**Annexure: I**

**Application for Empanelment of Retired Officers (ERO) in Punjab Gramin Bank**

**(SCALE II & ABOVE)**

**For conducting Concurrent Audit of allocated Branches**

**Date:……………..**

**The General Manager**

Inspection & Audit Department,

Latest Photograph, duly attested

**Punjab Gramin Bank**

Jalandhar Road, Kapurthala

(PB) 144601

**Dear Sir,**

I hereby submit my application requesting for my empanelment as Empanelled Retired Official (Concurrent Auditor) for conducting concurrent audit of allocated branches of the Bank in terms of notice displayed in the Bank’s website www.pgb.org.in.

My complete bio-data is as under:-

|  |  |  |
| --- | --- | --- |
| **Sr.**  **No.** | **Particulars** | **Detail** |
| 1. | Name |  |
| 2. | PF No. |  |
| 3. | Address  Adhhar Card No.  Passport No.  (attach proof) |  |
| 4. | Landline No/s. (with STD Code) |  |
| 5. | Mobile No. |  |
| 6. | E-mail address |  |
| 7. | Date of Birth |  |
| 8. | Age |  |
| 9. | Date of Appointment in the Bank and Name of the Bank |  |
| 10. | Total experience as an officer |  |
| 11. | Date of Superannuation |  |
| 12 | Whether cooling period of 3 months (after retirement) is completed  Retired officials from sponsor bank (PNB including OBC & UBI) to enclose self-attested copy of retirement certificate & experience certificate from their respective Bank’s competitive authority. |  |
| 13. | Total Service in PGB / PNB (Including OBC, & UBI) |  |

|  |  |  |
| --- | --- | --- |
| 14 | Designation and scale at the time of superannuation |  |
| 15. | Branch Experience |  |
| 16. | Period of experience as Branch Incumbent |  |
| 17. | Period of experience as Incharge of Credit Portfolio in a branch |  |
| 18. | Period of experience as officer in Credit Portfolio at RO/HO. |  |
| 19. | Period of experience as internal Auditor/ internal concurrent Auditor in the Bank |  |
| 20. | Whether Medical Certificate from MBBS Doctor is attached |  |
| 21. | Minor / Major Penalty imposed 5 years prior to date of superannuation, if any, with details thereof. |  |
| 22. | CBI case proceedings, if any,  and conviction by the Court with details thereof. |  |
| 23. | Qualification – Academic |  |
| 24. | Qualification – Professional |  |
| 25. | Any Other Qualification |  |
| 26 | Other detail if any |  |
| 27 | **Detail of certificates attached i.e. address proof, qualification, experience, Good Health related, and certificate from competent authority regarding date of joining, date of retirement and experience as BM/ Credit head/ branch auditor (as the case may be).** |  |

1. **Confirmations:**
2. I hereby confirm and undertake that the details/information furnished above is true and correct to the best of my knowledge. In case, any information is found otherwise or incorrect later on, the Bank has the right to depanel / terminate the assignment, without giving any notice to me.
3. I undertake that I shall not sub contract / sub assign the audit assignment given to me.
4. c). I hereby declare that I will not intermediary / lobby directly or indirectly for consideration of any credit proposals of friends / relatives / clients / non-clients to the Bank.
5. I also declare that if my name is empanelled for concurrent audit assignment, I shall perform the tasks/assignments entrusted to me in the best interest of the Bank.
6. I shall also abide by the rules and regulations of the Bank in force from time to time and will not indulge in any act detrimental to the interest of the Bank.
7. I understand & agree that the assignment will be on the terms & conditions as contained in the offer letter at the time of giving the assignment of concurrent audit work. Certificate from competent authority related to date of joining, date of retirement and experience is attached.
8. **I promise and assure that I will do my duty honestly without negative or biased activities, will maintain secrecy of the bank’s internal matters / branch working related issues / customers related information & data and will not disclose any such matter in public or publish in news. I understand that in case of breach of any terms & condition bank can terminate my contract and take suitable legal action against me.**

**Signature of Applicant: Date:\_\_\_\_**