	Sitamarhi	Bajpatti	20.85	24.43	45.28
84	Sitamarhi	Mejorganj	12.55	26.11	38.65
85	Sitamarhi	Sheohar	14.54	9.05	23.60
86	Sitamarhi	Sitamarhi & CCPC- RO	64.36	8.81	73.17
87	Siwan	Andar	39.84	15.76	55.60
88	Siwan	Baraharia	41.67	8.25	49.92
89	Siwan	Hasanpura	44.68	6.38	51.06
90	Siwan	Jamo bazar	41.44	8.85	50.28
91	Siwan	Karbalabazar	34.43	8.58	43.00
92	Siwan	Karnpura	32.17	10.72	42.89
93	Siwan	Madarpur	48.57	5.41	53.98
94	Siwan	Malmaliya more	38.10	8.19	46.29
95	Siwan	Pachrukhi	35.93	7.72	43.65
96	Siwan	Raghunathpur	48.66	18.27	66.93
97	Siwan	Saharkola	36.68	14.15	50.83
98	Siwan	Sahpur	35.42	14.34	49.77
99	Siwan	Siwan & CCPC- RO	40.11	15.77	55.88
100	Siwan	Tari bazar	36.63	8.47	45.10
101	Ho	All department of Head office & CCPC Head office, Muzaffarpur			

**The following terms and conditions shall be applicable for appointment of Chartered Accountant Firms as Concurrent Auditors:**

**01. Assignment of Concurrent Auditor** shall be given initially for a period of one year, thereafter may be extended on the basis of performance and at the discretion of the Board of the Bank, however, no Concurrent Auditor shall continue with the assignment for a branch for more than two year. However, in case the performance of the Concurrent Auditor falls short of the expectation of the Management, the Concurrent Auditors may be replaced at any time. The performance of Concurrent Auditors will be monitored by the Regional Offices on monthly basis who will after scrutinizing the monthly concurrent audit reports, submit the rating at the end of every month to Audit & Inspection Department, Head Office for review.

**02. The eligibility criteria** will be as under:

Professional standing: more than 03 years as on 31.10.2021

Partnership/ proprietorship Firms only, of which FCA/s at least: 01.

Experience - Minimum 01 public sector Banks as Concurrent Auditors or Statutory Auditors.

(Experience of the Firm only as Statutory and Concurrent Auditor is to be taken and not that of individual partner shall be counted).





**03. The Firm** should have Chartered Accountant(s) as partner(s)/ Proprietor.

**04. The firm** or its proprietor/partners have not been the subject of inquiries in the past by the Institute of Chartered Accountants of India as per the provisions of Section 21 of the Chartered Accountants Act, 1949 and no such inquiry is pending, initiated, or contemplated by the Institute as on the date of application as well as date of acceptance of assignment. They should not be blacklisted in Central Bank of India or in any other financial institutions.

**05. Where** there are group of firms of Chartered Accountants having common partners, only one of the firms in the group will be eligible for assignment of Concurrent Audit.

**06. The Firm** would be allotted Concurrent Audit of any two branches of the Bank.

**07. Besides** Chartered Accountant, the firm should have other qualified and other experienced staff, infrastructure and office within an approachable distance from the location of the auditee branch/office to undertake Concurrent Audit.

**08. The firm** which conducts Statutory Audit of Uttar Bihar Gramin Bank shall not be considered for appointment as Concurrent Auditor by the Bank during that year and the next year.

**09. The firm** which has a partner/ proprietor who is also a partner/ proprietor of the firm entrusted with the Statutory Audit of Uttar Bihar Gramin Bank shall not be considered for appointment as Concurrent Auditors in Uttar Bihar Gramin Bank. In other words, sister/ associate concerns of the firm carrying out Statutory Audit of Uttar Bihar Gramin Bank shall not to be considered for appointment as Concurrent Auditors.

**10. If any of the Directors** of Uttar Bihar Gramin Bank is a partner/ proprietor in a firm, such firm shall not be considered for appointment as Concurrent Auditor.

**11. The Concurrent** Auditor shall not be entitled for any additional benefits or perquisites, apart from schedule of fee for Concurrent Audit as mentioned below. In case, the performance of the Concurrent Auditor fall short of expectation of Management or the Audit Committee of the Board, the Bank may terminate assignment of the Concurrent Auditor at any time.

