

EMPANELMENT FOR REVENUE AUDIT

1. Punjab National Bank invites applications on the undernoted prescribed format from practicing firms of Chartered Accountants in India who fulfill the eligibility criteria as mentioned hereunder and are willing to have their Firms empanelled as Revenue Auditor in the Bank and for conducting Revenue audit of branches.
2. The Bio-data should be submitted on the undernoted format only to the Chief Manager, Punjab National Bank, Inspection & Audit Division, Head Office, 2nd Floor, Rajendra Bhawan, Rajendra Place, New Delhi – 110008, only by postal service / courier.
3. “Application for “Empanelment of Revenue Audit” should be mentioned on the envelope, carrying Bio-data.
4. The eligibility criteria for empanelment of Revenue Audit in our bank for CA Firms is as under:

Minimum No. of Partners	Of which, FCA/s	Minimum Revenue Audit Experience as a Partnership Firm in Nationalized Bank (in years)
3	1	3

5. CA Firms should not be Statutory Bank Auditor of our Bank or subsidiary of our Bank, as on 31.03.2013 and “Associate concerns of CA Firms” should not have conducted Statutory Audit of our Bank or its subsidiary during the year.
6. Applying CA Firms must submit along with application, the Copy of partnership deed + copy of constitution Certificate issued by the ICAI certifying the constitution of the Firm, their branches & date from which it is continuing as a Partnership Firm (latest).
7. Experience Certificates of Partnership Firm in the Nationalized Bank as Revenue Auditor be enclosed in absence of which application will not be accepted.
8. 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 be purely the prerogative of the Bank.
9. Incomplete application or application without requisite enclosures will not be entertained.
10. The CA Firm will undertake that they will not sub contract/sub assign the audit assignment.
11. The CA Firm will not lobby directly or indirectly for consideration of any credit proposals of their friends / relatives / clients / non clients of the Bank.
12. 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.
14. The last date for receipt of Bio-data at ours is **10th June 2013 upto 5 PM.**

Punjab National Bank
Head Office, Inspection & Audit Division, Revenue Audit Cell, 2nd Floor
Rajendra Bhawan, Rajendra Place, New Delhi -110008
Landline: 011-25744351, Fax: 011-25756210, e-mail address: iadrevaudit@pnb.co.in

BIO-DATA FORMAT: EMPANELMENT FOR REVENUE AUDIT

Sr. No.	Particulars	Detail
1.	Name of the CA Firm	
2.	Address of its Head Office	
3.	Landline No/s. (with STD Code)	
5.	Fax No/s.	
5.	E-mail address	
6.	Date of Establishment	
7.	Registration No. of Firm with ICAI	
8.	Name & Mobile No. of the nominated FCA partner of the CA Firm to whom Bank may will contact, in connection with the assignment applied for.	
9.	RBI Unique Code	

10. Detail of Branches of the CA Firm					
Name of branch	Address	Name of Branch Head	Landline No. (with STD Code)	Mobile No.	E-mail Address

11. Constitution {Copy of partnership deed & copy of constitution Certificate issued by the ICAI certifying the constitution of the Firm & branches (latest) to be enclosed}	
---	--

Contd.....2

12. Particulars of Partners							
Sr. No.	Name*	Age (in years)	ICAI Membership No.	Whether passed DISA**/CISA (Xerox copies of the certificates to be enclosed)	Whether FCA or ACA	Mobile No.	E-Mail address
*If any partner is not full time partner, please mention the same letters in Bold against his name.							
**Certificate of practical training or Eligibility test are not required at all.							

13. Experience of Revenue Audit of Nationalized Bank (No other audit to be mentioned here except Revenue Audit (Copy of appointment letter for latest assignment/s be enclosed)		
Name of the Bank	Name of the Branch	Fin. Year

14. Whether the Firm or any partner has ever been debarred by ICAI/RBI. If yes, details to be mentioned.		
Sr. No.	Name of the partner (Sh.)	Brief Reasons for debar

Contd.....3

15. Other Detail/s if any:

16. Certificate/s:

a) We hereby confirm that the Firm/any partner is neither Statutory Auditor nor associate concern (as defined by RBI) of Statutory Auditors of Branches of Punjab National Bank & We are not disqualified under any of grounds given in Sec 226 of the Companies Act. 1956.

b) We also confirm that the details/information furnished above are / is true and correct. In case, any detail furnished above is found incorrect later on, the Bank has right to terminate the assignment given any, without giving any notice.

c) We also hereby declare that if our name is included in the bank's list of approved CAs/Consultants, We will undertake to do the tasks entrusted to us in the best interest of the Bank.

d) We shall also be abide by the rules and regulations of the Bank in force from time to time and will always keep the bank's interest foremost in our mind.

17. Signature:

Sr. No.	Name (Sh.)	Signature	ICAI Membership No.	Office Seal

Signature of all partners with Name and ICAI Membership No. & Office Seal

Date: