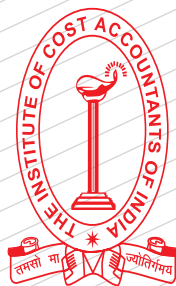


Banking, Financial Services & Insurance Board

CERTIFICATE COURSE ON CONCURRENT AUDIT OF BANKS

BROCHURE



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

Statutory Body under an Act of Parliament

www.icmai.in

Behind Every Successful Business Decision, there is always a CMA



About The Institute

The Institute of Cost Accountants of India was first established in **1944** as a registered company under the Companies Act with the objects of promoting, regulating and developing the profession of Cost Accountancy. On **28th May, 1959**, the Institute was established by a special **Act of Parliament**, namely, the **Cost and Works Accountants Act, 1959** as a statutory professional body for the regulation of the profession of Cost and Management accountancy. The Institute is under the administrative control of **Ministry of Corporate Affairs, Government of India**.

The Institute has since been continuously contributing to the growth of the industrial and economic climate of the country. The Institute is the only recognised statutory professional organisation and licensing body in India specialising exclusively in Cost and Management Accountancy.

International Affiliation

The Institute of Cost Accountants of India is Founder member of International Federation of Accountants (IFAC), Confederation of Asian & Pacific Accountants (CAPA) & South Asian Federation of Accountants (SAFA). The Institute, being the only institution from India, is a member of the Accounting Bodies Network (ABN) of The Prince's Accounting for Sustainability (A4S) Project, UK and International Valuation Standards Council (IVSC), UK.

Institute's Strength

The Institute is the largest Cost & Management Accounting body in the World, having a large base of about 1,00,000 CMAs either in practice or in employment and around 5,00,000 students pursuing the CMA Course.

Institute's Network

Institute's headquarters is situated at Kolkata with another office at New Delhi. The Institute operates through four Regional Councils at Kolkata, Chennai, Delhi and Mumbai as well as through 116 Chapters situated in India, 11 Overseas Centres abroad, 2 Centres of Excellence, 61 CMA Support Centres and 401 Recognized Oral Coaching Centres.

Vision Statement

"The Institute of Cost Accountants of India would be the preferred source of resources and professionals for the financial leadership of enterprises globally."

Mission Statement

"The Cost and Management Accountant professionals would ethically drive enterprises globally by creating value to stakeholders in the socio-economic context through competencies drawn from the integration of strategy, management and accounting."

Course Objective

The Banking, Financial Services and Insurance Board is pleased to offer **Certificate Course** on **"Concurrent Audit of Banks"** for Officials of Regional Rural Banks and Small Finance Banks to enable participants to understand the intricacies of Concurrent Audit of Banks.

This course aims to impart in-depth knowledge on concurrent audit of banks and to help the participants to acquire with the knowledge/skills to undertake related assignments/Special Audits of the Banks like:

- ⦿ Income Leakage Audit
- ⦿ KYC/AML Audit
- ⦿ Treasury Department Audit
- ⦿ Staff Accountability Exercise in respect of Failed/NPA Advances at incipient Stage
- ⦿ To supplement the effort of the Banks in carrying out Internal Audit of the Transactions and other Verifications and Compliance with the Systems and Procedures laid down by the Banks and RBI

Online Admission Link:

<https://eicmai.in/advsc/DelegatesApplicationForm.aspx>

CEP Hours: 10 hours

for members of The Institute of Cost Accountants of India

Course Eligibility

FCMA/ACMA/those who have qualified Final CMA examination, Bank Officer or Ex-Bank Officer.

Course Duration

- a) Classroom Learning of 3 hours per day in the Weekend through online mode
- b) 30 Hours on-line Coaching
- c) 2 months course
- d) Online Examination for 100 marks

Course Fees

Course Fees (including learning kit) of Rs. 5,000/- plus GST of 18 %.

Special Discount for Corporates

For number of employees 5-10, discount is 15%. For number of employees more than 10, discount is 20%

Examination

Rs. 750 plus GST per attempt.

