

**Initiation of process for empanelment of Retired
Officers as Retired Bank Auditors (RBAs)**

With reference to the captioned subject, the Competent Authority has accorded In-principle approval for initiating the process of empanelment of Retired Officers as Retired Bank Auditors (RBAs) for assisting our Risk Based Internal Auditors in Risk Based Internal Audit function of the Bank. Below mentioned are the terms and conditions for the empanelment along with important dates.

2. Eligibility Criteria for shortlisting the Retired Officers is given in Bank's RBIA policy dated 03.12.2024. We reiterate the same for ready reference as under:

- a) Retired from our Bank as officer (either on Superannuation or on Voluntary Retirement Scheme).
- b) Must be from MMGS-II to SMGS-IV at the time of retirement.
- c) Age should not be more than 62 years at the time of empanelment.
- d) No punishment awarded under major penalties against the officer during the entire service period.
- e) Must have a working knowledge of MS Word & MS excel and having a laptop.
- f) He/ She must have work experience in one or more area as under (Note: Total work experience of 5 years including credit and as a branch head shall qualify for empanelment):
 - i. Worked in credit department at least for 5 years.
 - ii. Headed the branch of any size for at least 5 years.
 - iii. Worked in audit department as field auditor (RBIA or IS) for at least 3 years.

3. The Process for empanelment is mentioned below:

- a) Information regarding initiation of process of empanelment of RBAs will be given on Bank's website under "Star Varishtha Parivar"/any other portal accessible to retired officers. The same will also be disseminated through FGMOs/Zones & ZAOs.
- b) The interested and eligible retired officers should submit the application in a prescribed format (enclosed as Annexure I) to the Zonal Manager, who in turn shall recommend and forward the same to the Zonal Audit Office having jurisdiction over the geographical location of the present place of stay of the retired officer as declared by him.
- c) The concerned officer must clearly mention where he/she wants to carry out the audit work. The application should be accompanied with latest address proof, PAN card copy, copy of pension pass book, copy of Retired Staff ID card self-attested by the applicant.
- d) The Zonal Audit Office after verifying the related documents, eligibility criteria & conducting interview, will forward the eligible applications to Head of Inspection & Audit Department, Head Office.
- e) AGM/DGM of HO I&A department will be observer/member in the interview panel.



- f) I & A dept. Head Office will scrutinize all received applications based on experience, area of specialization etc. and submit the same to the committee responsible for the empanelment.
- g) A committee comprising of GM I&A, GM HRD and DGM/AGM I&A, will be responsible for the empanelment.
- h) After empanelment of RBAs, a memorandum for approval along with the recommendation by the committee for engaging the services of retired officers, to be submitted to the Executive Director, Audit Vertical.
- i) The engagement will be done by respective Zonal Audit Offices as per their requirement and experience/expertise of empaneled RBAs.

4. Important dates pertaining to the Empanelment are mentioned below:

Last date for applicants to submit their applications, in prescribed format, to the Zonal Manager.	07.07.2025
Last date for the Zonal Managers to forward applications to the Zonal Audit Office (ZAO) after checking the eligibility of the applicant while incorporating their recommendations / comments.	15.07.2025
Last date for ZAOs to verify the eligibility criteria, supporting documents and conduct interview.	21.07.2025
Last date for Zonal Audit Offices to forward all eligible applications to HO I&A dept. incorporating their recommendations/comments.	28.07.2025

Note: Due to any exigency or non-availability of DGMs, ZAOs can be given some flexibility for scheduling interviews and onward submission of eligible applications to Head Office.

5. It must be noted that final empanelment after fulfilment of all eligibility criteria will not be treated as full-time employment. No additional claim other than the specified remuneration will be paid. Utilization of RBAs will be need-based only as per the requirement of the Zonal Audit Offices. Details of remuneration is given here as under:

- a) For audit of Rural Branches: Rs: 1500/- per actual working day.
- b) For audit of Semi urban and Urban Branches: Rs: 2,000/- per actual working day.
- c) For audit of Metro Branches: Rs: 2500/- per actual working day.

