

CREDIT REVIEW & MONITORING DIVISION, HEAD OFFICE
WING 'B', 3rd FLOOR, SECTOR - 10, DWARKA, NEW DELHI - 110075

Date: 19.09.2024

Last Date of submission: 09.10.2024

EMPANELMENT OF STOCK & RECEIVABLES AUDITORS

Punjab National Bank, Credit Review & Monitoring Division, Head Office invites applications from reputed firms of Chartered Accountants/Cost Accountants and individual CAs/Cost Accountants for empanelment for the purpose of conducting Stock & Receivable Audit at various locations.

1. Eligibility :

- a) Firm of Chartered Accountants / Individual CAs / Cost Accountants / Firms of Cost Accountants, who have at least 5 years' standing and at least one of the partners should be a Fellow of the Institute of Chartered Accountants of India (FCA).
- b) The firm/partners should be practising full time and not part time.
- c) They should have adequate staff and infrastructure with sufficient experience in conducting stock audit of banks.
- d) The firm to be empanelled should have a good track record and should preferably be on the approved panel of some of the leading Commercial Banks/NBFCs except Co-operative Banks/RRBs/LABs.

2. Duration of empanelment:

- a) The duration of empanelment will be for a period of 3 years from the date of empanelment.
- b) The performance of the empaneled auditors will be reviewed every two years by appropriate authority for continuation thereafter.

3. How to apply:

- a) The applicant shall apply only through one Zonal Office of PNB (**Parent Zone**), under whose geographical jurisdiction the registered Office/Head Office of the stock & receivable audit firm is situated.
- b) Further, if the applicant is having multiple branch/offices and is interested in empanelment from other multiple zones where its branch/office is situated, they can apply to aforesaid Parent Zone for the same. The applicant shall submit necessary documents of its other Branch/Offices with the application.

List of Zones with address of respective Zonal Office is given as per **Annexure-I**. For any query, please contact the Nodal Officer as mentioned in the Annexure.

4. The firms / individuals already empaneled need to apply afresh.

5. Other conditions:

- a) The applicant firm / individual should not have been debarred by RBI/ ICAI/any other apex body / regulatory body.
- b) The applicant firm / individual should not have been found guilty of misconduct in professional capacity.
- c) The applicant firm / individual should not have had any adverse case against them and should not have been convicted of any offence and sentenced to a term of imprisonment.
- d) The applicant firm / individual should not have been de-paneled by any bank / FI from carrying out stock / receivables verification work.
- e) The Stock Auditor shall submit the report maximum within four weeks from date of allotment.
- f) Mere qualifying in all the parameters will not confer any right of empanelment as an independent cost / chartered accountant for stock audit. The empanelment would not amount to any commitment on the part of the bank to provide any professional assignment.
- g) In cases where the chartered accountant firm has been found to be indulging in unfair practices, guilty of professional misconduct, violating the code of ethics and professional practices, it shall be removed from the panel.

6. The firms / individuals desirous of applying may submit their application in the prescribed format as per **Annexure-II** and Undertaking as per **Annexure-III** along with relevant enclosures / documents (KYC, Address proof, Constitution detail, membership no/ registration no., PAN, MOA etc) to the nearest/ applicable zonal office within 21 days of this notice for further action.

The incomplete application/required document shall not be considered under any circumstances.

Notwithstanding the above, the bank reserves the right to amend / modify any terms and conditions of empanelment and withdraw the advertisement without any notice.