Detailed Course Content

1. Differentiated Banks and Banking Services.
 - 1.1 Scheduled Commercial Banks.
 - 1.2 Regional Rural Banks.
 - 1.3 Small Finance Banks.
 - 1.4 Payment Banks etc.
 - 1.5 Types of Deposits & Advances.
 - 1.6 Miscellaneous Services like Lockers, Safe Deposit Articles, Remittances, Third Party Products, Currency Chest.
 - 1.7 Alternative Delivery Channels ATMs, Internet Banking, Mobile Banking, Business Correspondents etc.
2. Types of Audit in Banks and Importance of Concurrent Audit / Concurrent Audit Procedures / e Concurrent Audit.
 - 2.1 Risk Focus Internal Audit.
 - 2.2 Credit Audit.
 - 2.3 Income Leakage Audit/Revenue Audit.
 - 2.4 Stock & Book Debts Audit.
 - 2.5 Statutory Audit.
 - 2.6 Concurrent Audit.
 - 2.7 FEMA Audit.
 - 2.8 SWIFT Audit.
 - 2.9 e-Concurrent Audit etc.
3. Role and Areas of Concurrent Auditor.
 - 3.1 Verification Transactions of Deposit, Advance Accounts.
 - 3.2 Verification of Services of the Banks like Lockers, Safe Deposit Accounts, Cash Department Procedures, Forex Transactions, Alternative Delivery Channels etc.
 - 3.3 Unit Inspection (Advance A/Cs), End-use of Funds, Verification of pending Fraud cases, Staff Accounts etc.
4. Bank Risk Management – Credit, Market and Operational Risk Areas.
 - 4.1 Credit Risk Areas.
 - 4.2 Market Risk Areas.
 - 4.3 Operational Risk Areas.
 - 4.4 Credit Policy Guidelines and Regulatory Guidelines etc.
5. Legal and Regulatory Frame Work & KYC / AML.
 - 5.1 RBI Act and Banking Regulation Act.
 - 5.2 Different Types of Charges.
 - 5.3 Limitation Act.
 - 5.4 Registration Act.
 - 5.5 Indian Stamp Act.
 - 5.6 Limitation Act.
 - 5.7 SARFEASI Act and CERSAI etc.
 - 5.8 KYC/AML Guidelines of Bank / RBI.
6. IRAC Norms / Provisions and Capital Adequacy Ratio / CRAR / Basel-III / Disclosure Requirements.
 - 6.1 Classification of Advances.
 - 6.2 Provision requirements.
 - 6.3 Capital Adequacy Ratio and its importance.
 - 6.4 Basel-III recommendations.
 - 6.5 Asset Liabilities Management.
7. Loans and Advances.
 - 7.1 Demand Loans.
 - 7.2 Term Loans.
 - 7.3 Overdrafts, Working Capital Loans and Working Capital Term Loans.
 - 7.4 Various Types of Products like Home Loans, Car Loans, Personal Loans, Mortgage Loans, Education Loans etc.
8. Non-fund-based Business
 - 8.1 Types of Bank Guarantees.
 - 8.2 Types of Letters of Credits.
 - 8.3 Margins, Collateral Security, Standard formats of BGs / LCs, Commission on BGs / LCs.
9. Credit Process: Pre-sanction, Sanction & Post-sanction
 - 9.1 KYC, Verification of Application / Project Report, CIBIL, CIC Reports.
 - 9.2 Appraisal, Projections etc.
 - 9.3 Verification of Proposal, Sanction and Submission of Control Forms.
 - 9.4 Documentation, Creation of Charges, Equitable Mortgage, Disbursement, End Use of Funds etc.
10. Common Serious Lapses in Sanction, Follow-up & Documentation
 - 10.1 Non-adherence of Delegation of Powers.
 - 10.2 Short / Excess / Double Finance.
 - 10.3 Take-over Norms.
 - 10.4 Diversion of Funds / End-use of funds.
 - 10.5 Wrong Documentation, Less Stamping on Documentation, Time-barred Documents.
 - 10.6 Units Inspection, Non-obtention of Stock Statements, Coverage of Insurance for both Primary and Collateral Security, Initiation of legal measures for recovery, monitoring of SMA-0 to SMA-2 etc.
11. Forex Transactions – Inward & Outward Remittances
 - 11.1 Opening of NRE / NRO / FCNR / RFC accounts.
 - 11.2 Purchasing of Foreign Currency Cheques / Currency / Export Bills – Forex Rates – Card Vs. Fine Rates.
 - 11.3 Selling of Foreign Currency Drafts / Currency / Import Bills etc.
 - 11.4 Submission of R>Returns to RBI.
 - 11.5 Verification of SWIFT Message Inward / Outward – Bank / RBI Guidelines.
 - 11.6 Nostro, Vostro and Loro Accounts etc.
12. Pre-shipment and Post-shipment Export Finance
 - 12.1 UCPDC Guidelines – FEDAI Guidelines – FEMA Guidelines.
 - 12.2 Pre-shipment packing credit Advance.
 - 12.3 Discounting of Export Bills / Import Bills payment etc.
13. Treasury and Investment Audit Part-I
 - 13.1 Organization Structure of Treasury Department – Front, Mid, Back Office Functions.
 - 13.2 Investment Policy Manual of the Bank
 - 13.3 Integrated Treasury – Money Market, Capital Market, Forex Market Products etc.
 - 13.4 Held-to-Maturity, Available-For-Sale, Held-For-Trading etc.
14. Treasury and Investment Audit Part-II
 - 14.1 FIMMDA Guidelines on Money Market / Dealers.
 - 14.2 RBI Guidelines on Treasury Department.
 - 14.3 Empanelment of SEBI Authorised Dealers for Sale and Purchase of Investments and payment of Commission.
 - 14.4 Non-performing Investment guidelines of RBI.
 - 14.5 Job Rotation of Dealers – Usage of Bloomberg in Treasury etc.
15. Operational Risk Management – ORM-I
 - 15.1 Job Rotation – Staff Attendance – Branch Documents – Security Systems (Fire-Extinguisher, Smoke Detectors, Gun Licences etc.), Currency Chest Fitness Certificate – Disaster Recovery Management – Business Continuity Plan etc.
 - 15.2 Safe Deposit Lockers, Safe Deposit Articles, Deceased Claims Settlement etc.

