

Exposure Draft

Guidance Note on Audit of Banks (2019 Edition) - Statutory Central Audit

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The Institute of Chartered Accountants of India
(Set up by an Act of Parliament)
New Delhi

Your comments on this Exposure Draft should reach us by December 15, 2018. Comments are most helpful if they indicate the specific paragraph(s) to which they relate, contain a clear rationale and, where applicable, provide a suggestion for alternative wording. The comments should be sent to:

Secretary, Auditing and Assurance Standards Board
The Institute of Chartered Accountants of India
ICAI Bhawan, A-29, Sector-62,
NOIDA, Uttar Pradesh – 201 309

Comments can also be e-mailed at: aasb@icai.in

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PART – I

Knowledge of the Banking Industry

1.01 The banking industry is the backbone of any economy as it is essential for sustainable socio-economic growth and financial stability in the economy. There are different types of banking institutions prevailing in India which are as follows:

- (a) Commercial Banks
- (b) Regional Rural Banks
- (c) Co-operative Banks
- (d) Development Banks (more commonly known as 'Term-Lending Institutions')
- (e) Foreign Banks
- (f) Payment Banks
- (g) Small Finance Banks
- (h) EXIM Bank

1.02 All these banks have their unique features and perform various functions / activities subject to complying with the RBI guidelines issued from time to time. Section 6 of the Banking Regulation Act, 1949, lists down the forms of business in which banking companies may engage. The text of the Section 6 has been reproduced in **Appendix I** of the Guidance Note (given in CD accompanying the Guidance Note).

1.03 Of these banks, commercial banks are the most wide spread banking institutions in India. Commercial banks provide a number of products and services to general public and other segments of economy. Two of the main functions of commercial banks are (1) accepting deposits and (2) granting advances. In addition to their main banking activities, commercial banks also undertake certain eligible Para Banking activities which are governed by the RBI guidelines on Para Banking activities.

1.04 The functioning of banking industry in India is regulated by the Reserve Bank of India (RBI) which acts as the Central Bank of our country. RBI is responsible for development and supervision of the constituents of the Indian financial system (which comprises banks and non-banking financial institutions) as well as for determining, in conjunction with the Central Government, the monetary and credit policies keeping in with the need of the hour. Important functions of RBI are issuance of currency; regulation of currency issue; acting as banker to the central and state governments; and acting as banker to commercial and other types of banks including term-lending institutions. Besides, RBI has also been entrusted with the responsibility of regulating the activities of commercial and other banks. No bank can commence the business of banking or open new branches without obtaining licence from RBI. The RBI also has the power to inspect any bank.

1.05 The provisions regarding the financial statements of banks are governed by the Banking Regulation Act, 1949. The Third schedule to the aforesaid Act, prescribes the forms of balance sheet and profit and loss account in case of banks. Readers may refer **Appendix II** of the Guidance Note (given in CD accompanying the Guidance Note) for text of third schedule to the Banking Regulation Act, 1949. Further, in case of banking companies, the requirements of the Companies Act, 2013, relating to the balance sheet, profit and loss account and cash flow statement of a company, in so far as they are not inconsistent with the Banking Regulation Act, 1949, also apply to the financial statements, as the case may be, of a banking company. It may be noted that this provision does not apply to Nationalised Banks, State Bank of India, its Subsidiaries and Regional Rural Banks (RRBs).

1.06 The provisions regarding audit of Nationalised Banks are governed by the Banking Regulation Act, 1949 and the RBI Guidelines. The provisions regarding audit of Banking Companies are governed by the Banking Regulation Act, 1949, RBI Guidelines and the provisions of the Companies Act, 2013. The illustrative formats of auditor's report are given in **Appendices III to VI** of the Guidance Note (given in CD accompanying the Guidance Note) as follows:

- Appendix III - Illustrative Format of Report of the Auditor of a Nationalised Bank
- Appendix IV - Illustrative Format of Report of the Auditor on the Standalone Financial Statements of a Banking Company
- Appendix V - Illustrative Format of Report of the Branch Auditor of a Nationalised Bank
- Appendix VI - Illustrative Format of Report of the Branch Auditor of a Banking Company

1.07 The auditors (both central statutory auditors and branch auditors) should also ensure that their audit report complies with the requirements of SA 700, “Forming an Opinion and Reporting on Financial Statements”, SA 705, “Modifications to the Opinion in the Independent Auditor’s Report” and SA 706, “Emphasis of Matter Paragraphs and Other Matter Paragraphs in the Independent Auditor’s Report”.

1.08 Besides the main audit report, the terms of appointment of auditors of public sector banks, private sector banks and foreign banks (as well as their branches), require the auditors to also furnish a Long Form Audit Report (LFAR). The matters to be dealt with by auditors in LFAR have been specified by the RBI. If the auditor intends to issue modified opinion, reasons for such modified opinion need to be mentioned.

1.09 For the reference and benefit of the members, **Appendices VII to IX** of the Guidance Note (given in CD accompanying the Guidance Note) provide the illustrative formats of Engagement Letter in case of a Nationalised Bank, Engagement Letter to be sent to the Appointing Authority of the Banking Company, and Engagement Letter to be sent to the Appointing Authority of the Banking Company (Separate only for Internal Financial Control u/s 143(3)(i) of Companies Act, 2013).

1.10 Further various Illustrative Audit Checklists and Broad features of the Gold Monetization Scheme are given in Appendices X to XVII of the Guidance Note (given in CD accompanying the Guidance Note) as follows:

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- Appendix X - Illustrative Checklist on Audit Considerations in a CIS environment
- Appendix XI - Illustrative list of Special purpose / Exception Reports in CBS
- Appendix XII - The Broad features of the Gold Monetization Scheme
- Appendix XIII - Illustrative Audit Checklist for Capital Adequacy

Important Note

Readers may refer the CD accompanying the Guidance Note wherein the details of the following Chapters of “Part I - Knowledge of the Banking Industry” have been given:

Chapter 1: Banking in India

Chapter 2: Accounting and Auditing Framework

Chapter 3: Accounting Systems

Chapter 4: Legal Framework

PART - II

Initial Considerations

1.01 This Chapter discusses the matters to be considered by a proposed Statutory Central Auditor / Statutory branch auditor upon receiving intimation of their appointment. It also deals with aspects of planning and preliminary work to be undertaken by the central/branch auditor before actually commencing the audit work.

1.02 Most banks, especially those in public sector, appoint more than two (depending upon their size and Board decision, as per RBI guidelines) firms of chartered accountants to act jointly as Statutory Central Auditors (SCAs).

1.03 The appointment letter sent by banks in connection with the appointment of SCAs typically contains the following:

- Period of appointment.
- Particulars of other SCAs.
- Particulars of previous SCAs.
- Procedural requirements to be complied with in accepting the assignment, e.g., letter of acceptance (the letter usually contains, *inter alia*, averment as to absence of disqualification for appointment, way in which the audit has to be conducted and confirmation of present name, constitution and address of the auditor), declaration of fidelity and secrecy, restriction on accepting other assignments from the bank, etc.
- Scope of assignment which includes any special reports or certificates to be given by the SCAs in addition to the main report. Presently, the SCAs have to furnish the following reports/certificates in addition to their main audit report:
 - a) Report on adequacy and operating effectiveness of Internal Controls over Financial Reporting in case of banks which are registered as companies under the Companies Act in terms of Section 143(3)(i) of the Companies Act, 2013 which is normally to be given as an Annexure to the main audit report as per the Guidance Note on Audit of Internal Financial Controls over Financial Reporting issued by the ICAI.
 - b) Long Form Audit Report.

- c) Report on compliance with SLR requirements.
 - d) Report on whether the treasury operations of the bank have been conducted in accordance with the instructions issued by the RBI from time to time.
 - e) Certificate on reconciliation of securities by the bank (both on its own investment account as well as PMS Banks' account).
 - f) Certificate on compliance by the bank in key areas of prudential and other guidelines relating to such transactions issued by the RBI.
 - g) Report on whether the income recognition, asset classification and provisioning have been made as per the guidelines issued by the RBI from time to time.
 - h) Report on whether any serious irregularity was noticed in the working of the bank which requires immediate attention.
 - i) Certificate in respect of custody of unused Bank Receipt forms and their utilisation.
 - j) Authentication of capital adequacy ratio, including disclosure requirements and other ratios reported in the notes to accounts.
 - k) Certificate in respect of DICGC claims.
 - l) Report on status of the compliance by the bank with regard to the implementation of recommendations of the Ghosh Committee relating to frauds and malpractices and of the recommendations of Jilani Committee on internal control and inspection/credit system.
 - m) Report on instances of adverse credit-deposit ratio in the rural areas.
 - n) Asset liability management.
 - o) Certificate on Corporate Governance in case of banks listed on Stock Exchange. In some banks this certification may not be asked from the SCAs.
 - p) Certification on claim of various interest subsidies and interest subvention.
- Basis of computation of audit fee and scale of travel and related allowances and conveyance charges and other expense reimbursement entitlements, if any.

Declaration of Indebtedness

1.04 The RBI has advised that the banks, before appointing their statutory central/ branch auditors, should obtain a declaration of indebtedness in proforma 'A' given in Annexure to the Notification No. RBI/2004/161 Ref DBS.ARS No B.C.

09 /08.91.001/2003-04 dated April 20, 2004. In addition to this, the RBI has further advised the banks that no credit facility (including guaranteeing any facilities availed of by third party) should be availed by the proprietor/any of the partners of the audit firm/members for his/their families or by firm/ company in which he/they are partners/directors.

1.05 In terms of the existing guidelines, an audit firm which takes up statutory central audit assignment in private and foreign banks will not qualify to take up statutory audit in public sector banks during that particular year. These guidelines has come into effect from the year 2012-13. In case a firm is not appointed as SCA of any PSB, then such a firm can be appointed as SCA of four private sector banks and four foreign banks simultaneously each year. As per RBI guidelines, it has been decided that, an audit firm, after completing its four year tenure in a particular private/foreign bank, will not be eligible for appointment as SCA of the same bank for a period of six years.

1.06 With respect to PSBs and other Private banks which are listed on stock exchanges, there could be a possibility that the partner and/or his relatives are shareholders of such PSBs and other Private banks. Care should be taken to dispose off the shares held or take corrective action, as per the code of conduct of the ICAI, SEBI regulations, Companies Act and the firm's internal policies, prior to acceptance of the Statutory Audit.

Internal Assignments in Banks by Statutory Auditors

1.07 The RBI, vide its circular no. Ref.DBS.ARS.No. BC. 02/ 08.91.001/ 2008-09 dated December 31, 2008 on "Internal assignments in banks by statutory auditors", decided that the audit firms should not undertake statutory audit assignment while they are associated with internal assignments in the same bank during the same year. In case the firms are associated with internal assignment, it should be ensured that they relinquish the internal assignment before accepting the statutory audit assignment during the year.

1.08 As the central auditors for private banks are appointed every year by their shareholders in the Annual General Meetings (AGM), each bank is required to obtain prior approval of the RBI in terms of the provisions of Section 30(1A) of the Banking Regulation Act, 1949 before making appointment/re-appointment of the auditors.

Communication with Previous Auditor

1.09 As per Clause 8 of the Part I of the first schedule to the Chartered Accountants Act, 1949, a chartered accountant in practice cannot accept position as auditor previously held by another chartered accountant without first

communicating with previous auditor in writing.

1.10 The objective of communicating with the previous auditor is that the proposed auditor may have an opportunity to know the reasons for the change in order to be able to safeguard his interest, the legitimate interest of the public, and the independence of the existing chartered accountant. When communicating with the previous auditor, the incoming auditor should primarily find out whether there is any professional or other reason why he should not accept the appointment.

1.11 A mere posting of letter under certificate of posting is not sufficient to establish communication with the previous auditor unless there is some evidence to show that the letter has in fact reached to the previous auditor. The incoming auditor should, therefore, communicate with the previous auditor in such a manner as to retain in his/her hands positive evidence of the delivery of the communication to the addressee. In the opinion of the Council of the Institute, communication by a letter sent 'Registered Acknowledgement Due' or by hand against a written acknowledgement would in the normal course provide such evidence. Further it is seen, nowadays, that auditors communicate with each other electronically by email and often soft copies are used, it is advisable to ensure that the proof of delivery is obtained and kept in the audit file, however it is also advisable to subsequently procure the hard copies of the letters and proof of delivery and file the same in the audit files.

1.12 It is desirable that a member, on receiving communication from the auditor who has been appointed in his/her place, should send a reply to him/her as soon as possible.

1.13 The RBI has advised the banks that in order to enable the proposed auditors to comply with the requirement of communication with the previous auditor, they should mention the name and address of the previous auditor in the appointment letter.

1.14 In case of joint auditors, each of the incoming auditors needs to communicate with each of the outgoing auditors.

Some Important Standards on Auditing (SA) for the Initial Considerations

Terms of Audit Engagements

1.15 Standard on Auditing (SA) 210, "Agreeing the Terms of Audit Engagements" requires that for each period to be audited, the auditor should agree on the terms of the audit engagement with the bank before beginning significant portions of fieldwork. It is imperative that the terms of the engagement are documented, in order to prevent any confusion as to the terms that have

been agreed in relation to the audit and the respective responsibilities of the management and the auditor, at the beginning of an audit assignment.

1.16 When establishing the terms of engagement, the auditor must agree on its understanding with the management as to the objectives and scope of the audit engagement, the extent of management's responsibilities and its own responsibilities. This minimises the risk of misunderstandings in future and there is no expectation gap from both the parties.

1.17 The form and content of audit engagement letter may vary for one bank to another, but it would generally include reference to following:

- The objective of the audit of financial statements.
- Management's responsibility for the financial statements.
- Management's responsibility for selection and consistent application of appropriate accounting policies, including implementation of the applicable accounting standards along with proper explanation relating to material departures from those accounting standards.
- Management's responsibility for assessment of the entity's ability to continue as a going concern.
- Management's responsibility for making judgements and estimates that are reasonable and prudent so as to give a true and fair view of the state of affairs of the bank at the end of the financial year and of the profit or loss of the bank for that period.
- Management's responsibility for the maintenance of adequate accounting records and internal controls for safeguarding the assets of the bank and for preventing and detecting fraud or other irregularities.
- The scope of the audit, including reference to the applicable legislation, regulations, and the pronouncements of the RBI and the ICAI.
- Unrestricted access to whatever records, documentation and other information requested in connection with the audit.
- The fact that the audit process may be subjected to a peer review and/or quality review under the Chartered Accountants Act, 1949.

1.18 The auditor may also include the following matters in the engagement letter:

- Arrangements regarding the planning and performing the audit, including the fact that the audit will be carried out in accordance with the auditing standards generally accepted in India. Further, it should be spelt out that the audit would be performed to obtain reasonable assurance about whether the

financial statements are free of material misstatements. It should clearly be spelt out that the audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements including assessment of the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. However, having regard to the nature of the audit and volume and complexity of transactions, persuasive rather than conclusive nature of audit evidence, together with inherent limitations of any accounting and internal control system, there is an unavoidable risk that even some material misstatements of financial statements, resulting from fraud, and to a lesser extent error, if either exists, may remain undetected.

- Expectation of receiving from management written confirmation concerning representations made in connection with the audit.
- Request for the bank to confirm the terms of the engagement by acknowledging receipt of the engagement letter.
- Description of any other letters or reports the auditor expects to issue to the bank.
- Basis on which fees are computed and any billing arrangements.
- A reference to any further agreements between the auditor and the client.

1.19 The following are certain specific aspects which need to be kept in mind while issuing an engagement letter in case of banks:

- The use and source of specialised accounting principles, with particular reference to any requirements under the law or regulations applicable to banks, e.g., the Banking Regulation Act, 1949, various RBI master circulars on matters, such as, provision for NPAs, classification and valuation of investments, etc.
- The contents and form of the financial statements (including disclosures) and auditors' report as laid down in the Banking Regulation Act, 1949 and various RBI circulars as well as the various special purpose reports required from the auditor in addition to the report on the financial statements.
- The nature of any special communication requirements or protocols that may exist between the auditor and the regulators, e.g., communication directly by the auditor to the RBI in case of serious irregularities or material frauds observed during the course of the audit.

1.20 An illustrative format of engagement letter in case of a Nationalised Bank is given in **Appendix-VII** of this Guidance Note.

1.21 An illustrative format of engagement letter to be sent to the appointing

authority of the Banking Company (Where auditor's responsibility regarding reporting on Internal Financial Controls is contained within the same Engagement Letter) is given in **Appendix – VIII** of this Guidance Note. An illustrative format of Engagement Letter to be sent to the appointing authority of the Banking Company (Containing auditor's responsibility regarding reporting on Internal Financial Controls only) is given in **Appendix – IX** of the Guidance Note.

Initial Engagements

1.22 Standard on Auditing (SA) 510, "Initial Audit Engagements-Opening Balances", deals with the auditor's responsibility relating to opening balances when conducting initial audit engagement. Opening balances include financial statement amounts as well as matters requiring disclosures. The sheer volume makes verification of opening balances a challenge by itself where normal traditional techniques of verification are not in practice.

1.23 The auditor needs to perform the audit procedures as mentioned in SA 510 and if after performing those procedures, the auditor concludes that the opening balances contain misstatements which materially affect the financial statements for the current period and the effect of the same is not properly accounted for and adequately disclosed, the auditor should express a qualified opinion or an adverse opinion, as appropriate.

Assessment of Engagement Risk

1.24 The assessment of engagement risk is a critical part of the audit process and should be done prior to the acceptance of an audit engagement since it affects the decision of accepting the engagement and also in planning decisions if the audit is accepted.

1.25 The process of assessing engagement risk consists of identifying risk factors and exercising professional judgment to determine whether such factors, separately or in combination, are significant enough to require a special response. Prior to accepting an engagement, the auditor should obtain a preliminary knowledge of the banking industry and of the nature of ownership, management and operations of the bank to be audited.

1.26 For a prospective audit engagement, the auditor must assess engagement risk based on past experience in the industry, the information obtained from predecessor auditors, inquiries of senior management, those charged with governance, and other appropriate sources. For a continuing audit engagement, the auditor must assess engagement continuance risk based on his experience with the bank and additional audit procedures performed in the previous audits.

1.27 For an audit engagement for which a higher engagement risk is assessed, the auditor should respond appropriately in planning and performing the audit. The auditor then needs to determine whether the increased engagement risk is pervasive to the audit engagement as a whole, as a result of one or more pervasive risks, or as a result of one or more specific risks.

1.28 The auditor would ordinarily need to document the assessment of engagement risk, factors identified as increasing engagement risk, and, if the additional information obtained during the engagement indicates a change in engagement risk, the auditor would need to document its considerations as to whether the planning decisions remain appropriate and the effect, if any, on the audit plan. A yearly assessment of engagement risk will ensure the firm's continuing independence and ability to act and that the engagement risk is still within the firm's pre-determined appetite for risk.

Planning

1.29 The auditor needs to ensure compliance of SA 300, "Planning an Audit of Financial Statements":

1.30 Planning would involve establishing overall audit strategy to set the scope, nature, timing, extent of resources required and direction of audit. The audit plan needs to be properly documented with respect to timing, extent of checking, audit procedures to be followed at assertion level and should be flexible and updated or changed as and when necessary. Further the audit plan should be communicated to the audit team. SA 220, "Quality Control for an Audit of Financial Statements" establishes standards on the quality control, generally, and with regard to the work delegated to assistants on an individual audit. Before starting initial audit engagement, the auditor should perform procedures required under SA 220 regarding client acceptance etc. The auditor also needs to ensure that a proper communication has been sent to the predecessor auditor. The auditor should also keep in mind the requirements of SQC 1, "Quality Control for Firms that Perform Audits and Reviews of Historical Financial Information, and Other Assurance and Related Services Engagements".

1.31 The below-mentioned procedures, as applicable to Head Office, may also be applicable in case of audit of a Branch Office, modified to the extent relevant for the particular branch audit assignment.

Establish the Engagement Team

1.32 The selection of the engagement team is a key activity in the development and execution of an effective and efficient audit plan. The assignment of qualified and experienced professionals is an important

component of managing engagement risk. The size and composition of the engagement team would depend on the size, time available to complete the assignment, nature, and complexity of the bank's operations.

1.33 The audit engagement partner should be satisfied that the engagement team collectively has the appropriate capabilities, competence, and time to perform the audit engagement. The audit engagement partner should determine that the engagement team selected is appropriate for the audit engagement.

1.34 The audit engagement partner is also responsible for ensuring where additional technical assistance or specialised knowledge is required as a result of the nature and characteristics of the audit engagement. This may require the inclusion of one or more specialists, like, IT specialists, fair value specialists, etc. Other specialists with appropriate competencies can also be used, including but not limited to those related to fraud, exploratory data analysis, tax, industry, financial instruments and derivatives, legal, actuarial, post-employment benefits, etc.

Understanding the Bank and its Environment

1.35 It is the auditor's responsibility to identify and assess risk of material misstatement in financial statements and assertion levels, through understanding the entity, its environment and its internal control system. This would help him in designing and implementing various audit procedures as response to such assessed risk areas and reduce the risk to acceptable low levels.

1.36 Standard on Auditing (SA) 315, "Identifying and Assessing the Risks of Material Misstatement Through Understanding the Entity and Its Environment" lays down that the auditor should obtain an understanding of the entity and its environment, including its internal control, sufficient to identify and assess the risks of material misstatement in the financial statements whether due to fraud or error, and sufficient to design and perform audit procedures.

1.37 In performing audit of a bank, the auditor should have or obtain knowledge of the business sufficient to enable him to identify and understand the events, transactions and practices that, in the auditor's judgment, may have a significant effect on the financial statements or on the examination or comments in the audit report. Such knowledge is used by the auditor in assessing inherent control risks and in determining the nature, timing and extent of audit procedures. Understanding the bank and its environment is a continuous and cumulative process of gathering and assessing the information and relating the resulting knowledge to audit evidence and information at all stages of the audit.

1.38 The auditor can obtain knowledge of the bank from a number of sources

namely:

- Discussion with management of the bank.
- Discussion with internal/concurrent/other audit personnel regarding the nature, timing and extent of work done by them and review of their audit reports, especially how issues raised are closed.
- Discussion with peers (other auditors) and with legal and other advisors who have provided services to the bank or within the industry.
- RBI guidelines and other regulatory pronouncements.
- Documents produced by the bank (for example, minutes of meetings, annual reports, etc.).
- RBI inspection reports.
- General reading and keeping abreast with the latest developments in the Industry and general economic scenario.
- In case of audit of foreign branches, knowledge of the local laws and trade practices of the geographical location of bank would also be used.

Understanding the business and using this information appropriately assists the auditor in assessing risks and identifying problems, planning and performing the audit effectively and efficiently, evaluating audit evidence, and providing better services to the bank.

Review of Closing Instructions and Communication with Branch Auditors

1.39 It is a common practice that all public sector banks issue closing instructions to branches, based on which branches prepare their balance sheet, profit and loss account and other returns necessary for preparation of the financial statements of the bank as a whole. These instructions issued by the HO are generally called 'accounts closing instructions' and include the format of the financial statements and other relevant returns, significant accounting policies to be followed, other instructions necessary for the conduct and completion of the audit, timelines of audit completions and consolidations etc. Many a times, besides general instructions this may also include specific directions on review and verification of certain information required by the SCA for their audit. Considering the significance of these instructions, it is necessary that before these instructions are sent to branches, the SCA review them to assess whether the instructions are sufficiently comprehensive, clear and adequate to facilitate the compilation of branch financial statements and other relevant data accurately

and expeditiously. The SCA should particularly examine whether the instructions are in consonance with the accounting policies of the bank and are in such compliant that stand the test of SA 600 – Using the Work of Another Auditor, so that the SCA has the comfort and confidence in the procedures adopted by the branch auditors by relying on the information and assurance provided by them. The SCA should also include specific instructions for the conduct of audit detailing the areas of concern that require extra care and special notice by SBAs, wherever required.

1.40 Further, in many cases, immediately after the appointment of SBAs but before the commencement of audit, the bank's management organizes a face to face meeting between the SCA and the SBAs, wherein the SCA discusses and explains the specific instructions, if any, for the conduct of audit detailing the areas of concern that require extra care and special notice by SBAs.

Co-ordination with Bank Management

1.41 A proper and smooth co-ordination between the auditor and the bank management is essential for an effective audit and timely completion of the assignment. The audit work may get delayed due to non-availability of books, information, records, etc. To minimise the possibility of such an occurrence, it is advisable that after accepting the appointment, the SCA should send a formal communication to the bank management specifying the books, records, analyses and other information that the auditor would require in the course of his audit. Such a communication would enable the bank management to keep the requisite documents, information, etc., ready well in advance. Further it is also advisable to complete verification of certain non-financial areas (like documentation, verification of sanction and post sanction terms, review, monitoring and supervision etc.) before the year end so that the pressure of completion of audit post year end is minimal.

1.42 With the introduction of CBS, the auditor can also request for the data dump in a soft copy (depending upon the confidentiality compliances) well in advance and can complete his analysis, testing, verification and sampling sitting in the comfort of his own office without personal visits to the concerned department of the bank.

1.43 The bank's management can also be requested to have a training session for the engagement team on the use of the CBS and the various reports that can be generated from it. This would help the engagement team to be well prepared before starting the actual audit on the field.

Relationship among Joint Auditors

1.44 Public sector banks in India as well as some private sector banks appoint more than one firm as statutory auditors. There is also a rotation policy in place. The joint auditors should discuss and document the nature, timing and the extent of the audit procedures for common and specific allotted areas of audit to be performed by each of the joint auditor and the same shall be communicated to those charged with governance. The joint auditors should obtain common engagement letter and common management representation letter. The work allocation document should be signed by all the joint auditors and the same should be communicated to those charged with governance of the bank. With all banks on CBS platform and with the level of automation, the division of work is usually done based on various departments at the HO, like Treasury, central accounts, etc. or geographical areas. However certain areas of work, owing to their nature or importance would often not be divided and would be covered by all the joint auditors.

1.45 As per Standard on Auditing (SA) 299 (Revised), "Joint Audit of Financial Statements", in respect of audit work divided, each joint auditor is responsible only for the work allocated to him including proper execution of the audit procedures, whether or not he has prepared a separate report on the work performed by him. All the joint auditors are jointly and severally responsible for-

- the audit work which is not divided among the joint auditors and is carried out by all joint auditors;
- decisions taken by all the joint auditors under audit planning in respect of common audit areas concerning the nature, timing and extent of the audit procedures to be performed by each of the joint auditors.
- matters which are brought to the notice of the joint auditors by any one of them and on which there is an agreement among the joint auditors;
- examining that the financial statements of the entity comply with the requirements of the relevant statutes;
- presentation and disclosure of the financial statements as required by the applicable financial reporting framework;
- ensuring that the audit report complies with the requirements of the relevant statutes, the applicable Standards on Auditing including (SA) 299 (Revised) and the other relevant pronouncements issued by ICAI.

1.46 It is the responsibility of each joint auditor to determine the nature, timing and extent of audit procedures to be applied in relation to the area of work allocated to him. The issues such as appropriateness of using test checks or

sampling should be decided by each joint auditor in relation to his own area of work. This responsibility is not shared by the other joint auditors. Thus, it is the separate and specific responsibility of each joint auditor to study and evaluate the prevailing system of internal control relating to the work allocated. Similarly, the nature, timing and extent of the enquiries to be made in the course of audit as well as the other audit procedures to be applied are solely the responsibility of each joint auditor.

1.47 In the case of audit of large banks with several branches, including those required to be audited by SBAs, the branch audit reports/returns may be required to be scrutinised by different joint auditors in accordance with the allocation of work. In such cases, it is the specific and separate responsibility of each joint auditor to review the audit reports/returns of the branches allocated to him and to ensure that they are properly incorporated into the accounts of the entity. In case of a Bank having foreign branches, the SCA should review the completeness and accuracy of information obtained by the Bank from its foreign branches and the auditors of such branches.

1.48 There may be a situation, where foreign branches are located in jurisdictions, where the local law, does not mandatorily require such branch to be audited. Bank managements may in such case, voluntarily get the branch audited. The auditor should accordingly consider the status of the branch i.e., audited or unaudited while reporting on the financial statements of the bank.

1.49 Generally, the joint auditors may arrive at an agreed report. However, where the joint auditors are in disagreement with regard to any matters to be covered by the report, each one of them should express own opinion through a separate report. Such separate report should make reference under the heading 'Other Matter Paragraph' (as per Revised SA 706) to the audit report issued by other joint auditors and vice versa. A joint auditor is not bound by the views of the majority of the joint auditors regarding matters to be covered in the report and should express own opinion in a separate report in case of a disagreement.

Risk Assessment and Internal Control

Characteristics of a Bank

2.01 Banks have certain characteristics distinguishing them from most other commercial enterprises e.g.,

- Custody of large volumes of monetary items, including cash and negotiable instruments, whose physical security has to be ensured. This applies to storage and the transfer of monetary items making banks vulnerable to misappropriation and fraud necessitating establishment of formal operating procedures, well-defined limits for individual discretion and rigorous systems of internal control.
- Significant dependence on third party agencies e.g. Cash Replenishment Agencies, Telcos, etc. bearing risks of outsourcing of certain important banking processes.
- Engagement in a large volume and variety of transactions in terms of number and value which necessarily requires complex accounting and internal control systems and extensive use of Information Technology (IT).
- Operation through a wide network of geographically dispersed branches and offices necessitating a greater decentralization of authority and dispersal of accounting and control functions, with consequent difficult challenges in maintaining uniform operating practices and accounting systems, particularly when the branch network transcends national boundaries.
- Assumption of significant commitments including those without actual outflow of funds. These items, called 'off-balance sheet' items, may at times not involve accounting entries and the failure to record such items may be difficult to detect.
- Engagement in transactions that are initiated at one location, recorded at a different location and managed at yet another location.
- Direct Initiation and completion of transactions by the customer without any intervention by the bank's employees. For example, over the Internet or mobile or through automatic teller machines (ATMs).

- Integration and linkages of national and international settlement systems could pose a systemic risk to the countries in which they operate.
- Regulatory requirements by governmental authorities often influence accounting and auditing practices in the banking sector.
- Continuing development of new products and services and banking practices

The auditor should consider the effect of the above factors in designing his audit approach. It is imperative for SCAs to have detailed knowledge of the products offered by banks and risks associated with them, and appropriately address them in their audit plan to the extent they give rise to the risk of material misstatements in the financial statements.

In today's environment, the banks use different applications to carry out different transactions which may include data flow from one application to other application; the auditor while designing his plans should also understand interface controls between the various applications.

Identifying and Assessing the Risks of Material Misstatements

2.02 Standard on Auditing (SA) 315, "Identifying and Assessing the Risks of Material Misstatement Through Understanding the Entity and Its Environment" requires the auditor to identify and assess the risks of material misstatement at the financial statement level and the assertion level for classes of transactions, account balances, and disclosures and paragraph 26 of SA 315 provides a basis for designing and performing further audit procedures.

SA 315 requires the auditor to put specific emphasis on the risks arising out of the fraud, changes in regulatory environment, complex transactions, related party transactions, and abnormal business transactions.

2.03 The risk assessment and internal control assessment differs from the perspective of Statutory Central Auditor (SCA) and Statutory Branch Auditor (SBA) and needs to be considered based on the need of the work at respective levels. The level of work at SCA level would be much more comprehensive as compared to the work required at SBA level. The level of work required at SBA level would also differ based on the size of the branch and the nature of business being carried out at the branch level and would be a matter of professional judgement. The SCA as well as SBA would need to carry out certain common risk assessment and internal control assessment apart from specific assessment required to be carried out at their level.

Understanding the Bank and Its Environment including Internal Control

2.04 As per SA 315, the auditor's objective is to identify and assess the risks of material misstatement, whether due to fraud or error, at the financial statement and assertion levels, through understanding the entity and its environment, including the entity's internal control, thereby providing a basis for designing and implementing responses to the assessed risks of material misstatement. This will help the auditor to reduce the risk of material misstatement to an acceptably low level and enable them to issue audit report based on the audit findings.

2.05 An understanding of the bank and its environment, including its internal control, enables the auditor:

- to identify and assess risk;
- to develop an audit plan so as to determine the operating effectiveness of the controls, and to address the specific risks. Further, documentation of the auditor's understanding of the bank and its environment provides an effective mechanism for accumulating and sharing knowledge and experience and briefing the same to all the members of the engagement team, particularly in case of multi-location audit engagements; and
- to assist in issuing audit report on internal financial controls in terms of Section 143(3)(i) of the Companies Act, 2013, wherever applicable¹.

2.06 The audit engagement partner should appropriately be involved so as to achieve its basic objective of identifying and assessing the risks of material misstatement, whether due to fraud or error, at the financial statement and assertion levels. The use of professional scepticism, and experience acquired during the course of other audits play a vital role in this process.

2.07 In addition to the considerations mentioned in paragraph 11 of SA 315, when obtaining an understanding of the bank and its environment, including its internal control, the auditor is required to:

- Obtain an understanding of the bank's accounting process relevant to financial reporting.
- Obtain an understanding of the bank's internal control relevant to the audit.

¹ The ICAI has issued the Guidance Note on Audit of Internal Financial Controls over Financial Reporting in September 2015 in accordance with Section 143(3)(i) of the Companies Act, 2013. This Section casts a new reporting requirement for statutory auditors of companies under the Act, to state in their audit report whether the company has adequate internal financial controls system in place and to opine on the operating effectiveness of such controls. Members should refer the Guidance Note for comprehensive details on the aforesaid reporting.

2.08 Auditor should be aware of significant internal controls in transaction flow embedded in applications not only of the bank but also consider significant applications used by outsourced service providers in accordance with SA 402, "Audit Considerations Relating to an Entity Using a Service Organisation".

2.09 Management may prepare a variety of information so as to operate the business more effectively and efficiently. The auditor may consider to use this information in identifying risks of material misstatements. Such information may be internally generated (e.g., budgets and strategic plans, monthly financial and operating reports) or externally generated (e.g., trade periodicals, analysts' reports on the banking industry or the bank).

2.10 While obtaining an understanding of the bank and its environment, including its internal control, the auditor should consider whether the information obtained during the course of audit indicates risks of material misstatement due to fraud. For this purpose, the following factors assume importance:

- Understanding the bank's corporate governance structure, RBI has laid down specific guidelines to be complied with by the banks, with regard to the formation of various committees of board of directors and determination of their specific functions, extent of audit coverage, etc. Provisions of clause 49 of the Listing Agreement also need to be complied by the listed banks.
- Obtaining and maintaining a record of the understanding of the products and services offered by the bank. The auditor should be aware of the various deposit, loan and treasury products and services that are offered and continue to be developed and modified by the bank in response to market conditions and guidelines issued by the RBI from time to time. Similarly, the auditor should obtain an understanding of the nature of services rendered through off balance sheet and other similar instruments; inherent risks arising as a result thereof; and auditing, accounting and disclosure implications thereof.
- Understanding the regulatory requirements of other regulatory authorities like SEBI, IRDA, etc. for other products like depository participants, investment banking, insurance, distribution, mutual fund selling, etc. The same is important, as the bank may face penal action in case of non-compliance with respective regulation.
- The extent of use of service organisations needs to be evaluated, since it is the responsibility of the bank to ensure compliance with the rules and regulations, as well as to ensure that the service organisations have adequate internal controls. The auditor may ask for report under SA 402 "Audit Considerations Relating to An Entity Using a Service Organisation."

2.11 The auditor may decide to visit the significant operating units of the bank, especially, in case of multi-location bank. This would enhance the auditor's understanding, and would also assist in the assessment of engagement risk, and identification of pervasive risks and specific risks. Such visits enable the auditor to interact with the local management and acquire understanding of their knowledge of significant policies, and other relevant factors affecting the working of that particular operating unit.

2.12 In obtaining an understanding of the bank and its environment, the auditor, ordinarily, documents the following:

- pervasive risks and specific risks that have been identified;
- needs, expectations, and concerns of senior management and those charged with governance; and other relevant administrative matters.

Structure of overall internal control environment of a bank

2.13 The auditor should obtain an understanding of the control environment sufficient to assess management's attitudes, awareness and actions regarding internal control and their importance in the entity. Such an understanding would help to make a preliminary assessment of the adequacy of the accounting and internal control system as a basis for the preparation of the financial statements, and of the likely nature, timing and extent of audit procedures.

2.14 The overall control environment of a bank generally includes a mix of the following:

I. Board of Directors or senior management and its Committees

2.15 The organisational structure of a bank assists it in managing its responsibility of oversight and control. Banks usually have the following committees:

- *Executive Committee* – monitors the overall functioning of the bank and ensures compliance with laid down policies and procedures. This committee usually consists of the Chief Executive Officer, Chief Operating Officer and all business line heads.
- *Operations Committee* – reviews potential operational risks.
- *Asset Liability Committee* - monitors the capital and liquidity profile, maturity mismatches, core gap analysis, etc. of the bank.
- *Risk Committee* – entity-wise risk assessment and risk management by formulating appropriate strategies to mitigate the identified risks.

2.16 Banks also have an Audit Committee, Shareholder Grievance

Committee, etc. Further, function specific committees such as, the Investment Committee, Credit Committee, Information Technology Committee, CSR Committee, etc. also exists, which report to the Board of Directors or the Executive Committee.

2.17 The Board of Directors of a bank is responsible for the strategic planning process of the bank such as identifying goals and objectives, formulating the strategies to attain the objectives, assessing performance of the bank against approved budgets, etc. Thus, it sets the tone and operating style at the top and weaves the entire control environment in the bank.

II. Internal Audit

2.18 The internal audit function constitutes a separate component of internal control with the objective of determining whether other internal controls are well designed and properly operating. Banks generally have a well-organised system of internal audit. The internal audit is usually carried out either by a separate department within the bank or at times by independent firms of chartered accountants. Apart from these, the inspectors of RBI also review the system and transactions of the bank.

2.19 RBI has advised banks to adopt a framework for Risk-Based Internal Audit to ensure that the internal audit is undertaken in the bank in a risk focused manner. This would also facilitate in adoption of the Risk-based Supervision framework. Attention is invited to RBI circular No. DBS.CO.PP.BC.14 /11.01.005/ 2003-04, dated June 26, 2004 on “Risk Based Supervision – Follow up of Risk Management Systems in Banks”.

2.20 As per section 138 of Companies Act, 2013 and Rules thereunder, the following classes of companies shall be required to appoint an internal auditor or a firm of internal auditors, who shall either be a chartered accountant or a cost accountant, or such other professional as may be decided by the Board to conduct internal audit of the functions and activities of the company:-

- (a) every listed company;
- (b) every unlisted public company having-
 - (i) paid up share capital of fifty crore rupees or more during the preceding financial year; or
 - (ii) turnover of two hundred crore rupees or more during the preceding financial year; or
 - (iii) outstanding loans or borrowings from banks or public financial

- institutions exceeding one hundred crore rupees or more at any point of time during the preceding financial year; or
- (iv) outstanding deposits of twenty five crore rupees or more at any point of time during the preceding financial year; and
- (c) every private company having-
- (i) turnover of two hundred crore rupees or more during the preceding financial year; or
 - (ii) outstanding loans or borrowings from banks or public financial institutions exceeding one hundred crore rupees or more at any point of time during the preceding financial year:

Provided that an existing company covered under any of the above criteria shall comply with the requirements of section 138 and this rule within six months of commencement of such section.

Explanation- For the purposes of this rule –

- (i) the internal auditor may or may not be an employee of the company;
- (ii) the term “Chartered Accountant” shall mean Chartered Accountant whether engaged in practice or not.

2.21 The audit committee of the company or the Board shall, in consultation with the internal auditor, formulate the scope, functioning, periodicity and methodology for conducting the internal audit.

2.22 It should be noted that Internal Audit differs from Concurrent audit in certain ways. The Concurrent auditor examines transactions close to the occurrence to find errors so as rectify the same and understand the process gaps so that the process gaps can be remediated and the occurrence of errors is eliminated. Though Concurrent audit has also become risk based, the movement is from the transactional gap to the control. Internal audit is predominantly risk and control based with focus on control assurance. For example, if a design of a control is not in place, internal audit will highlight the same even if there is no transactional error.

2.23 RBI has issued circulars on risk based internal audit of banks where the focus is clearly on prioritizing the audit work based on the degree of the risk.

III. Revenue Audit

2.24 Revenue audit is usually conducted depending on size and volume of branches and is aimed at identifying cases of leakage of revenue due to wrong computation of interest, non-application of interest on time, application of incorrect rates of interest/exchange/commission, non-application of penal

interest, non-recovery or short-recovery of service charges on guarantees and letters of credit, etc. This type of revenue audit is also known as 'income and expenditure audit' or 'income leakage audit'.

IV. Branch Inspection

2.25 Such inspection is much broader in scope than revenue audit, and covers all important areas of functioning of the branch, including efficacy of systems and procedures, compliance with head office directions, customer service, maintenance of books and records, etc. Most banks have a fixed schedule of branch inspection. This is typically in the nature of internal audit.

V. Head Office (HO) Inspection

2.26 The inspection at head office level is aimed at evaluating the functions being carried out at the head office and covers, *inter alia*, investment and other treasury functions, functioning of the central stationery department, fixed assets (if centralised), inter-branch reconciliation, etc.

2.27 HR is a key area of HO inspection with focus on employee engagement, training based on current and future job roles and skill set gaps, employee selection and screening methods, employee attrition etc. Another key area is the audit of the Risk Assessment process or the manner in which risks are identified and periodically reviewed by the bank, controls are designed in response to mitigate the risks, ongoing review of efficacy of the controls to identify residual risks and whether they are within the risk appetite of the Bank.

VI. Concurrent Audit

2.28 A system of concurrent audit at large and other selected branches has been in vogue in most of the banks for quite long. Recognising the importance of concurrent audit in the banking sector, the RBI, *vide* its Circular No. BC.182/16.13.100/93-94 dated October 11, 1993, addressed to all scheduled commercial banks (except regional rural banks) formally advised such banks to institute an appropriate system of concurrent audit. The RBI also specified the minimum extent of banking operations to be covered under concurrent audit within a defined time-frame, and also suggested the areas to be covered by concurrent audit.

2.29 On July 16, 2015, RBI issued circular no. DBS.CO.ARS. No. 2/08.91.021/2015-16 on Concurrent Audit System in Commercial Banks - Revision of RBI's Guidelines, which includes guidelines on scope of concurrent audit, coverage of business/branches, types of activities to be covered, appointment of auditors and accountability, facilities for effective concurrent audit, remuneration and reporting system. A minimum coverage of concurrent audit is listed in Annexure II forming part of the aforesaid Circular. This circular is available on the RBI's website rbi.org.in.

VII. Systems Audit

2.30 The bank carries out a systems audit periodically to assess the effectiveness of the hardware, software and operations to identify any changes required therein based on the guidelines mentioned in the RBI, *vide* its circular no. DBS.CO.OSMOS.BC/11/33.01.029/2003-04 dated April 30, 2004 on "Information System Audit - A review of Policies and Practices". Also refer to the guidelines relevant to Information System Audit in the circular no. DBS.CO.ITC.BC.No.6/31.02.008/2010-11 dated April 29, 2011.

2.31 The SCA may interact with the Information Systems (IS) auditor to understand the scope and audit plans of the systems audit and security audit. These audits should be preferably undertaken prior to the statutory audit so that the IS audit reports are available to the SCAs well in time, for examination and incorporating comments, if any, in the audit reports.

2.32 The report of RBI's Working Group on Information Security, Electronic Banking, Technology Risk Management and Cyber Frauds has recommended implementation of good level of controls in the areas of IT Governance, Information Security, IT Operations, IT Outsourcing, IS Audit, Cyber Fraud, Business Continuity Planning, Customer Education and Legal Issues, applicable Cyber Security Framework.

VIII. Vigilance Function in banks

2.33 All banks have a vigilance department, though it may be assigned different names in different banks. Its functions include - to keep surveillance over the suspect staff/transactions, to look into cases of frauds/misappropriation/connivance, etc. leading to loss to the bank. In the case of large non-performing assets, the department may be required to investigate and find out the reasons for the account becoming non-performing. The nature of findings of the vigilance department is of relevance to the auditor, particularly in evaluating the efficacy of internal controls, Cyber Fraud Reporting requirements of RBI, etc.

IX. RBI Inspection

2.34 The RBI carries out inspection of Head Office functions and departments as well as branches under section 35 of the Banking Regulation Act, 1949, to examine compliance by the bank of various policies and norms about credit and other functions laid down by the RBI from time to time. RBI inspections, however, are not in the nature of internal audit. RBI categorises the issues noted in the course of the inspection into various actionable on the part of the bank as major or minor.

Understand the Bank's Accounting Process

2.35 The accounting process produces financial and operational information for management's use and it also contributes to the bank's internal control. Thus, understanding of the accounting process is necessary to identify and assess the risks of material misstatement whether due to fraud or not, and to design and perform further audit procedures. In obtaining an understanding of the accounting process, the auditor may seek to identify the significant flow of the transactions and significant application systems that are relevant to the accounting process.

2.36 When obtaining an understanding of the accounting process, the auditors, ordinarily, focus only on such processes that relate to the effectiveness and efficiency of operations and compliance with laws and regulations and impact the financial statements or their audit procedures. While obtaining the understanding of the significant flow of the transactions, the auditor should also obtain an understanding of the process of recording and processing of journal entries, and should also make inquiries about inappropriate or unusual activity relating to the processing of journal entries and other adjustments, Transactions flow automated across CBS, digital banking, payments and settlement systems, card operations etc. and their integration with external systems such as NPCI, international payment gateways, SWIFT and INFINET etc.

2.37 The auditors should also document their understanding of the accounting process, including the significant flow of transactions, the relevant computer processing environments or any other relevant information. Such documentation would ordinarily be either a narrative description, graphical representation (e.g., a flow chart), or a combination of the two. The following factors should be kept in mind while obtaining the understanding of the accounting process in case of banks:

- The need to process high volumes of transactions accurately within a short time which is met through large scale use of IT.
- The need to use electronic funds transfer or other telecommunication systems to transfer large sums of money.
- The conduct of operations in many locations with a resultant geographic dispersion of transaction processing and internal controls.

Structure of Internal Control Procedures in a Bank

2.38 The specific internal control procedures to be followed in an enterprise depend on the nature, volume and complexities of its operations and the management's attitude towards control. As in the case of other enterprises, the internal control procedures relevant to assertions made in the financial statements of bank generally fall under the following categories:

I. Delegation of Powers

2.39 Banks have detailed policy on delegation of powers. The financial and administrative powers of each committee/each official/each position are fixed and communicated to all persons concerned. This policy on delegation of powers is approved either by Board of Directors or Executive Committee.

II. Segregation and Rotation of Duties

2.40 A fundamental feature of an effective internal control system is the segregation and rotation of duties in a manner conducive to prevention and timely detection of occurrence of frauds and errors. Functions typically segregated are authorisation of transactions; execution of transactions; physical custody of related assets; maintenance of records and documents etc.

2.41 Banks usually adopt the following measures:

- Work of one staff member is invariably supervised / checked by another staff member, irrespective of the nature of work.
- Banks have a system of rotation of job amongst staff members, which reduces the possibility of frauds and is also useful in detection of frauds and errors. Most banks usually have a process of giving “block” leave to its staff members wherein the employee stays away from work for at least a continuous period of 2 weeks.

2.42 RBI *vide* its circulars and notifications suggested banks to establish effective segregation in its functions, for example, the master circular on prudential norms for classification, valuation and operation of investment portfolio by banks, clearly advises banks to have functional separation of trading, settlement, monitoring and accounting activities.

III. Maintenance of Adequate Records and Documents

2.43 Accounting controls should ensure that the transactions are recorded at correct amount and in the accounting periods in which they are executed, and that they are classified in appropriate accounts. Moreover, recording of transactions should be such as would facilitate maintaining the accountability for assets. The procedures established in banks to achieve these objectives usually include the following:

- All records are maintained in the prescribed books and registers only. This ensures that all requisite particulars of a transaction are adequately recorded and also that the work of finalisation of accounts is facilitated. For example, deal slips pertaining to purchase and sale of securities along with the respective counterparty confirmations for the deals are filed together in the deal register.

- All Bank branches have a unique code number which is circulated amongst all offices of the bank and is required to be put on all important instruments.
- All books are to be balanced periodically and it is to be confirmed by an official specifically assigned for the same. For example, in case of purchase and sale of security transactions, the banks periodically reconcile the security balance in the banks book *vis-à-vis* the balance in the custodian account (i.e., Subsidiary General Ledger or Demat Account). It may be noted that the RBI vide its Master Circular DBR No. BP. BC.6/21.04.141/2015-16 dated July 1, 2015, "Prudential Norms for Classification, Valuation and Operation of Investment Portfolio by Banks" has also mandated that investment balances as per bank's book should be reconciled at quarterly intervals with the balances in the Public Debt Office's books. If the number of transactions warrant, such reconciliation should be undertaken more frequently, say on a monthly basis. This reconciliation should be periodically checked by the Internal / Concurrent Auditors.
- All inter-office transactions are to be reconciled at regular intervals within a specified time frame.

IV. Accountability for and Safeguarding of Assets

2.44 The accountability for assets starts at the time of their acquisition and continues till their disposal. The accountability for assets is achieved by maintenance of records of assets and their periodic physical verification. To safeguard the assets, it is also necessary that access to assets is limited to authorised personnel and covers direct physical access and also indirect access through preparation or processing of documents that authorise the use or disposal of assets. The following are some of the important controls implemented by banks in this regard:

- Particulars of lost security forms which are immediately advised to branches to exercise caution.
- Specimen signatures of all officers are captured and scanned in the system and available for view/access in all branches which were earlier maintained in a book. The officials approving the payment of the instruments drawn on their branches by other branches are required to confirm the signatures on the instruments with reference to the specimen signatures. Likewise, the branches have on record the specimen signatures of the authorised officials of approved correspondent banks also.
- Instruments of fund remittances above a cut-off level are to be signed by more than one official.

- Important financial messages, when transmitted electronically, are generally encrypted.
- Negative lists like stop-payment cheques or stop payment instructions are kept, which may deal with the particular kind of transaction. There may be a caution list for advances also.
- Sensitive items like currency, valuables, draft forms, term deposit receipts, traveller's cheques and other such security forms are in the custody of at least two officials of the branch. (However, in the case of very small branches having only one official, single custody is also permitted.)
- All assets of the bank/charged to the bank are physically verified at specified intervals.

Understanding the Risk Management Process

2.45 Management develops controls and uses performance indicators to aid in managing key business and financial risks. An effective risk management system in a bank generally requires the following:

- *Oversight and involvement in the control process by those charged with governance (TCWG):* TCWG should approve the documented risk management policies. The policies should be consistent with the bank's business objectives and strategies, capital strength, management expertise, regulatory requirements and the types and amounts of risk it regards as acceptable. TCWG are also responsible for laying down the risk appetite and establishing a culture within the bank that emphasises commitment to internal controls and high ethical standards. Management is responsible for implementing the strategies and policies set by those charged with governance thereby ensuring that an adequate and effective system of internal control is established and maintained.
- *Identification, measurement and monitoring of risks:* Risks that could significantly impact the achievement of bank's goals should be identified, measured and monitored against pre-approved limits and criteria in a Documented Risk Register. This function is usually performed by the bank's Risk Committee or an independent risk management unit, which is also responsible for validating and stress testing the pricing and valuation models used by the front and back offices. Further, it also monitors risk management activities and evaluates the effectiveness of risk management models, methodologies and assumptions used. The mid office, which is responsible for identifying, measuring and reporting the risk associated with the transaction, within each function usually reports to the Risk Committee or the

independent risk management unit. Thus, in this manner the bank's management monitors the overall risks faced by the bank.

- *Control activities:* A bank should have appropriate controls preferably embedded in IT System to manage its risks, including effective segregation of duties (particularly, between front and back offices), accurate measurement and reporting of positions, verification and approval of transactions, reconciliation of positions and results, setting of limits, reporting and approval of exceptions, physical security and contingency planning. The following are certain common questions /steps, which have to be kept in mind whilst undertaking / performing control activities:

Nature of Questions	Questions to be considered / answered
Who	<ul style="list-style-type: none"> • Who performs the control? • Does the above person have requisite knowledge and authority to perform the control?
What	<ul style="list-style-type: none"> • What evidence is generated to demonstrate / prove that the control is performed?
When	<ul style="list-style-type: none"> • When and with what frequency is the control performed? • Is the frequency enough to prevent, detect and correct Risk of Material Misstatements?
Where	<ul style="list-style-type: none"> • Where is the evidence of performance of the control retained? • For how long is the evidence retained? • Is the evidence accessible for / available for audit?
Why	<ul style="list-style-type: none"> • Why is the control being performed? • What type of errors are prevented or detected through the performance of the control?
How	<ul style="list-style-type: none"> • How is the control performed? • What are the control activities? • Can these activities be bypassed? • Can the bypass, if any, be detected? • How are exceptions/deviations resolved on identification? • What is the time frame for resolving the exceptions / deviations?

2.46 RBI has directed banks *vide* its Master Direction No. RBI/FMRD/2016-17/31 FMRD Master Direction No. 1/2016-17 on 'Risk Management and Inter-

bank Dealings' dated July 5, 2016 (updated March 21, 2017), the risk management framework and reporting requirements with respect to certain categories of transactions such as, forward contracts and hedging transactions entered into by the bank with residents, managing of assets and liabilities of the bank and hedging the same, hedging of Tier I capital in case of foreign banks, etc.

2.47 For every bank in India, certain risk management limits such as, the Net Open Position ('NOP') Limit and Aggregate Gap Limit ('AGL') are approved by the RBI after making an assessment of each bank's overall risk appetite. Banks install checks in their daily processes to ensure that these limits are being adhered to at all times.

2.48 As part of regulatory reporting, banks are also required to report to the RBI a host of other risk management limits such as, single and group borrower limits (these limits give an indication of concentration risk), credit exposure for derivatives (this indicates the potential replacement cost of the derivative portfolio), capital market exposure of the bank, country risk exposure and exposure to sensitive sectors such as, real estate, etc.

- *Monitoring activities:* Risk management models, methodologies and assumptions used to measure and manage risk should be regularly assessed and updated. This function may be conducted by the independent risk management unit. Internal Auditor should test the risk management process periodically to check whether management policies and procedures are complied with and whether the operational controls are effective. Both the risk management unit and internal auditors should have a reporting line to those charged with governance and management that is independent of those on whom they are reporting.
- *Reliable information systems:* Banks require reliable information systems that provide adequate financial, operational and compliance information on a timely and consistent basis. TCWG and management require risk management information that is timely, accurate and easily understood and that enables them to assess the changing nature of the bank's risk profile.

Engagement Team Discussions

2.49 The engagement team should hold discussions to gain better understanding of the bank and its environment, including internal control, and also to assess the potential for material misstatements of the financial statements. All these discussions should be appropriately documented for future reference. The discussion provides:

- An opportunity for engagement team members, including the audit engagement partner, to share their insights based on their knowledge of the bank and its environment.
- An opportunity for engagement team members to exchange information about the bank's business risks.
- An understanding amongst the engagement team members about effect of the results of the risk assessment procedures on other aspects of the audit, including decisions about the nature, timing, and extent of further audit procedures.

2.50 The discussion between the members of the engagement team and the audit engagement partner should be done on the susceptibility of the bank's financial statements to material misstatements. These discussions are ordinarily done at the planning stage of an audit. Specific emphasis should be provided to the susceptibility of the bank's financial statements to material misstatement due to fraud, that enables the engagement team to consider an appropriate response to fraud risks, including those related to engagement risk, pervasive risks, and specific risks. It further enables the audit engagement partner to delegate the work to the experienced engagement team members, and to determine the procedures to be followed when fraud is identified. Further, audit engagement partner may review the need to involve specialists to address the issues relating to fraud.