Authorized Signatory

ANNEXURE-I**NAME & ADDRESS OF THE ZONAL OFFICES OF PNB**

S. No	Name of Zone	Complete address of ZO	Email id	Contact Details
1	Agra	Punjab National Bank, Zonal Office Agra, 3rd Floor, 1-2, Raghunath Nagar, Agra-282002	zoagracredit@pnb.co.in	1. Vikas Kumar Jha, Chief Manager- 7726010700 2. Naval Kishor Abrol, Manager-8126926325
2	Ahmedabad	Punjab National Bank, Zonal Office Ahmedabad, 4th Floor, Chanakya Building, Near Dinesh Hall, Off Ashram Road, Ahmedabad-380009	zoahmcredit@pnb.co.in zoahm@pnb.co.in	1. Rajan Nair, Chief Manager-8460034809 2. Ravindra Kumar, Manager-9649171749
3	Amritsar	Punjab National Bank, Zonal Office Amritsar, Plot No 10, B Block, Ranjeet Avenue, Near Old Passport Office, Amritsar – 143001	zoasrcrmd@pnb.co.in	1. Abhishek Anand, Chief Manager- 8053545583 2. Sumeet Khurana, Senior Manager- 8968688168
4	Bhopal	Punjab National Bank, Zonal Office Bhopal – 2 nd Floor, PNB House, Jail Road, Arera Hills, Bhopal (M.P.) 462011	zobplsamv@pnb.co.in	1. Kajal Verma, Chief Manager- 8439151869 2. Perna Xalxo, Senior Manager- 8085134513
5	Bhubaneswar	Punjab National Bank, Zonal Office Bhubaneswar, Plot No.-J/3, Revenue Plot No.- 1561(P), At-Jagamara, Po-Khandagiri, Bhubaneswar- 751030 Odisha	zobbsrcrmd@pnb.co.in	1. Abhismita Pattanaik, Chief Manager - 7718885739 2. Prasanta Kumar Panda, Manager- 9437426535

6	Chandigarh	Punjab National Bank, Zonal Office Chandigarh, SCO 31-42, Bank Square, Sector-17B, Chandigarh - 160017	fgmochdcrmd@pnb.co.in	1. Narendra Kumar Singh, Chief Manager - 9310753879 2. Rohit Sharma, Senior Manager- 9041772133
7	Chennai	Punjab National Bank, Zonal Office Chennai, 4th Floor, PNB Towers, 46-49, R H Road, Royapettah, Chennai-600014	zochncrmd@pnb.co.in	1. Lakshmanaraju Chief Manager- 8008292937 2. Deepak Singh, Sr. Manager- 9452508648
8	Dehradun	Punjab National Bank, Zonal Office Dehradun, 2nd floor, Radha Palace, 78 Rajpur Road, Dehradun- 248001	zoddncrmd@pnb.co.in	1. Sandhya, Chief Manager- 8979997333 2. Samir Bhatnagar, Senior Manager- 9917839288
9	Delhi	Punjab National Bank, Zonal Office Delhi, 2 nd Floor, 7 – Africa Avenue, Bhikaji Cama Place, New Delhi – 110 066	zodelcrmd@pnb.co.in	1. Manish Kumar Singh (AGM)- 8652122611 2. Neelam Sharma Senior Manager- 9557210101
10	Durgapur	Punjab National Bank, Zonal Office Durgapur, Red Cross Road, City Centre, Durgapur- 713216, West Bengal	zodgpcrmd@pnb.co.in	1. Pradeep Agarwal, Chief Manager- 7595828180 2. Sushanta Karmakar, Manager- 9749574995
11	Guwahati	Punjab National Bank, Zonal Office Guwahati, Hem Baruah Road, Panbazar, Guwahati 781001	zoguwcrrmd@pnb.co.in	1. Satyendra Yadav, Chief Manager- 9814788014 2. Ravi Prakash Senior Manager- 9706221311