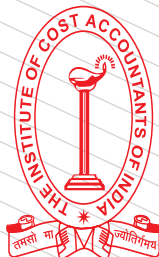


Detailed Course Content

- | | |
|---|--|
| <p>16. Operational Risk Management – ORM-II</p> <p>16.1 Complaints–Banking Ombudsman– Customer Forums–Submission of MIS Returns etc.</p> <p>16.2 Deposit of Branch Duplicate Keys–Reconciliation of Office Accounts–System Suspense Accounts–Parking Accounts– Recovery of Service Charges– Income Leakages etc.</p> <p>16.3 Customer Service Meetings–Display of import information notices in Banking Hall–Cheque Truncation System–Complaints and Suggestion Box–Police Beat–ATM Cash Replenishment outsourcing agencies (SLAs)–Branch Outsourcing Staff Monthly Payments, Drop Box etc.</p> <p>17. Detection, Classification & Reporting of Frauds</p> <p>17.1 Classification of Frauds–Internal & External Frauds.</p> <p>17.2 Provisions / Recovery Efforts of Frauds.</p> <p>17.3 Disciplinary action initiation / Reporting of Frauds to RBI through On-line.</p> <p>17.4 CBI Cases Follow-up etc.</p> <p>18. Tools for Concurrent Audit of Banks</p> <p>18.1 Bank Systems and Procedures Book-lets.</p> | <p>18.2 Standard Operating Procedures of various Products of the Bank.</p> <p>18.3 Current Chest guidelines of the Banks.</p> <p>18.4 Loan Balancing File – CBS.</p> <p>18.5 Delegation of Powers.</p> <p>18.6 Service Charges Book-let etc.</p> <p>19. Audit in CBS / TMS Environment – Banking / Treasury Software</p> <p>19.1 Core Banking System – Major functionalities.</p> <p>19.2 Various Reports Generated by CBS like Exceptional Reports etc.</p> <p>19.3 Treasury Management Solutions.</p> <p>19.4 TMS-Front, Mid and Back-office Reports etc.</p> <p>20. Bank Panel Discussion (DGM / GM of Audit Dept.)</p> <p>20.1 Effectiveness of Concurrent Audit.</p> <p>20.2 Compliance of Concurrent Audit remarks by Bank Branches.</p> <p>20.3 Risk Categorisation of Branches Guidelines.</p> <p>20.4 Latest Developments in Concurrent Audit Procedures.</p> |
|---|--|

Contact for further queries

CMA Dibbendu Roy, Additional Director & HoD at bfsi.hod@icmai.in
CMA Dr. Aditi Dasgupta, Joint Director at bfsi@icmai.in



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

Statutory Body under an Act of Parliament

www.icmai.in

Headquarters: CMA Bhawan, 12 Sudder Street, Kolkata - 700016
Delhi Office: CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi - 110003

Behind Every Successful Business Decision, there is always a CMA