2.51 The engagement team discussion ordinarily includes a discussion of the following matters:

- Errors that may be more likely to occur;
- Errors which have been identified in prior years;
- Method by which fraud might be perpetrated by bank personnel or others within particular account balances and/or disclosures; changes to level of automation of transaction flow, extension and interconnection of transaction systems, outsourced operations etc;
- Audit responses to Engagement Risk, Pervasive Risks, and Specific Risks;
- Need to maintain professional skepticism throughout the audit engagement;
- Need to alert for information or other conditions that indicates that a material misstatement may have occurred. (e.g., the bank's application of accounting policies in the given facts and circumstances)

2.52 On the matters relating to fraud, the engagement team discussion ordinarily includes the following:

- An exchange of ideas among engagement team members about how and where they believe the bank's financial statements may be susceptible to material misstatement due to fraud. RBI mandate of revised fraud reporting guidelines including cyber security incidents. Further, manner of involvement of the management, those charged with governance and others within the entity should also be discussed.
- Consideration of circumstances that might be indicative of fraud in the earnings of the bank; and the practices that might be followed by the bank's management to manage earnings that could lead to fraudulent financial reporting.
- Consideration of the external/internal factors affecting the bank that may create an incentive or pressure on management or others to commit fraud.
- Consideration of management's involvement in overseeing the employees having access to cash or other assets susceptible to misappropriation.
- Consideration of unusual or unexplained changes in behaviour or lifestyle of management or employees that may have come to the attention of the engagement team.
- Consideration of the types of circumstances that, if encountered, might indicate the possibility of fraud.
- Selection of audit procedures to respond to the susceptibility of the fraud.
- Consideration of any allegations of fraud or suspected fraud that may have come to the auditor's attention.
- Consideration of the risk of management override of controls.

2.53 Further, the audit engagement partner should also consider matters to be communicated to the members of the Engagement Team not involved in the discussion. For multi-location audit engagements for which separate engagement teams are performing work under the supervision of audit engagement partners in separate locations, the auditor may hold multiple discussion that involve the members of the engagement team in each significant location.

2.54 With respect to the engagement team discussions, the auditor may document the following matters:

- discussion amongst the engagement team regarding the susceptibility of the material misstatement whether due to fraud or not; and
- significant decisions reached during the discussion amongst the engagement team regarding the susceptibility of the material misstatement whether due to fraud or not.

Establish the Overall Audit Strategy

2.55 Standard on Auditing (SA) 300, “Planning an Audit of Financial Statements” states that the objective of the auditor is to plan the audit so that it will be performed in an effective manner. For this purpose, the audit engagement partner should:

- establish overall audit strategy, prior to the commencement of an audit; and
- involve key engagement team members and other appropriate specialists while establishing the overall audit strategy depending on the characteristics of the audit engagement.

2.56 The overall audit strategy sets the scope, timing and direction of the audit as it guides the development of detailed audit plan. The establishment of the overall audit strategy involves:

- Identifying the characteristics of the audit engagement that define its scope, such as the financial reporting framework used (Third Schedule to the Banking Regulation Act, 1949), additional reporting requirements at various locations of the components of the bank prescribed by the RBI, etc.
- Consider the various RBI Circulars, Master Circulars and Master Directions issued from time to time, as applicable.
- Consider the requirements of various Accounting Standards, Guidance Notes and Standards on Auditing, to the extent applicable, to assess the nature and extent of audit procedures to be performed.
- Ascertaining the reporting objectives of the audit engagement to plan the timing of the audit and the nature of the communications required, such as deadlines for interim and final reporting, key dates for expected communications with the management and with those charged with governance.
- Considering the important factors that will determine the focus of the engagement team’s efforts, such as determination of appropriate audit materiality, preliminary identification of significant risks, preliminary identification of material components and significant account balances and disclosures.
- Consider the factors that, in the auditor’s professional judgment, are significant in directing the engagement team’s efforts.
- Consider the results of preliminary engagement activities and, where applicable, whether knowledge gained on other engagements performed by the engagement partner for the bank is relevant.

- Ascertain the nature, timing and extent of resources necessary to perform the engagement.

2.57 The auditor should document the overall audit strategy, including any significant changes thereto. The documentation of the overall audit strategy records the key decisions considered necessary to properly plan the audit and to communicate significant matters to the engagement team. For example, the auditor may summarise the overall audit strategy in the form of a memorandum that contains key decisions regarding the overall scope, timing and conduct of the audit. Ordinarily, following are documented as part of establishing the overall audit strategy:

- Summarisation of significant matters relating to overall audit strategy.
- Significant risks identified.
- Other decisions considered necessary to properly plan the audit.

Develop the Audit Plan

2.58 SA 300, “Planning an Audit of Financial Statements” deals with the auditor’s responsibility to plan an audit of financial statements in an effective manner. It requires the involvement of all the key members of the engagement team while planning an audit. Before starting the planning of an audit, the auditor must perform the procedures as defined under SA 220, “Quality Control for an Audit of Financial Statements” for reviewing the ethical and independence requirements. In addition to this, the auditor is also required to comply with the requirements of SA 210, “Agreeing the Terms of Audit Engagements”.

2.59 The auditor must establish overall audit strategy for developing an audit plan for the bank’s financial statements as a whole, and at the assertion level for classes of transactions, account balances, and disclosures. To be efficient, the auditor must plan the audit by considering the inter-relationships amongst the various risk assessment procedures, planned control-reliance strategy, planned substantive procedures, and at the assertion level for classes of transactions, account balances, and disclosures so as to avoid unnecessary duplication of effort. This can further be summarised by preparing an audit planning memorandum detailing the various activities to be performed by an auditor while conducting an audit of a bank. The audit plan documents the nature, timing and extent of the planned audit procedures.

2.60 Ordinarily, to develop the audit plan the auditor would need to gather detailed information about the bank and its operating environment, which will enable to plan audit procedures for each significant account balances and disclosures. The requisite detailed information may be obtained from the

following:

- Understanding of the bank, its environment and the bank's internal control;
- Understanding the bank's accounting process;
- Reading the minutes of various committees of the bank;
- Reading the Annual Financial Inspection for the prior year(s);
- Performing a preliminary analytical review;
- Assessment of risk at the assertion level;
- Planning a Control-Reliance Strategy;
- Planning substantive procedures;
- In case of identified misstatements, obtaining reasonable assurance from the substantive procedures;
- Consideration of expectations and concerns of management, which could impact the timing of the audit procedures. In some cases, management may request the auditor to perform audit procedures on specific areas (e.g., controls) so as to provide assurance on the design, implementation, and operating effectiveness of those specific areas;
- Work performed by internal / concurrent / other auditors;
- Statutory or other legal and regulatory requirements;
- Using the work of an expert;
- Specific assertion level risks for classes of transactions, account balances, disclosures and audit procedures based on overall engagement risk;
- Impact of multiple locations, subsidiaries and associates on audit procedures;
- Consideration of the nature, timing, and extent of audit procedures required under SA 540, "Auditing Accounting Estimates, Including Fair Value Accounting Estimates, and Related Disclosures" for fair value measurements and disclosures; and
- Consideration of appropriateness of going concern assumptions.

2.61 The auditor could use the information gathered above to develop an effective audit plan that will appropriately respond to identified risks, and would also help in providing the necessary level of assurance.

2.62 When developing audit plan for an initial audit engagement, the auditor should consider the nature, timing, and extent of audit procedures that will need to be performed on the opening balances, as well as their effect on the current year's audit procedures. In this regard, the auditor is also required to perform the

procedures as given in SA 510, “Initial Audit Engagements-Opening Balances”.

2.63 In developing the audit plan, the auditor should ordinarily document the following:

- The overall audit strategy;
- Any significant changes made during the audit engagement to the overall audit strategy or the audit plan, and the reasons for such changes;
- Decisions impacting the nature, timing, and extent of audit procedures; and
- Audit plan, including any significant changes made during the audit engagement.

Audit Planning Memorandum

2.64 The auditor should summarise audit plan by preparing an audit planning memorandum in order to:

- Describe the expected scope and extent of the audit procedures to be performed.
- Highlight all significant issues and risks identified during planning and risk assessment activities, as well as decisions of reliance on controls.
- Provide evidence that they have planned the audit engagement appropriately and have responded to engagement risk, pervasive risks, specific risks, and other matters affecting the audit engagement.

2.65 The audit planning memorandum should be approved by the audit engagement partner. It ordinarily addresses the following matters:

- Assessment of and planned responses to the engagement risk, pervasive risks or specific risk at the assertion level for classes of transactions, account balances, and disclosures.
- Assessment of the initial conclusions in respect to the independence and potential conflict of interest.
- Other significant issues arising out of the planning activities, which may include the following:
 - Identified fraud risk factors;
 - Preliminary conclusions regarding the components of internal control;
 - Audit materiality;
 - IT environment of the bank and need to use the work of an expert; and
 - Changes in the bank’s environment such as, changes in accounting policies or accounting process of the bank.

Determine Audit Materiality

2.66 SA 320, "Materiality in Planning and Performing an Audit" defines the materiality in the context of an audit. It describes that financial reporting frameworks often discuss the concept of materiality in the context of the preparation and presentation of financial statements. Although financial reporting frameworks may discuss materiality in different terms, they generally explain that:

- Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements;
- Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or combination of both;
- Judgments about matters material to users of the financial statements are based on a consideration of the common financial information needs of users as a group. The possible effect of misstatements on specific individual users, whose needs may vary widely, is not considered;
- The determination of audit materiality is a matter of professional judgment and is affected by the auditor's perception of the financial information needs of users of the financial statements.

2.67 SA 320 also defines performance materiality as the amount or amounts set by the auditor at less than materiality for the financial statements as a whole to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds materiality for the financial statements as a whole. If applicable, performance materiality also refers to the amount or amounts set by the auditor at less than the materiality level or levels for particular classes of transactions, account balances or disclosures.

2.68 When establishing the overall audit strategy, the auditor shall determine materiality for the financial statements as a whole. If, in the specific circumstances of the bank, there is one or more particular classes of transactions, account balances or disclosures for which misstatements of lesser amounts than the materiality for the financial statements as a whole could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements, the auditor shall also determine the materiality level or levels to be applied to those particular classes of transactions, account balances or disclosures. The auditor shall determine performance materiality for purposes of assessing the risks of material misstatement and

determining the nature, timing and extent of further audit procedures.

2.69 As per SA 450, "Evaluation of Misstatements Identified During the Audit", the auditor is required to accumulate material misstatements identified during the audit. Further, it also requires an auditor to communicate on a timely basis all misstatements accumulated during the audit with the appropriate level of management, unless prohibited by law or regulation and also request management to correct those misstatements. If management refuses to correct some or all of the misstatements communicated by the auditor, the auditor should obtain an understanding of management's reasons for not making the corrections and should take that understanding into account when evaluating whether the financial statements as a whole are free from material misstatement. The auditor is also required to reassess materiality determined in accordance with SA 320 to confirm whether it remains appropriate in the context of the entity's actual financial results. Further, he should also determine whether uncorrected misstatements are material, individually or in aggregate. The auditor should, unless prohibited by law or regulation, communicate with those charged with governance, uncorrected misstatements and the effect that they, individually or in aggregate, may have on the opinion in the auditor's report. The auditor's communication should identify material uncorrected misstatements individually. The auditor should request that uncorrected misstatements be corrected. The auditor should request a written representation from management and, where appropriate, those charged with governance whether they believe the effects of uncorrected misstatements are immaterial, individually and in aggregate, to the financial statements as a whole. A summary of such items shall be included in or attached to the written representation.

Consider Going Concern

2.70 In obtaining an understanding of the bank, the auditor should consider whether a material uncertainty exists related to events and conditions that, individually or collectively, may cast significant doubt on the bank's ability to continue as a going concern. The auditor needs to evaluate management's assessment of the bank's ability to continue as a going concern and would also be required to inquire of management as its knowledge of events or conditions beyond the period of management's assessment that may cast significant doubt on the bank's ability to continue as a going concern.

2.71 There are certain specific events or conditions, which the auditor should consider to assess the ability of the bank to continue as a going concern:

- Net liability or net current liability position (negative net worth)
- Substantial operating losses
- Decline in the projected profitability, if the bank is at or near its minimum level of regulatory capital adequacy requirement.
- Increasing level of non-performing assets.
- Higher interest rates being paid on deposits and borrowing than the market rates.
- Actions taken or threatened by regulators that may have an adverse effect on the ability of the bank to continue as a going concern.
- High concentration of exposure to certain borrowers or industries showing credit weakness.
- Potential risks to going concern arising from failure of IT/Cyber security risks e.g. Ransom ware attacks locking down critical banking IT data and application resources.
- Low provision coverage ratio.
- Loss of Key Management without replacement
- Change in law or regulation or government policy expected to adversely affect the entity

Operating Framework for Identifying and Dealing with Frauds

2.72 All banks have policy and operating framework in place for detection, reporting and monitoring of frauds as also the surveillance/ oversight process in operation so as to prevent the perpetration of frauds. The RBI, *vide* its Circular No. DBS. CO.FrMC.BC.No.10/23.04.001/2010-11 dated 31st May 2011 had identified certain areas wherein frauds had shown occurrence or increasing trend in banks. These areas include:

- loans/ advances against hypothecation of stocks.
- housing loans cases.
- submission of forged documents including letters of credit.
- escalation of overall cost of the property to obtain higher loan amount.
- over valuation of mortgaged properties at the time of sanction.
- grant of loans against forged FDRs.
- over-invoicing of export bills resulting in concessional bank finance, exemptions from various duties, etc.
- frauds stemming from housekeeping deficiencies.

2.73 RBI has accordingly prescribed certain guidelines to be incorporated by the banks in their operating framework for identifying and dealing with frauds. These guidelines have been detailed in the following paragraphs.

2.74 The operating framework for tracking frauds and dealing with them should be structured along the following tracks:

- (i) Detection and reporting of frauds.
- (ii) Corrective action.
- (iii) Preventive and punitive action.
- (iv) Provisioning for Frauds.

(i) Detection and Reporting of Frauds

2.75

- (a) The banks are required to have a set of prescribed procedures and criteria with which the events or transactions having serious irregularities are analysed and assessed to establish occurrence of fraud.
- (b) The banks may define a 'fraud' based on the guidelines issued by RBI. While doing so, they may clearly demarcate/ distinguish the occurrence of an event on account of negligence '*in conduct of duty*' from '*collusion*' by the bank staff (with the borrowers and with an intention to cheat the bank).
- (c) Care needs to be exercised while dealing with instances of 'wilful default'. In this connection, a wilful default would be deemed to have occurred if any of the following events are noted:
 - The unit has defaulted in meeting its payment / repayment obligations to the lender even when it has the capacity to honour the said obligations.
 - The unit has defaulted in meeting its payment / repayment obligations to the lender and has not utilised the finance from the lender for the specific purposes for which finance was availed of but has diverted the funds for other purposes.
 - The unit has defaulted in meeting its payment / repayment obligations to the lender and has siphoned off the funds so that the funds have not been utilised for the specific purpose for which finance was availed of, nor are the funds available with the unit in the form of other assets.
 - The unit has defaulted in meeting its payment / repayment obligations to the lender and has also disposed of or removed the movable fixed assets or immovable property given by him or it for the purpose of securing a term loan without the knowledge of the bank / lender.
- (d) Further, the banks may also examine the 'intent' to defraud, irrespective of

whether or not actual loss takes place. Keeping these key factors in mind, any action taken in collusion to derive undue/ unjust benefit or advantage should be termed as fraud.

- Accordingly, once a fraud is detected, a report must be prepared and submitted to the “Competent Authority”.
- As a part of their overall policy and operating framework, the banks need to identify and designate the Competent Authority to whom such reports should be submitted.
- The fraud report should be a diagnostic assessment, clearly bringing out the causes of the fraud and identify whether the fraud occurred due to ‘system failure’ or ‘human failure’.

(ii) Corrective Action

2.76 An important corrective step in a fraud is recovery of the amount diverted / siphoned off through the fraud. A structured scrutiny/ examination of events or transactions would lead to quick conclusion whether a fraud has occurred and the bank’s funds have been siphoned off. Therefore, this exercise is the first critical step towards corrective action in the sense that it would lead to expeditious filing of police complaints, blocking/ freezing of accounts and salvaging funds from the blocked/ frozen accounts in due course.

2.77 Once a set of transactions is explicitly identified as fraudulent, the mandate for seizing and taking possession of related documents, issuance of suspension order/ order to proceed on leave to identified/ suspected employees would be easier thereby preventing them from destroying/ manipulating evidences or obstruction of investigations.

(iii) Preventive and Punitive Action

2.78 The preventive action as deemed necessary to address the ‘system failure’ and/ or punitive action as prescribed internally for ‘human failure’ should be initiated immediately and completed expeditiously by banks. Generally, in the current system driven environment in banks, wherever transactions occur in breach of/ overriding “Controls”, they get reflected in the “end of day exception reports”. Accordingly, all such exception reports should be perused by the designated officials and a *post facto* authorization for the transactions accorded.

2.79 In certain cases, the process may not have got duly implemented reflecting the poor internal control mechanisms. Therefore, banks should ensure that they bring in the needed refinement in this process and also specify the levels/ authority to whom the exception reports will be invariably submitted and the manner in which the authority will deal with the exception reports. The entire

gamut of the manner in which the exception reports are generated, transactions contained in the reports are examined/ scrutinised, and the reports submitted to higher authorities for necessary authorizations for breaches should be periodically subjected to review and oversight by the bank's management/ Board of Directors.

2.80 In addition to the above, banks have also been advised by RBI to take steps to put in place certain controls and disincentives in their HR processes and internal inspection/ audit processes as part of their fraud risk management framework. These include:

- (a) For key and sensitive posts such as those in dealing rooms, treasury, relationship managers for high value customers, heads of specialized branches, etc., selecting only such officers who satisfy the "Fit and Proper" criteria. The appropriateness of such postings should be subjected to periodical review.
- (b) Putting in place the "staff rotation" policy and policy for "mandatory leave" for staff. The internal auditors as also the concurrent auditors must be specifically required to examine the implementation of these policies and point out instances of breaches irrespective of apparent justifications for non-compliance, if any. The decisions taken / transactions effected by officers and staff not rotated/ availing leave as per policy should be subjected to comprehensive examination by the internal auditors/ inspectors including concurrent auditors. The findings thereon should be documented in a separate section of the audit/ inspection reports.
- (c) Building up a database of officers/ staff identified as those having aptitude for investigation, data analysis, forensic analysis, etc. and expose them to appropriate training in investigations and forensic audit. For investigation of frauds, only such officers/ staff should be deployed through the "fraud investigation unit/ outfit".

(iv) Provisioning for Frauds

2.81 RBI has vide its circular RBI/2015-16/376 DBR.No.BP.BC.92/21.04.048/ 2015-16 dated 18th April, 2016, decided to amend the provisioning norms in respect of all cases of fraud, as under:

- a. Banks should normally provide for the entire amount due to the bank or for which the bank is liable (including in case of deposit accounts), immediately upon a fraud being detected. While computing the provisioning requirement, banks may adjust financial collateral eligible under Basel III Capital Regulations - Capital Charge for Credit Risk (Standardised Approach), if

- any, available with them with regard to the accounts declared as fraud account;
- b. However, to smoothen the effect of such provisioning on quarterly profit and loss, banks have the option to make the provisions over a period, not exceeding four quarters, commencing from the quarter in which the fraud has been detected;
 - c. Where the bank chooses to provide for the fraud over two to four quarters and this results in the full provisioning being made in more than one financial year, banks should debit 'other reserves' [i.e., reserves other than the one created in terms of Section 17(2) of the Banking Regulation Act 1949] by the amount remaining un-provided at the end of the financial year by credit to provisions. However, banks should proportionately reverse the debits to 'other reserves' and complete the provisioning by debiting profit and loss account, in the subsequent quarters of the next financial year;
 - d. Banks shall make suitable disclosures with regard to number of frauds reported, amount involved in such frauds, quantum of provision made during the year and quantum of unamortised provision debited from 'other reserves' as at the end of the year.

Assess the Risk of Fraud

2.82 As per SA 240, "The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements", the auditor's objectives are to identify and assess the risks of material misstatement in the financial statements due to fraud, to obtain sufficient appropriate audit evidence on those identified misstatements and to respond appropriately. The attitude of professional skepticism should be maintained by the auditor so as to recognise the possibility of misstatements due to fraud. When obtaining an understanding of the bank and its environment, the auditor should make inquiries of management, internal auditors and others regarding the following:

- Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments as well as the controls in place to prevent and detect fraud.
- Management's process for identifying and responding to the risk of fraud in the bank, including any specific risks of fraud that management has identified or that have been brought to its attention; or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist; and the internal control that management has established to address these risks. The auditor should also obtain information from the

management regarding the various frauds which have occurred in the year under audit or previous years to identify system lacunae which led to the lapse. The auditor should ascertain whether the necessary rectification/ remedial action have been taken to prevent similar frauds from happening again. The auditor should also ascertain the necessary controls (preventive, detective or deterrent – manual or automated) in place to ensure early detection of frauds post occurrence.

- Management’s communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the bank.
- Management’s communication, if any, to regulatory authorities.
- Management’s communication, if any, to employees regarding its views on business practices and ethical behaviour.
- Actual, suspected, or alleged fraud that the bank is investigating.
- Process the bank undertakes to respond to internal or external allegations of fraud affecting the bank.
- Understanding how those charged with governance exercise oversight of management’s processes for identifying and responding to the risks of fraud in the bank, and the internal control that management has established to address these risks. This also helps to corroborate management’s responses to the inquiries mentioned above.

2.83 The auditor could use the information gathered above to develop an effective audit plan that will appropriately respond to identified risks, and would also help in providing the necessary level of assurance.

2.84 Some of the common fraud risk factors in deposit taking, dealing and lending activities areas are summarised hereunder:

	Deposit Taking	Dealing	Lending
Management and employee frauds	<ul style="list-style-type: none"> • Camouflage of depositors by hiding their identity in connection with funds transfer or money laundering. • Unrecorded deposits. • Theft of 	<ul style="list-style-type: none"> • Off market / related party deals whereby no checks are carried out on the prices at which deals are transacted or there are unusual activity levels with certain 	<ul style="list-style-type: none"> • Loans to fictitious borrowers. • Transactions with connected companies. • Kickbacks and inducements. • Selling recovered collateral at below market prices. • Bribes to obtain

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	customer deposits particularly, from dormant accounts.	counter-parties. <ul style="list-style-type: none"> • High level of business with particular brokers, including payment of abnormal commission. • False deals represented by unusual number of cancelled deals or unusually high number of unsettled transactions. • Delayed deal allocations represented by no time stamping of deals or alterations or overwriting on deals sheets. • 	release of security or to reduce the amount claimed. <ul style="list-style-type: none"> • Theft or misuse of collateral held as security.
External Frauds	<ul style="list-style-type: none"> • Money Laundering. • Fraudulent instructions. • Counterfeit currency. 	<ul style="list-style-type: none"> • Fraudulent custodial sales. • False information or documents regarding counter-parties. 	<ul style="list-style-type: none"> • Impersonation and false information on loan applications. • Fraudulent valuations. • Misappropriation of loan funds by customers

2.85 ICAI in February 2016 issued the Revised Guidance Note on Reporting on Fraud under Section 143(12) of the Companies Act, 2013. Part B of the Guidance Note paragraph 11 deals with reporting to RBI in case of frauds noted in audit of banks. Auditors of banking companies may also refer the aforesaid Guidance Note for further clarity.

2.86 The MCA issued the Companies (Amendment) Act, 2015 in May 2015 which, *inter alia*, amends section 143(12) of the Companies Act, 2013. The amended section 143(12) reads as follows:

“Notwithstanding anything contained in this section, if an auditor of a company in the course of the performance of his duties as auditor, has reason to believe that an offence of fraud involving such amount or amounts as may be prescribed, is being or has been committed in the company by its officers or employees, the auditor shall report the matter to the Central Government within such time and in such manner as may be prescribed:

Provided that in case of a fraud involving lesser than the specified amount, the auditor shall report the matter to the audit committee constituted under section 177 or to the Board in other cases within such time and in such manner as may be prescribed:

Provided further that the companies, whose auditors have reported frauds under this sub-section to the audit committee or the Board but not reported to the Central Government, shall disclose the details about such frauds in the Board's report in such manner as may be prescribed.”

Further, the MCA through its notification dated 14 December 2015 has also amended Rule 13 of the Companies (Audit and Auditors) Rules, 2014. The amended Rule 13 requires the reporting of a fraud as follows:

- (1) If an auditor of a company, in the course of the performance of its duties as statutory auditor, has reason to believe that an offence of fraud, which involves or is expected to involve individually an amount of rupees one crore or above, is being or has been committed against the company by its officers or employees, the auditor shall report the matter to the Central Government.
- (2) The auditor shall report the matter to the Central Government as under:-
 - (a) the auditor shall report the matter to the Board or the Audit Committee, as the case may be, immediately but not later than two days of his knowledge of the fraud, seeking their reply or observations within forty-five days;
 - (b) on receipt of such reply or observations, the auditor shall forward his report and the reply or observations of the Board or the Audit Committee with his comments (on such reply or observations of the Board or the Audit Committee) to the Central Government with in fifteen days from the date of receipt of such reply or observations;
 - (c) in case the auditor fails to get any reply or observations from the Board or the Audit Committee within the stipulated period of forty-five days, he shall

forward his report to the Central Government along with a note containing the details of his report that was earlier forwarded to the Board or the Audit Committee for which he has not received any reply or observations;

- (d) the report shall be sent to the Secretary, Ministry of Corporate Affairs in sealed cover by Registered Post with Acknowledgement Due or by Speed Post followed by an e-mail in confirmation of the same;
 - (e) The report shall be on the letter-head of the auditor containing postal address, e-mail address and contact telephone number or mobile number and be signed by the auditor with their seal and shall indicate Membership Number; and
 - (f) the report shall be in the form of a statement as specified in Form ADT-4.
- (3) In case of a fraud involving lesser than the amount specified in sub- rule (1), the auditor shall report the matter to Audit Committee constituted under section 177 or to the Board immediately but not later than two days of his knowledge of the fraud and he shall report the matter specifying the following:-
- a) Nature of Fraud with description;
 - b) Approximate amount involved; and
 - c) Parties involved.

(4) The following details of each of the fraud reported to the Audit Committee or the Board under sub-rule (3) during the year shall be disclosed in the Board's Report:-

- a) Nature of Fraud with description;
- b) Approximate Amount involved;
- c) Parties involved, if remedial action not taken; and
- d) Remedial action taken.

The auditor of a banking company would need to comply with provisions of section 143(12) and the related Rules also.

2.87 RBI circular dated 7th May 2015 on framework for dealing with loan frauds has introduced the concept of a Red Flag Account (RFA), i.e., an account where suspicion of fraudulent activity is thrown up by the presence of one or more early warning signals (EWS).

2.88 Early Warning signals as advised by RBI which should alert the bank officials about some wrongdoings in the loan accounts which may turn out to be fraudulent include:

- 1) Default in payment to the banks/ sundry debtors and other statutory bodies, etc., bouncing of the high value cheques.

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- 2) Raid by Income tax /sales tax/ central excise duty officials.
- 3) Frequent change in the scope of the project to be undertaken by the borrower.
- 4) Under insured or over insured inventory.
- 5) Invoices devoid of TAN and other details.
- 6) Dispute on title of the collateral securities.
- 7) Costing of the project which is in wide variance with standard cost of installation of the project.
- 8) Funds coming from other banks to liquidate the outstanding loan amount.
- 9) Foreign bills remaining outstanding for a long time and tendency for bills to remain overdue.
- 10) Onerous clause in issue of BG/LC/standby letters of credit.
- 11) In Merchanting trade, import leg not revealed to the bank.
- 12) Request received from the borrower to postpone the inspection of the godown for flimsy reasons.
- 13) Delay observed in payment of outstanding dues.
- 14) Financing the unit far away from the branch.
- 15) Claims not acknowledged as debt high.
- 16) Frequent invocation of BGs and devolvement of LCs.
- 17) Funding of the interest by sanctioning additional facilities.
- 18) Same collateral charged to a number of lenders.
- 19) Concealment of certain vital documents like master agreement, insurance coverage.
- 20) Floating front / associate companies by investing borrowed money.
- 21) Reduction in the stake of promoter / director.
- 22) Resignation of the key personnel and frequent changes in the management.
- 23) Substantial increase in unbilled revenue year after year.
- 24) Large number of transactions with inter-connected companies and large outstanding from such companies.
- 25) Significant movements in inventory, disproportionately higher than the growth in turnover.
- 26) Significant movements in receivables, disproportionately higher than the growth in turnover and/or increase in ageing of the receivables.
- 27) Disproportionate increase in other current assets.
- 28) Significant increase in working capital borrowing as percentage of turnover.

