

## General Instructions

### 1. EMPANELMENT

The selected Retired Officer shall be advised with empanelment letter by Inspection Department with Copy to Inspectorate. The selected Retired Officer shall be attached to Inspectorate having jurisdiction of geographical location of the auditor's residence.

The selected Retired Officer shall be empanelled for initial period of 1 year from the date of selection which can be extended up to a maximum period of 3 years based on performance.

Mere submission of application for empanelment or approval of the name of empanelment 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 in the prerogative of the Bank.

It is only a contractual work for a specific period and the Retired Officers so assigned the work are not entitled to claim any regular employment or any other benefit in the Bank in future.

### 2. POST EMPANELEMENT

#### a. Orientation / training

The selected retired officers would be given training to orient themselves in the inspection process/ procedure as per guidelines by inspection department/ inspectorates based on proximity.

#### b. Review of Performance

The performance shall be evaluated on yearly basis with reporting by inspectorate Head and reviewed by **GM – Inspection**.

#### c. Reporting structure

The overall supervision of functioning of Retired Officers shall be done by Respective Inspectorate Head.

### 3. TERMINATION

In case of Regional Office/ Zonal Audit Office submits adverse feedback/ remarks over the quality of Audit conducted by Retired Officer, Inspectorate- Head scrutinizing the same may recommend for termination, to **GM – Inspection**.

GM – Inspection shall evaluate and if necessary shall issue de-empanelment letter to the Retired Officers.

## Remuneration

The remuneration structure on per month basis is as follows:

Category of the Branch	Fees (in Rs)	Additional Fees	
		Advance Range	In Rs
Small and Medium	12,000		
Large	14,000	Less than Rs. 50 Cr	Nil
Very Large	16,000	More than Rs. 50 Cr but less than Rs.500 Cr	4,000
Extra Large Branch	18,000	More than Rs. 500 Cr but less than Rs.1000 Cr	6,000
Exceptionally Large Branch	20,000	More than Rs.1000 Cr	10,000

## 4. TERMS AND CONDITIONS

- The following documents are to be submitted on appointment:
  - i) Acceptance Letter
  - ii) Undertaking letter for maintaining fidelity and secrecy
  - iii) Declaration of Dos and Don'ts
- Adhere to the audit plan based on as advised by the Inspectorate Head.
- To maintain utmost secrecy with regard to inspection program and its findings.
- To display spirit and avoid misunderstandings/ arguments in the presence of auditees.
- RBIA shall be commenced before commencement of business hours to verify the physical cash, security arrangements etc.,
- To act in a cordial manner and help to improve normal working of the branch.
- Discuss findings with Branch Officials on a daily basis and facilitate to rectify the deficiencies then and there to the extent possible.
- Give auditees a chance to express their opinion while discussing the audit matters.
- Getting proper explanation in a co-operative atmosphere.
- In case of difference of opinion with auditee, the Retired Officer shall discuss with higher level, if required.
- In case of coming across any information which may cause to suspect any element of fraud, gross negligence, gross incompetence or similar unfavourable events or incidences, the Retired Officer shall report the matter to the Inspectorate Head immediately.
- The Retired Officer shall keep continuous communication with Inspectorate Head on findings, progress and be guided by the leader's advice.
- The Retired Officer shall maintain a neat appearance and a courteous manner.
- Ensure to complete the assignment as per schedule advised.
- Provide sufficient time to the auditee to submit records/ documents/ evidences requested during the audit.
- To ensure return of paper properly to the auditee on day to day basis and call for those documents which are required for checking.