



CCA Division, SHGB House, Head Office, Plot No. 1, Sector 3, Rohtak (124001)

EMPANELMENT FOR THE POST OF CONCURRENT AUDITORS (Empaneled Retired Officers) IN SARVA HARYANA GRAMIN BANK

Our Bank has Concurrent Audit Policy duly approved by Board in compliance with NABARD/ RBI revised guidelines with the objective of performing substantive checking in key areas and on the spot rectification of deficiencies to preclude the incidence of high risk irregularities/fraudulent activities and making branch functioning more system & procedure compliant.

So, applications for empanelment of Concurrent Auditors in the below listed 130 branches of Bank (one auditor for 03 branches) are invited from the retired staff of our bank/Sponsor Bank i.e. PNB/ other commercial Banks:

Sr. No.	Sol ID	Branch Name	Region
1	8086	Ambala City	Ambala
2	8239	Barara	Ambala
3	8202	Panchkula	Ambala
4	8022	Achina	Bhiwani
5	8011	Atela	Bhiwani
6	8029	Badhra	Bhiwani
7	8041	Badhwana	Bhiwani
8	8004	Bapora	Bhiwani
9	8015	Bawani Khera	Bhiwani
10	8002	Bhiwani	Bhiwani
11	8023	Charkhi Dadri	Bhiwani
12	8134	Charkhi Dadri Loharu Road	Bhiwani
13	8014	Chiriyia	Bhiwani
14	8257	Dadri Gate Bhiwani	Bhiwani
15	8006	Imlota	Bhiwani
16	8009	Isharwal	Bhiwani
17	8017	Jamalpur	Bhiwani
18	8032	Jhuppa Kalan	Bhiwani
19	8012	Kadma	Bhiwani
20	8147	Kharkari Jhanwari	Bhiwani
21	8024	Kitlana	Bhiwani
22	8025	Loharu	Bhiwani
23	8149	Mandholi Kalan	Bhiwani
24	8135	Mouri	Bhiwani



CCA Division, SHGB House, Head Office, Plot No. 1, Sector 3, Rohtak (124001)

25	8280	PALUWAS	BHIWANI
26	8079	Pataudi	Bhiwani
27	8042	Samaspur	Bhiwani
28	8008	Sanwar	Bhiwani
29	8021	Tosham	Bhiwani
30	8195	Bhuna(Fatehabad)	Fatehabad
31	8162	Bhurath Wala	Fatehabad
32	8174	Fatehabad	Fatehabad
33	8106	Kharian	Fatehabad
34	8120	Sirsa	Fatehabad
35	7614	Badshahpur	Gurgaon
36	7774	Bajghera	Gurgaon
37	7617	Ballabhgarh	Gurgaon
38	7780	Bhangrola	Gurgaon
39	7625	Bhora Kalan	Gurgaon
40	7629	Carterपुरी	Gurgaon
41	7739	Daulatabad	Gurgaon
42	7632	Dhankot	Gurgaon
43	7728	Dlf Wazirabad	Gurgaon
44	7640	Faridabad	Gurgaon
45	7724	Faridabad - Nit	Gurgaon
46	7643	Garhi Harsaru	Gurgaon
47	7767	Gur Sec-44	Gurgaon
48	7650	Gurgaon Main	Gurgaon
49	7723	Gurgaon Sector - 4	Gurgaon
50	7785	Hayat Pur	Gurgaon
51	7667	Jamalpur Chowk	Gurgaon
52	7657	Jharsa	Gurgaon
53	7662	Kasan	Gurgaon
54	7664	Khandsa	Gurgaon
55	7665	Kheri Kalan	Gurgaon
56	7758	Manesar	Gurgaon
57	7676	Mohna	Gurgaon



CCA Division, SHGB House, Head Office, Plot No. 1, Sector 3, Rohtak (124001)

