



J Singh & Associates
Chartered Accountants

Profile for Concurrent Audit

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Off Western Express Highway,
Near Shankarwadi, Andheri
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1. Introduction and background

The business environment in India continues to experience change on an unprecedented scale. Economic reforms and changes in India all bring problems and opportunities. As the needs and expectations of our clients have become more challenging, we have responded by developing more sophisticated VALUE ADDED services, broadening our range of skills and increasing our capabilities to serve our clients.

What all clients have in common a desire for quality service and value for money. To exceed their expectation in these areas, the firm aims to understand each client business or organization and the context in which it operates. Our main objective is to provide our clients with professional advice and business solutions that meet business objectives. The firm provides practical answers, through the constructive relationships between our people and the clients they serve. To achieve this, we have adopted three key strategies.

First, as already mentioned, we aim to understand our clients business and their particular needs. Every client is different and has different requirements. Our people at JS&A provide industry knowledge and examples of best practice, to complement the technical skills of each discipline.

Second, we recruit and develop people of high caliber-with imagination and flair, team players who can work with others from different disciplines. They are people of integrity, enthusiastic professionals who work hard. They are leaders in their fields, prepared to offer a view.

Finally, we take lead in developing new services and new techniques, to match the changing needs of our clients and their market place.

But the quality that marks us out is not just the scale of our resources; it's the ability to deliver those resources in ways that best meet the individual needs of each and every client. Everyone in JS&A is guided by a simple yet demanding maxim: Listen to what clients wants.....then deliver more than they expect'.

We have acted for many of our clients for years. We maintain a high standard of service consistently over the years as well as on individual assignments. We do this by developing good working relationships and by anticipating clients needs - by stretching ourselves and by going beyond expectations. Only by providing the best service over many years and on each assignment will our client stay loyal. Today our goodwill depends on the quality of each job done, and as professionals we aim for excellence every time

HALLMARKS OF THE FIRM:

- ⇒ **Service Excellence** – We put our clients first.
- ⇒ **Professionalism** – We strive to be timely, efficiently and responsive in all we do. Our working relationships are founded on courtesy, fairness, mutual respect and personal touch.
- ⇒ **Integrity** – We are uncompromising: partners put interests of the clients above any personal interest or ambition. We are intent on getting to right answer, rather than one that will do – that’s part of delivering true value for money.
- ⇒ **Vision** – We not only understand clients business but we also picture its potential.
- ⇒ **Realism** – We strive for clear-sighted vision, based on honest and objective Assessment of our client. We share our view openly and frankly with clients, proposing solutions where we see problems and initiatives where we see opportunities.
- ⇒ **Involvement** – Seeing `the client` as a person, not as abstract, leaves no room for aloofness or pomposity. An involvement breeds loyalty: commitment that extends through bad times as well as good.
- ⇒ **Energy** – We think ahead, look beyond the immediate brief to see what else needs to be considered.
- ⇒ **Creativity** – We recognize the need to foster lateral thinking, and to stimulate innovation and imagination within client teams as well as our own.

2. Our proposed approach and methodology

The word concurrent itself defines its meaning, concurrent means happening at the time. Concurrent Audit means doing the examination of the financial transactions at the time of happening or parallel with the transaction.

Most of the new articles who have been assigned to do the concurrent audit become terrified when they have to go to bank alone, questions like what is this. How to do this? New and horrible banking software? Etc. arises. It is normal to be nervous at the first time but later on everything starts running smoothly. In my case such things had happened even I was out of station alone. So instead of getting lost what to do, we just can learn the things from there. If we do the concurrent audit of banks very precisely then we can learn a lot of banking core knowledge, new banking software, RBI norms and many more. So for the aid of new articles doing concurrent audit I am going to write this article so that they can make intellectual profit from this.

To conduct the concurrent audit of banks we should generally look forward following things:

1. Cash Balance:

Every morning we shall have to check the cash balance of Cash Book of Bank in which all details regarding cash balances are written on daily basis and manager and cashier do the authorization. Once in the month we have to do physical verification of cash in hand with bank and ATM (if any) surprisingly and if any discrepancy found shall be reported in the report.

2. KYC Policy:

This is the most sensitive and crucial part of the concurrent audit. KYC stands for Know Your Customer, a term used for customer identification process. It involves making reasonable efforts to determine true identity of the beneficiary of account, source of Fund, nature of customer's business etc, which in turn helps bank to manage their risk prudently. The major things we observe in KYC checking are identity proof and address proof. We should be sure that whether AOF (Account Opening Form) is properly filled or not. The introducer who introduces the new customer to the bank should have maintained his/her account for at least 6 months without falling under inoperative account. In AOF there is clearly mentioned the required documents in order to open the account in bank. Recently RBI has fined some of the nationalized banks and other big banks for non-adherence of KYC norms and hence as a concurrent auditor we should ensure the KYC adherence of the customers and any irregularities should be reported duly in the report. We should also discuss the major irregularities with branch officials and look forward for the solution.

3. Loans and Advance Checking:

The most sensitive part of banking operations are Loans and Advances and their compliances. To check newly sanctioned loans and advances we've to ask the Loan Manager of Bank for Document Register and they'll provide us that. Document register is nothing just a register maintained by bank for their advances, in which they usually write name of the party, details of sanction made, papers submitted by party to bank etc. and is verified by both credit manager and Manager of the Branch. Following are the crucial points to verify any advances:

- Fulfillment of KYC norms and proper filing of AOF.
- Whether CIBIL (Central Information Bureau of India Ltd.) report is good or not. Higher points in CIBIL report show the higher credibility of that party.
- Proper documents in order to sanction the loan are submitted by the party or not like Project Report, past few years' statement of affairs and projected statement of affairs if the project is new then full proof projection and duly authorized by a Chartered Accountant or an expert on respective fields.
- If the loan is personal loan then purpose of loan should be mentioned, for vehicle loan RC i.e. Joint registration with transport department is required within one month from the date of purchase of vehicle further the copy of original invoice is also required.

- Details of primary and collateral security mortgaged with bank. Creation of charge with ROC.
- The form should be signed by at least one guarantor.
- For CC (Cash Credit) account party shall have to submit stock statement within 7 days from the end of respective month. And we should have to check the DP (Drawing Power) calculation.
- See the Insurance register in order to verify the expiry of insurance of stock and securities mortgaged with bank.
- We've to check the account statement of the party and see the transaction there if any doubt arise then that should be cleared.
- NPAs and potential NPAs are to be checked carefully. And see the effort made by bank to recover the amount from NPAs
- See the regularity in payment of interest, installments etc.
- If Ad hoc limit is provided by bank then check the repayment of same and proper functioning of account because no ad hoc limit can be provided to irregular advance. Ad hoc limit means providing some amount to an existing customer temporarily when the fixed limit provided by bank is insufficient for spending. It should be repaid within 15 to 30 days. Usually there is the limit in providing ad hoc limit which varies over bank to bank.

4. Deposit:

Generally we have to look through some high balance account and the trail of transaction. If there is any non-operative account then we've to make effort to make them operative. We have to see whether interest code and rates are correctly fed in to the system, any change in interest rates are effectively fed into the system or not etc.

5. Forex:

If your auditing branch is authorized to do foreign exchange transactions then you are lucky that you got to know about forex. In forex, we look through the exchange rate change and their correct valuation in books. Available foreign exchange with bank, profit and loss in foreign exchange. There are some RBI guidelines regarding foreign exchange and we have to see the adherence of same.

6. Income leakage:

This is the most important and sensitive part of concurrent audit. In most of the banks there are some income leakage and we have to find out that. Generally income leakage arises due to following reasons and we have to look that:

- Undercharge of processing fee, upfront fee and other charges by the bank during disbursement of loans.
- Wrong feeding of interest rates in the system.
- Wrong calculation of profit in forex transaction etc.

To overcome these types of revenue loss of bank we as an auditor go through the calculation and genuineness of the different charges. Though banks are working on highly intelligent software but due to human errors such kinds of leakage arise and we have to minimize those. Both the ICAI and Bank provides the manual for revenue audit, if we go through that very carefully then we can understand the leakage more effectively. We have to generate various MIS reports from the system and analyze them. If bank undercharges the fees then it lost its income & the performance of the bank looks very weak due to this reason its share on the market falls down. On the other hand, if bank does overcharge of such things then the false performance of bank is shown and customer may be misguided due to this. It is the prima facial duty of auditor to shoe the true and fair performance of the clients.

7. Housekeeping and computer:

As a concurrent auditor we have to check overall housekeeping maintenance of the branch. Whether the branch is located in safe area or not, what safety vaults are adopted by the bank, safety of lockers, computer, its software and its security etc.

8. Remittance:

It is also an important job of bank to provide remittance facility to their customer. We as an auditor should check the trail of remittance. If the remittance made in foreign country then adherence of Foreign Exchange Management Act, 1999, RBI guidelines etc are done or not.

9. Others:

There are other so many fields of banks. And as far as possible we have to cover all the areas, because there may be fraud prone areas. We have to see the clearing process of cheque, Bills for collection and other bills should be checked properly.



Check List of items to be checked in above said areas of coverage

- **For New account**

- 1) Name of the account holder
- 2) Type of a/c saving/current/time/advance
- 3) A/c no
- 4) A copy of verified Identity proof
- 5) A copy of verified residential address proof
- 6) Verification of introducer's signature
- 7) Whether letter of thanks is send or not to the introducer as well as to new depositor.
- 8) Signature of authorized signatory obtained
- 9) Check Certificate of incorporation/MOA/AOA, board resolution, Copy of PAN, power of attorney
- 10) Cross check no of a/c opening forms with a/c opened in the system
- 11) Ensure photograph of the a/c holder is obtained and fixed or stapled on the a/c opening form.

- **Loan Files checking:**

- 1) Verify rate of interest with rate circulars
- 2) Compare rate of interest and calculate EMI on calculator
- 3) Check title of clearance in respect of Housing or any other property loan and whether it is authorized by bank's approved advocates.
- 4) Where immovable properties are held as security by way of deposit of title deeds, verify title deeds register to see whether narration is written for additional limits and all formalities complied with.
- 5) In the case of company, Whether common seal affixed on the relevant document.
- 6) Check valuation of assets as per govt authorized valuer.
- 7) For education loan check receipt or fees payment sleep and confirm it with the college/institution
- 8) Check the person's other loan and installment amount. If total installment amount is more than 60% of its net income, then loan cannot be issued.
- 9) Confirm proper insurance coverage for loan asset or mortgaged asset and their renewal.
- 10) Check, Are all documents correctly executed in the latest revised prints of prescribed formats and properly stamped wherever necessary in terms of Stamp Act as per manual on documentation and as per circulars on the subject
- 11) Check requirement of Letter of acknowledgement of debt(LAD). If loan agreement is there then no need to take LAD. If once taken then it is compulsory to review before 3 years.
- 12) Ensure maintenance of Insurance register
- 13) Submission of Tax audit report for all CC a/c
- 14) Submission of CMA data
- 15) Check crisil credit rating
- 16) Submission of monthly Stock statement for C.C. a/c and stock statement register
- 17) Ensure regular quarterly stock audit for C.C
- 18) Compute loan rate in case of LABOD by adding 1.5% to average rate of all F.D.
- 19) Physical verification of loan asset

