

आन्तर कार्यालयीन ज्ञापन Inter-Office Memorandum

From: The Chief General Manager, Head Office, Inspection & Audit Department.	To: The Field General Managers, The DGM – ZAOs The Zonal Managers, (As listed in Annexure-I)
Ref. No. HO/I&A/RR/2024-25/1378	Date: 13.08.2024

**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 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. The empanelment process is initiated in 36 Zones selectively as per the list given in **Annexure-I**.

3. Eligibility criteria for shortlisting the Retired Officer is given in Bank's RBIA Policy dated 20.12.2023. We reiterate the same for ready reference as under:-

- Retired from our Bank as officer (either on Superannuation or on Voluntary Retirement Scheme).
- Must be from MMGS-II to SMGS-IV at the time of retirement.
- Age should not be more than 62 years at the time of empanelment.
- No punishment awarded under major penalties against the officer during the entire service period.
- Must have working knowledge of MS Word & MS excel and have a laptop.
- 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):
 - Worked in Credit Department for at least 5 years.
 - Headed the branch of any size for at least 5 years.
 - Worked in Audit Department as field auditor (RBIA or IS) for at least 3 years.

4. **The Process for empanelment is mentioned below:**

- 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 Zones, FGMOs & ZAOs.



Classification: Internal

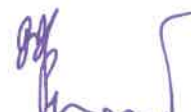
- b) The interested and eligible retired officers should submit the application in a prescribed format (**Enclosed as Annexure-II**) to the Zonal Manager, who in turn shall recommend and forward the same to the Zonal Audit Office having jurisdiction over the geographic location of the present place of 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) The Head Office, Inspection & Audit Department will scrutinize all received applications based on the 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.

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

Last date for applicants to submit their applications, in prescribed format, to the Zonal Manager.	23.08.2024
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.	31.08.2024
Last date for the ZAOs to verify the eligibility criteria, supporting documents and conduct Interview.	06.09.2024
Last date for the Zonal Audit Offices to forward all the eligible applications to HO I&A Department incorporating their recommendations/comments	13.09.2024

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

6. The concerned authorities (GM-FGMOs, DGM-ZAOs and ZM-ZOs) are advised to inform all the retired Officers so that maximum no. of eligible retired officers can apply for the empanelment.


 (Gyaneshwar Prasad)
 Chief General Manager

Encl:

1. List as per Annexure-I
2. Application in the Prescribed Format as per Annexure-II

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Annexure- I
Requirement for fresh empanelment of RBAs as per bifurcated ZAO:

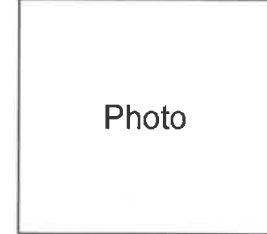
Sr. No.	Zone	FGMO	ZAO
1	Muzaffarpur	FGMO-Patna	Patna ZAO
2	Gaya	FGMO-Patna	Patna ZAO
3	Siwan	FGMO-Patna	Patna ZAO
4	Ranchi	FGMO-Ranchi	Ranchi ZAO
5	Dhanbad	FGMO-Ranchi	Ranchi ZAO
6	Bokaro	FGMO-Ranchi	Ranchi ZAO
7	Hazaribagh	FGMO-Ranchi	Ranchi ZAO
8	Barasat	FGMO-Kolkata	Kolkata ZAO
9	Guwahati	FGMO-Kolkata	Kolkata ZAO
10	Howrah	FGMO-Kolkata	Kolkata ZAO
11	Siliguri	FGMO-Kolkata	Kolkata ZAO
12	Keonjhar	FGMO-Bhubaneswar	Bhubaneswar ZAO
13	Sambalpur	FGMO-Bhubaneswar	Bhubaneswar ZAO
14	Ahmedabad	FGMO-Ahmedabad	Ahmedabad ZAO
15	Gandhinagar	FGMO-Ahmedabad	Ahmedabad ZAO
16	Rajkot	FGMO-Ahmedabad	Ahmedabad ZAO
17	Surat	FGMO-Ahmedabad	Ahmedabad ZAO
18	Khandwa	FGMO-Bhopal	Bhopal ZAO
19	Ujjain	FGMO-Bhopal	Bhopal ZAO
20	Dhar	FGMO-Bhopal	Bhopal ZAO
21	Raigad	FGMO-Mumbai	Mumbai ZAO
22	Goa	FGMO-Mumbai	Mumbai ZAO
23	Delhi NCR	FGMO-New Delhi	New Delhi ZAO
24	Jodhpur	FGMO-New Delhi	New Delhi ZAO
25	Chandigarh	FGMO-Chandigarh	Chandigarh ZAO
26	Chennai	FGMO-Chennai	Chennai ZAO
27	Coimbatore	FGMO-Chennai	Chennai ZAO
28	Ernakulam	FGMO-Chennai	Chennai ZAO
29	Madurai,	FGMO-Chennai	Chennai ZAO
30	Thiruvananthapuram,	FGMO-Chennai	Chennai ZAO
31	Bengaluru,	FGMO-Hyderabad	Hyderabad ZAO
32	Hubballi Dharwad,	FGMO-Hyderabad	Hyderabad ZAO
33	Telangana	FGMO-Hyderabad	Hyderabad ZAO
34	Vijaywada.	FGMO-Hyderabad	Hyderabad ZAO
35	Hardoi	FGMO-Lucknow	Lucknow ZAO
36	Varanasi	FGMO-Lucknow	Lucknow ZAO