- 29) Critical issues highlighted in the stock audit report.
- 30) Increase in Fixed Assets, without corresponding increase in turnover (when project is implemented).
- 31) Increase in borrowings, despite huge cash and cash equivalents in the borrower's balance sheet.
- 32) Liabilities appearing in ROC search report, not reported by the borrower in its annual report.
- 33) Substantial related party transactions.
- 34) Material discrepancies in the annual report.
- 35) Significant inconsistencies within the annual report (between various sections).
- 36) Poor disclosure of materially adverse information and no qualification by the statutory auditors.
- 37) Frequent change in accounting period and/or accounting policies.
- 38) Frequent request for general purpose loans.
- 39) Movement of an account from one bank to another.
- 40) Frequent ad hoc sanctions.
- 41) Not routing of sales proceeds through bank.
- 42) LC's issued for local trade / related party transactions.
- 43) High value RTGS payment to unrelated parties.
- 44) Heavy cash withdrawal in loan accounts.
- 45) Non submission of original bills.

2.89 Besides the above Red flags, auditor could also review –

- a) Cheque/bills discounting facility used for liquidation of funds without any physical collateral or just for deferment of liability.
- b) Repayment of third party loans despite bank's loan account irregular or out of order.
- c) Maintenance of bank accounts with other bank without consent of lender bank.
- d) Inordinate delay in conducting stock inspections by bank officials and/or stock auditors at the instance of the borrower not to show its weakness and misutilisation of funds.
- e) Unauthorised changes to CBS parameters, unauthorised/fraudulent direct entries, NPA date tampering etc.

2.90 RBI in the Master Direction No. RBI/DBS/2016-17/28 DBS.CO.CFMC. BC.No.1/23.04.001/2016-17 on "Frauds – Classification and Reporting by

commercial banks and select FIs” dated July 1, 2016 (updated July 03, 2017) has stated that the following acts constitute fraud:

- Fraudulent removal of pledged stocks / disposal of hypothecated stocks without the knowledge of the bank / inflating the value of stocks in the stock statements & drawing excess bank finance.
- Diversion of funds, lack of interest or criminal neglect on the part of the borrowers partners etc., in adhering to financial discipline and managerial failure with *mala fide* intent leading to the unit becoming sick and laxity in effective supervision over the operations in borrowable accounts on the part of bank functionaries rendering the advance difficult for recovery and resulting in financial loss to the bank.
- The Master Direction states that banks should conduct an annual review of the frauds to consider-
 - a) Whether the systems in the bank are adequate to detect frauds, once they have taken place, within the shortest possible time.
 - b) Whether frauds are examined from staff angle and, wherever necessary, the staff side action is taken without undue delay.
 - c) Whether deterrent punishment is meted out, wherever warranted, to the persons found responsible without undue delay.
 - d) whether frauds have taken place because of laxity in following the systems and procedures or loopholes in the system and, if so, whether effective action has been taken to ensure that the systems and procedures are scrupulously followed by the staff concerned or the loopholes are plugged.
 - e) Whether frauds are reported to the local Police for investigation.

2.91 Diversion of Funds, inflating value of stocks, showing unpaid stocks as paid stocks, not providing for bad debts etc., are common practices by unscrupulous borrowers in Banks and frequently reported by Concurrent / Stock / other auditors in Banks.

2.92 Auditors should take due cognizance of the same and banks could be asked to report the same as frauds on a case to case basis after due consideration of the borrower's intent and the frequency of such instances, risk of default as a result of such practices, materiality of the amount financed by the bank and outstanding, availability of collateral and loan to value ratio or margin of safety.

Assess the Risk of Money Laundering

2.93 Due to the nature of their business, banks are ready target for those who are engaged in the money laundering activities by which the proceeds of illegal acts are converted into proceeds from the legal acts. The RBI has framed specific guidelines that deal with prevention of money laundering and “Know Your Customer (KYC)” norms. The RBI has from time to time issued guidelines (“Know Your Customer Guidelines – Anti Money Laundering Standards”), requiring banks to establish policies, procedures and controls to deter and to recognise and report money laundering activities. The RBI, vide its master direction no. RBI/DBR/2015-16/18 Master Direction DBR.AML.BC.No.81/14.01.001/2015-16 dated December 08, 2016 on “Know Your Customer (KYC) Direction, 2016”, have advised the banks to follow certain customer identification procedure for opening of accounts and monitoring transactions of a suspicious nature for the purpose of reporting it to appropriate authority. These policies, procedures and controls commonly extend to the following:

- *Customer acceptance policy*, i.e., criteria for accepting the customers.
- *Customer identification procedure*, i.e., procedures to be carried out while establishing a banking relationship; carrying out a financial transaction or when the bank has a doubt about the authenticity/veracity or the adequacy of the previously obtained customer identification data. A requirement to obtain customer identification (know your client).
- *Monitoring of transactions* – Banks are advised to set key indicators for risk sensitive (e.g., high turnover accounts or complex or unusual transactions accounts) accounts, taking note of the background of the customer, such as the country of origin, sources of funds, the type of transactions involved and other risk factors. Banks should also put in place a system of periodical review of risk categorisation of accounts and the need for applying enhanced due diligence measures. Such review of risk categorisation of customers should be carried out at a periodicity of not less than once in six months. In view of the risks involved in cash intensive businesses, accounts of bullion dealers (including sub-dealers) and jewellers, the banks are also advised to categorise these accounts as ‘high risk’ requiring enhanced due diligence. Further, the banks are also required to subject these 'high risk accounts ' to intensified transaction monitoring. High risk associated with such accounts should be taken into account by banks to identify suspicious transactions for filing Suspicious Transaction Reports (STRs) to Financial Intelligence Unit India (FIU-IND).

2.94 Further, banks should closely monitor the transactions in accounts of marketing firms (MLM Companies). In cases where a large number of cheque books are sought by the company, there are multiple small deposits (generally in cash) across the country and where a large number of cheques are issued bearing similar amounts/dates, the bank should carefully analyse such data and in case they find such unusual operations in accounts, the matter should be immediately reported to Reserve Bank and other appropriate authorities such as Financial Intelligence Unit India (FIU-Ind) under Department of Revenue, Ministry of Finance.

2.95 Banks were advised to complete the process of risk categorization and compiling/updating profiles of all of their existing customers in a time-bound manner latest by end-March 2013.

2.96 Such review of risk categorisation of customers has to be carried out at a periodicity of not less than once in six months.

- *Closure of accounts* - In case of non-application of proper KYC measures, banks may decide to close the account of the particular customer after giving due notice to the customer.
- *Risk Management* - The Board of Directors of the bank should ensure that an effective KYC programme is put in place by establishing appropriate procedures and ensuring their effective implementation. It should cover proper management oversight, systems and controls, segregation of duties, training and other related matters. Responsibility should be explicitly allocated within the bank for ensuring that the bank's policies and procedures are implemented effectively. Concurrent/ Internal Auditors should specifically check and verify the application of KYC procedures at the branches and comment on the lapses observed in this regard. The compliance in this regard should be put up before the Audit Committee of the Board on quarterly intervals.
- Reporting to the authorities of suspicious transactions or of all transactions of a particular type, for example, cash transactions over a certain amount.

2.97 The RBI master direction also advised the banks to pay special attention to any money laundering threats that may arise from new or developing technologies including, internet banking that might favour anonymity, and take measures, if needed, to prevent their use in money laundering schemes. Further, banks are required to report all frauds to the RBI on a periodical basis. The auditors should review the same to get an idea of the nature and extent of frauds.

“Money mules”² can be used to launder the proceeds of fraud schemes (e.g., phishing and identity theft) by criminals who gain illegal access to deposit accounts by recruiting third parties to act as “money mules.” In some cases, these third parties may be innocent while in others they may be having complicity with the criminals. In a money mule transaction, an individual with a bank account is recruited to receive cheque deposits or wire transfers and then transfer these funds to accounts held on behalf of another person or to other individuals, minus a certain commission payment. Money mules may be recruited by a variety of methods, including spam e-mails, advertisements on genuine recruitment web sites, social networking sites, instant messaging and advertisements in newspapers. When caught, these money mules often have their bank accounts suspended, causing inconvenience and potential financial loss, apart from facing likely legal action for being part of a fraud. Many a times the address and contact details of such mules are found to be fake or not up to date, making it difficult for enforcement agencies to locate the account holder. The operations of such mule accounts can be minimised if banks follow the guidelines contained in the Master Directions on Know Your Customer (KYC). Banks are, therefore, required to strictly adhere to the guidelines on KYC/AML/CFT issued from time to time and to those relating to periodical updation of customer identification data after the account is opened and also to monitoring of transactions in order to protect themselves and their customers from misuse by such fraudsters.

2.98 Money laundering involves three steps namely - Placement – Layering - Integration.

- Placement involves introducing money in the financial system by some means.
- Layering means carrying out transactions generally complex to camouflage the illegal source.
- Integration means acquiring wealth generated from the transactions of the illicit funds.

2.99 Some methods in which money laundering takes place are as under -

- Breaking up of cash into smaller amounts and depositing it in to the bank below the monitored reporting thresholds.

² The RBI, vide its circular no. DBOD.AML.BC.No.65/14.01.001/2010-11 dated December 7, 2010 provides guidance on Operation of bank accounts & money mules.

- Physically moving the cash into locations or jurisdictions and depositing it in off shore banks with lesser stringent enforcement laws and regulations.
- Using business typically known to receive revenue in cash to be used to deposit criminally derived cash.
- Trade based laundering – Over or Under Invoicing.
- Shell companies operating in jurisdictions not requiring reporting of beneficial owner to earn tax favored profits.
- Round Tripping wherein money is deposited in a controlled foreign corporation offshore preferably a tax haven where minimal records are kept & then shipped back as FDI to earn tax favored profits through a shell company.
- Use of Casinos – Chips are purchased with laundered cash and on winning, the buyer either gets back the winnings in cheque or gets a receipt for the winnings.
- Real estate Transactions – seller agrees to understate the value of the property and collects the difference in cash.
- Bank capture – Buying a controlling interest in a Bank in a jurisdiction with weak money laundering controls and then move money through the bank without much scrutiny.

2.100 Banks use computer software in place whereby they generate alerts based on thresholds as per parameters given in IBA guidance. The bank scans through these alerts and in case they find anything suspicious they have to report the same to the Financial Intelligence Unit. This reporting varies from bank to bank as the definition of “suspicious” is interpreted by various banks differently. Banks should have adequate documentation in place justifying why a transaction was not reported as Suspicious when they had alerts of the same. Banks also need to review these alerts from time to time. If a Suspicious Transaction Reports (STR) is reported in a Low risk account, the classification in the account may need upgradation to a High risk profile account.

2.101 Central Statutory Auditors should review the process of closure of AML alerts. AML alerts are transactions identified by AML application as exceptional. The same needs to be closed after getting explanation from customer regarding genuineness of transactions. In many Banks the AML alerts are closed based on information provided by Branch Managers, which he/she receives from customer. At Branch level the Statutory Branch Auditors may review process of documenting explanations received from customer regarding AML alerts.

Central Statutory Auditors should review the process of modifications/deletion in

parameters entered in AML application for generation of alerts.

Assess Specific Risks

2.102 The auditors should identify and assess the risks of material misstatement at the financial statement level which refers to risks that relate pervasively to the financial statements as a whole, and potentially affect many assertions. Risk of material misstatement at the assertion level for specific class of transactions, account balances and disclosures need to be considered because such consideration directly assists in determining the nature, timing and extent of further audit procedures at the assertion level necessary to obtain sufficient appropriate audit evidence.

2.103 For this purpose, the auditor should perform the following:

- Identify risks throughout the process of obtaining an understanding of the bank and its environment, including applicable controls that relate to the risks, and by considering the account balances or disclosures in the financial statements.
- Ascertain account balances or disclosures wherein control lapses or errors have been identified in the past.
- Pinpoint each risk to one or more assertions relating to the account balances or disclosures.
- Consider whether the risks are of a magnitude that could result in a material misstatement of the financial statements.
- Document the identified and assessed risks of material misstatement at the assertion level.

2.104 Although there is always a risk of misstatement for each significant account balance and disclosure, a specific risk exists when the auditor recognises one or more factors that significantly increases the risk of material misstatement. This assessment is based on the nature of the risk, the likelihood of the occurrence of the risk, and the likely magnitude of any resulting misstatements.

2.105 The identification of specific risks, which arise on most audits, is a matter of professional judgment. The factors influencing the identification of specific risks may include the following:

- past misstatements strongly indicate about the likely occurrence of future misstatements;
- the application systems are unreliable;
- non-systematically processed transactions have a disproportionately higher

likelihood of misstatement than those routine transactions that are processed by reliable application systems;

- absence of secondary review;
- the incidence of misstatements is greater in transactions relating to accounting estimates and adjustments at or near to the end of an accounting period (i.e., cut-offs and accruals); and
- the incidence of misstatements associated with unusual or complex transactions.

The greater the likelihood that the risk could result in a material misstatement of the financial statements, the greater the potential for that risk of material misstatement to be assessed as a specific risk.

2.106 The auditor's assessment of the risks of material misstatement at the assertion level is based on available audit evidence which may change during the course of the audit as and when further audit evidence is obtained indicating the change in the previously obtained audit evidence (e.g., when performing substantive procedures, the auditor may detect misstatements in amounts or frequency greater than that of consistent with their risk assessment). In these circumstances, the auditor needs to consider whether it is appropriate to revise the risk assessment procedures and modify the further planned audit procedures accordingly. The auditor is required to document the identified and assessed risks of material misstatement at the assertion level.

2.107 Most transactions involve more than one type of the risk identified, as mentioned in the Annexure-1 to this Chapter. Furthermore, the individual risks set out above may be correlated with one another. For example, a bank's credit exposure in a securities transaction may increase as a result of an increase in the market price of the securities concerned. Similarly, non-payment or settlement failure can have consequences for a bank's liquidity position. The auditor therefore considers these and other risk correlations when analysing the risks to which a bank is exposed.

Risk Associated with Outsourcing of Activities

2.108 Further, the modern day banks make extensive use of outsourcing as a means of both reducing costs as well as making use of services of an expert not available internally. There are, however, a number of risks associated with outsourcing of activities by banks and therefore, it is quintessential for the banks to effectively manage those risks. RBI's circular no. DBOD.BP.40/21.04.158/2006-07 dated November 3, 2006 contains extensive guidelines on managing the risks associated with the outsourcing of financial services by banks. The circular, however, also mandates that banks which choose to

outsource financial services should not outsource core management functions including internal audit, compliance function and decision-making functions like, determining compliance with Know Your Customer ('KYC') norms for opening deposit accounts, according sanction for loans (including retail loans) and management of investment portfolio.

2.109 In addition to understanding the external factors that could indicate increased risk, the natures of risks arising from the bank's operations are also of significant importance. Factors that contribute significantly to operational risk include the following:

- (a) The need to process high volumes of transactions accurately within a short time through the large-scale use of IT.
- (b) The need to use electronic funds transfer (EFT) or other telecommunication system to transfer ownership of large sums of money, with the resultant risk of exposure to loss arising from payments to incorrect parties through fraud or error.
- (c) The conduct of operations in many locations with a resultant geographic dispersion of transaction processing and internal controls. As a result:
 - (i) there is a risk that the bank's worldwide exposure, customer-wise and product-wise may not be adequately aggregated and monitored; and
 - (ii) control breakdowns may occur and remain undetected or uncorrected because of the physical separation between management and those who handle the transactions.
- (d) The need to monitor and manage significant exposures that can arise over short timeframes. The process of clearing transactions / RTGS / NEFT may cause a significant build-up of receivables and payables during a day, most of which are settled by the end of the day. This is ordinarily referred to as intra-day payment risk. These exposures arise from transactions with customers and counterparties and may include interest rate, currency and market risks.
- (e) The handling of large volumes of monetary items, including cash, negotiable instruments and transferable customer balances, with the resultant risk of loss arising from theft and fraud by employees or other parties.
- (f) The inherent complexity and volatility of the environment in which banks operate, resulting in the risk of inappropriate risk management strategies or accounting treatment, in relation to such matters as the development of new products and services.
- (g) Overseas operations are subject to the laws and regulations of the countries

in which they are based as well as those of the country in which the parent entity has its headquarters. This may result in the need to adhere to differing requirements, thereby, leading to risk that operating procedures that comply with regulations in some jurisdictions do not meet the requirements of others.

Response to the Assessed Risks

2.110 SA 330, “The Auditor’s Responses to Assessed Risks” deals with the auditor’s responsibility to design and implement responses to the risks of material misstatement identified and assessed by the auditor in accordance with SA 315. Further, it requires the auditor to design and implement overall responses to address the assessed risks of material misstatement at the financial statement level. The auditor should design and perform further audit procedures whose nature, timing and extent are based on and are responsive to the assessed risks of material misstatement at the assertion level. In designing the further audit procedures to be performed, the auditor should:

- (a) Consider the reasons for the assessment given to the risk of material misstatement at the assertion level for each class of transactions, account balance, and disclosure, including:
 - (i) The likelihood of material misstatement due to the particular characteristics of the relevant class of transactions, account balance, or disclosure (i.e., the inherent risk); and
 - (ii) Whether the risk assessment takes into account the relevant controls (i.e., the control risk), thereby requiring the auditor to obtain audit evidence to determine whether the controls are operating effectively (i.e., the auditor intends to rely on the operating effectiveness of controls in determining the nature, timing and extent of substantive procedures); and
- (b) Obtain more persuasive audit evidence the higher the auditor’s assessment of risk.

2.111 The auditor shall design and perform tests of controls and substantive procedures to obtain sufficient appropriate audit evidence, as to the operating effectiveness of relevant controls, and to detect material misstatements at the assertion level.

Risk Control Matrix (RCM)

2.112 The various risks, both at the financial statement level and at the

process level which are assessed together with the controls relevant against the same can be documented in the form of a RCM, which is a comprehensive document which captures at one place, for each business cycle, the following information:

- The risks of material misstatement including the fraud risks and any other significant risks which must be separately identified.
- The account balances affected against each of the risks identified above.
- The financial statement assertions which are addressed for each of the above risks and accounts balances.
- The controls which address each of the risks and assertions. A control may address more than one risk or assertion as discussed earlier.
- The frequency of the control.
- Who is responsible for testing and reporting on the control and the document(s) which need to be prepared to evidence the exercise of the control.

2.113 An illustrative format of the RCM is given hereunder:

RISK CONTROL MATRIX-----BUSINESS CYCLE#

Risk (what could go Wrong?)	Account Balances Affected	Description of Control Activity*	Control Type Preventive / Detective	Manual / Automated control
<p>* Should also cover/address the responsibilities, frequency, and documentary evidence. The frequency could also be specified in separate column.</p> <p># The following are some of the common business cycles for which separate RCMs could be prepared, depending upon the nature of the entity's business and the materiality of the particular process, which are relevant from the point of view of Internal Financial Controls Over Financial Reporting:</p> <ul style="list-style-type: none"> • Financial Closing and Reporting. • Bill to collect. (Revenue and Receivables) • Procure to Pay. (Purchase / Expenses and Accounts Payables) • Payroll. • Treasury. • Cash and Bank. • Fixed assets and Depreciation. • Taxation. • Lending. 				

- Borrowing
- Deposits. (Separately for Term Deposits and Current and Savings Accounts)
- Derivatives and FX.
- Payment and settlements systems and channel reconciliations.
- Third party products / cross selling products.

2.114 An important element in the preparation of the RCM is to understand the interplay between the business cycles and the related activities / processes and the account balances affecting the same, to the extent it impacts the financial reporting. Finally, the RCM should also help to identify controls which are relevant and not relevant.

2.115 Preparation of a RCM is one of the documentation methods for the Internal Control Framework and would assist in reporting on the operating effectiveness of Internal Financial Controls, wherever applicable. Further, whilst the preparation of the same is recommended by the Management as a part of its assessment of the design and operating effectiveness of the controls for Board Reporting, in terms of Section 134(5)(e) of the companies Act, 2013, in case the same is not prepared, the auditor can use the same for testing the operating effectiveness of Internal Financial Controls over Financial Reporting. The requirement of IFCFR is applicable to the banks registered under the Companies Act, 2013. As such the other banks such as public sector banks, RRBs do not have to legally adhere to the requirements in the form mentioned in this paragraph. However, the banks may follow this voluntarily to help them monitor the control environment effectively. The Management should put in place a system to periodically test the effectiveness of the significant controls identified in the RCMs.

Value-at-risk ('VAR')

2.116 For a given portfolio, value-at-risk measures the potential future loss (in terms of market value) that, under normal market conditions, will not be exceeded, with a defined confidence level in a defined period. The value-at-risk for a total portfolio represents a measure of diversified market risk (aggregated using pre-determined correlations) in that portfolio. Banks calculate value-at-risk for both internal and regulatory reporting using a 99% confidence level.

Stress Testing

2.117 Globally, banks are increasingly relying on statistical models to measure and manage the financial risks to which they are exposed. These models are

gaining credibility because they provide a framework for identifying, analysing, measuring, communicating and managing these risks. Since models cannot incorporate all possible risk outcomes and are generally not capable of capturing sudden and dramatic changes, banks supplement models with 'stress tests'. Internationally, stress testing has become an integral part of banks' risk management systems and is used to evaluate the potential vulnerability to some unlikely but plausible events or movements in financial variables. There are broadly two categories of stress tests used in banks, viz., sensitivity tests and scenario tests. These may be used either separately or in conjunction with each other.

2.118 Banks usually use a wide range of quantitative tools and matrices to measure and monitor risks. Some of the commonly used tools to measure and monitor market risk are Value at Risk (VAR) and Stress Testing.

2.119 RBI, vide its circular no. DBOD. No. BP. BC.101 / 21.04.103/ 2006-07 dated June 26, 2007 on "Guidelines on Stress Testing" has required that all commercial banks (excluding RRBs and LABs) shall put in place a Board approved 'Stress Testing framework' to suit their individual requirements which would integrate into their risk management systems. The circular further requires that the framework should satisfy certain essential requirements as listed therein.

2.120 The circular also states that while traditionally stress tests are used in the context of managing market risks, these may also be employed in the management of credit risks, operational risks and liquidity funding risk. Banks should identify their major risks that should be subjected to stress tests.

2.121 Banks should stress the relevant parameters at least at three levels of increasing adversity – minor, medium, and major – with reference to the normal situation and estimate the financial resources needed by it under each of the circumstances to:

- a) meet the risk as it arises and for mitigating the impact of manifestation of that risk;
- b) meet the liabilities as they fall due; and
- c) meet the minimum CRAR requirements. Banks may apply stress tests at varying frequencies dictated by their respective business requirements, relevance and cost.

2.122 The results of the various stress tests should be reviewed by the senior management and reported to the Board. The circular emphasizes that these results should be an essential ingredient of bank's risk management systems.

2.123 The remedial actions that banks may consider necessary to activate when the various stress tolerance levels are breached may include:

- a) Reduction of risk limits;
- b) Reduction of risks by enhancing collateral requirements, seeking higher level of risk mitigants, undertaking securitisation, and hedging;
- c) Amend pricing policies to reflect enhanced risks or previously unidentified risks;
- d) Augmenting the capital levels to enhance the buffer to absorb shocks;
- e) Enhancing sources of funds through credit lines, managing the liability structure, altering the liquid asset profile, etc.

2.124 Stress tests should, as far as possible, be conducted on a bank-wide basis and should be adequately tailored to capture country or market or portfolio specific factors. Stress tests undertaken on a bank-wide basis enable the Board and senior management to assess the potential impact of the stress situations on the bank's earnings and capital position, and enable them to develop or choose appropriate strategies for mitigating and managing the impact of those situations. The framework also helps bank managements in understanding the bank's risk profile and adjusting it in accordance with their risk appetite. The stress test results should be considered while establishing and reviewing various policies and limits.

2.125 RBI requires the banks to put in place appropriate stress test policies and the relevant stress test framework for the various risk factors by September 30, 2007 as also to ensure that their formal stress testing frameworks, which are in accordance with these guidelines, are operational from March 31, 2008.

BASEL III Framework

2.126 The Basel Committee on Banking Supervision (BCBS) and the Financial Stability Board (FSB) had undertaken an extensive review of the regulatory framework in the wake of the sub-prime crisis. In the document titled 'Basel III: A global regulatory framework for more resilient banks and banking systems', released by the BCBS in December 2010, it had *inter alia* proposed certain minimum set of criteria for inclusion of instruments in the new definition of regulatory capital. The RBI issued a circular no. DBOD.No.BP.BC.98/21.06.201/2011-12 dated May 2, 2012 on the subject "Guidelines on Implementation of Basel III Capital Regulations in India" and also Master Circular No. DBR.No.BP.BC.1/21.06.201/2015-16 dated July 1, 2015 on "Basel III – Capital Regulations". Vide these circulars the RBI has prescribed the final

guidelines on Basel III capital regulations. The reader may refer to the chapter 1, “Basel III” of Part V of the Guidance Note for the detailed guidance on the New Capital Adequacy Framework, i.e., Basel III.

Entity Level Control (ELC)

2.127 The SCA also needs to examine the ELC in the organization for proper evaluation of risk. This needs to be decided based on the case to case basis and based on the structure of the bank. A tentative draft of the controls to be seen in this respect and suggested audit steps are attached as Annexure.

Annexure 1

Risks Associated with the Banking Activities

Risk is a function of probability or likelihood of occurrence and the significance of the impact. Risk implies vulnerability and threat. The key is the impact as an event may have a very low probability of occurrence or even remote probability but the impact could be disastrous. In such cases risks do not get identified or get due focus thus diluting controls necessary for their mitigation. Another key factor is the speed at which risks permeate through the entity once affected. Globalization of the economy has led to integration of world economies & increased the risks & an event occurring anywhere in the world can have an impact on Banks in India.

Risks associated with banking activities can be broadly categorised as follows:

- a) **Concentration Risk:** Banking risks increase with the degree of concentration of a bank's exposure to any one customer, industry, geographic area or country. For example, a bank's loan portfolio may have large concentrations of loans or commitments to particular industries, and some, such as real estate, shipping and natural resources, may have highly specialized practices. Assessing the relevant risks relating to loans to entities in those industries may require knowledge of these industries, including their business, operational and reporting practices.
- b) **Country Risk:** The risk of foreign customers and counterparties failing to settle their obligations because of economic, political and social factors of the counterparty's home country and external to the customer or counterparty.
- c) **Credit Risk:** The risk that a customer or counterparty will not settle an obligation for full value, either when due or at any time thereafter. Credit risk, particularly from commercial lending, may be considered the most important risk in banking operations. Credit risk arises from lending to individuals, companies, banks and governments. It also exists in assets other than loans, such as investments, balances due from other banks and in off-balance sheet commitments. Credit risk also includes country risk, transfer risk, replacement risk and settlement risk.
- d) **Currency Risk:** The risk of loss arising from future movements in the exchange rates applicable to foreign currency assets, liabilities, rights and obligations.
- e) **Fiduciary Risk:** The risk of loss arising from factors such as failure to maintain safe custody or negligence in the management of assets on behalf of other parties.

- f) **Interest Rate Risk:** The risk that a movement in interest rates would have an adverse effect on the value of assets and liabilities or would affect interest cash flows.
- g) **Legal and Documentary Risk:** The risk that contracts are documented incorrectly or are not legally enforceable in the relevant jurisdiction in which the contracts are to be enforced or where the counterparties operate. This can include the risk that assets will turn out to be worthless or liabilities will turn out to be greater than expected because of inadequate or incorrect legal advice or documentation. In addition, existing laws may fail to resolve legal issues involving a bank; a court case involving a particular bank may have wider implications for the banking business and involve costs to it and many or all other banks; and laws affecting banks or other commercial enterprises may change. Banks are particularly susceptible to legal risks when entering into new types of transactions and when the legal right of the counterparty to enter into a transaction is not established.
- h) **Liquidity Risk:** The risk of loss arising from the changes in the bank's ability to sell or dispose of an asset. The risk of liquidity risk turning into a solvency risk needs to be monitored as risk can swiftly move across the entity.
- i) **Modelling Risk:** The risk associated with the imperfections and subjectivity of valuation models used to determine the values of assets or liabilities.
- j) **Operational Risk:** The risk of direct or indirect loss resulting from inadequate or failed internal processes, people and systems or from external events.
- k) **Price Risk:** The risk of loss arising from adverse changes in market prices, including interest rates, foreign exchange rates, equity and commodity prices and from movements in the market prices of investments.
- l) **Regulatory Risk:** The risk of loss arising from failure to comply with regulatory or legal requirements in the relevant jurisdiction in which the bank operates. It also includes any loss that could arise from changes in regulatory requirements. For example, money laundering risk is a Regulatory risk. (The circular - DBS.CO.PP.BC.6/11.01.005/2006-07 dated April 20, 2007 on "Compliance Function in Banks" which lays down detailed requirements in respect of compliance related aspects such as compliance risk, responsibility of the Board of Directors, responsibility of the senior management, compliance policy, compliance structure, compliance principles, process, procedures, compliance programme, etc. is relevant).
- m) **Replacement/Performance Risk:** The risk of failure of a customer or counterparty to perform the terms of a contract. This failure creates the need

to replace the failed transaction with another counter party at the current market price. This may result in a loss to the bank equivalent to the difference between the contract price and the current market price.