58	7679	Nakhrola	Gurgaon
59	7686	Pachgaon	Gurgaon
60	7688	Palla	Gurgaon
61	7690	Palwali	Gurgaon
62	7691	Pataudi	Gurgaon
63	7768	Pataudi Road Gurgaon	Gurgaon
64	7776	Rajendera Park Gurgaon	Gurgaon
65	7801	Sector 23 Faridabad	Gurgaon
66	7770	Shikoh Pur	Gurgaon
67	7707	Sidhrawali	Gurgaon
68	7709	Sihi	Gurgaon
69	7710	Sikanderpur	Gurgaon
70	7712	Sohna	Gurgaon
71	7714	Sultanpur	Gurgaon
72	8110	Arya Nagar	Hisar
73	8321	Auto Market Hisar	Hisar
74	8179	Barwala	Hisar
75	8178	Hansi	Hisar
76	8158	Hisar(Defence Colony)	Hisar
77	8187	Jind	Hisar
78	8080	Jindal Chowk Hisar	Hisar
79	8104	Ladwa	Hisar
80	8117	Mirza Pur	Hisar
81	8188	Narwana	Hisar
82	8155	Neoli Kalan	Hisar
83	8167	Rakhi Khas	Hisar
84	8095	Rawalwas Khurd	Hisar
85	8213	Safidon(Jind)	Hisar
86	8191	Uklana Mandi	Hisar
87	8198	Kaithal	Kaithal
88	8199	Kurukshetra	Kaithal
89	8136	Morthali	Kaithal
90	8230	Pundri	Kaithal
91	8296	Sanch	Kaithal
92	8273	Thanesar	Kaithal



CCA Division, SHGB House, Head Office, Plot No. 1, Sector 3, Rohtak (124001)

93	7610	Aurangabad	Nuh
94	7613	BADOLI	NUH
95	7619	Beewan	Nuh
96	7637	DIGHOT	NUH
97	7720	HODAL	NUH
98	7799	JAURASI	NUH
99	7689	Palwal	Nuh
100	7694	Pirthala	Nuh
101	7718	Tauru	Nuh
102	8392	Son Khera	Panipat
103	7611	Bachhod	Rewari
104	7620	Berli Kalan	Rewari
105	7725	Dharuhera	Rewari
106	7641	Gangaicha Ahir	Rewari
107	7649	Gurawada	Rewari
108	7652	Hansaka	Rewari
109	7656	JATUSANA	REWARI
110	7674	Mandola	Rewari
111	7772	Model Town Rewari	Rewari
112	7721	Mohinder Garh	Rewari
113	7683	Narnaul	Rewari
114	7698	Rewari	Rewari
115	7702	Seehma	Rewari
116	8070	Badli	Rohtak
117	8059	Bahadurgarh	Rohtak
118	8044	Bahu Akbar Pur	Rohtak
119	8074	Baland	Rohtak
120	8065	Chhuchhakwas	Rohtak
121	8050	Jahajgarh	Rohtak
122	8058	Jhajjar	Rohtak
123	8069	Kanonda	Rohtak
124	8054	Kiloi	Rohtak
125	8076	Nuna Majra	Rohtak
126	8056	Rohtak Main	Rohtak
127	8077	Rohtak Mata Darwaja	Rohtak
128	8397	Rohtak Sector 3	Rohtak



CCA Division, SHGB House, Head Office, Plot No. 1, Sector 3, Rohtak (124001)

129	8046	Sampla	Rohtak
130	8073	Silani	Rohtak

Criteria and Term and Conditions for empanelment of Concurrent Auditors-ELIGIBILITY

Concerned Retired Staff of our own Bank/Sponsor Bank/ other commercial Banks must have:

