



**UNION BANK OF INDIA**  
**CP & MSME DEPARTMENT, CENTRAL OFFICE, MUMBAI.**

Date: 08.11.2019

**Notification For Inviting Applications From Eligible Applicants For Empanelment As Stock Auditors For The Bank**

Notification is hereby given to all eligible Stock Audit firms / individuals with experience of conducting stock audits with various Banks for empanelling them on our Bank's panel for conducting stock audit of eligible accounts financed by the Bank in their respective regions. Further, interested applicants are advised to submit their online applications in our Corporate Website on the URL: <https://icmt.unionbankofindia.co.in> as "Online Portal for Empanelment of Stock Auditors" (Path: Corporate Website of the Bank → Under Tenders/ Empanelment → Online portal for Empanelment of Stock Auditors). Applicants interested for empanelment as Stock Auditor with our Bank can apply online only during the application submission period (i.e. portal open period) which shall be from 08.11.2019 to 25.11.2019. The applications for empanelment as Stock Auditor submitted after 25.11.2019 will not be entertained. For better understanding of the procedure to the applicants, we are enclosing the Standard Operating Procedure (SOP) on online application for empanelment of Stock Auditors in **Annexure-I**.

The stock auditors who are already empanelled with Union Bank of India in a Regional Office, should not apply for the same Regional Office once again. The tenure of empanelment will be for 3 years. However, empanelment will be done at the sole discretion of the Bank based on its need (including number of auditors to be empanelled) and Bank reserves its right of not empanelling any of the applicants without assigning any reason there off. Further it is to be noted that the empanelment does not guarantee regular assignment and that it does not tantamount to Contract of Employment with the Bank.

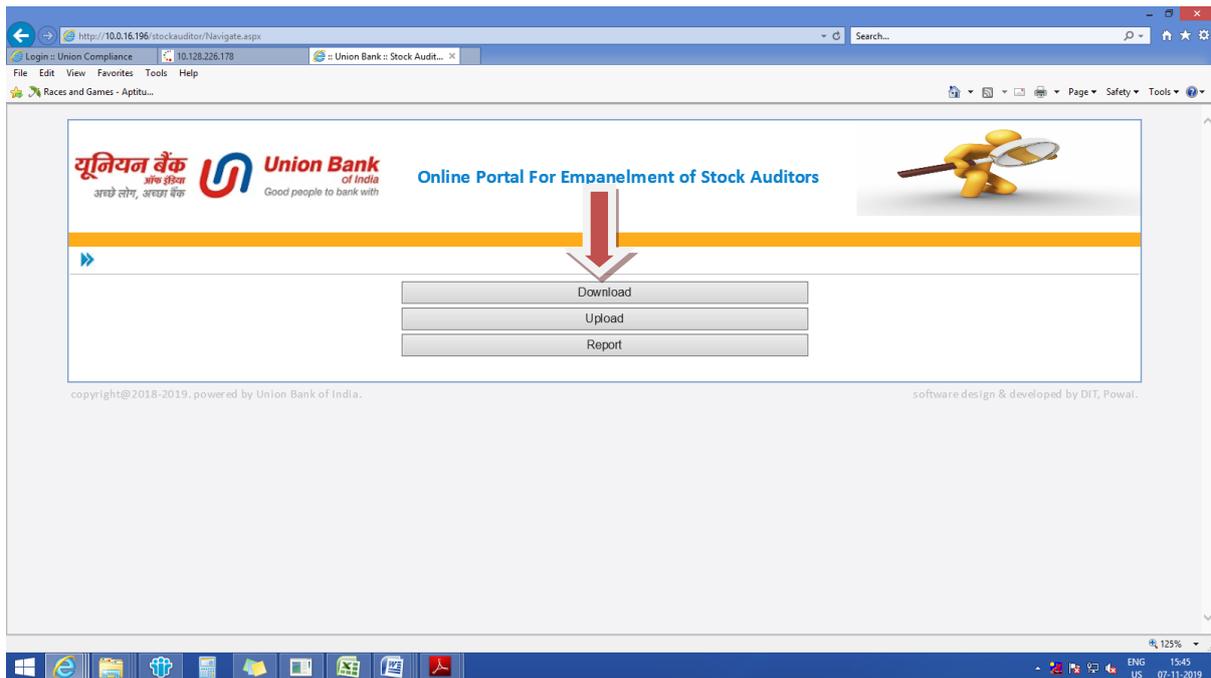
If the performance of the Stock Auditor is not satisfactory or involved in any unwarranted practice/frauds, the Stock Auditor can be removed from the panel at the discretion of the Bank. The Bank reserves its right of depanelment of such Third Party Service Providers, whose names have been circulated by Government of India/RBI/IBA and other agencies for depaneling them. The name of the stock auditors depaneled by Bank will be informed to IBA for circulation among member Banks.

For any further assistance, the eligible stock auditors may contact their nearest Regional Offices of Union Bank of India.

Sd/-  
Dy. General Manager  
CP&MSME Department  
Central Office, Mumbai

**Standard Operating Procedure on online application for empanelment of Stock Auditors**

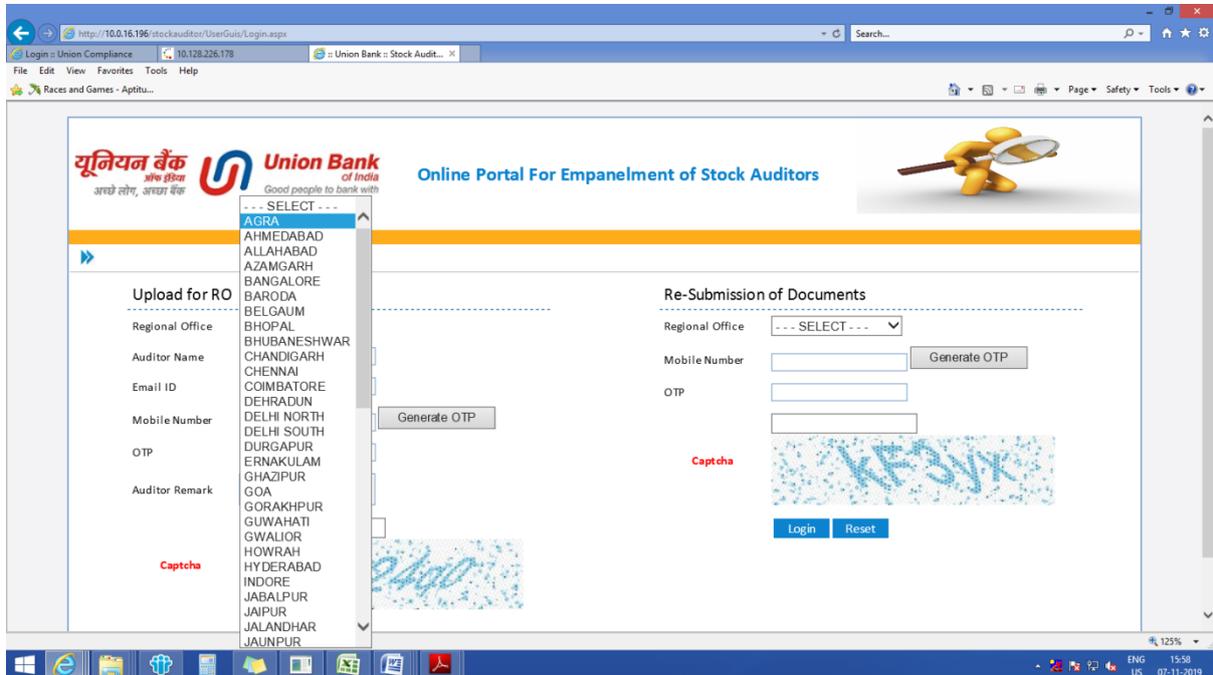
1. Applicants to use the link in our Corporate Website on the URL: <https://icmt.unionbankofindia.co.in> as “Online Portal for Empanelment of Stock Auditors” (Path: Corporate Website of the Bank → Under Tenders/ Empanelment → Online portal for Empanelment of Stock Auditors) and **download** the application in pdf format.



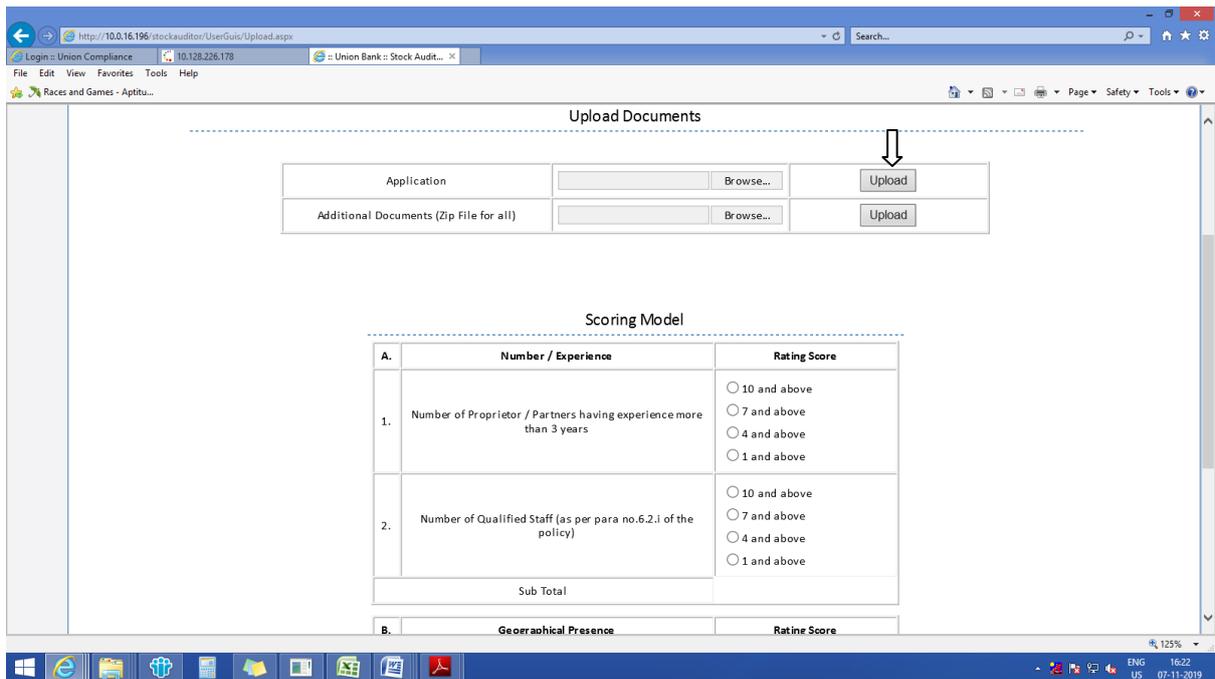
After filling up the application manually, the applicants need to scan the application as one pdf file and all other required documents in another pdf file for uploading the two files in upload section.



2. Applicants need to fill up all the fields properly in the **Upload** section and apply under the selected Regional Office from the drop down menu and click on 'Submit'.



3. It will then redirect applicants to the final stage of the application submission process where they need to upload scanned documents (pdf) and fill up scoring model properly. Applicants need to upload one pdf file of scanned application and one pdf file of additional documents (max file Size allowed is 3 mb each) in respective tabs and need to fill up Scoring Model appropriately and click on 'Submit'.



4. After successful submission of application, the applicants will receive SMS and e-mail regarding the same. Thereafter, the applicants will be contacted by respective Regional Offices for scrutiny/verification of the testimonials/documents and further action in this regard.