- n) **Reputational Risk:** The risk of losing business because of negative public opinion and consequential damage to the bank's reputation arising from failure to properly manage some of the above risks, or from involvement in improper or illegal activities by the bank or its senior management, such as money laundering or attempts to cover up losses.
- o) **Settlement Risk:** The risk that one side of a transaction will be settled without value being received from the customer or counterparty. This will generally result in the loss to the bank of the full principal amount.
- p) **Solvency Risk:** The risk of loss arising out of possibility of bank not having sufficient value of assets to meet its obligations on the due date, whereas liquidity risk means the risk related to disposal of assets.
- q) **Transfer Risk:** The risk of loss arising when a counterparty's obligation is not denominated in the counterparty's home currency. The counterparty may be unable to obtain the currency of the obligation irrespective of the counterparty's particular financial condition.
- r) **Volatility Risk:** This is a type of market risk which specifically pertains to option positions. An increase in the volatility of the price of the instrument underlying the option will generally result in an increase in the value of any bought (long) option position. The opposite will apply for a decrease in volatility.

Following are examples of some events/ transactions that give rise to one or more of the abovementioned risks (though they may not have a direct impact on the financial statements of a bank:

- **Cyber Risks** - Use of Internet / Mobile Banking has changed the dimension of banking and with it resulted in new risks – Cyber risks or risks associated due to Identity Thefts, Hacking, Spam, Phishing / Vishing / Dos or DDos attacks, e-mail spoofing, virus attacks, Use of malicious codes, compromise of digital signatures etc., resulting in loss or compromise of data is very common. Risks associated with usage of Debit & Credit Cards or through ATM operations are also increasing.
- Cyber criminals can commit a crime much faster than conventional fraudsters plus have the added advantage of anonymity. The level of anonymity makes attempting and successfully conducting a cybercrime relatively easier than conventional frauds. It also makes dealing with cyber criminals a daunting aspect.

- Usage of Social Networking sites has exploded over the past few years especially amongst the youth. Personal information is routinely exchanged on a real time basis on social networking sites. This is misused by people purporting to be trusted members of the group while in eventuality they may be fraudsters. Confidential private information exchanged over emails also can be easily tracked and misused.
- **Hacking or Cracking** means illegal intrusion into the information on a computer system or network. The motive could include greed, power, revenge, adventure, desire to access forbidden information, destructive mindset and wanting to sell to earn revenue.
- **Phishing** refers to the acquiring of sensitive information such as user names, passwords or credit card details by masquerading as a trustworthy entity in an electronic communication. The word is an eulogy of the fishing technique of using a bait to lure the victim. It directs users to enter details on a fake website whose look and feel are almost identical to the legitimate one. It exploits the user's trust in not being able to identify the site being visited or the program being used is not the real one.
- **Vishing and Smishing** are phone scams similar to "phishing". Vishing is a telephone call claiming to be from a legitimate company requesting your personal information to resolve an urgent financial matter Smishing is accomplished through text messages on a cell phone by asking a person to call a particular number or click on a link that could contain malicious code that could potentially steal information stored in that person's cell phone without his/her knowledge.
- **Data theft** is aided by use of hand held devices like flash drives, I-pods, digital cameras and the ability to transmit large amounts of data quickly vide e-mail, web pages, USB drives, DVD storages & other hand held devices.
- **E mail spoofing** is sending an email to another person in such a way that it appears that the email was sent by someone else. The mail appears to originate from one source but is actually sent from another source.
- **Denial of Service or DOS** attacks floods the bandwidth of the victim's network or fills his email box with spam mail depriving him of service that he is entitled to access or provide.
- **Dissemination of viruses** by use of malicious software that attaches itself to other software. Some of the common viruses are Virus worms, Trojan horse, Web jacking, Email bombing.
- **Impersonation:** A crime in which an imposter obtains key pieces of personal information in order to impersonate someone else. The imposter assumes the identity of that person to make transactions, purchases or get

loans or credits. This could also be done for illegal immigration, hiding from creditors or people who want to be anonymous for personal reasons. The person whose identity is assumed suffers various consequences as a result of being held responsible for the perpetrators actions.

- **Botnets** - networks of compromised computers, controlled by remote attackers in order to perform such illicit tasks as sending spam or attacking other computers.
- **Malvertising** – is a method whereby users download malicious code by simply clicking at some advertisement on any website that is infected.
- **Cyber Extortion:** refers to blackmailing the victim and extorting money to stop the DOS attacks or give back the information stolen or discontinue vandalism etc.
- **Cyber Terrorism / Warfare:** Refers to Distributed Denial of service attacks, hate websites and hate emails, attacks on service network etc.
- **Computer Vandalism** refers to damaging or destroying data rather than stealing or misusing it. Programs are used which attach themselves to a file and then circulate.
- **PUPs (Potentially Unwanted Programs)** are less harmful but annoying malware which installs unwanted software in your system including search agents and toolbars.
- **Software piracy** through either theft or illegal copying of genuine programs or by counterfeiting and distribution of product intended to be passed as originals.
- **Misuse of Digital Signature:** If the private key is not stored securely, it can be misused without the knowledge of the owner of the Private key to issue unauthorized digital certificates for cyber espionage, malware diffusion or sabotage.
- **Man in the Middle Attacks (MITM)** refers to attacks where the attacker secretly relays or possibly alters the communication between two parties who believe they are directly communicating with each other. The attacker intercepts all messages between the two victims and injects new ones and in fact controls the entire conversation.
- **Credit Card Frauds** – involving Debit or Credit cards for obtaining goods without paying or obtaining unauthorized funds from an account.
- Use of fake identities, documentations or impersonation to obtain genuine cards.
- Using a stolen or lost Credit card for illegal purchases before the holder notifies the issuing bank and the issuing bank puts a block on the account.
- Skimming is the theft of payment card information used in a legitimate manner by using basic methods like photocopying receipts or advanced

methods like using small electronic devices (skimmers) to swipe & store hundreds of victim card numbers.

- Tele Phishing is obtaining a list of individuals with their name & phone numbers luring victims into thinking that they are speaking with a trusted organization while handing over sensitive information such as card details.
- A Merchant at a POS(Point of Sale) terminal may allow a fraudster to get goods on a stolen credit card for consideration. He may provide the details of customer cards to the fraudster for a consideration. He can connive with the fraudster & allow him to substitute the imprinter to collect data which can then be used to multiply cards.
- The merchant may at times swipe the card for a nonexistent transaction & accommodate another by lending him money from the value of the transaction he has received from the paying bank.
- At times a card holder may himself declare the card as stolen or lost to the issuer. Soon after he himself uses the card to its limits. The loss on the card post intimation is the loss of the banker / issuer & gains are made in this manner.
- Various credit cards are applied simultaneously at the same time by a fraudster with no previous default history & with the intention to use the card to the fullest and not to repay. At times the fraudster may agree to a one time settlement of the dues at a much lesser amount than what he owes.

Auditor has to review whether risks faced by the Branch are appropriately identified and assessed and whether appropriate controls are put in place, implemented and monitored to reduce/mitigate risks to an acceptable level. Testing of efficiency, effectiveness of controls and reporting to give an assurance thereon is a key audit function.

II-3

Special Considerations in a CIS Environment

Introduction

3.01 Over the years, the banking operations have been automated to a large extent and wide range of banking softwares have been developed for accounting of transactions and core banking operations. Bank software is becoming more sophisticated all the time. As new accounting methods develop and more people bank online, private banking software is being developed to streamline the processes.

3.02 In today's environment all banks have set up and implemented large scale computerisation projects, which has resulted in changes in the processing and storage of information. Information generated by IT systems are also used for decision making. The importance, extent of use and complexity of a bank's information systems affect the organisation and procedures employed by the entity to achieve adequate internal control. Moreover, the new systems bring with it an entire new set of risks. Thus, while the overall objective and scope of audit do not change simply because data is maintained on computers, the procedures followed by the auditor in his study and evaluation of the accounting system and related internal controls and the nature, timing and extent of his other audit procedures are affected in a CIS environment. The nature of audit evidence and the techniques used to evaluate them have also undergone a significant change. Audit procedures are now transformed from "Auditing around the computer" to "Auditing through the computer".

3.03 As per SA 315, "Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and Its Environment", the overall objective and scope of an audit does not change in a Computer Information Systems ('CIS') environment. However, the use of a computer changes the processing, storage, retrieval and communication of financial information and may affect the accounting and internal control systems employed by the bank, accordingly, CIS environment may affect:

- the procedures followed by the auditor in obtaining sufficient understanding of the accounting and internal control system;

- the auditor's evaluation of inherent risk and control risk through which the auditor assesses the audit risk; and
- the auditor's design and performance of tests of control and substantive procedures appropriate to meet the audit objective.

3.04 The auditor should evaluate, *inter alia*, the following factors to determine the effect of CIS environment on the audit:

- the extent to which the CIS environment is used to record, compile and analyse accounting information;
- the system of internal control in existence in the bank with regard to:
 - (i) flow of authorised, correct and complete data to the processing centre;
 - (ii) processing, analysis and reporting tasks undertaken; and
- the impact of computer-based accounting system on the audit trail that could otherwise be expected to exist in an entirely manual system.

3.05 The control concerns arising from the use of IT by a bank are similar to those arising when IT is used by other organisations. However, the matters that are of particular concern to the auditor of a bank include the following:

- The use of IT to calculate and record substantially, all of the interest income and interest expense and profit/loss on sale of investment, which are ordinarily two of the most important elements in the determination of a bank's earnings.
- The use of IT and telecommunications systems to determine the foreign exchange security and derivative trading positions, and to calculate and record the gains and losses arising from them.
- The extensive, and in some cases almost total, dependence on the records produced by IT because they represent only readily accessible source of detailed up-to-date information on the bank's assets and liability positions, such as, customer loan and deposit balances.
- The use of complex valuation models incorporated in the IT systems.
- The models used to value assets and the data used by those models are often kept in spreadsheets prepared by individuals on personal computers not linked to the bank's main IT systems and not subject to the same controls as applications on those systems.
- The use of different IT systems resulting in the risk of loss of audit trail

and incompatibility of different systems.

- The use of multiple channels of delivery of services to a bank's customers such as ATM, EFT, internet banking, card-based payment systems, etc.
- The integrity of financial data moving through data interfaces between several systems.
- Compatibility of data structure in communication between different systems.
- Potential risk of management override of controls through privileged access to information systems.
- Potential segregation of duty issues arising from access to multiple systems granted to users.
- The extensive use of third party vendors (service organizations) to whom financial data processing activities or management of IT infrastructure is outsourced.

3.06 The auditor obtains an understanding of the core IT, Electronic Fund Transfer (EFT), telecommunication applications and the links between those applications. The auditor relates this understanding to the major business processes or balance sheet positions in order to identify the risk factors for the organisation and therefore, for the audit. In addition, it is important to identify the extent of the use of self-developed applications or integrated systems, which will have a direct effect on the audit approach. (Self-developed systems require the auditor to also focus more extensively on the program change controls).

3.07 When auditing in a distributed IT environment, the auditor obtains an understanding of where the core IT applications are located. If the bank's Wide Area Network (WAN) is dispersed over several countries, specific legislative rules might apply to cross-border data processing, in such an environment, audit work on the access control system, especially on access violations, is an important part of the audit. Further, if the system is hosted outside India, Auditor can obtain report of service organization as per SAE 3402, "Assurance Reports on Controls At a Service Organisation" or equivalent work/report from that country.

Regulatory aspects

3.08 Various sets of guidelines have been issued by RBI on different implementation of IT systems. In July, 2017 IDRBT in consultation with RBI has prepared "Core Banking Solutions Requirements of Urban Co-Operative Banks: Functional and Technical". Though the said report is prepared for Urban Co-Op

Bank, it gives insight into the functional and technical aspect of an ideal CBS.

3.09 In addition to it, Reports and Recommendations of “Working Group on Information Security, Electronic Banking, Technology Risk Management and Cyber Frauds” headed by Mr. G. Gopalkrishna dt. January 14, 2011 gives insight into adequacy of controls w.r.t. systems, cyber frauds.

3.10 On June 2, 2016 RBI has issued (RBI/2015-16/418 DBS.CO/CSITE/BC.11/33. 01. 001 / 2015-16) cyber security framework in Banks. It provides valuable insight into cyber security setup to be maintained by the banks.

Categorisation of Banks based on level of Computerisation

3.11 Banks may be divided into three board categorises based on the level of computerisation:

- Non-computerised banks.
- Partially Computerised banks.
- Fully computerised banks.

3.12 The importance, extent of use and complexity of information systems of each bank may be different than the others. For effectively using a risk-based audit approach, an auditor needs to evaluate the IT risks for a bank before determining the nature, timing and extent of audit procedures.

3.13 Special care has to be taken while doing an audit in a fully computerised environment (where the Bank uses Core Banking Solution-CBS).

Section – A - Guidance on Central Statutory Audit

3.14 With the extensive coverage of computer systems, softwares coupled with centralized processing in banks pose different set of risks and challenges for Auditors. This also calls for realignment of audit procedures, communication with management and Statutory Branch Auditors.

3.15 Banks, which have high level of computerisation and centralisation, equally have a high level of decentralisation of processes and underlying activities, e.g., in case of advances, the credit processing and accounting are centralised but at the same time there could be separate teams carrying out various parts of credit processing and day-to-day monitoring at the central level; and each team is aware of the specific part of activity only. The central auditor’s biggest challenge is to first get acquainted with all the decentralised processes and activities and then to co-ordinate with the relevant persons for the required information. Normally, the central auditor uses the work of an

expert for reviewing the computerisation processes and systems, especially in case of core banking system. The findings and reservations, if any, of an expert should be communicated to the other joint auditors. Similarly, the central auditor may consider necessary to communicate the findings and reservations, if any, of an expert to branch auditors to review certain specific aspects at the branch level. This will not only aid in enhancing the control review process of an audit but also enable the central auditor as well as the branch auditors to formulate their audit methodology and sampling techniques.

3.16 It may also be noted that foreign banks in India are largely guided by global policies, processes and systems (including IT systems) with some level of customisations to meet the local requirements. In some foreign banks, even the IT systems (hubs, servers, etc.) and monitoring thereof (periodic system audit, etc.) are centralised in other countries and no country-specific-process documentation and periodic validations are prescribed by that foreign bank. Therefore, the local IT teams may at the time of an audit not be in a position to explain the basic configuration of accounting systems and how the local requirements are in-built in the global systems. In some other banks, the primary accounting records are maintained as per global reporting standards and the local financial statements are extracted from those records. Further, the scope of internal auditors and system auditors, etc., is decided on the global basis rather than on country basis. Such high level of globalisation poses big challenge for the local auditors and they have to largely rely on the past consistent globally accepted practices and then to base their audit opinion on explanations and representations coupled with test of controls and substantive checking to the extent possible. These banks are also required to adhere to the guidelines of the RBI with regard to computerisation and the checks and controls around it.

Role and responsibilities of the central auditor

3.17 Based on the information received from the bank, the statutory central auditor would:

- Need to review whether there is clear segregation of work to be undertaken at central level and branch level under the bank's IT system for accounting of transactions.
- Consider the need for sending a detailed note to the branch auditors explaining their roles and responsibilities in the light of what is stated above.
- Review whether access to primary and subsidiary records is provided and use of data analysis tools is allowed at central and branch level.

- Perform test of controls and substantive checking of sample transactions at the central level and if required, share the results with the branch auditors.
- Based on the work undertaken, identify key issues to be taken up with the Audit Committee and the Board of the bank.
- Consider whether the significant adverse observations in the periodic system audit reports need to be shared with the branch auditors and also be considered while framing the opinion of true and fair view of the financial statements of the bank.

Review of specific aspects

a. Outsourcing of Financial Services by Banks

3.18 Outsourcing is a worldwide phenomenon, finding presence in every industry, including the banking industry. With a view to ensure that the banks adequately address the risks associated with outsourcing of some of their activities (especially financial services) by banks as also to bring such outsourced activities under the regulatory purview and protect the interests of the customers, the RBI issued circulars no. DBOD.BP.40/21.04.158/2006-07 dated November 3, 2006 on “Managing the Risks and Code of Conduct in Outsourcing of Financial Services by Banks” read with circular DBOD.No.BP.97/21.04.158/2008-09 dated December 11, 2008 and circular DBS.CO.PPD.BC.5/11.01.005/2008-09 dated April 22, 2009.

3.19 The circular defines “outsourcing” as “a bank’s use of a third party (either an affiliated bank within a corporate group or a bank that is external to the corporate group) to perform activities on a continuing basis that would normally be undertaken by the bank itself, now or in the future”. ‘Continuing basis’ would include agreements for a limited period.

3.20 The said circular contains detailed requirements in respect of the various aspects related to outsourcing, including:

- Activities that should not be outsourced.
- Material outsourcing.
- Bank’s role and regulatory and supervisory requirements.
- Risk management practices for outsourced financial services.
- Role of Board of Directors and senior management.
- Evaluation of risks.
- Evaluating the capability of the service provider.

- Outsourcing agreement.
- Confidentiality and security.
- Responsibility of DSA/ DMA/ Recovery Agents.
- Business continuity and management of disaster recovery plan.
- Monitoring of outsourced activities.
- Redressal of grievances related to outsourced services.
- Reporting of transactions to Financial Intelligence Unit.
- Off-shore outsourcing of financial services.
- Self assessment/ proposed outsourcing arrangements.

3.21 Further, paragraph 5.9.3 of the circular envisages that regular audits either by the internal auditors or external auditors of the bank should assess the adequacy of the risk management practices adopted in overseeing and managing the outsourcing arrangement, the bank's compliance with its risk management framework and the requirements of these guidelines. RBI cyber security framework dated 2 June 2016 also mandates several controls over outsourced operations/vendor arrangements. The auditor should accordingly undertake procedures necessary to meet these requirements. The scope of the auditor's procedures would, however, be within the requirements of the SA 402, "Audit Considerations relating to an Entity Using a Service Organisation".

3.22 As per another circular no RBI/2014-15/497 DBR.No.BP.BC.76/21.04.158/2014-15 dated March 11, 2015, auditor needs to check that in certain cases, like outsourcing of cash management, which involve reconciliation of transactions between the bank, the service provider and its sub-contractors reconciliation of transactions between the bank and the service provider (and/ or its subcontractor), are carried out in a timely manner. An ageing analysis of entries pending reconciliation with outsourced vendors was placed before the Audit Committee of the Board (ACB). Auditor should also check the reason for old outstanding items therein.

b. Security and Risk Mitigation Measures for Electronic Payment Transactions

3.23 Electronic Payments effected through alternate products/channels are becoming popular among the customers with more and more banks providing such facilities to their customers. One such initiative by RBI is mandating additional factor of authentication for all Card Not Present (CNP) transactions. Banks have also to put in place mechanisms and validation checks for facilitating on-line funds transfer, such as: (i) enrolling customer for internet/mobile banking;

(ii) addition of beneficiary by the customer; (iii) velocity checks on transactions, etc.

3.24 With cyber-attacks becoming more unpredictable and electronic payment systems becoming vulnerable to new types of misuse, it is imperative that banks introduce certain minimum checks and balances to minimise the impact of such attacks and to arrest/minimise the damage. Accordingly, banks are required by the RBI to put in place security and risk control measures vide its circular DPSS (CO) PD No.1462/02.14.003/2012-13 dated February 28, 2013 and circular no RBI/2015-16/418 DBS.CO/CSITE/BC.11/33.01.001/2015-16 dated June 2, 2016.

Opening and Operation of Accounts and Settlement of Payments for Electronic Payment Transactions Involving Intermediaries

3.25 The use of Electronic/Online Payment modes for payments to merchants for goods and services like bill payments, online shopping etc., has been gaining popularity in the country. The increased facilitation by banks and prepaid payment instrument issuers of the use of electronic modes by customers for payments to merchants generally involves the use of intermediaries like aggregators and payment gateway service providers. Further, Electronic Commerce and Mobile Commerce (e-commerce and m-commerce) service providers have also been acting as intermediaries by providing platforms for facilitating such payments. In most existing arrangements involving such intermediaries, the payments made by customers (for settlement of e-commerce/m-commerce/bill payment transactions) are credited to the accounts of these intermediaries, before the funds are transferred to the accounts of the merchants in final settlement of the obligations of the paying customers. Any delay in the transfer of the funds by the intermediaries to the merchants account will not only entail risks to the customers and the merchants but also impact the payment system. With a view to safeguard the interests of the customers and to ensure that the payments made by them are duly accounted for by the intermediaries receiving such payments and remitted to the accounts of the merchants who have supplied the goods and services without undue delay, RBI vide its circular no. DPSS.CO.PD.No.1102 /02.14.08/ 2009-10 dated November 24, 2009 issued guidelines for opening and operation of accounts and settlement of payments for electronic payment transactions involving intermediaries to ensure safe and orderly conduct of such transactions. As per RBI Circular No BI/2010-11/339 DPSS.CO.OSD.No.1448/06.08.001/2010-2011 dated December 28, 2010, banks are required to obtain quarterly certificate from the concurrent auditor on the operations of the intermediaries' accounts including all the intermediaries accounts maintained with bank.

c. E –Banking

3.26 E-banking may be defined as the automated delivery of new and traditional banking products and services directly to customers through electronic, interactive communication channels. E-banking includes the systems that enable financial institution customers, individuals or businesses, to access accounts, transact business, or obtain information on financial products and services through a public or private network including internet. Customers access e-banking services using an intelligent electronic device, such as, a personal computer (PC), personal digital assistant (PDA), smart phones, automated teller machine (ATM), kiosk, etc.

Risks associated with E-banking

Transaction/ Operations Risk

3.27 Transaction/Operations risk arising from fraud, processing errors, system disruptions, or other unanticipated events shows the bank's inability to deliver products or services. This risk exists in each product and service offered. The level of transaction risk is affected by the structure of the bank's processing environment, including the types of services offered and the complexity of the processes and supporting technology.

3.28 In most instances, e-banking activities will increase the complexity of the bank's activities and the quantity of its transaction/operations risk, especially if the bank is offering innovative services that have not been standardised. Since customers expect e-banking services to be available 24x7, banks should ensure their e-banking infrastructures contain sufficient capacity and redundancy to ensure reliable service availability.

3.29 The auditor should examine whether in order to mitigate transaction/operations risk, the bank has put in place effective policies, procedures, and controls to meet the new risk exposures introduced by e-banking. The basic internal controls would include segregation of duties, dual controls, and reconciliations. Information security controls, in particular, become more significant requiring additional processes, tools, expertise and testing.

d. Mobile Banking

3.30 Mobile banking involves undertaking banking transactions using mobile phones by bank customers that involve credit/debit to their accounts. It also covers accessing the bank accounts by customers for non-monetary transactions like, balance enquiry, 'stop payment' instruction of cheques, transactions enquiry, location of the nearest ATM/branch, etc.

3.31 With a view to ensure that the banks adequately address the risks associated with mobile banking, the RBI has issued Master Circular No. RBI/2016-17/17 DPSS.CO.PD. Mobile Banking No. 02/02.23.001/2016-17 dated July 1, 2016 on “Mobile Banking Transactions in India – Operative Guidelines for Banks”. The guidelines are applicable to all scheduled commercial banks (including Regional Rural Banks), Urban Cooperative Banks, State Cooperative Banks and District Central Cooperative Banks. A bank needs to obtain prior approvals of the RBI before commencement of mobile banking services in India.

3.32 In carrying out an audit of mobile banking transactions, the auditor is primarily concerned about aspects such as authentication procedures, understanding the information security framework, compliances with regulatory requirements, etc.

- *Authentication procedures for mobile banking transactions:* All transactions affecting an account including those which lead to an account being debited or credited should be allowed only after authentication of the mobile number and the MPIN associated with it. Further, the accounts allowed to be transacted through mobile banking should be correctly linked with the mobile phones so as to safeguard against spoofing of the phone numbers. The auditor needs to ensure that the bank has put in place a system of document based registration with relevant details and with mandatory physical presence of the customers, before commencing mobile banking services.
- *Information Security framework:* The auditor needs to ensure that the bank has proper infrastructure and information security policy put in place since information security is of paramount importance and critical to the business of mobile banking services and its underlying operations. Therefore, technology used for mobile banking should be secure and should be able to ensure confidentiality, integrity, availability and authenticity. Proper level of encryption should be implemented for communicating between the customer, mobile service provider and the bank. The bank needs to ensure that proper security checks have been made to ascertain the security levels of the service providers. The payment authorisation message from the user’s mobile phone should be securely encrypted and checked for tampering by the service provider or the bank. It should not be possible for any interceptor to change the contents of the message. The statutory auditor should, accordingly, undertake procedures necessary to evaluate the bank’s compliance with these requirements.

- *Compliance with Regulatory Guidelines:* Banks need to ensure that the guidelines on KYC norms, anti-money laundering, risks and controls in computers and telecommunications, etc., issued by the RBI which apply to mobile banking are also adhered to. The auditor also needs to examine whether the transaction limit, as stipulated by the RBI, is adhered to and imposed on mobile banking transactions.

3.33 The dependence of banks on mobile banking service providers may place knowledge of bank systems and customers in a public domain. Mobile banking system may also make the banks dependent on small firms (i.e., mobile banking service providers) with high employee turnover. It is therefore imperative that sensitive customer data, and security and integrity of transactions are protected. It is necessary that the mobile banking servers at the bank's end or at the mobile banking service provider's end, if any, should be certified by an accredited external agency. In addition, banks should conduct regular information security audits on the mobile banking systems to ensure complete security.

3.34 Transactions up to Rs. 5000 can be facilitated by banks without end-to-end encryption. The risk aspects involved in such transactions may be addressed by the banks through adequate security measures. (Circular DPSS.CO.No.2502/02.23.02/ 2010-11 dated May 4, 2011)

3.35 RBI Circular dated 4th December 2014 on Mobile Banking Transactions in India - Operative Guidelines for Banks has felt the need for greater degree of standardization in procedures relating to on-boarding of customers for mobile banking (new customers, existing account holders whose mobile numbers are available with the bank but not registered for mobile banking, and existing account holders where mobile number is not available with the bank), as also the subsequent processes for authentication, including accessible options for generation of MPIN by customers.

3.36 Where banks are providing E-Wallet facility, auditor should evaluate proper controls and checking of transactions through E-Wallets and presentation of the balances of E-Wallet in the financial statements based on underlying arrangement for providing such facility.

3.37 An illustrative checklist on audit considerations in a CIS environment as applicable to SCA is given in **Appendix X** of this Guidance Note

Audit through CBS

3.38 Under the CBS the transactions are recorded in a centralized database. The role of SCA is to review the data from various perspectives. With the volume

of data, it is not feasible to review the data as is. The review of data is carried out through various exception reports / reports generated based on specific logic / trigger. It gives an insight into quality of data and correctness of disclosures and reporting. It also provides basis for arriving conclusion / designing audit procedure.

3.39 It is important for SCAs to understand the CBS architecture and defined process for transaction recording. One time activity of process walkthrough for each set of transaction origination to conclusion gives an insight into functioning of system. CBS contains various controls, validations. However, at times it is not feasible to embed all the controls and validations in it. It is important to understand the said limitations and gaps in system.

3.40 Moreover, there are various systems interconnected with CBS. Veracity of information flowing from different systems and manual intervention in system should be studied in detail.

3.41 Data from backend can be generated through different tools. Banks have dedicated team for MIS / Data generation. SCA should develop list of reports / tailor made reports which can be requested in advance to MIS / Data generation team. The said reports serve as tool for in-depth coverage in Audits. The auditor should understand control over the same. System generated reports on which auditor is planning to relied upon should be tested for their integrity, completeness.

3.42 An Illustrative list of special purpose/ exception reports in CBS is given in **Appendix XI** of this Guidance Note.

Audit of other aspects

3.43 The Report and recommendation of “Working Group on Information Security, Electronic Banking, Technology Risk Management and Cyber Frauds” of RBI gives and insight on IT Governance, Information Security, IT Operations and Information System Audit. The SCAs should review adherence to the said recommendations by bank. The important aspects for review by SCAs are as follows.

- a. Implementation of IS Security Policy and adherence to the policy
- b. IS Audit reports and outstanding / unresolved issues
- c. Policy w.r.t. Physical Access Controls and its effectiveness
- d. Operating System, Application System, Database controls.
- e. Software Maintenance and Patch Management policy
- f. Backup, Recovery, purging procedure

- g. Outsourcing of IT Services and compliance with RBI Guidelines
- h. Disaster Recovery and Business Continuity Plan

3.44 An in-depth audit of the above parameters is not expected from SCAs. However, review of policies, procedures, audit reports and effectiveness of controls are part of audit by SCA.

Centralized & Decentralized Processing of Transactions

3.45 Various banks have adopted hybrid model for transaction processing, wherein, select units have been setup for certain set of work. In such an environment the roles and responsibility assumes utmost importance. If the bank is following mix of centralized and decentralized model or Hub & Spoke model, the SCA should go through the arrangement and should tweak the audit procedure in sync with the same.

PART - III

III-1

Cash, Balances with RBI and Other Banks, and Money at Call and Short Notice

1.01 Cash, Balances with RBI and Other Banks, and Money at Call and Short Notice constitutes one of the important items of balance sheet of a bank. Of these items, only a few select branches in each bank handle the transactions relating to money at call and short notice.

Balance Sheet Disclosure

1.02 The Third Schedule to the Banking Regulation Act, 1949, requires the following disclosures to be made in the Schedule 6 & Schedule 7 of balance sheet regarding cash, balances with RBI, balances with other banks, and money at call and short notice.

Cash and Balances with Reserve Bank of India-Schedule 6

- I. Cash in hand (including foreign currency notes)
- II. Balance with Reserve Bank of India
 - (i) in Current Account
 - (ii) in Other Accounts

Balances with Banks and Money at Call and Short Notice-Schedule 7

- I. *In India*
 - (i) Balances with other banks
 - (a) in Current Accounts
 - (b) in Other Deposit Accounts
 - (ii) Money at call and short notice
 - (a) with banks
 - (b) with other institutions
- II. *Outside India*
 - (i) in Current Accounts
 - (ii) in Other Deposit Accounts
 - (iii) Money at call and short notice

Balances with Reserve Bank of India, Balances with Other Banks

1.03 Banks maintain accounts with RBI and other Banks for Banking Operations however only select branches maintain account with RBI. The branches also maintain accounts with other banks for banking operations.

Money at Call and Short Notice

1.04 Money at call and short notice represents short-term investment of surplus funds in the money market. Money lent for one day is money at 'call' or 'call money' means deals in overnight funds, while money lent for a period of more than one day and up to fourteen days is money at 'short notice'. The lender bank does not get any security for money lent at call or short notice. The participants of call and notice money market are scheduled commercial banks (excluding RRBs), co-operative banks (other than land development banks) and primary dealers (PDs), both as borrowers and lenders. Non-bank institutions (other than PDs) are not permitted to participate in call/notice money market. Scheduled commercial banks usually borrow from this market to meet the requirements relating to cash reserve ratio or statutory liquidity ratio. The decisions to borrow from, or lend in, the market are taken usually at the head office level and communicated to select branches for effecting the borrowing/lending.

1.05 RBI vide its Master Direction no. RBI/FMRD/2016-17/32 FMRD. Master Direction No. 2/2016-17 dated July 7, 2016 on "Money Market Instruments: Call/ Notice Money Market, Commercial Paper, Certificates of Deposit and Non-Convertible Debentures (original maturity up to one year)" provides the detailed guidelines on the prudential limits in respect of both outstanding and lending transactions in call/notice money market for scheduled commercial banks, co-operative banks and PDs. The eligible participants are free to decide the interest rates in call/notice money market. Computation of interest payable would be based on the methodology given in handbook of market practices brought out by the Fixed Income Money Market and Derivates Association of India (FIMMDA) and the eligible participants may adopt the documentation suggested by FIMMDA from time to time. The Call/Notice Money transactions can be executed either on NDS-Call, a screen-based, negotiated, quote-driven electronic trading system managed by the Clearing Corporation of India (CCIL), or over the counter (OTC) through bilateral communication. NDS-Call (a screen-based, negotiated, quote-driven system), do not require separate reporting, however, it is mandatory that all OTC deals should be reported within 15 minutes on NDS-Call reporting platform irrespective of the size of the deal.

Audit Approach and Procedures

Cash

1.06 The auditor should carry out verification of the balance of cash on hand. As far as possible, the auditor should visit the branch at the close of business on the last working day of the year or before the commencement of business on the next day for carrying out the physical verification of cash. If, for any reason, the auditor is unable to do so, he should carry out the physical verification of cash as close to the balance sheet date as possible, at the time of audit and also reconcile with the cash register/balance in CBS. In few banks, the branch deposits a large portion of its cash balance with the RBI or the State Bank of India or any other bank on the closing day, in such cases, the auditor must request the branch to provide sufficient appropriate evidence for the same and also ensure that the same is effected in books of accounts and is not appearing as a bank reconciliation item.

1.07 Care should be taken to ensure that if cash is kept separately in different departments or at different locations (e.g., at extension counters, onsite ATMs linked with the branch, all the balances are verified by the auditor simultaneously. The auditor should also ensure that there is no movement of cash till such cash is physically verified.

1.08 The auditor should evaluate the effectiveness of the system of internal controls in branch regarding daily verification of cash, maintenance of cash balance registers and vault register, custody of cash, custody of vault keys, daily cash holding and retention limit of the branch, etc. The auditor should examine/inquire whether there is a global (insurance) policy taken for safety of cash from theft or burglary and such policy is effective as on reporting date. This would be relevant for a bank as a whole and there would not be any insurance policy available at the branch level, however, the branch auditor should seek a Xerox copy of the same from the Head office or confirmation from the head office seeking details of the insurance coverage of the branch. The Statutory Auditor should also make an analysis of the quantum of cash holding and whether the insurance cover is adequate. This will also be important from the perspective of reporting in Long Form Audit Report (LFAR) under (I) Assets-Cash.

1.09 For physically verifying the cash-on-hand, the auditor may proceed as below:

- (a) Physically verify the cash-on-hand available at the branch. The extent of verification would depend upon the auditor's assessment of the efficacy of internal control system including adherence to cash retention limits fixed by the head office, mode of custody of cash (whether single or joint) and

frequency of cash verification by branch officials and/or by internal or concurrent auditors. Normally, in a bank, 100 notes of each denomination and thereafter 10 packets of 100 notes each are bundled together. Wherever sample checking is conducted, it is advisable that number of bundles of 100's is fully counted. Besides, the number of notes in samples of bundles of old notes of different denominations may also be checked, the sample size for larger denomination notes being higher than that in the case of smaller denomination notes. The number of notes in a small sample of bundle of new notes of larger denominations (say, Rs. 100 or more) may also be counted. In any event, care should be taken to ensure that all bundles produced for audit verification are properly sealed. Loose/soiled notes should be counted in full. Coins may be counted, or weighed and converted into monetary value as per RBI guidelines. The processed and unprocessed notes should be separately kept and the denomination of the same should be separately mentioned in the cash balance register.

- (b) Obtain a certificate from the bank indicating denomination-wise cash balance as on the date of verification.

1.10 Notes/coins in sealed packets may be accepted based on a written representation from the branch management and cross-checked with subsequent entries in the books of account.

1.11 The cash balance as physically verified should be agreed with the balance shown in the cash book and the books of account. When the physical verification of cash is carried out by the auditor before or after the date of the balance sheet, the auditor should perform the additional audit procedure to reconcile the results of verification with the cash balance as at the balance sheet date.

1.12 Foreign currency notes should also be verified at the time of physical verification of cash. The auditor should also ensure that these notes are converted at the market rate prevailing on the closing day as notified by the Foreign Exchange Dealers' Association of India (FEDAI) in accordance with the accounting policy followed by the bank.

1.13 Special care needs to be exercised in cases where the branch operates currency chest and/or small coin deposits. In respect of currency chest operations, the branch merely acts as an agent of the RBI to facilitate the distribution of bank notes and rupee coins. The balance in currency chest at any point of time is the property of the RBI and not of the bank. Therefore, while the auditor may not physically count the balance in currency chest on closing day, but should take sufficient safeguards to ensure that currency chest balance is not mixed up in the cash balances produced for physical verification.

Also, it should be recognised that the bank may be contingently liable for any shortfall in the currency chest balance. Accordingly, the branch auditor should pay special attention to the system of operation of currency chest transactions, recording of such transactions, method and frequency of counting of cash, and reconciliation with the link office. The auditor should perform compliance tests to evaluate the effectiveness of the system of operation of currency chest. The auditor should also examine whether the system is such that the transactions relating to deposits into and withdrawals from, currency chest are recorded appropriately. In case the relevant transactions are required to be communicated to a link office of the bank (which maintains the account of RBI) for the purpose of reporting the same to the RBI, the auditor should evaluate the effectiveness of the system of reporting in terms of timeliness and accuracy.

1.14 In terms of the Master Direction No RBI/DCM/2017-18/59 Master Direction DCM(CC) No.G - 2/03.35.01/2017-18 dated October 12, 2017 on "Levy of Penal Interest for Delayed Reporting/Wrong Reporting/Non-Reporting of Currency Chest Transactions and Inclusion of Ineligible Amounts in Currency Chest Balances" the banks are required to report the minimum amount of deposit into/withdrawal from currency chest of Rs.1,00,000/- and thereafter, in multiples of Rs. 50,000/-. Further, the banks are obliged to follow the instructions regarding timely reporting of currency chest transactions by the banks for branches to which currency chests are attached; and non-compliance of the RBI instructions invite levy of penal interest for delayed reporting/wrong reporting/non-reporting of Currency Chest transactions and penal measures for cases involving shortages/inclusion of counterfeit bank notes in chest balances/ chest remittances.

1.15 All currency chest transactions (deposits into /withdrawals from currency chest) at the respective branch, must be reported through ICCOMS on the same day by 9 PM [by uploading data through the Secured Website (SWS)] to the link office to which the branch is attached for this purpose. Each link office must, in turn, report to the RBI Issue Office concerned, latest by 11 PM on the same day, the consolidated net position for all the linked branches; except in certain exceptional circumstances, like during strike period and on account of genuine difficulties faced by chests especially in hilly/remote areas and other chests affected by natural calamities, etc., where the default may be acceptable to the RBI, at its discretion. However, in case of wrong reporting representations for waiver will not be considered.

1.16 The said directions cover:

- (a) Levy of penal interest for delays.
- (b) Wrong reporting and levy of penal interest.

- (c) Maximum penal interest to be charged.
- (d) Penal interest for inclusion of ineligible amounts in the currency chest balances.
- (e) Rate of penal interest (to be levied at the rate of 2% over the prevailing bank rate for the period of delayed reporting/wrong reporting/non-reporting /inclusion of ineligible amounts in chest balances).
- (f) Levy of penal interest in respect of currency chests at treasuries.

1.17 The operation of currency chests attached to the various branches of the bank, affects the balances in accounts of RBI maintained by the bank at the designated branches; and it is imperative that the transactions on value date basis are recorded (as it affects the cash balance and that with RBI, on the day of the cash withdrawal from or deposit into the currency chest). Designated branches that maintain the RBI account should pass the entries on the day of the transaction for currency chest attached to it; and as the Link Office for other branches operating currency chests, based on inward communication from such other branches linked to it.

1.18 Due to any delays in communication by such branches to the Link Office, the amount required to be debited or credited to RBI Account, remains in a nominal account (Inter branch Adjustments) and affects the RBI account balance in the books of the Link Office. On line communication system should remedy this to ensure recording of entries at the designated Link Office, simultaneously as they take place at all currency chest branches.

1.19 The auditor should examine whether the account of the RBI at the designated branch maintaining the RBI Account has incorporated all the currency chest transactions on a value date basis as at the year end. He should also enquire as to whether the bank has received any communication from RBI regarding any defaults in the operation of the currency chests, that may have penal consequences and whether during the year, any penalties have been levied on this account.

1.20 RBI Master Circular No. RBI/2018-19/3 DCM (NE) No.G-2/08.07.18/2018-19 dated July 02, 2018 on "Facility for Exchange of Notes and Coins" requires that all designated bank branches should display at their branch premises, at a prominent place, a board indicating the availability of note exchange facility with the legend, "Soiled/Mutilated notes are Accepted And Exchanged Here". Banks should ensure that all their designated branches provide facilities for exchange of notes and coins. The branches should ensure that the note exchange facility is not cornered by private money changers / professional dealers in defective notes. The auditor should also inquire about the service charges levied by the bank on Exchange of soiled notes as per RBI Notification No. RBI/2016-17/15 DCM (NE) No.120/08.07.18/2016-17 dated July

14, 2016 to identify the revenue leakage in the bank.

1.21 The auditor should verify that the banks have not stapled the notes. Some banks in spite of RBI's instructions continue to follow the practice of stapling of note packets. This practice, apart from damaging notes, reduces the life span of notes and renders it difficult for customers to open note packets easily. Banks should do away with stapling of any note packets and instead secure them with paper bands. Further, RBI has issued, Master Circular No. RBI/2018-19/04 DCM(FNVD)G – 1/16.01.05/2018-19 dated July 02, 2018 on "Detection and Impounding of Counterfeit Notes" which provides operational guidance on detection and impounding of Counterfeit notes. The Government of India has framed Investigation of High Quality Counterfeit Indian Currency Offences Rules, 2013 under Unlawful Activities (Prevention) Act (UAPA), 1967. The Third Schedule of the Act defines High Quality Counterfeit Indian Currency Note. Activity of production, smuggling distribution and circulation of High Quality Counterfeit Notes has been brought under the ambit of UAPA, 1967.

1.22 Increasingly banks are entering into an agreement with third party vendors for management of their ATM operations. These vendors collect amount from banks and are responsible for loading amount in the ATM. They are also responsible for collecting amount (deposited by customers) from ATM and depositing it with bank. The auditor should verify an agreement entered with these vendors. The auditors should also understand the process of providing, collecting and reconciliation etc. with these vendors and test controls in the process.

At each period end, the auditor should send independent balance confirmation to these vendors about balance held by them and should verify reconciliation statements.

1.23 Also in respect of ATM operations, banks are centralizing the process of monitoring ATM balance. This division monitors balance as per the books and balance as per ATM machine (commonly termed as Switch balance) and their reconciliation and ensuring timely adjustment of reconciling entries. The auditor should understand the process of monitoring of balance, reconciliation etc. and based on the risk assessment should understand controls in the process and strategy of testing these controls.

1.24 Where ATMs are operated by bank themselves, auditor should verify the cash at ATMs also and tally the same with books of accounts. At each reporting period end, the auditor should obtain the reconciliation statement and should verify the reconciliation statement.

1.25 in case of RRB each branch should maintain a set of marked notes

consisting of new currency notes of various denominations. The numbers of such notes along with their prefixes and suffixes, if any, should be recorded on the last page of the Cash Summary Register under the initials of both the custodians of cash. During business hours, the set of marked notes should remain permanently in the cash at the counter. This will help the investigating agencies in the event of thefts burglary, robbery and dacoity.

Balance With RBI

1.26 In a bank, only a few select branches are designated to have accounts (Deposit/Current) with the RBI, the main account generally being with the Treasury Branch. The procedures of confirmation/reconciliation are not different as compared to accounts and balances with other banks.

1.27 It is relevant to point out that, amongst others, currency chest operations involve entries in the accounts maintained with RBI. Where currency chest is attached to the branch maintaining RBI account, all deposits into and withdrawals from the currency chest trigger a debit /credit to the account maintained at the Branch itself. Other branches of the bank having currency chests but not maintaining the RBI Account would be linked to such Branch and would be required to transmit information forthwith for all deposits into/withdrawal from the attached currency chest through Inter branch mechanism. The effect of such entries is required to be considered in the RBI account on a value date basis.

1.28 The auditor of the Branch maintaining the RBI account should follow direct confirmation procedures of the balances in the RBI account and examine the reconciliation to ensure that all transactions originating in the account statement of the RBI are duly responded on value date basis.

1.29 The auditor should enquire into the reasons/justification for the following items appearing in the reconciliation statements:

- (i) cash transactions remaining unresponded;
- (ii) revenue items requiring adjustments/write-offs; and
- (iii) old outstanding balances remaining unexplained/ unadjusted for significant period.

Balance with Banks (Other than Reserve Bank of India)

1.30 The auditor should also apply the procedures described in paragraphs above in examining the balances with banks other than RBI. While reviewing the reconciliation statements, the auditor should pay particular attention to the following:

- (a) Examine that no debit for charges or credit for interest is outstanding and all the items which ought to have been taken to books of accounts for the year have been considered. This should be particularly observed when the bills collected, etc., are credited with net amount and entries for commission, etc., are not made separately in the statement of account.
- (b) Examine that no cheque sent or received in clearing is outstanding. As per the practice prevalent among banks, any cheques returned unpaid are accounted for on the same day on which they were sent in clearing or on the following day.
- (c) Examine that all bills or outstanding cheques sent for collection and outstanding as on the closing date have been credited subsequently.

1.31 The auditor should also examine the large transactions in inter-bank accounts, particularly towards the year-end, to ensure that no transactions have been put through for window-dressing.

1.32 In respect of balances in deposit accounts, original deposit receipts should be examined in addition to confirmation certificates obtained from banks in respect of outstanding deposits. Balances in deposit accounts are usually (though not necessarily) in round figures. Where such balances are in odd figures, the auditor should enquire whether the account concerned is actually of the nature of a deposit account. The auditor should also ensure that interest on such deposits have been recorded on time proportion basis and interest have been recorded till the closing day.

1.33 The balances with banks outside India should also be verified in the manner described above. These balances should be converted into the Indian currency at the exchange rates prevailing on the balance sheet date.

1.34 Increasingly banks are automating the process of reconciliation with other banks. In case of system process, the auditor should understand the system, system controls and manual controls. The auditor should also assess the system access control and program change controls of the reconciliation system. (Also refer chapter 3, Special Considerations in a CIS Environment of Part II of Guidance Note).

Money at Call and Short Notice

1.35 The auditor needs to enquire whether the bank has an approved risk policy of lending money at call or short notice and the same has been adhered before lending money at call or short notice. This would be more relevant at the head office rather than at the branch level.

1.36 The auditor should examine whether there is proper authorisation, general or specific, for lending of the money at call or short notice. Compliance

with the instructions or guidelines laid down in this behalf by the head office or controlling office of the branch, including the limits on lending in inter-bank call money market, should also be examined.

1.37 Call loans should be verified with the certificates of the borrowers and the call loan receipts held by the bank. The auditor should examine whether the aggregate balances comprising this item as shown in the relevant register/account tally with the control accounts as per the general ledger. The auditor should also examine subsequent repayments received from borrowing banks to verify the amounts shown under this head as at the year-end. It may be noted that call loans made by a bank cannot be netted-off against call loans received.

1.38 Like deposits with banks, money at call and short notice are also usually (though not necessarily) in round figures. Any odd balances should, therefore, put the auditor to enquiry.

1.39 The auditor should also verify that borrowing or lending for more than 14 days are not classified under this head, but are classified as 'deposits' or 'advances', depending on the nature of lending and the parties to whom the moneys have been lent.

1.40 The auditor needs to verify monies at call to banks, whether they are fresh or roll over of the old transactions and ascertain whether any provision or write off is required.

1.41 It may be noted that as per the directions of the RBI, banks cannot pay any brokerage on deposit and call loans, except to the extent specified in paragraph 8(e) of the RBI circular dated July 22, 1971.

1.42 The auditor should examine whether interest has been properly accrued and accounted for on year-end outstanding balances of money at call and short notice by confirming the same from the opposite party.

III-2

Fixed Assets and Other Assets

Fixed Assets

2.01 Fixed assets comprise premises and other fixed assets such as furniture and fixtures, motor vehicles, office equipment, computers, intangible assets such as application software and other computer software, etc.

2.02 In the case of most banks, fixed assets can be purchased by the head office, regional/zonal offices and branches up to the monetary ceiling specified (though purchase of land and buildings is usually centralised) for themselves as also for offices within their control. However, banks generally prefer to centralise the function of obtaining insurance and obtain a comprehensive policy for assets at numerous locations (to avail the benefit of rebate on bulk business). Fixed assets, particularly furniture and fixture, consumer durables, etc. are provided by banks to the staff and the account for the same is maintained at the office where the employee is posted. For disposal of fixed assets, powers are delegated to various levels in the bank.

2.03 As far as maintenance of records relating to fixed assets is concerned, practices vary among banks. In some banks, the offices acquiring the fixed assets have to maintain proper records including the provision of depreciation thereon whereas in case of some banks, the same is being done at the Head Office. In such a case, the acquisitions, disposals, etc. are advised by the branch/other office concerned to the head office through the inter-branch accounting mechanism. A variant of this practice involves the recording of depreciation by branches and other offices based on the advice received from the head office. In recent times, some of the banks have installed Fixed Asset Management Software and the information relating to purchase, sale of fixed assets and depreciation thereon (in some cases) is accounted for with the help of such software. This is usually done at a centralized HO level and reports are generated at branches and/or regional/zonal offices. In some cases, passing of entries of certain types of IT assets, like computers, printers, ATMs etc., are centralized at the HO. However, physical records need to be updated at branches. Also branches need to update records/inform HO in case there has been physical movement of assets from one branch/location to another including in case of transfers at staff quarters or disposal. At the branch level, an auditor

needs to conduct a physical verification of all assets particularly those acquired during the year and match the same with fixed asset management system (manual or electronic). At head office level SCAs should obtain reconciliation of inter-branch / inter-office transfers made during the year. Discrepancies, noticed if any, on such verification/transfer should have been properly dealt with in the books.

Balance Sheet Disclosure

2.04 The Third Schedule to the Banking Regulation Act, 1949 requires fixed assets to be classified into two categories in the balance sheet, viz., Premises and Other Fixed Assets. Though not specifically mentioned under the Banking Regulation Act, 1949, the assets taken on lease and intangible assets should be shown separately for proper classification and disclosure and also to comply with the requirements of the Accounting Standards (ASs) issued by the Institute of Chartered Accountants of India (ICAI).

2.05 As per the Notes and Instructions for compilation of balance sheet, issued by the RBI, premises wholly or partly owned by the banking company for the purpose of business including residential premises should be shown under the head, 'Premises'. Furniture and fixtures, motor vehicles, office equipment, computers and all other fixed assets except premises should be shown under the head 'Other Fixed Assets'.

2.06 The original cost of fixed assets as on 31st March of the preceding year, additions thereto and deductions therefrom during the year, and total depreciation written off to date are to be disclosed in the financial statements. The Notes and Instructions for Compilation of Balance Sheet, issued by the RBI, require that where sums have been written-off on reduction of capital or revaluation of assets, every balance sheet after the first balance sheet subsequent to the reduction or revaluation should show the revised figures for a period of five years with the date and amount of revision made.

2.07 No rates of depreciation on fixed assets have been prescribed by the Banking Regulation Act, 1949. The provisions of the Schedule II to the Companies Act, 2013, should, therefore, be kept in mind in this respect especially in so far as the banking companies are concerned. Disclosure is mandatory in respect of the method adopted to compute the revalued amounts, the nature of the indices used, the year of any appraisal made and whether an external valuer was involved in case the assets are stated at revalued amounts. The Banking Regulation Act, 1949 requires that the auditor should examine whether the rates of depreciation are appropriate in the context of the expected useful lives of the respective fixed assets. Depreciation rates must be reconfirmed with the accounting policy of the bank. In respect of computers and

data processing equipment, RBI has directed that depreciation should be provided over three year period. With respect to fixed assets held at foreign offices/branches, depreciation policy should be consistent with that followed by the bank as a whole and to the extent not contradictory with the local laws and regulations. Further, as per note 4 of Schedule II of the Companies Act, 2013, useful life specified in Part C of the Schedule is for whole of the asset. Where cost of a part of the asset is significant to total cost of the asset and useful life of that part is different from the useful life of the remaining asset, useful life of that significant part shall be determined separately, in other words component accounting with respect to fixed assets would be mandatory effective from financial year 2015-16 onwards.

2.08 An immovable property acquired by the bank in satisfaction of debts due should be included under the head 'fixed assets', if it is held by the bank for its own use.

2.09 The Third Schedule to the Banking Regulation Act, 1949, does not specifically deal with disclosure of land. Land is generally shown under the heading 'Premises'.

Other Assets

2.10 The following items broadly are to be disclosed under the head 'Other Assets':

- Inter-office adjustments (net)
- Stationery and stamps
- Interest accrued
- Non-banking assets acquired in satisfaction of claims
- Tax paid in advance/tax deducted at source
- Others

2.11 As per RBI Circular no. DBOD.BP.BC.24/21.04.048 dated March 30, 1999, credit card outstanding is not to be included under 'Other Assets'. Instead, they have to be shown as part of advances.

2.12 As per RBI circular DBOD.BP.BC.83/21.01.002/2000-01 dated February 28, 2001, all loans and advances given to staff, which are non-interest bearing should be included in item 'Others' under 'Other Assets' and should not be reflected as 'Advances'.

Audit Approach and Procedures

Fixed Assets

2.13 In carrying out the audit of fixed assets, the auditor is concerned, primarily, with obtaining evidence about their ownership, existence and

valuation. For this purpose, the auditor should review the system of internal controls relating to fixed assets, particularly the following:

- Control over expenditures incurred on fixed assets acquired or self-constructed;
- Accountability and utilisation controls; and
- Information controls for ensuring availability of reliable information about fixed assets.

2.14 The branch auditor should ascertain whether the accounts in respect of fixed assets are maintained at the branch or centrally. Similarly, the auditor should ascertain the location of documents of title or other documents evidencing ownership of various items of fixed assets. The procedures described in the following paragraphs would be relevant only to the extent the accounts and documents of title, etc., relating to fixed assets are maintained at the branch. Where the acquisition, disposal, etc., of fixed assets take place at branches / other offices, but accounting of fixed assets is done at the head office, the branch auditor should examine whether acquisitions, disposals, etc. effected at the branch during the year have been properly communicated to the head office. In cases where, for any reason acquisition of fixed asset is shown in suspense account then the branch cannot classify the asset in the Balance Sheet under this head unless the asset is put to use or ready for use, as the case may be, and all internal formalities are completed. A long-standing suspense entry of this type should be properly dealt with by the auditor and may need to be escalated to the statutory central auditors if the amount involved is material.

Premises

2.15 The auditor should verify the opening balance of premises with reference to schedule of fixed assets, ledger or fixed assets register. Acquisition of new premises should be verified with reference to authorisation, title deeds, record of payment, etc. Self-constructed fixed assets should be verified with reference to authorisation from appropriate authority and documents such as, contractors' bills, work order records, record of payments and completion certificate. The auditor should also examine whether the balances as per the fixed assets register reconcile with those as per the ledger and the final statements.

2.16 In the case of leasehold premises, capitalisation and amortisation of lease premium, if any, should be examined. Any improvements to leasehold premises should be amortised over their balance residual life. It would be

appropriate to segregate the cost/value of the land from the building/superstructures to ensure that depreciation/amortisation is appropriately considered in case of leasehold premises.

2.17 In case the title deeds are held at the head office or some other location, the branch auditor should obtain a written representation to this effect from the branch management and should bring this fact to the notice of the statutory central auditor through a suitable mention in his report. This fact should also be brought in the Long Form Audit Report (LFAR).

2.18 Where premises are under construction, it should be seen that they are shown under a separate heading, e.g., 'premises under construction'. Advances to contractors may be shown as a separate item under the head 'fixed assets' or under the head 'Other Assets'. It should be verified that where the branch has obtained the licence to commence business and is ready for use then the same is not shown as "premises under construction". In such cases even if all the bills/ documents from the contractors/suppliers are not received, at the year end, an estimate of the expenditure thereon should be made and capitalised on a provisional basis.

2.19 As per the AS-10 (Revised), Property, Plant & Equipment, the banks can adopt the policy to follow Cost Model or Revaluation Model for Premises or any other class of Property, Plant & Equipment (PPE). The auditor should inquire about the policy followed by the bank and verify the accounting treatment more specifically with reference to revaluation model. The auditor should also check the impairment, if any, by applying the principles laid down in Accounting Standard (AS) 28, "Impairment of Assets".