12	Hyderabad	Punjab National Bank Zonal Office Hyderabad, 6-1-73, 2nd Floor, Saeed Plaza, Lakdi-Ka-Pul, Hyderabad-500004	zohydcrm@pnb.co.in	1. Naren Dutta, Chief Manager-9830715085 2. R. Veeranjanyulu, Manager-9885945480
13	Jaipur	Punjab National Bank, Zonal Office Jaipur, 3rd & 4 th Floor, 2 – Nehru Place, Lalkothi Jaipur – 302015	zojprcrm@pnb.co.in	1.Nirmal Kumar Nahar, Chief Manager-8657419735 2.Hemraj Meena, Senior Manager-9828386875
14	Kolkata	Punjab National Bank, Zonal Office: Kolkata, United Tower, 3rd Floor,11 Hemanta Basu Sarani, Kolkata-700001	zokolcrm@pnb.co.in	1.Surajit Mandal, Chief Manager-9800025611 2. Diwakar Kumar, Senior Manager-9002935558
15	Lucknow	Punjab National Bank, Zonal Office Lucknow, Plot - TC56, Vibhuti Khand, Gomti Nagar Lucknow-226010	zolckcrm@pnb.co.in	1. Ashok Kumar Sharma, Chief Manager-9915688336 2. Shubha Singh, Senior Manager-9984422061
16	Ludhiana	Punjab National Bank, Zonal Office Ludhiana, Site No. 5, Ferozepur Road, Ludhiana, 141012	zoldhcrm@pnb.co.in	1.Rohit Juneja, Chief Manager-8800462221 2. Lovkesh Kumar, Senior Manager-8283810818
17	Meerut	Punjab National Bank, Zonal Office Meerut, 3rd Floor,Vedvyas Puri, Meerut 250003 (UP)	zomrtcrm@pnb.co.in	1. Sumit Kumar Gupta, Chief Manager-9810481191 2. Naval Soni, Manager-9871380865

18	Mumbai	Punjab National Bank, Zonal Office Mumbai, Third Floor C-29 G Block BKC Opp Jio Garden Gate no 10,BKC Bandra East Pin 400 051	zomumcrmd@pnb.co.in	1. Divesh Chadgaonkar, Chief Manager- 8454049593 2.Akshay kanwat Sr. Manager-9990892099
19	Patna	Punjab National Bank, Zonal Office Patna, R Block, Chanakaya Towers, Patna-800001	fgmptncredit@pnb.co.in zoptncrmd@pnb.co.in	1. Krishnakant Kumar, Chief Manager- 9310276576 2. Rupesh Kumar, Chief Manager- 8826870101
20	Raipur	Zonal Office Raipur 1st floor, Plot No. 46, Sec-24, Opposite Block A Office Campus, Atal Nagar, Naya Raipur C.G 492018	zoraicad@pnb.co.in	1. Susanta Kumar Biswal, Chief Manager, 9439447705 2. Shashank Saha, Manager- 8770076908
21	Shimla	Punjab National Bank, Zonal Office Shimla, MC Parking Complex, Cart Road, Shimla-171001	zosmlcrmd@pnb.co.in	1.Sh Sanjay Kumar Agarwal, Chief Manager- 8755755544 2.Puneet Kumar Chauhan, Senior Manager- 9816600848
22	Varanasi	Punjab National Bank, Zonal Office Varanasi S-8/107, First Floor, Varanasi Trade Centre, Maqbool Alam Road, Varanasi-221002	zovnscredit@pnb.co.in	1.Ashwani Kumar, Chief Manager- 9555609151 2. Neha Ahuja, Manager- 8800682412

ANNEXURE-II

APPLICATION FORM FOR EMPANELLMENT OF INDEPENDENT CHARTERED ACCOUNTANTS FOR STOCK/RECEIVABLES VERIFICATION					
A. Applicant's Basic Information					
1. Name					
2. Constitution	Proprietorship concern/Partnership firm/Private Limited/Public Limited Company/ Limited Liability Partnership <i>(Copies of memorandum and articles of association/partnership deed, as applicable, to be enclosed)</i>				
3. Date of Registration/ Incorporation	__/__/__	4. Date of Commencement of business	__/__/__	5. Email	
6. Principal Person				Landline/Cell /Fax numbers	
7. Contact Person				Landline/Cell /Fax numbers	
8. Details of Registered Office, Administrative office and branches, if any					
	Location (Name of Zone)*	Address	Telephone Number/ Fax Number	Email	Engagement Requested (Yes/No)
i.					
ii.					
iii.					
*Refer Annexure-I for List of Zonal Offices					
9. Reasons to be provided for seeking engagement in more than one Zone, if sought. <i>(If engagement requested is yes.)</i>					
10. If there has been a change in name/constitution/management in the past, please furnish details below along with supporting documents.					
11. Brief Particulars of activities					
B. Applicant's Financial Information (` in Lacs)					
Particulars	As on 31.03.2022	As on 31.03.2023	As on 31.03.2024		
1. Paid up Capital					
2. Net worth					
3. Income/Revenue					

