

CCO SECTT., LHO, JAIPUR

No. CMCAD/CCO/2025-26/

Date.: 20-06-2025

**All Branches/
Offices Of Jaipur Circle:**



EMPANELMENT OF STOCK AND RECEIVABLE AUDITORS (SRAs) **SOP FOR SME INTENSIVE BRANCHES/RBOs/AOs**

A Public Notice/Advertisement in 2 Newspapers Viz. "Rajasthan Patrika" in Hindi and in "Business Standard" in English has been given by CCO Deptt., Jaipur on 21-06-2025 to call applications from eligible candidates up to 07-07-2025 who are willing to get them empaneled as SRA for the period 01-08-2025 to 31-07-2027.

Eligible criteria, general guidelines, Bio-data format/application form, List of SME Intensive Branches etc. are placed on our Bank's website bank.sbi under "Empanelment of vendors" section in "Procurement news".

Path as under :

bank.sbi → SBI in the News → Procurement news → See More → Empanelment of Vendors

<div>भारतीय स्टेट बैंक स्थानीय प्रधान कार्यालय, तिलक मार्ग, सी-स्कीम, जयपुर - 302005 Local Head Office, Tilak Marg, C-Scheme, Jaipur (Raj.) - 302005</div> <div>सार्वजनिक सूचना स्टॉक एवं रिसीवेबल ऑडिटर्स का एमपैनेलमेंट भारतीय स्टेट बैंक, स्थानीय प्रधान कार्यालय, जयपुर दिनांक 01.08.2025 से 31.07.2027 की अवधि हेतु स्टॉक एवं रिसीवेबल ऑडिटर एमपैनेल करने के लिए स्वतंत्र फर्मों, साझेदारी फर्मों, कम्पनियों व सीमित देयता (चार्टर्ड एकाउंटेंट/कॉस्ट एकाउंटेंट) की साझेदारी, जो भारतीय चार्टर्ड एकाउंटेंट/भारतीय कॉस्ट एकाउंटेंट संस्थान से पंजीकृत हैं, से निर्धारित प्रारूप में आवेदन आमंत्रित करता है। पात्रता मानदंड, सामान्य दिशा-निर्देश, बायो-डाटा/ आवेदन पत्र, एसएमई केन्द्रित शाखाओं की सूची आदि हमारे बैंक की वेबसाइट bank.sbi पर 'प्रोक्योरमेंट न्यूज' (Procurement News) के अंतर्गत "विक्रेताओं की सूची तैयार करना" "Empanelment of Vendors" में उपलब्ध है। इच्छुक व्यक्ति/फर्म/कंपनियाँ जिनका शाखा/कार्यालय राजस्थान राज्य में अवस्थित है, निर्धारित प्रारूप में आवेदन उल्लिखित दस्तावेजों इत्यादि के साथ दिनांक 07.07.2025 तक या इससे पहले नजदीकी क्षेत्रीय व्यवसाय कार्यालय (आर.बी.ओ.)/ प्रशासनिक कार्यालय (ए.ओ.)/ एसएमई केन्द्रित शाखा को प्रस्तुत कर दें। बैंक के पैनल में पहले से मौजूद स्टॉक एवं रिसीवेबल ऑडिटर नये सिरे से आवेदन करें। नियमों व शर्तों में संशोधन करने तथा बिना किसी सूचना के विज्ञापन को वापिस लेने का अधिकार बैंक के पास सुरक्षित है।</div> <div>दिनांक: 21.06.2025 प्राधिकृत अधिकारी</div>	<div>STATE BANK OF INDIA Local Head Office, Tilak Marg, C-Scheme, Jaipur (Raj.) - 302005</div> <div>PUBLIC NOTICE EMPANELMENT OF STOCK & RECEIVABLE AUDITORS State Bank of India, Local Head Office, Jaipur invites applications in the prescribed format from Proprietorship Firms, Partnership Firms, Companies, Limited Liability Partnership of Chartered Accountants/ Cost Accountants registered with Institute of Chartered Accountants of India/ Cost Accountant of India for empanelment of Stock & Receivable Auditor for conducting Stock and Receivable Audit for the Bank and willing to get them empaneled for the period 01.08.2025 to 31.07.2027. Eligibility criteria, general guidelines, Bio-data format/ application form, List of SME Intensive Branches etc. is placed on our Bank's website bank.sbi under "Empanelment of vendors" section in "Procurement news". Those willing to get empaneled and having Branches/Offices in Rajasthan State shall submit their applications in prescribed format with relevant enclosures/documents etc. to the nearest Regional Business Office (RBO)/ Administrative Office (AO)/ SME Intensive Branch on or before 07-07-2025. The Stock & Receivable Auditors already in the Bank's panel have to apply afresh. The bank reserves the right to amend/modify any terms and conditions of empanelment and withdraw the advertisement without any notice.</div> <div>Date: 21.06.2025 Authorized Signatory</div>
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All SME Intensive Branches/RBOs/AOs are requested to give it a huge publicity so that maximum number of eligible candidates could apply for the SRA empanelment.

Accordingly, all SME intensive branches/RBOs/AOs are advised to please go through the above contents and prepare themselves to receive Empanelment Application for Stock and Receivable Auditor as per notified guidelines and arrange to forward to CCO Deptt., LHO Jaipur with their recommendations with following precautions: -

- 1) Application should be received in the prescribed format only.
- 2) Proper scrutiny of the application should be done and verify the certificate(s) enclosed with the application and attest them properly.
- 3) While scrutinizing the applications, verification of enclosed certificates/documents should also be done.
- 4) Obtention of Proper KYC of the applicant/Candidate and verify them with the originals.
- 5) Ensure that all the papers are obtained as per notification.
- 6) Verify all the documents with office seal after proper checking and verification.
- 7) Arrange to forward the application with concerned AO's recommendations to CCO Deptt., Local Head Office, Jaipur.
- 8) Any query or clarifications should be sought from the Nodal Officer at LHO Viz. Shri Satish Anand, Asst. General Manager, Fraud Control and Audit Comp and CR, CCO Deptt., Jaipur Mobile No. 7400037250 and E-mail ID agmcad.lhojai@sbi.co.in.
- 9) AOs will arrange to send the final list of candidates who had applied and recommended for empanelment of SRAs by 08-07-2025; i.e., the following day of the last day of submission/ receiving of applications.

DY GENERAL MANAGER(CCO)