2.20 The auditor should specifically keep in mind the provisions of section 9 of the Banking Regulation Act, 1949, which prohibit a banking company from holding any immovable property, howsoever acquired (i.e., whether acquired by way of satisfaction of claims or otherwise), for a period exceeding seven years from the date of acquisition, except such as is required for its own use. The auditor should specifically examine that no immovable properties other than those required for the own use of the bank have been included in fixed assets (own use would cover use by employees of the bank, e.g., residential premises provided to employees). The branch auditor should also obtain a written representation to the above effect from the branch management.

Other Fixed Assets

2.21 The procedures discussed above regarding premises also apply, to the extent relevant, to verification of other fixed assets. In respect of movable fixed assets, the auditor should pay particular attention to the system of

recording the movements as well as other controls over such fixed assets, e.g., their physical verification at periodic intervals by the branch management and/or by inspection/internal/concurrent audit team. The auditor should also examine whether discrepancies have been properly dealt in the books of account and adequate provision in respect of any damaged assets has been made – as per the physical verification of fixed assets reports available on record.

2.22 Banks incur substantial expenditure on computer hardware and software. Computer hardware qualifies the definition of a property, plant and equipment' as given in AS 10 (Revised), "Property, Plant and Equipment". Computer software that is essential for the functioning of the hardware (e.g., operating system) can be considered an integral part of the related hardware. The expenditure incurred on acquisition and installation of the hardware (as also on any systems software considered to be an integral part of the related hardware) should be capitalised in accordance with the principles laid down in AS 10(Revised) and depreciated over the remaining useful life of the hardware. Hardware and software are susceptible to faster rate of technical obsolescence; hence the auditor must take into consideration this fact while verifying the provision for depreciation on these assets. The same, however, should not be depreciated for a period of more than three years.

2.23 Application software is not an integral part of the related hardware and is treated as an intangible asset. Accordingly, the same should be accounted for as per Accounting Standard (AS 26), "Intangible Assets". The treatment of expenditure on application software, whether acquired from outside or developed in-house, would also be similar. However, in estimating the useful life of application software, the rapid pace of changes in software as also the need for periodic modification/ upgradation of software to cater to changes in nature of transactions, information needs etc. need special consideration. As far as expenditure during the stage of in-house development of software is concerned, the same needs to be accounted for in accordance with AS 26, according to which expenditure incurred during the research phase should not be capitalised as part of cost of intangibles. While capitalising the development phase expenditure, due consideration should be given to Paragraph 44 of the said Standard. Further, due care should be taken in verifying the date of capitalization and date on which asset was put to use/ ready for intended use, particularly in case of implementation of application software and system. While conducting the audit of intangible assets, the auditor should also consider the guidelines issued by RBI by way of Circular No.DBOD.No.BP.BC.82/21.04.018/2003-04, dated April 30, 2004.

2.24 In case of banking companies, the auditor needs to verify that the

requirements of Schedule II to the Companies Act, 2013 are also complied with including identification of components wherever applicable. Banks may acquire software at considerable expenditure. The system of recording this expenditure as part of the fixed assets (so that it may be depreciated) or to defer expenditure (for amortisation over its useful life) may be reviewed. The Bank's Accounting Policy in this regard must be enquired into, and a note kept on record. Non-provision for this intangible asset will not attract the provisions of Section 15 of the Banking Regulation Act, 1949 as per a notification specifically issued by the Government of India.

2.25 At times, though depreciation has been fully provided on certain types of assets, however, they continue to be in use. In such cases the auditor should verify that the bank's policy in this regard has been followed.

2.26 Many a times, fixed assets like furniture, office equipments, etc., are transferred from one branch to another. The auditor should examine whether accumulated depreciation in respect of such assets is also transferred. It may be noted that the consolidated accounts of the bank would not be affected by such transfers. In recent times, the fixed asset management software are in use. The auditor has to examine the reasonableness of the internal controls with respect to recording such inter branch transfer of assets.

2.27 It should be examined whether fixed assets have been properly classified. Fixed assets of similar nature only should be grouped together. For example, items like safe deposit vaults should not be clubbed together with the office equipment or the theft alarm system of the bank.

2.28 In respect of fixed assets sold during the year, a copy of the sale deed, if any, and receipt of the sale value should be examined by the auditor. In such a case, it should also be seen that the original cost and accumulated depreciation on the assets sold have been correctly adjusted. Profit earned or loss incurred on such sales should also be checked.

2.29 In case of sale/disposal/scraping of fixed assets, the auditor should examine whether there is an adequate control system in place and the same has been adhered to. The auditor should also ensure that proper accounting for the same has been done.

2.30 The auditor should examine whether any expenditure incurred on a fixed asset after it has been brought to its working condition for its intended use, has been dealt with properly. According to AS 10(Revised), "Property, Plant & Equipment", such expenditure should be added to the book value of the fixed asset concerned only if it increases the future benefits from the asset beyond its previously assessed standard of performance.

2.31 The auditor at head office level should examine if the consolidated fixed assets schedule matches in all respect and all the transfers' ins/outs, are tallied. A broad check on the depreciation amount *vis-a-vis* the gross block of assets must be reviewed with special emphasis on the computer hardware/software.

Leased Assets

2.32 RBI's Circular No. DBOD No.FSC.BC.70/24.01.001/99 dated July 17, 1999 deals with accounting and provisioning norms to be followed by banks undertaking leasing activity. The auditor, in respect of leased assets, should also have regard to the requirements of AS 19, "Leases". Assets given on Lease need to be separately shown in the same manner as other assets.

Impairment of Assets

2.33 AS 28, "Impairment of Assets" prescribes the procedures that an enterprise should apply to ensure that its assets are carried at not more than their recoverable amount. An asset is treated as carried at more than its recoverable amount if its carrying amount exceeds the amount to be recovered through use or sale of the asset. If this is the case, the asset is described as impaired and this Standard requires the enterprise to recognise an impairment loss. This Standard also prescribes when an enterprise should reverse an impairment loss and it prescribes certain disclosures for impaired assets. This Standard requires that an enterprise should assess at each balance sheet date whether there is any indication that an asset may be impaired. The impairment loss, if recognised, shall be debited to the profit and loss account provided no revaluation reserve exists at that date in relation to the asset, and if it exists, the loss should first be debited to revaluation reserve. After debiting the revaluation reserve, if still there is impairment loss then the same should be debited to profit and loss account. RBI's circular on compliance with Accounting Standards, issued in April 2004 states as follows in respect of AS 28:

- The Standard would not apply to investments, inventories and financial assets such as loans and advances and may generally be applicable to banks in so far as it relates to fixed assets.
- Banks may also take into account the following specific factors while complying with the Standard:
 - Paragraphs 7 and 8 of the Standard have clearly listed the triggers which may indicate impairment of the value of assets. Hence, banks may be guided by these in determining the circumstances when the Standard is applicable to banks and how frequently the assets covered by the Standard need to be reviewed to measure impairment.

- In addition to the assets of banks which are specifically identified above, viz., financial assets, inventories, investment, loans and advances etc to which the Standard does not apply, the Standard would apply to financial lease assets and non-banking assets acquired in settlement of claims only when the indications of impairment of the entity are evident.

Other Assets

2.34 The branch auditor may carry out the audit of various items appearing under the head 'Other Assets' in the following manner.

Inter-Office Adjustments

2.35 Inter Office Adjustments/Inter Branch Account is dealt separately in Chapter 11 of Part III of Guidance Note on "Inter-office Transactions".

Interest Accrued

2.36 The main components of this item are interest accrued but not due on investments and advances and interest due but not collected on investments. As banks normally debit the borrower's account with interest due on the borrower's repayment cycle date, there would usually be an amount of interest accrued but not due on advances on balance sheet date. On the other hand, interest on government securities, debentures, bonds, etc., which accrues from day to day should be calculated and brought into account, in so far as it has accrued on the date of the balance sheet. The auditor should examine whether the interest has been accrued on the entire loans and advances portfolio of the bank. Special consideration should be given to the overdue bills purchased/discounted. Several times the interest accrued on such advances is manually computed by the Branch and the auditors should check the workings thoroughly so as to avoid any income leakages. As far as possible, the detailed breakup of the loan portfolio and the interest accrual should be obtained and the same should agree with the general ledger balance. This would ensure completeness of the interest accrual of advances. The auditor should also examine the interest accrued on advances by re-computing it on a test check basis by referring to the loan parameters like frequency of payment of interest amount, rate of interest, period elapsed till the date of balance sheet, etc., from the loan agreements. This would ensure the completeness of the interest accrual on advances. In the current banking scenario, the interest accrual setup is automated system driven for most banks and the auditor should verify the in-built logic and controls of the system.

2.37 The auditor should examine whether only such interest as can be realised in the ordinary course of business should be shown under this head.

This is based on the principle, recognised in AS 9, “Revenue Recognition” that revenue cannot be recognised if there is a significant uncertainty about its collectability; as also with instructions given by RBI to the effect that interest be not recorded as income in respect of Non-Performing Assets (NPAs). Interest accrued in the current year in respect of accounts identified as NPAs must be reversed to Income and derecognised and cannot be the subject matter of a provision. Dividends recognised as income but not received may be included in the residuary sub-head of ‘Others’. Dividends and interest on investments would be recognised in the books of the branch only if it is handling the work relating to investments or receipt of income on investments.

Tax Paid in Advance/Tax Deducted at Source

2.38 Generally, this item is dealt at the head office only and would, therefore, not appear in the balance sheet of a branch, except that tax deducted at source on fixed deposits and other products/services if handled at the branch level. The procedures to be followed by the branch auditor for verification of tax deducted at source by the branch would be similar to those in an audit of other types of entities. The branch auditor needs to examine whether the certificates for such tax deducted at source is collected by the branch and the original copy is sent to the Head Office along with the transfer of such Tax Deducted at Source (TDS) amount to Head Office on periodic basis as defined.

2.39 At Head Office, the availability of all the TDS Certificates, submission of the same with Income Tax Department/claim of the same in Income Tax returns filed should be checked to verify the justification of the claim towards such certificates. The auditor should also verify the online tax credit from the Income Tax website with the TDS/advance tax recorded in the books and ask for a reconciliation of the same. Income recognized in the books could also be cross verified by this analysis. If there is any TDS, the auditor needs to enquire as to the income to which it pertains so that the bank claims it in its assessments.

Stationery and Stamps

2.40 Internal controls over stationery of security items (like term deposit receipts, drafts, pay orders, cheque books, traveller’s cheques, gift cheques, etc.) assume special significance in the case of banks as their loss or misuse could eventually lead to misappropriation of the most valuable physical asset of a bank, viz., cash. The branch auditor should study and evaluate the existence, effectiveness and continuity of internal controls over these items in the normal course of his audit. It may be noted that the branch auditor is required to

specifically comment on the adequacy of the relevant internal controls in his LFAR.

2.41 As per RBI instructions, the item “Stationery and Stamps” should include only exceptional items of expenditure on stationery like, bulk purchase of security paper, loose leaf or other ledgers, etc., which are shown as quasi-asset to be written off over a period of time. The valuation of such items is suggested to be at cost without any element of escalation/appreciation. In other words, the normal expenditure on stationery may be treated as an expense in the profit and loss account, while unusually heavy expenditure may be treated as an asset to be written off based on issue/consumption. At the branch level, the expenditure on latter category may not appear since a considerable part of the stationery is supplied to branches by the head office.

2.42 The auditor should physically verify the stationery and stamps on hand as at the year-end, especially stationery of security items. Any shortage should be inquired into as it could expose the bank to a potential loss from misuse. The auditor should examine whether the cost of stationery and stamps consumed during the year has been properly charged to the profit and loss account for the year in the context of the accounting policy/instructions from the head office regarding treatment of cost of stationery and stamps.

Non-Banking Assets Acquired in Satisfaction of Claims

2.43 Under this heading, will be included, those immovable properties/tangible assets, which the bank has acquired in satisfaction of debts due or its other claims and are being held with the intention of being disposed of.

2.44 While examining this item, the auditor should specifically keep in mind the provisions of section 9 of the Banking Regulation Act, 1949, which prohibit a banking company from holding any immovable property, however acquired (i.e. whether acquired by way of satisfaction of claims or otherwise), except such as required for its own use, for any period exceeding seven years from the date of acquisition thereof. During this period, the bank may deal or trade in any such property for the purpose of facilitating the disposal thereof. The RBI has the power to extend the aforesaid period in a particular case up to another five years.

2.45 Except when held for its own use, AS 10 (Revised), “Property, Plant & Equipment”, would not be applicable on those fixed assets which are held with the bank in satisfaction of claim. At the date of acquisition, the assets should be recorded at amount lower of the net book value of the advance or net realisable value of asset acquired. At each balance sheet date, net realisable value of such assets may be re-assessed and necessary adjustments may be made.

2.46 The auditor should verify such assets with reference to the relevant documentary evidence, e.g., terms of settlement with the party, order of the Court or the award of arbitration, etc. The auditor should verify that the ownership of the property is legally vested in the bank's name. If there is any dispute or other claim about the property, the auditor should examine whether the recording of the asset is appropriate or not. In case the dispute arises subsequently, the auditor should examine whether a provision for liability or disclosure of a contingent liability is appropriate, keeping in view the requirements of AS 29 "Provisions, Contingent Liabilities and Contingent Assets".

Others

2.47 This is the residual heading, which will include items not specifically covered under other sub-heads, e.g., claims which have not been received, debit items representing additions to assets or reductions in liabilities which have not been adjusted for technical reasons or want of particulars, etc., receivables on account of government business, prepaid expenses, Accrued income other than interest (e.g., dividend declared but not received) may also be included under this head. The audit procedures relating to some of the major items included under this head are discussed below.

Non-Interest Bearing Staff Advances

2.48 The auditor should examine non-interest bearing staff advances with reference to the relevant documentation and the bank's policy in this regard. The availability, enforceability and valuation of security, if any, should also be examined. It needs to be examined whether the same relates to employees on the roll of the bank on the date of the preparation of financial statements.

2.49 Banks grant unsecured advances to staff like festival/drought relief/housing advances etc. due to the employer- employee relationship where normally lien is marked on the terminal benefits of the employee; but advances against FDRs and other securities etc. are also given. While distinction needs to be made between advances given by the bank as an "employer" and as "banker", the RBI's latest applicable circular needs to be kept in view as regards disclosure requirement of advances in the latter category i.e. as banker.

Security Deposits

2.50 Security deposits with various authorities (e.g., on account of telephone, electricity, etc.) and with others (e.g., deposits in respect of premises taken on rent) should be examined with reference to documents containing relevant terms and conditions, and receipts obtained from the parties concerned. The auditor should verify that the deposits have not become

due as per the terms and conditions. If it is so, then the recoverability of the same needs to be looked into in detail and appropriate provision should be suggested against the amount where recovery is in doubt.

2.51 The auditor, based on the materiality, should send independent balance confirmation for security deposit at period end and should document the reason in the case of any differences. Verification of all security deposits given during the year should be conducted and that of older deposits can be done on a test check basis.

Suspense Account

2.52 'Suspense' account is another item included under 'other assets'. Ideally, where accounts are maintained properly and on a timely basis, the suspense account may not arise. However, in a practical situation, suspense account is often used to temporarily record certain items such as the following:

- (i) amounts temporarily recorded under this head till determination of the precise nature thereof or pending transfer thereof to the appropriate head of account;
- (ii) debit balances arising from payment of interest warrants/ dividend warrants pending reconciliation of amounts deposited by the company concerned with the bank and the payment made by various branches on this account;
- (iii) amounts of losses on account of frauds awaiting adjustment.

2.53 RBI has also suggested a quick audit of entries in Suspense Account and the status thereof to be reported in terms of its circulars dated 6.7.95/18.8.95 and reference may also to be made to the RBI Circular DBOD.BP.BC.4/21.04.018/2003-04 dated 19.7.03.

2.54 The auditor should pay special attention to any unusual items in suspense account since these are prone to fraud risk. The auditor should obtain the management policy for provision/write off for old outstanding items. He should obtain from the management, details of old outstanding entries/age-wise balances along with narrations in suspense account. The auditor should also verify the reasons for such delay in adjusting the entries. Where the outstanding balances comprised in suspense account require a provision/write-off, the auditor should examine whether the necessary provision has been made/written off. All items of more than 6 months in suspense accounts need special attention of the auditor. The auditor has to certify all the suspense account entries through a separate certificate in the annual closing sets.

Prepaid Expenses

2.55 The auditor should verify prepaid expenses in the same manner as in the case of other entities. The auditor should examine whether the basis of allocation of expenditure to different periods is reasonable. The auditor should particularly examine whether the allocation of discounting and rediscounting charges paid by the bank to different accounting periods is in consonance with the accounting policy followed for the bank as a whole.

Miscellaneous Debit Balances on Government Account

2.56 Miscellaneous debit balances on government account in respect of pension, public provident funds, compulsory deposit scheme payments, etc., for which the branch obtains reimbursement from the government through a designated branch, are also included under the head 'others'. In many cases, the accounting for this is outside the core banking solution and needs the special attention of the auditor. The auditor should review the ageing statements pertaining to these items. He should particularly examine the recoverability of old outstanding items. The auditor should also examine whether claims for reimbursement have been lodged by the branch in accordance with the relevant guidelines, terms and conditions. The net balances of the amount recoverable at the Head Office level should also be taken along with the age-wise analysis of the same. In case of old outstanding balances without any confirmation or proper justification of the same, should be provided for /written off as the case may be in the accounts.

2.57 The residual item of "Others" in "Other Assets" generally constitutes a significant amount in the Balance Sheet of the bank. The Head Office auditors should obtain the head wise details of the same along with the previous year figures. The age-wise details of the major outstanding should also be obtained. Further, the major variance as compared to the previous year figures should also be enquired into and reasons for the same should be recorded and reviewed. In case any amount seems doubtful of recovery, appropriate provisions against the same should be made.

Borrowings and Deposits

Borrowings

3.01 Borrowings usually take place only at head office of the bank. In case of exception there is a borrowing at few designated branches authorised in this behalf by the head office or other controlling authority either generally or specifically in respect of a particular borrowing. As such, this item generally does not figure in the balance sheets of most branches of the bank.

Balance Sheet Disclosure

3.02 Borrowings of a bank are required to be shown in balance sheet as follows.

I. *Borrowings in India*

- (i) Reserve Bank of India
- (ii) Other Banks
- (iii) Other Institutions and Agencies

II. *Borrowings outside India*

RBI *vide* its circular no. DBOD.BP.BC No.81/ 21.01.002/2009-10 dated March 30, 2010 on “Classification in the Balance Sheet - Capital Instruments” advised that the following classification may be adopted in the balance sheet from the financial year ending March 31, 2010:

Under Schedule 1 Capital

- 1) Perpetual Non-Cumulative preference shares (PNCPS).

Under Schedule 4 Borrowings

1. Innovative Perpetual Debt Instruments (IPDI).
2. Hybrid debt capital instruments issued as bonds/debentures.
3. Perpetual Cumulative Preference Shares (PCPS).
4. Redeemable Non-Cumulative Preference Shares (RNCPS).
5. Redeemable Cumulative Preference Shares (RCPS).
6. Subordinated Debt.

3.03 The total amount of secured borrowings included under the above

heads is to be shown by way of a note to the relevant schedule (Schedule 4). Secured borrowings for this purpose include borrowings/refinance in India as well as outside India. It may be noted that the inter-office transactions are not borrowings and therefore, should not be presented as such.

3.04 RBI, Export-Import Bank of India (EXIM Bank), National Bank for Agriculture and Rural Development (NABARD) and Small Industries Development Bank of India (SIDBI) are the major agencies providing refinance to banks, generally for loans extended to specified sectors. Borrowings from RBI include refinance obtained by the bank from the RBI. Similarly, borrowings from other banks include refinance obtained by the bank from commercial banks, co-operative banks, etc. Refinance obtained by the bank from EXIM Bank, NABARD, SIDBI and other similar institutions and agencies is to be included under 'Borrowings from other institutions and agencies'. This head will also include the bank's liability against participation certificates on non-risk sharing basis issued by it to participating banks.

3.05 VOSTRO Accounts which are akin to Current account balances and do not constitute borrowings unless an overdraft/borrowing facility is obtained and evidenced on record.

If NOSTRO Mirror Account as well as NOSTRO Account is having adverse balance, the same represents borrowings from banks outside India.

If NOSTRO Mirror Account is representing an adverse balance but NOSTRO Account is not having an adverse balance, the same indicates that there are certain unresponded reconciliation entries resulting in NOSTRO Mirror adverse balance. The auditor needs to review such reconciliation entries and ensure that the same are effected appropriately to ensure that the NOSTRO Mirror Account is not reflecting adverse balance in Financials (wherein NOSTRO Account is not having an adverse balance).

3.06 'Borrowings outside India' include borrowings of Indian branches abroad as well as borrowings of foreign branches. Funds raised by foreign branches by way of certificates of deposit, notes, bonds, etc. have to be classified as 'deposits' or as 'borrowings' depending upon documentation. The Notes and Instructions for Compilation of balance sheet and profit and loss account, issued by the RBI, clarify that since refinance obtained by a bank from the RBI and various institutions is to be shown under the head 'borrowings', the related advances should be shown on the assets side at the gross amount.

3.07 Money at call or short notice taken by the bank is also shown under this head. RBI through its "Master Circular no. RBI/2015-16/55 FMRD.DIRD. 01 /14.01.001/2015-16 on "Call-Notice Money Market Operations" dated July 1, 2015 has set down the prudential limit for transactions in call/notice money

market. In terms of the said circular, on a fortnightly average basis, the borrowings should not exceed 100 percent of the capital funds (i.e., sum of Tier I and Tier II capital) of latest audited balance sheet. However, banks are allowed to borrow a maximum of 125 percent of their capital funds on any day, during a fortnight.

Certificates of deposits are to be treated (at the discounted value at the year-end), as deposits and not as borrowings.

Inter Bank Liabilities (IBL)

3.08 Liability side management has its own merits from the point of view of financial stability. Controlling the concentration risk on the liability side of banks is, therefore, as important as controlling the concentration risk on the asset side. More particularly, uncontrolled IBL may have systemic implications, even if, the individual counterparty banks are within the allocated exposure.

3.09 Further, uncontrolled liability of a larger bank may also have a domino effect. In view of this, it has become important to put in place a comprehensive framework of liability management so that banks are aware of the risks inherent in following a business model based on large amount of IBL and the systemic risks such a model may entail. In order to reduce the extent of concentration on the liability side of banks, the following guidelines have been prescribed by the RBI (applicable from April 1, 2007) vide its circular no. DBOD.BP.BC.66/ 21.01.002/2006-07 dated March 6, 2007.

- (a) The IBL of a bank should not exceed 200% of its net worth as on 31st March of the previous year. However, individual banks may, with the approval of their Boards of Directors, fix a lower limit for their inter-bank liabilities, keeping in view their business model.
- (b) The banks whose CRAR is at least 25% more than the minimum CRAR as on March 31 of the previous year, are allowed to have a higher limit up to 300% of the net worth for IBL.
- (c) The limit prescribed above will include only fund based IBL within India (including inter-bank liabilities in foreign currency to banks operating within India). In other words, the IBL outside India are excluded.
- (d) The above limits will not include collateralised borrowings under CBLO and refinance from NABARD, SIDBI etc.
- (e) The existing limit on the call money borrowings prescribed by RBI will operate as a sub-limit within the above limits.
- (f) Banks having high concentration of wholesale deposits should be aware

of potential risk associated with such deposits and may frame suitable policies to contain the liquidity risk arising out of excessive dependence on such deposits.

Deposits

3.10 Deposits represent the most important source of funds for banks. Deposits are received from a large number of constituents, generally in small amounts.

Balance Sheet Disclosure

3.11 Deposits are required to be classified in the balance sheet under the following heads.

A. I. *Demand Deposits*

(i) From Banks

(ii) From Others

II. *Savings Bank Deposits*

III. *Term Deposits*

(i) From Banks

(ii) From Others

B. I. *Deposits of branches in India*

II. *Deposits of branches outside India*

Types of Deposits

3.12 Deposits accepted by banks are primarily of two types – those repayable on demand (demand deposits) and those repayable after a fixed term (term deposits), though in this case also, the deposits may be repaid prematurely at the request of the depositor.

Demand Deposits

3.13 Current accounts are the most common form of demand deposits of banks. Though savings bank deposits are also, in substance in the nature of demand deposits, the Third Schedule to the Banking Regulation Act, 1949, does not consider them demand deposits. This may, perhaps, be due to the fact that withdrawals from savings bank accounts in excess of the limits prescribed by the bank can be made only with prior notice to the bank. Further it includes overdue/matured deposits, credit balance in overdraft account, deposits payable at call, in operating current account, VOSTRO account, merchant bankers and similar deposits, Interest accrued and due on deposits and excluding margins by way of book adjustments if any against bill purchased and discounted.

3.14 Current accounts can be opened in the names of individuals, associations of persons, corporate bodies, trusts, societies, etc., i.e., for all kinds of customers. The operations on current accounts opened in joint names may be joint, single, by either holder or by surviving holder, depending on the mode of operation chosen by the account holders. The salient features of this type of accounts are:

- There is no restriction on the quantum of funds that can be withdrawn by the account holder at any one time.
- There is no restriction on the number of transactions in the account during any period of time.
- No interest is payable on this deposit except where it may be specifically permitted by the bank / RBI.

Savings Bank Deposits

3.15 Savings accounts are generally in the names of individuals – either singly or jointly, and sometimes, in the names of institutions which are specifically approved by the RBI for maintaining savings bank accounts with banks. In terms of RBI's guidelines, no bank can open a savings bank account for government departments, municipal corporations, municipal committees, any political party, or any trade, business or professional concern, whether such concern is a proprietary or a partnership firm or a company or an association. As in the case of current accounts, savings bank accounts can also be opened in joint names.

3.16 The salient features of this type of accounts are:

- Banks place restrictions on the maintenance of minimum balance (separate for accounts with cheque book facility and those without cheque book facility), amount of funds that can be withdrawn by the account holder at any point of time. Beyond this cut-off level, banks require the depositors to give notice of a specified period for withdrawal of the amount.
- Banks also place restrictions on the number of withdrawals from the account during a stated period of time, usually one year. For the number of withdrawals beyond this number, banks have the right to levy service charges. The intention behind putting this restriction is to ensure that the savings bank accounts (on which the account holder is entitled to payment of interest) are used to promote genuine savings and are not used as substitutes for current accounts (on which the account holder usually does not get interest).
- Interest is payable as per the RBI guidelines in force. In the past, interest was paid annually but now, banks pay interest at quarterly / half-yearly intervals on daily outstanding balances. Depending on the practice

adopted by each bank provision for the balance period up to the year-end may be made at branches/Head Office.

- Interest on savings bank accounts is required to be calculated on a daily product basis in terms of Para 3.2.1 of the RBI Master Circular DBR.No.Dir.BC. 7/13.03.00/2015-16 dated 1-7-2015; and the banks have been given freedom to fix the rate of interest on savings accounts.

3.17 In the case of both current and savings bank accounts, if there are no operations on the account by the account holder during a prescribed period (such period may vary from bank to bank), such accounts are identified as 'dormant' or 'inoperative' accounts and may be transferred to a separate ledger. Further, transactions in these accounts are allowed only with authority of the official designated by the bank for this purpose. Removing of "Specimen signature" cards from active cards can be one of the controls.

Term Deposits

3.18 Term deposits (known by different nomenclature in different banks) are repayable after a specified period of time. The minimum period of these deposits, at present, is 7 days. The salient features of this kind of deposits are given below:

- Interest is payable at periodic intervals to the depositors or as per their instructions.
- In case a depositor so desires, the periodic interest can be reinvested in fresh term deposits. Such schemes are generally called 'reinvestment plans'. In this case, the interest payable is compounded at the specified intervals and the resultant maturity value is indicated on the deposit receipt at the time of issuing the receipt. The head offices of banks issue maturity value charts for the guidance of their branches from time to time.

3.19 Recurring deposit accounts are an important variant of term deposit. In a recurring deposit, a specified sum is deposited at regular intervals, generally once a month, for a pre-determined period. On the expiry of this period, the maturity proceeds, which are known at the time of opening the account, are repaid to the depositors or as per their instructions. No recurring deposit is accepted under FCNR(B) Scheme. Some of the banks are offering fixed / flexible recurring deposit accounts in recent times where the customer chooses amount of deposit each time based on their convenience.