- 20) Verify whether credit limits are reviewed or not.
- 21) Verify whether security documents are held with the bank vis-à-vis stipulation on the sanctioning documents.
- 22) Verify whether the advances have been classified as per RBI guidelines.
- 23) Check whether the letters of credit issued by the branch are within the delegated power and ensure that they are for genuine trade transactions
- 24) Check the Bank guarantees issued, whether they have been properly worded and recorded in the register of the Bank. Whether they have been promptly renewed on the due date.
- 25) Ensure proper follow up of overdue bills of exchange.
- 26) Verify whether the submission of claims to DICGC and ECGC are in time.
- 27) Registration of charges with Registrar of Companies and Resolution passed by appropriate authorities. (By filing Form 8)
- 28) Withdrawal within limit/ Advance Value (Drawing Power Limit) (D/P)
- 29) Check Processing fees, stamp duty at the time of sanctioning new advances.
- 30) Report excess drawing over D.P. (For CC and temporary O.D.)
- 31) Whether Select Operational Data and Quarterly Information System (now FRS) Statements in respect of big borrowers have been received promptly? Whether penal rate of interest@ 1% is being charged for delayed submission/non-submission?
- 32) Verify whether the branch has charged lead Bank charges in respect of advances under consortium norms.
- 33) Check folio charges
- 34) Check Penal interest for delayed/non-submission of returns, financial statement required to be submitted
- 35) Check Penal interest on advances in respect of lapsed sanction/limit.
- 36) Check Penal interest on excess over limit.
- 37) Check Overdue interest on all types of bills, loans and packing credits for overdue period.
- 38) Check Commitment fee for unutilized limit is collected as per rules.
- 39) Check Commission of letter of credit, letter of guarantee and charges for safe custody etc.
- 40) Check Standing information charges.
- 41) Check stop payment charges. (For all accounts)

- **Cash:**

- 1) Verifying whether exchange of cash between cashiers is made after making entry in the register.
 - 2) Ensure dual control system for cash safe/counting of bundles.
 - 3) verifying cash scroll and the token book with cashier's summary and Cash Abstract.
 - 4) Verifying whether Cash Remittance in Transit Account is reversed on the same day by debit to a proper head of account designated for it after receipt of proper acknowledgement/receipt where cash is remitted to a branch/Bank.
 - 5) Verifying whether accounting of currency chest transactions and their reporting to RBI is done promptly
 - 6) Ensure cash is retained as per cash retention limit of the branch. Report if the cash is retained in excess of the cash retention limit with the reasons thereof.
 - 7) Verify expense incurred by cash payment involving a sizable amount.
 - 8) Verifying whether keys to Strong Room, Cash Safe, and Almirah for Security Printing Books are in joint custody of the authorized officials?
 - 9) Verifying whether there is any entry outstanding in Cash Remittance in Transit Account for more than 3 days
 - 10) Verifying whether the branch remits all its excess cash to link branch or Currency Chest.
 - 11) Verifying whether the branch remits its surplus balance with other banks regularly to the designated RBI centre
 - 12) Conducting a surprise physical verification of cash in hand , foreign currencies, and foreign travelers' cheques on any day during the month
 - 13) Verifying whether the receipt and delivery of Security Printing Books are properly recorded under joint signatures
 - 14) Verifying whether physical verification of the Security Printing Books and tallying with the balance.
 - 15) Whether surprise verification of cash done by officer other than joint custodian officer/manager.
- Clearing:
- 16) If the branch is independently handling clearing, whether the clearing account is brought to nil every day, if not, comments to be noted down.
 - 17) Whether safeguards are observed to ensure proper handling and custody including returned instruments?
 - 18) Whether service charges/incidental charges as prescribed are charged for the cheques returned in clearing.
 - 19) Whether drawings are allowed against unclear cheques. Whether such cheques are referred through prescribed register and passed by the Controlling Officer, if the drawings exceed the prescribed limit whether these are reported to the Controlling Authority. Examine whether interest was charged and report such omission for rectification.
 - 20) Verifying entries which remain outstanding for more 2 days and checking for action taken for their disposal
 - 21) Verifying whether account with the Main Branch is reconciled every week

- **Other:**

22) Check cheques returned/bills returned register and look into reasons for return of those instruments.

23) In case of difference in clearing, there is a tendency to book it in an intermediary suspense account instead of locating the difference.

Examine the day book to verify as to how the difference in clearing has been adjusted.

24) Such instances should be reported to Controlling Office in case the difference persists.

25) Check whether debits in income account have been permitted by the competent authorities. Check the transactions of staff members.

26) Study internal inspection/audit reports and ensure that the branch gives proper compliance thereto.

27) Verifying whether the deduction of tax at source (TDS) from interest income on Term Deposits is done as per laid down procedure. Or Form 15H/15G received or not.

