

**Review of Performance of Chartered Accountants**  
**For existing empanelled Auditor**

**1. DETAILS OF THE FIRM/ PARTNERSHIP ENTITY/ COMPANY (IF APPLICABLE)**

- a. Name:
- b. Registration Number/ LLP Number/CIN Number/UCN Number:
- c. PAN No:
- d. GST No:
- e. Address for Correspondence or registered office:
- f. Permanent Address:
- g. E-Mail Address
- h. Telephone No.:
- i. Others:

**2. PERSONAL DETAILS OF INDIVIDUAL/ PROPRIETOR/ EACH PARTNER/DIRECTOR**

- (i) Title (Mr/Mrs/Ms):
- (ii) Name:
- (iii) Father's Name:
- (iv) Mother's Name:
- (v) Date of Birth:
- (vi) Registration with CBDT under Wealth Tax Act, 1957 – YES / No.  
If yes, (Registration No. & Date, of Individual/ all the Partners (in case of Partnership Firm))
- (vii) PAN No.:
- (viii) AADHAAR No.:
- (ix) Passport No.:
- (x) GST No.
- (xi) Address for Correspondence:
- (xii) Permanent Address:
- (xiii) E-mail address (xiv) Mobile No. (xv) Others

**3. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

[Please provide educational qualifications from bachelor's degree onwards for Individual/ proprietor/ each partner/director]

**i. Educational Qualifications**

Educational Qualification	Year of Passing	Marks (percent.)	Grade/ Class	University/ College	Remarks, if any

**ii. Professional Qualifications for Individual/ proprietor/ each partner/director**

Professional Qualification	Institute/ Professional Body/ registered valuers organisation	Membership No.	Date of enrolment	Remarks, if any

- (i) Number of years completed with the Bank : \_\_\_\_\_
- (ii) Nature of assignment : \_\_\_\_\_
- (iii) Whether there is inordinate delay in
- Taking up various audits : Yes/No
  - Completion of audit work : Yes/No
  - Submission of audit report and required various certificates : Yes/No
- (iv) Period of empanelment : From \_\_\_\_\_ To \_\_\_\_\_

4. Membership with Professional Bodies and Membership No:

5. Work Experience

6. Upgradation of knowledge by undertaking professional courses since last review or empanelment:

7. Registration with Govt. agencies:

8. Date of empanelled in the Bank

**9.** Major assignment handled so far (Furnish Nature of Assignment, Nature of Assets, & Amount):

**10.** Experience with Bank so far and remarks referring to various audits i.e., Statutory Audits, Concurrent Audits, Stock Audit, Receivable Audits etc:

Type of Audit	Period	Circle	Remarks

**11.** Names of the CAs visited the bank during the course of various audits:

Sr. No.	Names of the CAs who visited	Dates of Visit				Total man days spent on audit
		HO / Controlling Offices		Branches allotted to the firm		
		From	To	From	To	

**12.** No. of unqualified assistants / articled clerks deployed for audit of the bank with dates (HO/Controlling Offices and branches separately)

**13.** Give comments on quality of audit undertaken by the firm of the areas allotted to them, highlighting the weaknesses/drawbacks, if any, noticed in their performance with full details.

**14.** Others: Specific issues not included above but needs to be indicated for the performance appraisal.

Place:  
Date:

For & on behalf of the firm/Company:  
Signature  
Name & designation

**For Office Use at LHO-CCO Department**

1. No Divergence in the areas allotted to them at LHO level during their Stock audits.
2. In our opinion, Chartered Accountants can be considered for reappointment considering their performance with our bank.

Recommended by

Reviewed by

Assistant General Manager

Deputy General Manager & CCO

(Credit Audit & Compliance)

Date:

Place: