



Ref. No : CB/Notice/CA/Dec25/2025-2026

December 18, 2025

Notice for Empanelment of Concurrent Auditors

Eastern and Northeast Frontier Railway Co operative Bank Ltd invites applications from eligible and interested Firms for empanelment of Concurrent Auditors for conducting Concurrent Audit from January 2026 to March 2027.

The Bank authority intends to split the scope of work in two categories. Interested Audit Firms shall apply to Chief Executive Officer of the Bank mentioning the category of audit they are willing to perform.

- **Category I** : All Departments of Head Office.
- **Category II** : Four Branches which includes Main Branch, Sealdah Branch, Kancharapara Carriage Branch & Kancharapara Loco Branch.
- **Audit Fees for category I** shall be ₹18000/- per month.
- **Audit Fees for Category II** shall be ₹12000/- per month.
- **Reporting frequency** : Monthly. (Audit firm shall submit the report to Chief Executive Officer within 5th day of next month.)

The Scope of Audit is mentioned below

The main role of the concurrent audit is to supplement the efforts of the bank in carrying out simultaneous internal check of the transactions and other verifications and compliance with the procedures laid down. In particular, it should be seen that the transactions are properly recorded/documented and vouched. The concurrent auditors may broadly cover the following items:

Scope of work for Category I :

Investments

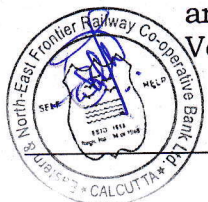
i. %

Loans & Advances

i.

Ensure that loans and advances have been sanctioned properly (i.e. after due scrutiny and at the appropriate level).

Verify whether the sanctions are in accordance with delegated authority.





- ii. Ensure that securities and documents have been received and properly charged/registered.
- iii. Verify whether there is any misutilization of the loans and advances and whether there are instances indicative of diversion of funds.
- iv. Verify whether the classification of advances has been done as per Bank Policy as well as RBI guidelines.
- v. To verify the process of sanctioning and disbursement of credit as per Board approved policy of the Bank.

New Membership and Closer of Membership.

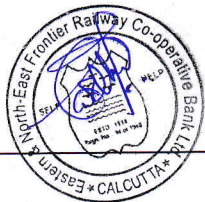
- i. To verify the process of sanctioning and disbursement of credit as per Board approved policy of the Bank.

Housekeeping

- i. Ensure that the maintenance and balancing of accounts, Ledgers and registers including clean cash and general ledger is proper.
- ii. Ensure prompt reconciliation of entries outstanding in the inter-branch and inter-bank accounts, Suspense Accounts, Sundry Deposits Account, Drafts Accounts, etc. Ensure early adjustment of large value entries
- iii. Carryout a percentage check of calculations of interest, discount, commission and exchange
- iv. Check whether debits in income account have been permitted by the competent authorities.
- v. Check the transactions of staff accounts.
- vi. Detection and prevention of revenue leakages through close examination of income and expenditure accounts/transactions
- vii. Check cheques returned/bills returned register and look into reasons for return of those instruments.
- viii. Checking of inward and outward remittances

Other Items

- i. Ensure that the branch /Head Office gives proper compliance to the internal inspection/audit reports
- ii. Ensure that customer complaints are dealt with promptly
- iii. Verification of statements, HO returns, statutory returns





- iv. Issue necessary Statutory Certificate as and when required like DEAF, DICGC, Investments in Government Securities etc as prescribed by Statutory Authorities

Scope of work for Category II :

Deposits

- i. Check the transactions about deposits received and repaid.
Percentage check of interest paid on deposits may be made, including calculation of interest on large deposits
- ii. Check new accounts opened. Operations in new Current/SB accounts may be verified in the initial period itself to see whether there are any unusual operations. Also examine whether the formalities connected with the opening of new accounts have been followed as per RBI instructions as well as Bank Policy

Cash

- i. Daily cash transactions with particular reference to any abnormal receipts and payments.
- ii. Concentrate on High Value Cash Transaction
- iii. Proper accounting of inward and outward cash remittances.

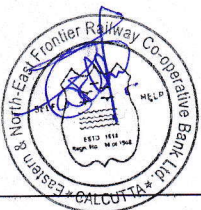
Other Items

Ensure that the branch gives proper compliance to the internal inspection/audit reports.
Ensure that customer complaints are dealt with promptly.

Reporting System

The concurrent auditors may report the minor irregularities, wrong calculations etc. to the Respective Managers for an on-the-spot rectification and reporting compliance.

If these irregularities are not rectified within a reasonable period of time say a week, these may be reported to the head office. If the auditors observe any serious irregularities, these should be straight away reported to Chief Executive Officer / Chief Manager immediately. The auditor will have to lay emphasis on the propriety aspect of the audit.





Reporting Frequency

Concurrent Auditors submit a **MONTHLY** report to the Board through Chief Executive Officer / Chief Manager within 5th day of next month.

Eligible / interested reputed firms / Companies having good standing may apply subject to For audit of UCBs, the Concurrent Audit of the firm should have a fair knowledge of the functioning of the cooperative sector and shall preferably have working knowledge of the language of the state in which the UCB/branch of the UCB is located

The applications should be mailed to chiefmanagerofficial@enfrcb.in or to be submitted in hard copies on or before 24/12/2025 3.30 P.M addressing

Chief Executive Officer

Eastern and Northeast Frontier Railway Co operative Bank Ltd.
34 A&B Sashi Bhusan Dey Street
Kolkata – 700 012

Chief Executive Officer

Chief Executive Officer
Eastern & North-East Frontier
Railway Co-operative Bank Ltd.