28) Verifying whether Form No. 60 where the depositor does not have PAN is held on record and the same are submitted as per laid procedure (For deposit accounts)

29) Verify if inoperative accounts ledger and Specimen Signatures are kept under the custody of Manager/Asst. Manager and access thereto is controlled. (For deposit accounts)

30) Whether dormant/inoperative accounts are transferred to inoperative ledger. If not, it should be noted in the register and they should be transferred. (For deposit accounts)

31) Verify that all transactions relating to inoperative ledgers are allowed under the written authorization of the Manager.

32) Check Incidental charges and service charges in Saving Bank Account (including inoperative) having balance below prescribed limit.

33) Check Destruction of old records as per time schedule prescribed.

34) Check Locker rent.

35) 30% scrutiny of transactions relating to the payment of pension..

36) Whether the prescribed certificates – Life, Re-employment, Re marriage etc. obtained, wherever required, in all pension accounts.

37) Physical checking of Govt. and other securities held on behalf of Investment Department and timely collection of interest thereon and their maturity proceeds.

Records to be maintained by concurrent auditor:

Permanent File:

- 1) Letter of engagement, undertaking/comment by the firm to the Bank
- 2) Communication to previous Auditor (NOC)
- 3) Audit checklist
- 4) Information regarding branch business, data, nodal officer, status of branch, whether computerized/parallel category of branch, etc.
- 5) Performance of monthly, quarterly, annual report revenue report
- 6) Correspondence with the Bank for any matter.

Current File/Working paper File:

- 1) Branch Audit Programme
- 2) Branch's statement as on the data of the report on which basis it is prepared
- 3) Periodic correspondence with the concerned departmental officer
- 4) Irregularities intimated to the Controlling Officer
- 5) Discussion of the audit report
- 6) Particulars of big borrowers, depositors etc
- 7) Circulars received from head office of the auditee Bank



Reporting to branch head in the below format:

- Date
- Irregularity Observed
- Initial/Authorization of the Concurrent Auditor
- Initial of Bank Official
- How irregularity rectified
- Date of rectification
- Initial/Authorization of the Concurrent Auditor
- Initial of Bank Official
- Demand Deposit includes
 - 1) Credit balance in overdrafts & Cash Credit accounts
 - 2) Deposits payable at call
 - 3) Overdue deposits
 - 4) Inoperative current accounts
 - 5) Matured term deposits and cash certificates
 - 6) Certificates of deposits, etc
 - 7) The cash credit account would be included if the balance is showing credit balance. The current accounts are also payable on demand. The outstanding telegraphic and mail transfer demand drafts are also to be included under the demand deposit head.
- Term deposit includes
 - 1) All deposits repayable after a specified term
 - 2) Fixed deposits
 - 3) Cumulative and recurring deposits
 - 4) Cash certificates
 - 5) Certificates of deposits
 - 6) Annuity deposits
 - 7) Deposits mobilized under various schemes
 - 8) Ordinary staff deposits
 - 9) Foreign currency
 - 10) Non-resident deposit accounts, etc

3. Why J Singh & Associates

What sets us apart?

Our Senior Management Team in India

“Our team comprises of CAs, CFEs, forensic accountants, lawyers and other professionals”



CA J. Singh
Managing Partner
M.COM, FCA, DISA, FAFD



CA Amit J. Joshi
Partner
M.COM, FCA, L.L.B, CIA
CAIIB



CA V. Kandaswamy
Partner
B.COM, ACA



CA Prosenjit Kumar De
Partner
B.COM, FCA, CIA, CFE



CA Shailendra P Dixit
Partner
B.COM, FCA, DISA



CA Densil fernando
Partner
B.COM, FCA, CISA



CA Arif Atik Khan
B.COM, ACA

Our value proposition

Presence & Infrastructure	<p>J Singh & Associates has significant geographic presence in India, with offices in 17 locations including Bengaluru, Chennai, Hyderabad, Kolkata, Mumbai and New Delhi. We have a highly developed infrastructure that has more than 37 years of maturity.</p>
Expertise and Experience	<p>We have a highly talented and globally competitive workforce, offering experience and expertise in a wide range of services. Professionals in our Forensic & Dispute Services practices have worked on some of the largest and most complex investigations of fraud and corruption within India. Our team has assisted clients on a number of anti-corruption engagements that include anti-corruption due diligence, compliance reviews and investigations.</p>
Flexibility and Scalability	<p>We have the flexibility and scalability to quickly ramp up to support large projects at short notice. We are able to staff projects, both virtually and on-site.</p>
Proven Global Delivery Model	<p>J Singh & Associates has a proven global delivery model, working seamlessly across time zones and cultures to deliver high quality work on time. Depending on engagement requirements, we adjust our timetables to meet client requirements.</p>

4. Project Team

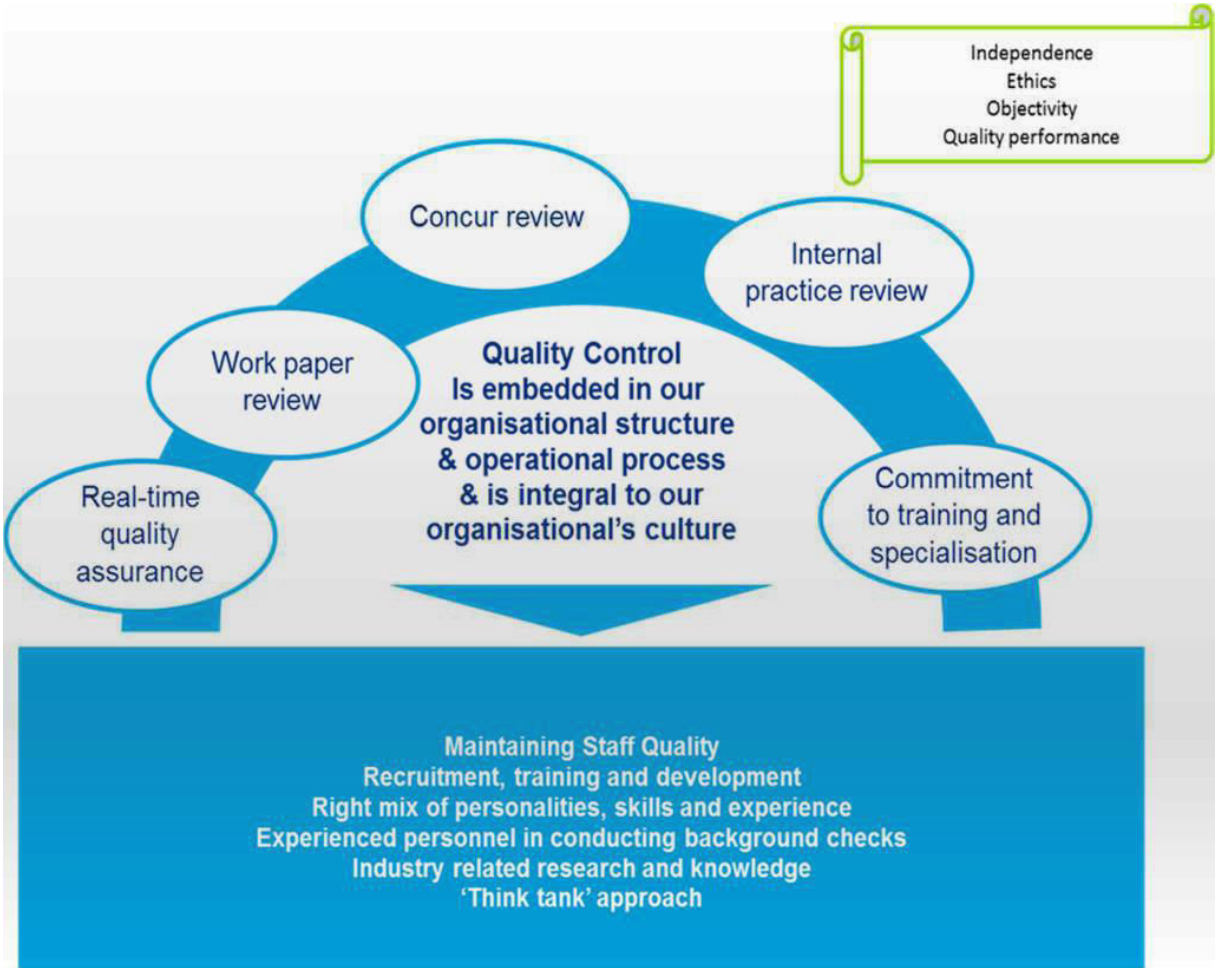
The engagement team will work closely with designated officials of the Banks to perform primary project management functions, such as planning, fieldwork tracking, issue resolution, budget monitoring, communication, and tracking of deliverable status.

Managementplan

Based on our experience, results are achieved when we work closely with our clients. Therefore, our project approach and management plan involve teaming with the Client's team at every level to effectively leverage the resources and knowledge from both parties.

QualityControl

Quality control reviews embedded in our methodology ensures that applicable laws are adhered to while conducting engagements. A diagram depicting our quality control procedures is provided below:



5. Annexure

Annexure1: Key CVs

Resumes of some Key professionals

Please find attached resumes of some of our Key Professionals whose experience and knowledge can provide valuable advice to the client

	<p>CA J.Singh Managing partner M.COM,FCA, DISA, FAFD</p> <p>Practicing Chartered Accountant having experience of more than 29 years. He is founder Partner of M/s. J. Singh & Associates., Chartered Accountants, Mumbai, renowned & leading CA Firm in India. He has large experience of providing forensic & other related Services. He is forensic & fraud accountant and He has experience in handling Audits of Large Corporate, Banks, Insurance Companies, infrastructures and Power Companies and qualified System Auditors, having executed mega size system audit of Public sector Bank in India. He is also acting as advisors to many Big Corporate groups in the area of Taxation, Corporate finance, merger & acquisitions. Mr. Singh is key person in formulation of Business policies & business foresight of the firm. He is also a leading counsel representing cases of the clients with various taxing authorities including Tribunals for Income Tax, Sales tax , custom and central Excise etc</p>
	<p>CA Amit J. Joshi Partner M.Com, LL.B, CIA CAIIB ,FCA</p> <p>Designing and Implementing the Operational System and Process of MNC, Risk Based Auditing, ERP Implementation, preparation and implementation of Audit and Finance Manual, Policy & SOP, ERP Implementation, Indian Direct Taxation & Service Tax consulting , Project Appraisal and Mgt. Financial, Auditing, Taxation, System Designing and Implementation and ERP Implementation services provided to medium organizations & corporate clients in India, Gulf countries and African regions for the last seven years</p>



CA V. Kandaswamy
Partner
B.Com, ACA

Chartered cum Cost Accountant with over 22 years of post qualification experience, including 12 years in equity, sector and economic research. He is an avid reader, and a regular contributor of articles in the Hindustan Chamber of Commerce & Industry. He has also published articles in professional journals. As a seasoned professional, with rich experience in accounts, auditing and consultancy services, V.Kandaswamy is a personality who can build a team and nurture it to professional perfection aimed at the Organizational goals



