



Dhakuria Co-operative Bank Ltd.

68, Tanupukur Road, Dhakuria, Kolkata-700 031
Regn. No. : 02/1932 dt. : 09.01.1932

Memo No: DCBL/154/2024-25

Date: 24-05-2024

NOTICE

Quotations are invited from reputed and eligible Audit firms for engagement of **Concurrent Auditor** in Dhakuria Co-operative bank Ltd. Quotations in sealed envelope should reach this office by 5:00 PM of 14-06-2024.

Scope of work for Concurrent Auditor:

1. Checking of vouchers on regular basis.
2. Checking of outward clearing
3. Deposit suspense irregularities checking and reporting
4. Checking of Temporary advance.
5. Loan file checking (MTS Security file)
6. Physical verification of Gold Loan.
7. Physical verification of cash
8. Safe Deposit Vault/ Locker status verification
9. Reporting variations from Trial Balance
10. Checking of Account opening documents
11. Checking of expenses made in the month and tds deduction.
12. Monitoring of the NPA Accounts monthly
13. Checking papers of business loans and all the loan above 5 lakh.
14. Transfer vouchers
15. Daily Deposit scheme's accounts
16. Proper checking whether the standing instructions are in place.
17. KYC documentation
18. ATM audit including Monitoring Report.
19. WDP audit including Monitoring Report.

- The Concurrent Auditor's engagement will commence from 1st July 2024.
- Payment will be made on monthly basis after submitting proper invoice.
- For any query, please contact. Phone-033-24158575/24154055,
email- dhakuriacooperativebank@yahoo.com



A.R.C.S & C.E.O



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Copy forwarded for information and necessary action to:

- (1) The Registrar of Co-operative Societies, West Bengal, Co-operation Directorate, with a request to display the instant NOTICE on the Notice Board of the Cooperation Directorate.
- (2) The Joint RCS, Cooperation Directorate, Central Zone, with a request to display the instant NOTICE on the Notice Board of the Cooperation Directorate.
- (3) The Post Master, Dhakuria post office with a request to display the instant NOTICE on the Notice Board of the Post Office.
- ✓ (4) Notice Board of the Bank.


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