**12. If any** serious acts of omission or commissions/ malafide intention are noticed in the working of Concurrent auditors, their appointment may be cancelled and the fact may be reported to NABARD & ICAI.

**13. After** completion of assignment, the Firm may be considered for audit assignment in other branches. This will be purely at the discretion of the Bank and no rights whatsoever shall accrue to the Firm for such appointment.

**14. In normal course**, at any one point of time, not more than one audit assignment would be awarded to a firm. An audit assignment that needs to be carried out across the branches / units at different locations would be considered as a single assignment for this purpose.





**15. The Concurrent** Audit should be conducted on daily basis (on all working days) by audit assistant/ partner/ proprietor of the Firm. The senior partner/ proprietor shall visit branch at least for 05/04 working days in distt. HQ and other stations repectively during the month for respective allotted branches.

**16. The assignment** of concurrent audit given by us should not be given to anybody on subcontract basis.

**17. Mere submission** of application for Concurrent Audit and fulfilling the criteria thereof does not, in any way, constitute guarantee for assigning any type of audit of the Bank.

**18. Allotment** will be made for vacancies existing and no correspondence shall be entertained in the matter. Application received shall be valid for only one process.

**19. If Firm or partner** are availing any credit facility(s) from any branch of Uttar Bihar Gramin Bank or have guaranteed any credit facility, please furnish the following information:

Name of the partner:
Name of Bank's Branch:
Nature of dealing/ facilities:
Banking since with A/c No. :

**20. Fee for Concurrent Audit:**

Each CA firms may be allotted 02 branches. Fee payable for these 02 branches are subject to approval of the Hon'ble Board.

The amount of fee, at present is, as under:

Business	Monthly Fee
Business of the branch upto 10.00 crore	Rs.8,000.00 per month.
Business of the branch above 10.00 crore to 30.00 crore	Rs.10,000.00 per month.
Business of the branch above 30.00 crore to 75.00 crore	Rs.12,000.00 per month.
Business of the branch above 75.00 crore to 200.00 crore	Rs.13,000.00 per month.
For Head Office	Rs.14,000.00 per month

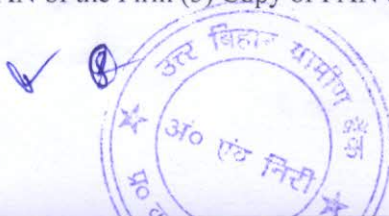
As mentioned above in chart + GST. GST is payable by the Bank separately provided the Firm furnishes the GST registration no. etc. TDS shall be deducted at source as per rule.

All CPPC situated at Regional office attached with one branch of that region and fee will be payable only for the branch and no separate fee will be payable for the audit of CCPC.

**21. At the exigencies** of the management, application may be considered even for another branch at same or nearby branch, not opted by the Firm.

**22. The Firm** has to submit following papers at the time of apply (off line only):

(1) Duly filled in Application form (2) Copy of Registration of the Firm (3) Copy of qualification of each partner issued by ICAI (4) Copy of PAN of the Firm (5) Copy of PAN of the partner (6) Address proof of



the Firm (7) Address proof of the partner (8) Certificate of practice (9) Copy of experience of audit as Statutory Audit & Concurrent audit (10) Paper related to UAN no. (11) Certificate related to GST No. (12) Declaration on letter head regarding information required under point no. 13, 14 & 21.

[All papers should be self certified].

If we do not receive complete set of documents in a single lot as mentioned above, application will stand cancelled automatically without showing any reason thereof and no correspondence will be entertained on this issue.

**23. The CA Firm** is required to undertake Concurrent Audit of the branches, allotted to him from 01.01.2022. Audit & Inspection department, Head Office shall provide a detailed checklist, other operating guidelines and structured formats for the audit report/ certificate with assignment letter. The report is to be submitted in time before 05<sup>th</sup> working day of succeeding month to the concerned branch and one copy to concerned Regional Office and Head Office by post. Delay in submission of report shall be considered while evaluating performance of the CA Firm.