Other terms & conditions will be as per the Board approved RBIA policy dated 03.12.2024.

Other Terms of empanelment:

- a) The officer so engaged will assist the Team Leader/Risk Based Internal Audit Team in conducting the audit as per the schedule.
- b) The officer should give his full cooperation to the audit team to whom he has been assigned for conducting the audit.
- c) The officer will not be assigned the branches where he already worked during his active service with the bank.



Annexure I
Engagement of Retired Officials of Bank of India for Audit Work
BIO-DATA CUM APPLICATION FORMAT

- The application should be accompanied with latest address proof, PAN Card copy, Copy of Pension Pass Book, Copy of Retired Staff ID Card self-attested by the applicant

Photo

S.NO.	PARTICULARS	DETAILS
	NAME OF THE APPLICANT	
	EMP NO.	
	PRESENT ADDRESS OF THE APPLICANT	
	LANDLINE NO/S.(WITH STD CODE) AND MOBILE NO/S	
	E-MAIL ADDRESS	
	DATE OF BIRTH	
	AGE AS ON DATE (MONTH / YEARS)	
	QUALIFICATION-ACADEMIC	
	QUALIFICATION-PROFESSIONAL	
	ANY OTHER QUALIFICATION	
	DATE OF APPOINTMENT IN THE BANK	
	DATE OF PROMOTION TO OFFICERS CADRE	
	DATE OF SUPERANNUATION /VOLUNTARY RETIREMENT	
	NAME OF THE BRANCH / OFFICE & CIRCLE LAST WORKED	
	ACCOUNT NUMBER WITH IFSC DETAILS	
	TOTAL SERVICE (IN YEARS)	
	DESIGNATION AT THE TIME OF RETIREMENT	
	BRANCH EXPERIENCE (IN YEARS)	
	EXPERIENCE AS BRANCH HEAD IF ANY (IN YEARS)	
	WORKING EXPERIENCE IN CHARGE OF CREDIT DEPARTMENT IN A BRANCH IF ANY (IN YEARS)	Branch – No. of Years -
	WORKING EXPERIENCE AS INCHARGE OF CREDIT DEPARTMENT IN ZO/FGMO/HO/ IF ANY(IN YEARS)	ZO/FGMO/HO/ Designation – No. of Years –
	WORKING EXPERIENCE IN INSPECTION DEPARTMENT IN BANK IF ANY (IN YEARS) FIELD/ADMINISTRATION	
	WHETHER SUFFERING FROM ANY MAJOR AILMENT OR HAS UNDERGONE ANY MAJOR SURGERY	

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Bank of India, Risk Based Internal Audit (RBIA) Policy (Domestic)

	WHETHER ANY MINOR / MAJOR PENALTY PROCEEDINGS WERE INITIATED DURING 5 YEARS PRIOR TO RETIREMENT. (Y / N)	
	WHETHER INVOLVED IN ANY CBI CASES, IF YES, DETAILS THEREOF.	
	PREFERENCE OF BRANCHES (SHOULD BE WITHIN THE SAME FIELD INSPECTORATE)	BASE BRANCH/ HEAD QUARTERS: ADDITIONAL PREFERENCE 1. 2. 3.
	PLACE OF DOMICILE	
	DETAILS OF LAST FIVE POSTINGS	Name of Office- Designation- Period: From - To -

I confirm that the details/information furnished above are / is true and correct. In case, any of the details furnished above is found to be incorrect at a later date, the Bank has right to terminate the assignment given, without giving any notice.

Place:

Signature of the Applicant

Date:

For Official Use

COMMENTS OF ZONAL MANAGER

MANAGER/ SR. MANAGER

ZONAL MANAGER

COMMENTS OF ZAO CHIEF INCUMBENT

MANAGER/ SR. MANAGER

ZAO CHIEF INCUMBENT

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