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Annexure II
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



(Add additional pages wherever required)

Sr. No.	PARTICULARS	DETAILS
1	NAME OF THE APPLICANT	
2	EMP NO.	
3	PRESENT ADDRESS OF THE APPLICANT	
4	LANDLINE NO/S.(WITH STD CODE) AND MOBILE NO/S	
5	E-MAIL ADDRESS	
6	DATE OF BIRTH	
7	AGE AS ON DATE (MONTH / YEARS)	
8	QUALIFICATION-ACADEMIC	
9	QUALIFICATION-PROFESSIONAL	
10	ANY OTHER QUALIFICATION	
11	DATE OF APPOINTMENT IN THE BANK	
12	DATE OF PROMOTION TO OFFICERS CADRE	
13	DATE OF SUPERANNUATION /VOLUNTARY RETIREMENT	
14	NAME OF THE BRANCH / OFFICE & CIRCLE LAST WORKED	
15	ACCOUNT NUMBER WITH IFSC DETAILS	
16	TOTAL SERVICE (IN YEARS)	
17	DESIGNATION AT THE TIME OF RETIREMENT	
18	BRANCH EXPERIENCE (IN YEARS)	
19	EXPERIENCE AS BRANCH HEAD IF ANY (IN YEARS)	
20	WORKING EXPERIENCE IN CHARGE OF CREDIT DEPARTMENT IN A BRANCH IF ANY (IN YEARS)	Branch – No. of Years -
21	WORKING EXPERIENCE AS INCHARGE OF CREDIT DEPARTMENT IN ZO/NBG/HO/ IF ANY(IN YEARS) (Add additional pages wherever required)	ZO/NBG/HO/ Designation – No. of Years –
22	WORKING EXPERIENCE IN INSPECTION DEPARTMENT IN BANK IF ANY (IN YEARS) FIELD/ADMINISTRATION (Add additional pages wherever required)	
23	WHETHER SUFFERING FROM ANY MAJOR AILMENT OR HAS UNDERGONE ANY MAJOR SURGERY (Add additional pages wherever required)	
24	WHETHER ANY MINOR / MAJOR PENALTY PROCEEDINGS WERE INITIATED DURING 5 YEARS PRIOR TO RETIREMENT. (Y / N)	



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25	WHETHER INVOLVED IN ANY CBI CASES, IF YES, DETAILS THEREOF.	
26	PREFERENCE OF BRANCHES (SHOULD BE WITHIN THE SAME FIELD INSPECTORATE) (Add additional pages wherever required)	BASE BRANCH/ HEAD QUARTERS: ADDITIONAL PREFERENCE 1. 2. 3.
27	PLACE OF DOMICILE	
28	DETAILS OF LAST FIVE POSTINGS (Add additional pages wherever required)	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. By signing this application form, I accept all the terms and conditions of the Bank for empanelment. I have no objection towards any term and condition of the Bank.

Place:
Date:

Signature of the Applicant

For Official Use

COMMENTS OF ZONAL MANAGER

MANAGER / SENIOR MANAGER / CHIEF MANAGER

ZONAL MANAGER

COMMENTS OF ZAO CHIEF INCUMBENT

Whether Recommended for empanelment – **YES** **NO**

SENIOR MANAGER / CHIEF MANAGER

ZAO CHIEF INCUMBENT