**24. If above** terms and conditions are acceptable then only hard copy of application should be submitted so that the application along with all required papers may be received by us **by 08.12.2021** on address:

**General Manager (A&I),  
Uttar Bihar Gramin Bank,  
Head Office, Sharma Complex,  
Kalambagh Chowk,  
Muzaffarpur,  
PIN- 842 001 (BIHAR).**

“Application for the appointment of Concurrent Auditor” should be written on top of the envelope.

(Mahendra Kumar)  
GENERAL MANAGER







# UTTAR BIHAR GRAMIN BANK

Head office: Kalambagh Chowk, Muzaffarpur [Bihar]

Audit & Inspection Department

Date:

## ANNEXURE-III

Application form for Chartered Accountant Firms for appointment/ assignment of Concurrent Auditor for different branches of Uttar Bihar Gramin Bank, Head Office, Sharma Complex, Kalambagh Chowk, Muzaffarpur (Bihar), PIN - 842 001.

(Before filing the form, please see details on website of UBGB ([www.ubgb.in](http://www.ubgb.in)))

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(Recent self attested photograph of proprietor/ all partner(s))

Preference of the branches for which application is tendered:

Sl No.	Branch	Regional Office	District
1			
2			
3			
4			
5			

(The Firm may be assigned any of the branch preferred above or other branch also which is not opted by the Firm.)

Sl No.	Particular	Information furnished
1	Name of the CA Firm	
2	UCN No. of the Firm	
3	Constitution of the Firm; Partnership/ Proprietorship	
4	Registration no. of the Firm:	
5	Date of Registration:	







17	Address of the Firm.	Head Office	Branch Office
18	Email ID of the Firm		
19	Phone No. of the Firm		
20	Name & address of each partner with mobile no.		
21	Whether the Firm or its proprietor/ partner have been the subject of inquiry in the past by Institute of Chartered Accountant of India as per provision of section 21 of the Chartered Accountant Act, 1949 and no such inquiry is pending, initiated, or contemplated by the Institute as on date of application as well as date of acceptance of assignment.	(Mandatory to furnish the information. Please do not write as " NA")	
22	Staff strength of the Firm:		
	(i) Employed CAs:		
	(ii) Article Assistant:		
	(iii) Retired Bank Officer		
	(iv) Others		
23	If Firm or partner are availing any credit facility from any branch of Uttar Bihar Gramin Bank Or have guaranteed any credit facility, please furnish the following information:		
	Name of the Partner		
	Name of Bank's Branch		
	Nature of dealing/ facilities		
	Banking since with A/c No		





Please attach duly signed Zerox copies of following documents with application forms:

1. Copy of Registration of the Firm.
2. Copy of professional qualification of each partner issued by ICAI.
3. Copy of PAN of the Firm.
4. Copy of PAN of the partner.
5. Address proof of the Firm.
6. Address proof of the partner.
7. Certificate of practice.
8. Copy of experience of audit as Statutory Audit & Concurrent audit.
9. Certificate related to GST No.
10. Declaration on letter head pad regarding information required under Serial no.13, 14 & 21.

**Declaration:**

(a) We confirm that the details/information furnished above is/are true and correct. In case any detail furnished is found incorrect later on, the Bank has right to terminate the assignment, without giving any prior notice, in addition to taking up with ICAI for action as deemed fit.

(b) We shall undertake to maintain secrecy of the Banking transactions/ Accounts as per Banking Regulation Act.

All terms and conditions related to Concurrent audit, as are mentioned on website ([www.ubgb.in](http://www.ubgb.in)) of UBGB on 23.11.2021, have been read, understood and are acceptable to me/us.

**Signature with seal.**

**Place:**

**Date:**





### Check List

Sr. No	Documents	Page No.
1	Duly filled Application form	
2	Copy of Registration of the Firm	
3	Copy of qualification of each partner issued by ICAI	
4	Copy of PAN of the Firm	
5	Copy of PAN of the each partner	
6	Address proof of the Firm	
7	Address proof of the each partner	
8	Certificate of practice	
9	Copy of experience of audit as Statutory Audit & Concurrent audit	
10	Paper related to UCN no.	
11	Certificate related to GST No.	
12	Declaration on letter head regarding information required under point no.13, 14 & 21.	

[All papers should be self certified].