4. PAT			
5. Borrowings			
6. Debt/Equity Ratio			

Particulars of major Shareholders

Name of the Shareholder	Resident or Non Resident	Address	% of share holding

Please enclose copies of past three years audited financial statements/annual reports or copies of provisional financial statement in the absence of audited accounts & Income Tax Returns

C. Applicant's Knowledge Resources

1. Personal & professional details of Promoters/partners/directors

S N	Name	Designation	Date of Birth	Qualification(s)	Experience in the field of Stock & receivable audit	Whether fellow of the Institute of Chartered Accountants of India (ICAI). If yes, give details.

2. Personal & professional details of Professional Staff(Part time/full time/associate)

S N	Name	Designation	Date of Birth	Qualification(s)	Experience in the field of Stock & receivable audit	Whether fellow of the Institute of Chartered Accountants of India (ICAI). If yes, give details.

Note: the above information must be supported by:

a. *Detailed bio data of all the people mentioned above.*

3. Professional Credentials

a. <i>Whether empanelled with other commercial banks/NBFCs? If yes, give details.</i> <i>Please provide date of empanelment and status with regard to its validity.</i> <i>(Copies of letters empanelling the consultant to be enclosed)</i>	
b. <i>Membership/registration with Institute of Chartered Accountants of India (ICAI)</i>	

4. List of Important Assignments Handled (In India)

Name & address of the client	Details of services rendered	Month & year in which the assignment was completed	Fee earned	Other relevant information

(Relevant documentary evidence such as letters of assignments from clients, reports etc.)

D. Declaration

I/we declare that the particulars furnished above are true to the best of my knowledge and belief. I/we, further confirm that all the necessary supporting documents are enclosed with the application.

I/we hereby undertake that the firm/company, if empanelled, shall have arm's length distance with the proposed clients for whose stock verification is done, will not have any business dealings with them or give them undue favour, will not demand additional remuneration than what is not initially settled nor will unnecessarily delay the stock verification Report.

I/we have not been debarred by RBI/Institute of Chartered Accountants of India.

I/we hereby apply to the bank to empanel firm/company on the Bank's panel as independent Chartered Accountant for undertaking stock/receivable verification.

I/we understand that any discrepancy/wrong information/breach of undertaking would lead to cancellation of empanelment with immediate effect.

I/we understand that mere fulfilling all the eligibility criteria shall not confer any right for empanelment of the independent chartered accountants for stock/receivables verification. Bank decision in this respect shall be final and binding to applicants.

Further, I/we understand that the empanelment would not amount to any commitment on the part of the bank to provide any professional assignment.

For _____

Seal of the company/firm

Partner/Authorised Signatory

Place

Date

**Format of Undertaking to be Submitted by the Chartered Accountant firm / Stock
& receivable auditor for Empanelment**

UNDERTAKING

I/we,
do hereby solemnly affirm and state that:

- i. I / we have not been convicted of any offence and sentenced to a term of imprisonment,
- ii. I / we have not been found guilty of misconduct in professional capacity,
- iii. I / we am not an un discharged insolvent,
- iv. I / we have read, understand and fulfill all the conditions of criteria for empanelment of Independent Chartered Accountant for stock / receivable verification
- v. I / we have not been dis-empaneled by any bank/FI from carrying out stock / receivable verification work.
- vi. I / we undertake to keep you informed of any events or happenings which would make me/us ineligible for empanelment as a Independent Chartered Accountant for stock / receivable verification,
- vii. I / we have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure.
- viii. I/we are not empaneled with/have not sought empanelment from any Zonal office of the bank.

Dated.....

Signature.....

Name.....

Address.....