CA Prosenjit Kumar De
Partner
B.COM,FCA,CIA,CFE

Senior Partner in the Forensic practice. He is a Chartered Accountant and is also a Certified Fraud Examiner. He has over 30 years of experience in Frauds and Financial Crimes. He also has experience in auditing and internal controls reviews of large public and private limited companies in manufacturing industry which included reviewing and evaluating controls surrounding the recording of accounting/financial transactions. He experience also includes fields of compliance and retail operations in banking sector. He has also worked in the role of engagement leader for large forensic assignments



CA Shailendra p dixit
Senior Partner
B.COM,FCA DISA

Senior partners of the firm, having experience of more than 29 years. He has experience in handling Statutory Audits of Large Corporates and he is also acting as advisor to many Big Corporate groups on corporate finance, merger & acquisitions. Mr. Dixit is one of the leading Chartered Accountants in corporate audit including Statutory Audit, system Audit, System design, internal audits etc



CA Densil Fernando
Partner
B.COM, FCA, CISA

Partner engaged in the Forensic practice. He has over 18 years of experience in the banking and financial services Sector and has led a range of projects particularly in the areas of risk and compliance. Mr. Densil has extensive experience of investigating various frauds in the financial services industry clients including banks, brokerages and private equity. His experience includes assisting financial institutions in developing their KYC policies and procedures, reviewing their compliance framework, software selection and remediation of their existing clients.



CA Arif Atik Khan
Partner
B.COM, ACA

He is a Chartered Accountant with over 5 years of experience in handling projects in the areas of Fraud Investigations, Anti-Bribery and Corruption diligence and compliance reviews, and Business Process Risk Consulting. His exposure spans all major industries with specific focus on Infrastructure, Pharmaceuticals, Banking, IT/ ITeS and Consumer Markets. He has Worked as engagement manager in Fraud Investigation.

Annexure-2: Our Partners

Details of the Partners						
Name of the Partner	Date of becoming		Date of Joining the Firm	Membership No	Educational Qualification	Experience
	FCA	ACA				
Jaleshwar Singh	05-08-1993	01-08-1988	21-10-1988	42023	FCA, DISA, CISA, FAFD, Mcom	32
Shailendra Dixit	18-05-1993	18-01-1988	18-01-1988	41479	FCA, DISA, BCom	32
Jayesh Shah	18-12-2008	18-02-1998	29-07-2003	41495	FCA, DISA, BCom	22
Poovalingam P	03-05-1991	26-06-1985	02-06-2015	24295	FCA, BCom	35
Hemant Mehta	29-04-2002	02-09-1996	22-12-2012	100748	FCA, BCom	34
Shipla Rambhia	03-09-2003	02-07-1998	17-08-1998	104661	FCA, BCom	22
Sandeep Choudhary	17-02-2011	05-01-2005	14-10-2009	119317	FCA, BCom	15
Amit Joshi	18-09-2014	01-04-2005	28-12-2011	120022	FCA, CIA, CAIIB, LLB	15
Prahalad Jha	29-12-2015	29-09-2009	29-12-2015	133743	FCA, BCom	11
Arif Khan	28-08-2017	12-01-2012	15-07-2016	143948	FCA, BCom	8
Vijaykumar Pandey	-	27-02-2015	16-12-2017	164439	ACA, BCom	5
Anand Mundada	-	04-04-2018	01-12-2019	183968	ACA, BCom	2
Kandaswamy V	28-12-2017	01-07-1998	22-12-2012	207573	FCA, BCom	22
Densil Fernando	12-08-2004	09-03-1999	16-10-2013	208859	FCA, CISA, DISA, BCom	21
Ritesh Tawry	04-07-2017	19-05-2003	16-12-2017	213326	FCA, IP, BCom	17
Adeep Suresh	16-09-2020	13-10-2014	30-12-2018	235757	FCA, BCom	6
Shalini Jain	04-12-2012	04-05-2006	22-12-2012	406364	FCA, BCom	14
Sanjay Shukla	10-12-2018	08-02-2013	16-12-2017	421672	FCA, BCom	7
Pankaj Agarwal	22-04-2020	16-06-2014	02-06-2015	425776	FCA, BCom	6
Subhashis Ray	-	12-01-2005	01-12-2019	425776	FCA, BCom	15
Vishal Thakur	11-12-2018	15-04-2008	16-12-2017	511124	FCA, IP, BCom	12