1. Retired honourably from our bank/Sponsor bank ie. PNB/ other commercial Banks in Scale III and above. (Preference will be given to retired officers of our Own Bank and Sponsor Bank ie. PNB) The officers voluntarily retired/resigned/suspended/dismissed/removed from Bank's services shall not be eligible for the purpose.
2. An experience of minimum of 20 years service in our bank/Sponsor Bank i.e. PNB/ other commercial Banks and a satisfactory track record.
3. Branch experience of 10 years as an Officer having experience of Finacle for at least six months in a Bank.
4. Worked either as an incumbent In charge for a period of minimum 2 years.
or
Handled credit portfolio of a branch as an officer for a period of 2 years.
5. No major penalty for the last five years of service for retired staff of SHGB only However for other banks staff - No major penalty imposed by the Bank during the entire service period or no minor penalty imposed by the Bank during the last five years of service (subject to verification from available HRMS record & self-certification by the concerned retired officer).
6. A Retired Official will be on cooling period for at least six (6) months from the date of his/ her retirement before becoming eligible for getting an audit assignment, even though he / she may already be on the panel for Concurrent Audit in the Bank. However, subject to availability of empanelled retired officials at a place and bank's requirement, this cooling period be relaxed to 3 months. Chairman shall be the Competent Authority for such relaxation.
7. An Empanelled Retired Official (ERO) of our own Bank/Sponsor Bank/ other commercial Banks may be utilized as Concurrent Auditor in a branch upto the age of 65 years or till the completion of last quarterly audit assignment, whichever is later. On attaining the age of 65 years, the ERO will get depaneled.
8. The ERO will be immediately debarred if found indulged in other activities, financial/ intermediary activities with the Bank during their period of audit assignment.



CCA Division, SHGB House, Head Office, Plot No. 1, Sector 3, Rohtak (124001)

9. A sound health, i.e. he/she must be medically fit to carry out the assignment of concurrent audit (a certificate from a MBBS Doctor be submitted).

TENURE

The tenure of the concurrent auditor would be initially for two years, based on the performance of the auditor in the first year, i.e. an ERO may have a tenure of two years or till the completion of last quarterly audit assignment, whichever is later, based on "Satisfactory Performance of the auditor in every year (followed by a cooling period of minimum six months). Only in case the panel of EROs is exhausted for an area, reassignment to an ERO post cooling period but before 65 years of his / her age would be considered at sole discretion of the Bank. Also, at the sole discretion of the Bank, Concurrent Audit assignment of an external auditor (ERO) may be terminated even before expiry of the term of assignment by giving one month notice in advance.

REMUNERATION

In order to make the remuneration attractive and to invite qualitative applications for the post of Concurrent Auditors, it has been decided to determine the remuneration as under:-

Total Business	Fee Payable(p.m)
Total business of Branch(es) allocated for Concurrent audit to an ERO up to Rs.400 Crore as on 31st March of the previous Financial Year	40000/- + GST if applicable
Total business of Branch(es) allocated for Concurrent audit to an ERO above Rs.400 Crore as on 31st March of the previous Financial Year	50000/- + GST if applicable

* No other charges over and above Monthly fees prescribed above will be paid to the external auditors.

The interested persons who fulfill the above eligibility criteria may apply for the empanelment of Concurrent Auditor and submit their full bio-data along with preferences of Branches and other relevant documents (Required to be uploaded online) within time frame given in the Advertisement of the Bank.

Process to be followed by the applicant for submission of application is as under.

1. Click on the link available on the official website of Sarva Haryana Gramin Bank (<https://shgb.co.in>) for Empanelment of Concurrent Auditor.
2. Submit complete application online.
3. On the submission of application a mail will be sent to the applicant for acknowledgement.
4. Send the copy of the said acknowledgement to the email id hocomplianceshgb@shgbank.co.in



सर्व हरियाणा ग्रामीण बैंक
Sarva Haryana Gramin Bank
(भारत सरकार का उपक्रम) (Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

CCA Division, SHGB House, Head Office, Plot No. 1, Sector 3, Rohtak (124001)

For any query Sh. Sudhir Kumar, Chief Manager, (Mob no.9896964608), Sh. Harish Bansal, Sr. Manager (9988333886), may be contacted.

Note- It is a pure & temporary contractual assignment & doesn't guarantee of entitling the applicants for any regular employment.

General Manager