Annexure-3: Our Paid Assistants

S.No.	Name of the Full Time Paid Assistants	Membership No.	Whether ACA/FCA	Date of Enrolment with ICAI	Date of joining as paid assistants
1	CA Gopalakrishnan PV	9926	FCA	03.12.1968	31.12.2015
2	CA Shraboni Basak	63026	FCA	01.1.2004	01.06.2015
3	CA Sujit Govindan Nair	122566	FCA	08.02.2006	02.12.2008
4	CA Ruchi Agarwal	125728	FCA	29.11.2006	31.12.2013
5	CA Rima Punyapal Shah	158545	ACA	12.08.2013	31.12.2017
6	CA Pritesh Lakhdhir	186983	ACA	02.11.2018	02.11.2018
7	CA Ponnaganti Venkata Ramanamma	239524	ACA	21.06.2016	21.11.2016
8	CA Snigdha Jasoria	416614	ACA	15.02.2012	10.05.2012
9	CA Alka Tiwari	418535	ACA	06.08.2012	31.12.2004
10	CA Manisha Agarwal	551811	ACA	30.11.2018	24.12.2018
11	CA Parivartan Nagpal	509420	ACA	10.04.2007	31.12.2018
12	CA Raghuveera K	203052	FCA	03.09.1993	31.12.2018
13	CA Mahesh Kumar	447825	ACA	01.11.2019	31.12.2019
14	CA Devshree Dave	304488	ACA	11.10.2012	31.12.2017
15	CA Akhilesh Yadav	193939	ACA	11.10.2019	01.01.2020
16	CA Chetan Nerkar	197981	ACA	17.02.2020	20.10.2020
17	CA Daxay Kakadiya	601337	ACA	10.10.1020	20.10.2020
18	CA Kajal Sakariya	601367	ACA	08.10.2020	20.10.2020
19	CA Komalben Dhanani	177325	ACA	30.01.2017	20.10.2012
20	CA Naitik Bhikadiya	197842	ACA	27.02.2020	20.10.2020
21	CA Pooja Lodariya	601147	ACA	23.09.2020	20.10.2020

Annexure-4: Our Offices

Head Office	Mumbai: 505-507, Hubtown Viva, Off Western Express Highway, Shankarwadi, Andheri East, Mumbai- 400060
<u>BRANCHDETAILS</u>	
1.	<u>Pune (Maharashtra)</u> C-36, Shrinath Plaza, Dyaneshwar Paduka Chowk, F C Road, Pune,411004
2.	<u>Varanasi (Uttar Pradesh)</u> A/22 Swastik Gardenia, Purani Chungi, Shivpur, Varanasi, 221002
3.	<u>Patna (Bihar)</u> Navjivan Colony, New Arfabad, Gaighat, Gulzarbagh, Patna 800007
4.	<u>New Delhi</u> Flat No 204,2 nd Floor, Antriksh Bhawan, Plot No.22, Kasturba Gandhi Marg, New Dehli,110001
5.	<u>Chennai (Tamil Nadu)</u> 12 Mosque Street, Dharam Apartment, Flat no 13, 3 rd Floor, Mylapore, Chennai C600004
6.	<u>Ranchi (Jharkhand)</u> 5 F 5th Floor Vatika Apartment, Line Tank Road, Ranchi 834001
7.	<u>Ahmedabad (Gujarat)</u> C-301 Titanium Business Centre, Anand Nagar Road, Near Sachin Tower, Satellite, Ahmedabad 380015
8.	<u>Punjab (Mohali)</u> SCO 13 Phase 9, Industrial Area, Mohali Punjabi, Mohali 160062
9.	<u>Hyderabad (Andhra Pradesh)</u> Flat No 402 4 th Floor, ABK Olbee Plaza 8-2-618/8 &9 Road No .1 Banjara Hills, Hyderabad 500034
10.	<u>Bangalore (Karnataka)</u> 26 G1 Sri Rama Nilaya ,1 st Cross Street, Chocolate Factory Road, Madivala, Bengaluru,560063
11.	<u>Bhopal (Madhya Pradesh)</u> 608 B 1 Aakriti Greens, Aakriti Eco City, Bhopal 462001
12.	<u>Jaipur (Rajasthan)</u> 380 Gayatri Nagar - A, Maharani Farm, Durgapura, Jaipur 302018
13.	<u>Kolkata (West Bengal)</u> 20/6A Northern Avenue, Near Baishakhi Island, Kolkata,700037
14.	<u>Trivanthapuram (Kerala)</u> T C NO 13/697 (4) Vadayachaud, Vanchiyoor P O, Thiruvananthapuram 695035
15.	<u>Vijayawada (Andhra Pradesh)</u> 76-1-1 HIG NO.400, Shop No.2 Upstairs of Kotak Mahindra Bank ATM, Jojinagar Church Centre, Crombay Road Bhavanipuram, Vijayawada 520012
16.	<u>Tirunelveli</u> 244-B, 39th Street, 60 Feet Road, Rahamath Nagar, Tirunelveli 627002.

17.	<u>Raipur (Chhattisgarh)</u> E-70 Sankalp Vatika, Samta Colony, Raipur 492001.
18.	<u>INDORE</u> 202 Simran Regency,108 Sarva Suvidha Nagar Ext, Upside Oriental Bank of Commerce, Indore ,452001
19.	<u>CHANDIGARH</u> H.NO.2 A, Sector 44 A, Chandigarh,160047
20.	<u>SURAT</u> 3050, Silver Business Point, Near VIP Circle, Utran, Surat-394105
21.	<u>LUCKNOW</u> 1st Floor Shipra Complex, Amrapali Chauraha, B-Block Indira Nagar, Lucknow 226016, Lucknow, 226016

ANNEXURE 5- SHOWING CURRENT & PAST CONCURRENT AUDIT EXPERIENCE

Appendix 2				
Details of Experience of the firm in Audit in Banks/ RBI				
Tyoe of Audit	Name of the Bank	Branches	No of years engaged	Period of Engagement
Statutory Central Audit	Canara Bank	Central Auditor	1	2015-16
	Canara Bank	Central Auditor	1	2016-17
	Canara Bank	Central Auditor	1	2017-18
Statutory Branch Audit	Bank of India	Vile Parle East	1	2019-20
		Malad West		
		Vikhlori	1	2018-19
		Andheri East		
Mumbai Main Branch				
Statutory Branch Audit	Canara Bank	Bandra West	5	2005-09
		Hill Road		
		Vile Parle		
		Colaba		
		Sewree		
		Mahim		
		Khar		
		JB Nagar Andheri		
		Andheri West II		
		Mumbai Worli		
		Mumbai Abdul Rehman Street		
Mumbai Prabhadevi Overseas Branch				

Statutory Branch Audit	Catholic Bank	Andheri West	2	2012-14
		Satara		
Statutory Branch Audit	Central Bank of India	Lucknow	5	1998-2003
		Varanasi		
Statutory Branch Audit	Dhanlaxmi Bank	Ghatkoper, Mumbai	1	2012-13
Statutory Branch Audit	ING Vyasa Bank Lid	Andheri, Mumbai	1	2012-13
Statutory Branch Audit	Karnata Bank Ltd	Mira Road	1	2013-14
Statutory Branch Audit	State Bank of Hyderabad	Mumbai	4	2011-15
Statutory Branch Audit	State Bank of Travancore	Lucknow	2	2008-10
Statutory Branch Audit	Karur Vyasa Bank	Bandra, Mumbai	3	2012-15
		Nanded		
		Ghatkoper, Mumbai		
		Amravati		
Statutory Branch Audit	Vasai Vikas Janta Sahakari	Bhagatwada- Vasai	1	2007-08
Concurrent Audit	Reserve Bank of India	Fort Branch	1	2016-17
Concurrent Audit	State Bank of India	SEEPZ, Andheri	2	2018-20
		RASMECCC, Kazhakottam	1	2018-19
		Commercial Branch, Hyderabad	2	2018-20
		RACPC, Bangalore	2	2018-20
Concurrent Audit	UCO Bank	FCC, Mumbai	2	2019-21
Concurrent Audit	Bank of Baroda	Baroda Zone- Group II	1	2020-21
		Vile Parle, Mumbai	2	2007-09
		Jogeshwari, Mumbai	2	2010-12
Concurrent Audit	Indian Bank	Bandra, Mumbai	1	2020-21
Concurrent Audit	Punjab Sindh Bank	Worli, Mumbai	1	2020-21
		IBD, Mumbai	2	2012-14
Concurrent Audit	Allahabad Bank	Nadesar, Varanasi	2	2006-08
		Thousand Lights, Bangalore	1	2010-11
		FIO, Lucknow	1	2014-15
		Treasury FCTM, Mumbai	3	2016-19
Concurrent Audit	Bank of India	Thane Zone	2	2005-07
		Vile Parle, Mumbai	3	2010-13
Concurrent Audit	Bank of Maharashtra	Fort, Mumbai	1	2020-21
		Dadar, Mumbai	1	2005-06

		Mumbai Central	1	2006-07
		Sion, Mumbai	1	2008-10
		SSI Branch, Thane	1	2011-12
		Retail Asset Branch, Thane	1	2012-13
		Versova, Mumbai	1	2014-15
		Khar, Mumbai	1	2016-17
Concurrent Audit	Central Bank of India	Andheri, Mumbai	2	2005-06
		Ballard Estate, Mumbai	3	2012-14
		CBD, Belapur	10 months	2019
		JB Nagar Andheri	1	2010-12
Concurrent Audit	Corporation Bank	Versova, Mumbai	2	2011-12
		Powai, Mumbai	1	2014-15
Concurrent Audit	Union Bank of India	Prabhadevi, Mumbai	2	2005-07
		Lower Parel, Mumbai	2	2008-10
		Gwalior	1	2010-11
		Andheri, Mumbai	1	2014-15
		Mumbai Overseas	1	2019-20
Concurrent Audit	United Bank of India	Kalbadevi, Mumbai	2	2010-12
		Mulund, Mumbai	1	2013-14
		Dahisar, Mumbai	1	2014-15
		Retail Loan Hub, Mumbai	3	2016-19
Concurrent Audit	IDBI Bank	Andheri, Mumbai	1	2010
Concurrent Audit	Punjab National Bank	SV Road, Mumbai	1	2016-17
		Hazira, Gwalior	2	2011-13
Concurrent Audit	Indian Overseas Bank	Opera House, Mumbai	4	2010-14
		Mumbai II	1	2014-15
Concurrent Audit	Indian Bank	Varanasi	2	2006-08
		Ghatkoper, Mumbai	1	2010-13
Concurrent Audit	SIDBI	Bengaluru	1	2017-19
Concurrent Audit	Syndicate Bank	LCB Mumbai	2	2014-15
		Kandivali, Mumbai	1	2010-13
		Nariman Point, Mumbai	1	2017
		RMLC, Mumbai	1	2018-19
		LCB Mumbai	1	2019-20
Concurrent Audit	Canara Bank	Khar, Mumbai	2	2013-15
Concurrent Audit	Andhra Bank	Borivali, Mumbai	1	2005-06
		Opera House,	2	2010-12

		Mumbai		
		Andheri, Mumbai	2	2016-18
Concurrent Audit	State Bank of Mysore	Andheri, Mumbai	2	2006-08
Concurrent Audit	The Malad Sahakari Bank Ltd	Karur Village, Mumbai	1	2008-10
		Kandivali, Mumbai	1	2010-11
		Main Branch	1	2010-11
Concurrent Audit	Rajasthan Marudhara Gramin Bank	Bagoda	1	2017-18
		Jalore	1	2017-18
Concurrent Audit	Oriental Bank of Commerce	Nichi Bagh, Varanasi	2	2006-08
		Thane, Mumbai	1	2012
		Mulund, Mumbai	1	2014-15