3.20 Cash Certificates and Certificates of Deposit (CD), in demat form or otherwise, are two other variants of term deposits. Cash certificates are issued at discounted value, e.g., a certificate with face value of Rs. 100 and term of 5 years may be issued at, say, Rs. 49. The certificates of deposit are short-term

negotiable money market instruments and are issued in only dematerialised form or as a Usance Promissory Note. However, according to the Depositories Act, 1996, investors have the option to seek certificate in physical form. Further, issuance of CDs will attract stamp duty. In this regard, the RBI has issued Master Direction No. RBI/FMRD/2016-17/32 FMRD. Master Direction No. 2/2016-17 dated July 07, 2016 on Money Market Instruments (which include Certificate of Deposit). CDs may be issued at a discount on face value. The rate of interest thereon is negotiable with the depositor and may vary on a daily basis. The maturity period of CDs issued by banks should not be less than 7 days and not more than one year. Banks are allowed to issue CDs on floating rate basis provided the methodology of compiling the floating rate is objective, transparent and market-based. The issuing bank/FI is free to determine the discount / coupon rate. The interest rate on floating rate CDs would have to be reset periodically in accordance with a pre-determined formula that indicates the spread over a transparent benchmark. CDs can be issued in Demat or in physical form, and in the latter case must be issued on security paper stationery, in denomination of Rs. 1 lac (for a single subscriber) or in multiple of Rs 1 lac and without the benefits of repatriation if issued to NRI. Other than for NRIs, CDs are transferrable by endorsement and delivery.

3.21 There is no grace period for repayment of CDs. If maturity date happens to be on holiday it should be paid on the immediately preceding working day. Banks may, therefore, so fix the period of deposit that the maturity date does not coincide with a holiday to avoid loss of discount / interest rate. All OTC trades in CDs shall be reported within 15 minutes of the trade on the FIMMDA reporting platform.

3.22 In respect of term deposits, banks issue Deposit Receipts. These receipts are not negotiable, and therefore, deposits cannot be transferred without the consent of the bank. Certificates of deposits are, however, transferable. CDs held in physical form are transferable by endorsement and delivery. CDs in dematerialised form can be transferred as per the procedure applicable to other demat securities. There is no lock-in period for CDs. Banks / FIs cannot grant loans against CDs. Furthermore, premature buyback is not permitted and no loans can be taken against CDs. However, the Reserve Bank may relax these restrictions for temporary periods through a separate notification.

3.23 Banks should include the amount of CDs in the fortnightly return under Section 42 of the Reserve Bank of India Act, 1934 and also separately indicate the amount so included by way of a footnote in the return. Further, banks / FIs should report the data on issuance of CDs on the web-based module under the

Online Returns Filing System (ORFS) within 10 days from the end of the fortnight to which it pertains.

3.24 Banks normally allow repayment of the deposits before the due date; however, the rate of interest paid to the depositor in case of premature repayment is lower than the rate contracted initially. Auditor has to verify the scheme of fixed deposits thoroughly. If a depositor does not take repayment on the date of expiry, the interest ceases to run from the date, though the bank continues to be a debtor of the depositor. A matured deposit can be renewed by the depositor for a further period. Where a deposit is renewed some time after its maturity, banks generally allow interest from the date of maturity rather than from the date of renewal. In other words, the renewal is given a retrospective effect. In case the deposit is matured and not renewed by the customer, the rate of interest same as saving bank rate is provided on the same as per RBI Guidelines.

3.25 Pro-rated expenditure by way of discounts up to the year end on each certificate must be accrued / adjusted and included under the head "Other Liabilities", as the terms of issue warrant that the proceeds be paid only on maturity.

3.26 Rate of interest payable on fixed deposits as well as other deposits depends on current economic conditions, decided by banks from time to time. Interest rates are regulated by an Inter-Bank Agreement which is revised from time to time. The rate of interest on certificates of deposits is negotiable with the depositor, especially in the case of bulk/wholesale deposits.

3.27 Following are important issues in respect of different category of accounts which auditor must consider:

(a) **FCNR Accounts**

- Maintenance of position viz. details of deposits – tallying the position with reference to branches periodically.
- System of reporting to the position maintenance office by the branches including "C" category branch.
- Applicability of notional rate.
- Revaluation is done every reporting Friday for CRR purposes.
- Provisions/payment of interest on a regular basis to reflect the due liability.
- Is it debited to the proper Head of accounts?

- Random check of interest as interest is charged every month based on LIBOR.
- How the payment is effected-expeditiously?
- On payment whether the liability is reversed.
- Method of reconciliation of Nostro account with FCNR (B).
- It should not be revalued and taken to profit and loss.
- Many banks have a separate Nostro account for FCNR (B) balances converted on a notional basis.

Further, RBI, *vide* its Master Circular No. RBI/2015-16/40 DBR.No.Dir.BC.8/13.03.00/2015-16 dated July 1, 2015 on “Interest rates on deposits held in FCNR (B) Accounts”, provides guidance on the interest rates on deposits held in FCNR(B) accounts. The Circular further prohibit banks to:

- (i) accept or renew a deposit over five years;
- (ii) discriminate in the matter of rate of interest paid on the deposits, between one deposit and another accepted on the same date and for the same maturity, whether such deposits are accepted at the same office or at different offices of the bank, except on the size group basis. The permission to offer varying rates of interest based on size of the deposits will be subject to the following conditions:
 - a. Banks should, at their discretion, decide the currency-wise minimum quantum on which differential rates of interest may be offered. For term deposits below the prescribed quantum with the same maturity, the same rate should apply.
 - b. The differential rates of interest so offered should be subject to the overall ceiling prescribed.
 - c. Interest rates paid by the bank should be as per the schedule and not subject to negotiation between the depositor and the bank.
- (iii) pay brokerage, commission or incentives on deposits mobilized under FCNR(B) Scheme in any form to any individual, firm, company, association, institution or any other person.
- (iv) employ/ engage any individual, firm, company, association, institution or any other person for collection of deposit or for selling any other deposit linked products on payment of remuneration or fees or commission in any form or manner.
- (v) accept interest-free deposit or pay compensation indirectly.

(b) Resident Foreign Currency Accounts

- Exporters having good track record to open foreign currency account with banks.
- RBI will permit.
- Unit located in SEZ may hold an account in Foreign Currency.
- Diamond Dollar Accounts may be opened with permission from RBI to transact business in Foreign Currency.
- The returning Indians can have their foreign currency accounts to be covered into RFC same feature as of FCNR.

(c) EEFC accounts

- Non-interest bearing – No credit facilities against the security of the balances.
- 100% of inward remittance for Status Holder Exports, professional service rendered in personal capacity.
- 100% of EOU, STP and EHTP, 50% for other payments received from a unit DTA for goods supplied to SEZ.

(d) Non-resident Bank Accounts

- Name of such accounts and type of arrangement.
- Funding of these accounts – bonafide transactions – freely convertible balance.
- System of monitoring overseas bank not to take a speculative view on rupees.
- Forward purchase/sale of foreign currencies against rupee for funding is prohibited – offer two ways quote is also prohibited.
- Temporary overdrawals to overseas branch/ correspondent not to exceed Rs. 500.00 lakh in aggregate in all overseas branch/correspondent in the books of the bank.
- Purpose is essential.
- Period not to exceed 5 days.
- Statement to be sent to Forex Market Division of RBI.

Further, RBI, *vide* its Master Direction No. RBI/DBR/2015-16/19 DBR. Dir. No.84/13.03.00/2015-16 dated March 03, 2016 on Reserve Bank of India (Interest Rate on Deposits) Directions, 2016 provides guidance on the interest rates on rupee deposits held in Domestic, Ordinary Non-Resident (NRO) and Non-Resident (External) (NRE) Accounts.

Further, RBI Circular RBI/2009-10/408 DBOD. No. Dir. BC. 91/13.03.00/

2009-2010 dated April 20, 2010, provides the guidelines with respect to the conversion of a term deposit, a deposit in the form of daily deposit or a recurring deposit for reinvestment in term deposit and states that a bank, on a request from the depositor, should allow conversion of a term deposit, a deposit in the form of daily deposit or recurring deposit, to enable the depositor to immediately reinvest the amount lying in the aforesaid deposits with the same bank in another term deposit. On a review and in order to facilitate better asset-liability management (ALM), with effect from April 20, 2010, banks are permitted to formulate their own policies towards conversion of deposits.

(e) **Rupee Accounts (Exchange House)**

- Accounts opening require approval from RBI.
- Trade transaction per transaction upto Rs. 2.00 lakh is permitted.
- Reconciliation issues and concurrent auditor overseas report.
- Debits/claims outstanding as the branches pending receipt of the credit.
- Method of value dating the transactions and overdraft arisen thereon.
- Collection of overdue interest for such over drawn balances.

Accounting

3.28 Banks may account the CDs at issue price under the Head “CDs issued” and show the same under “Deposits”. Accounting entries towards discount will be same as in case of ‘Cash Certificate’. Banks should maintain a register of CDs issued with complete particulars. Banks will maintain “CD Redemption Account” represented by specific ISIN.

Combinations of Demand and Term Deposits

3.29 Although the above are the basic types of deposits, these days, most of the banks are also offering combinations of two or more of them. These blended products are known by different names in different banks.

Unclaimed Deposits/ Inoperative Accounts

3.30 As per RBI Circular no. DBOD No. Leg.BC.34/ 09.07.005/2008-09 dated August 22, 2008 on “Unclaimed Deposits/inoperative accounts in Banks”, a bank is required to make an annual review of accounts in which there are no operations (other than crediting of periodic interest or debiting of service charges) for more than one year. A savings as well as current account should be treated as inoperative/ dormant if there are no transactions in the account for over a period of two years. In case any reply is given by the account holder giving the reasons for not operating the account, banks should continue classifying the same as an operative account for one more year within which

period the account holder may be requested to operate the account. However, in case the account holder still does not operate the same during the extended period, banks should classify the same as inoperative account after the expiry of the extended period. If a Fixed Deposit Receipt matures and proceeds are unpaid, the amount left unclaimed with the bank will attract savings bank rate of interest. In terms of Foreign Exchange Management (Crystallization of Inoperative Foreign Currency Deposits) Regulations, 2014 and vide Notification No. FEMA 10A/2014-RB dated March 21, 2014, issued under Foreign Exchange Management Act (FEMA), 1999 relating to inoperative foreign currency deposits, directions have been issued under Sections 10(4) and 11(1) of FEMA; and as per Clause 2.7 of the RBI Master Circular DBOD.No.Dir.BC.14/13.03.00/2014-15 dated 1-7-2014, inoperative deposits having a fixed term and those with no fixed term maturity, after the expiry of a three month notice upon completion of three years, will get crystallized into Rupees.

Depositor Education and Awareness Fund (DEAF) Scheme 2014

3.31 Reserve Bank of India vide its circular no. DBOD. DEAF Cell. BC. No. 101/ 30.01.002/2013-14 dated March 21, 2014 namely “The Depositor Education and Awareness Fund Scheme, 2014 - Section 26A of Banking Regulation Act, 1949” has laid down certain guidelines with respect to the said fund. Under the provisions of Section 26A of the Banking Regulation Act, 1949 the amount to the credit of any account in India with any bank which has not been operated upon for a period of ten years or any deposit or any amount remaining unclaimed for more than ten years shall be credited to the Fund, within a period of three months from the expiry of the said period of ten years. The Fund shall be utilised for promotion of depositors’ interest and for such other purposes which may be necessary for the promotion of depositors’ interests as specified by RBI from time to time. The depositor would, however, be entitled to claim from the bank the deposit or any other unclaimed amount or operate the account after the expiry of ten years, even after such amount has been transferred to the Fund. The bank would be liable to pay the amount to the depositor/claimant and claim refund of such amount from the Fund.

3.32 All such unclaimed liabilities (where amount due has been transferred to DEAF) may be reflected as “Contingent Liability – Others, items for which the bank is contingently liable” under Schedule 12 of the annual financial statements. Banks are also required to disclose the amounts transferred to DEAF under the notes to accounts.

Reserve Bank of India (Gold Monetization Scheme) Direction, 2015

3.33 The RBI issued Master Direction No.DBR.IBD.No.45/23.67.003/2015-16 dated 22-10-2015 to all Scheduled Commercial Banks that decide to implement the Scheme(*excluding Regional Rural Banks*), requiring such banks that decide

to implement the Scheme (Designated Bank), to formulate a comprehensive policy with approval of their respective boards.

3.34 The Gold Monetization Scheme, 2015 (GMS) which includes the Revamped Gold Deposit Scheme (R-GDS) and Revamped Gold Metal Loan Scheme (R-GML) was intended to mobilise gold held by households and institutions to facilitate its use for productive purposes, and to reduce country's reliance on the import of gold.

3.35 Designated Banks are authorised to accept deposits, the principal and interest of which, under the scheme, shall be denominated in gold. Such deposits can be accepted from eligible persons viz., Resident Indians (Individuals, HUFs, Trusts including Mutual Funds/Exchange Traded Funds registered under SEBI (Mutual Fund) Regulations and Companies. Joint deposits of two or more eligible depositors can be made on the same basis as other joint deposit accounts and with nomination facility. The Broad features of the Gold Monetization Scheme are summarised in **Appendix XII** of the Guidance Note.

Procedural Aspects

3.36 Some banks use a single application form for opening various types of accounts, viz., Savings, Current and Term Deposits while some others adopt the system whereby, for each type of account, a different type of form is used. The form essentially provides for particulars of the account holder(s), mode of operation on the account, term of the deposit (if applicable), signatures of the account holder(s), photograph of the account holder(s) etc. In the case of partnership firms, a copy of the partnership deed and in the case of companies, copies of the memorandum and articles of association, certificate of incorporation and resolution passed by the board for opening the account/making the deposit are obtained. Particulars of all new accounts opened are recorded in a register.

Know Your Customer Requirements (KYC)

3.37 Reserve Bank of India *vide* its master direction no. RBI/DBR/2015-16/18 DBR.AML.BC.No.81/14.01.001/2015-16 updated as on April 20, 2018 on "Know Your Customer (KYC) norms/Anti-Money Laundering (AML) standards/Combating Financing of Terrorism (CFT)/Obligation of banks and financial institutions under PMLA, 2002" has laid down certain guidelines to prevent banks from being used, intentionally or unintentionally, by criminal elements for money laundering or terrorist financing activities. The guidelines prescribed in this circular, popularly known as KYC guidelines, also enable banks to know/understand their customers and their financial dealings better which in turn help them manage their risks prudently.

These guidelines contain detailed requirements for banks in respect of customer acceptance policy, customer identification procedures, monitoring of transactions and risk management.

Audit Approach and Procedures

Borrowings

3.38 Where borrowings are shown by branch, the auditor must ensure that the borrowings/refinance:

- i) is separately disclosed as required by law;
- ii) balance confirmation certificates are obtained in evidence of borrowings from each lender; and
- iii) the nature and extent of security is determined and disclosed.

3.39 The auditor should understand process of new borrowing, repayment of borrowings and test controls around these processes.

3.40 Borrowings from RBI, other banks/financial institutions, etc., should be verified by the auditor with reference to confirmation certificates and other supporting documents such as, application form, sanction letter, agreements, interest rate, security, correspondence, etc. Audit evidence in the form of external confirmations received directly by the auditor from appropriate confirming parties / lenders may assist the auditor in obtaining audit evidence that the auditor requires to respond to significant risks of material misstatement. The auditor is required to comply with the requirements of Standard on Auditing (SA) 505, "External Confirmations" which contains guidance on designing and performing external confirmation procedures to obtain relevant and reliable audit evidence.

3.41 The auditor should also examine whether a clear distinction has been made between 'rediscount' and 'refinance' for disclosure of the amount under the above head since rediscount does not figure under this head.

3.42 The auditor should examine whether borrowings of money at call and short notice are properly authorised. The rate of interest paid/payable on, as well as duration of such borrowings should also be examined by the auditor.

3.43 The auditor should similarly examine the relevant correspondence or other documents to verify whether the branch has been authorised by the head office to borrow/retain other borrowings and that the terms on which borrowings have been made are in accordance with the authorisation.

3.44 The auditor should examine whether the amount shown in the branch accounts is properly classified based on security or otherwise.

3.45 In case of borrowing through bonds and debentures, generally banks appoint the registrar for maintenance of records of borrowing such as bond holders etc. The auditor can obtain the balance confirmation from registrar of the bonds including other parameters of borrowing at each period end.

Deposits

3.46 In carrying out audit of deposits and liabilities, the auditor is primarily concerned with obtaining reasonable assurance that all known liabilities are recorded and stated at appropriate amounts.

The auditor may verify various types of deposits in the following manner.

Current Accounts

3.47 The auditor should verify the balances in individual accounts on a test check basis and should also examine whether the balances as per subsidiary ledgers tally with the related control accounts in the General Ledger. In case of any differences, the auditor should examine the reconciliation prepared by the branch in this regard.

3.48 Some banks have a procedure for obtaining confirmation of balances periodically. The auditor should examine whether the procedure laid down in this behalf has been followed consistently throughout the year. He should also examine, on a test check basis, the confirmations received.

3.49 The auditor should examine whether the debit balances in current accounts are not netted out on the liabilities side but are appropriately included under the head 'Advances'.

3.50 Inoperative accounts are a high risk area of frauds in banks. While examining current accounts, the auditor should specifically cover in his sample some of the inoperative accounts revived / closed during the year. The auditor should also ascertain whether inoperative accounts are 'revived' only with proper authority. For this purpose, the auditor should identify cases where there has been a significant reduction in balances compared to the previous year and examine the authorisation for withdrawals. Ratio analysis and comparatives can be used to select / identify such variation.

Savings Bank Deposits

3.51 The auditor should verify the balances in individual accounts on a test check basis and should also examine whether the balances as per subsidiary ledgers tally with the related control accounts in the General Ledger. In case of any differences, the auditor should examine the reconciliation prepared by the branch in this regard.

3.52 The auditor should also check the calculation of interest on a test

check basis. In case of branch under Core Banking Solution (CBS) the product sheet for calculation of interest on saving bank accounts can be obtained in selected sample and auditor can verify the calculation.

3.53 Similar to inoperative current accounts, the auditor should pay special attention to inoperative savings bank accounts.

Term Deposits

3.54 While evaluating the internal controls over term deposits, the auditor should specifically examine whether the deposit receipts and cash certificates are issued serially and all of them are accounted for in the registers. The auditor should also satisfy himself that there is a proper control over the unused forms of deposit receipts and cash certificates to prevent their misuse.

3.55 As stated earlier, the rate of interest on Certificates of Deposits (CDs) is negotiable with the depositor. This area is quite sensitive. The auditor should bear this fact in mind while examining the efficacy of prescribed internal controls with regard to rates of interest on CDs.

3.56 The auditor should verify the deposits with reference to the relevant registers. The auditor should also examine, on a test check basis, the registers with the counter-foils of the receipts issued and with the discharged receipts returned to the bank. The reconciliation of subsidiary records for various types of term deposits with the related control accounts in the General Ledger should be examined. The auditor should also examine whether provision has been made for interest accrued on the deposits up to the date of the balance sheet. Auditor should also examine whether the proper provision for interest payable on deposits is made.

3.57 In some cases, banks employ some persons as 'collectors' to collect the deposits from depositors, e.g., in case of recurring deposits. In such cases, the auditor should specifically examine the efficacy of the internal control procedures for reconciling the records of the bank with those of the collectors.

3.58 Term deposits from banks are usually (though not necessarily) in round figures. Any odd balances in term deposits should therefore be selected by the auditor for verification on a sample basis.

3.59 If a Fixed Deposit Receipt matures and proceeds are unpaid, the amount left unclaimed with the bank will attract savings bank rate of interest as given in Para 3.4 of the Master Circular on Interest Rates on Rupee Deposits held in Domestic, Ordinary Non-Resident (NRO) and Non-Resident (External) (NRE) Accounts.

Deposits Designated in Foreign Currencies

3.60 In the case of deposits designated in a foreign currency, e.g., foreign currency non-resident deposits, the auditor should examine whether they have

been converted into Indian rupees at the rate notified in this behalf by the head office. The auditor should also examine whether any resultant increase or decrease has been taken to the profit and loss account. It may also be seen that interest on deposits has been paid on the basis of 360 days in a year:

- i) For deposits up to one year, at the applicable rate without any compounding effect.
- ii) In respect of deposits for more than 1 year, the interest on FCNR (B) deposits should be calculated at intervals of 180 days each and thereafter for remaining actual number of days, till normal maturity.

Further, in case of conversion of FCNR (B) deposits into NRE deposits or vice versa before maturity has been subjected to the provisions relating to premature withdrawal.

Interest Accrued But Not Due

3.61 The auditor should examine that interest accrued but not due on deposits is not included under the relevant deposits but is shown under the head 'other liabilities and provisions'.

Overall Reconciliation

3.62 The procedures of banks usually provide for periodic correlation of outstanding deposits with the cost of deposits. The auditor should ascertain from the management whether such an exercise has been carried out and if so, he should review the same. The auditor should examine that interest accrued but not due has also been considered for this purpose.

Inoperative Accounts

3.63 Internal controls over inoperative accounts, is imperative. A response to the letter addressed to the Branch will assist the auditor to take a view on the system of dealing with inoperative Accounts. Attention needs to be sharply focused on debits/withdrawals to ascertain whether these are unauthorised. In testing the debits, attention should be specially paid to large and repetitive debits out of otherwise dormant accounts. Centralisation of these needs to be encouraged and such a recommendation needs to be made through the LFAR.

3.64 While scrutinising deposit ledgers, it is appropriate to ensure whether there are any stagnant/ inoperative accounts, which remain to be transferred. Computer generated exception reports will also reveal the status of the inoperative accounts.

Window-dressing

3.65 There are several ways in which the deposits of a bank may be inflated for purposes of balance sheet presentation. For example, some of the constituents may be allowed overdraft on or around the date of the balance

sheet, the overdrawn amounts may be placed as deposits with the bank, and further advances may be given on the security of the deposit receipts, thus inflating deposits as well as advances. The transactions may be reversed immediately after the close of the year. Where the auditor comes across transactions, which indicate the possibility of window-dressing, he may report the same in his long form audit report. In appropriate cases, the auditor should consider making a suitable qualification in his main audit report also.

3.66 Unauthorised Deposits, particularly, during the period that deposits of demonetized currency notes were allowed, comprise the bank's liability and can be treated as Deposits, pending completion of any enquiry/investigation, with the safeguards the bank may take to avoid any wrongful claim thereon. The auditor may consider reporting the same in the LFAR by way of information.

Know Your Customers Norms

3.67 RBI has issued instructions to all banks to implement without fail certain procedural norms on KYC. Failure would attract levy of penalty and if penalty has been levied the same is to be disclosed in the notes to accounts. In view of the nature of the directive the audit procedure may be suitably adopted to enquire the system of implementation and review of other reports in respect of this area. The auditor should examine that there exists proper procedure in place to ensure that framework relating to 'Know Your Customer' and Anti-Money Laundering measures is formulated and put in place by the bank.

Capital, Reserves and Surplus

Capital

4.01 The following particulars have to be given in respect of share capital in the balance sheet.

(a) For Banks Incorporated in India

Authorised Capital	(shares of Rs. __ each)
Issued Capital	(shares of Rs. __ each)
Subscribed Capital	(shares of Rs. __ each)
Called-up Capital	(shares of Rs. __ each)
Less: Calls unpaid	
Add: Forfeited shares	

(In case of Nationalised Banks capital owned by Central Government as on the date of balance sheet including contribution from Government, if any, for participating in World Bank Projects should be shown separately.)

(b) For Banks Incorporated Outside India

- (i) Capital (the amount brought in by banks by way of start-up capital as prescribed by RBI should be shown under this head).
- (ii) Amount of deposit kept with the RBI under section 11(2) of the Banking Regulation Act, 1949.

4.02 RBI *vide* its circular no. DBOD.BP.BC No.81/ 21.01.002/2009-10 dated March 30, 2010 on "Classification in the Balance Sheet - Capital Instruments" advised that under the Schedule 1- Capital, Perpetual Non-Cumulative Preference Share (PNCPS) should be sub – classified in the balance sheet from the financial year ending March 31, 2010. If circumstances permit, items which can be combined may be shown under one head, for instance, 'Issued and Subscribed Capital'.

4.03 In case of banking companies incorporated outside India, the amount of deposit kept with the RBI under section 11(2) of the Act has to be shown under this head; the amount, however, should not be extended to the outer column.

4.04 The RBI's Master Circular no. RBI/2015-16/99 DBR.BP.BC No.23/21.04.018/2015-16 dated July 1, 2015 on "Disclosure in Financial Statements – Notes to Accounts" lays down the certain aspects to be disclosed in respect of capital for the current as well as the previous year.

Capital Adequacy Measures in India

4.05 In India, the statutes governing various types of banks lay down the minimum capital requirements for them. Besides, there are also requirements for maintenance of statutory reserves. Considering the variations in minimum capital requirements applicable to different types of banks and taking into account the approach adopted by Basel Committee, the Reserve Bank prescribed, in year 1992, a uniform methodology for determining the capital adequacy of scheduled commercial banks (other than regional rural banks). The Master Circular No. RBI/2015-16/85 DBR.No.BP.BC.4./21.06.001/2015-16 dated July 1, 2015 on "Prudential Guidelines on Capital Adequacy and Market Discipline - New Capital Adequacy Framework (NCAF)" provides the guidelines to be followed by banks for capital adequacy. As per RBI circular RBI/2016-17/321 DBR.No.BP.BC.74/21.06.009/2016-17 dated June 13, 2017 Prudential Guidelines on Capital Adequacy and Market Discipline- New Capital Adequacy Framework (NCAF) - Eligible Credit Rating Agencies – INFOMERICS Valuation and Rating Pvt Ltd. (INFOMERICS) - The long term and short term ratings issued by these domestic credit rating agencies have been mapped to the appropriate risk weights applicable as per the Standardised Approach under the Basel II Framework. Some of the important aspects of the circular are covered below.

4.06 The basic approach of capital adequacy framework is that a bank should have sufficient capital to provide a stable resource to absorb any losses arising from the risks in its business. Capital is divided into tiers according to the characteristics/qualities of each qualifying instrument. For supervisory purposes capital is split into two categories: Tier I and Tier II, representing different instruments' quality as capital.

- **Tier I capital** consists mainly of share capital and disclosed reserves and it is a bank's highest quality capital because it is fully available to cover losses. AS per RBI circular RBI/2016-17/222, DBR.BP.BC.No.50/21.06.201/2016-17 dated Feb 2, 2017, Additional Tier 1 capital, the change in coupon discretion needs to be considered.
- **Tier II capital** consists of certain reserves and certain types of subordinated debt. The loss absorption capacity of Tier II capital is lower than that of Tier I capital.

When returns of the investors of the capital issues are counter guaranteed by the bank, such investments will not be considered as Tier I/II regulatory capital for the purpose of capital adequacy.

4.07 The 2015 Master Circular on Prudential Norms on Capital Adequacy and Market Discipline – New Capital Adequacy Framework (NCAF) also covers the concept of ‘Capital Adequacy Requirement for Credit Default Swap (CDS) Positions in the Banking Book’. Readers may refer to the aforesaid Circular for detailed guidelines in this regard.

Components of Capital

4.08 The Master Circular on Capital Adequacy discusses the Capital Funds in two categories – capital funds for Indian banks and capital funds of foreign banks operating in India.

Undisclosed Reserves

4.09 They can be included in capital, if they represent accumulations of post-tax profits and are not encumbered by any known liability and should not be routinely used for absorbing normal loss or operating losses.

Re-valuation Reserves

4.10 It would be prudent to consider re-valuation reserves at a discount of 55 percent while determining their value for inclusion in Tier II capital. Such reserves will have to be reflected on the face of the Balance Sheet as re-valuation reserves.

4.11 However, as per RBI's circular no. RBI/2015-16/331 DBR.No.BP.BC.83/21.06.201/ 2015-16 dated 1st March, 2016, revaluation reserves arising out of change in the carrying amount of a bank's property consequent upon its revaluation may, at the discretion of banks, be reckoned as Common Equity Tier 1 (CET1) capital at a discount of 55%, instead of as Tier 2 capital under extant regulations, subject to meeting the following conditions:

- bank is able to sell the property readily at its own will and there is no legal impediment in selling the property;
- the revaluation reserves are shown under Schedule 2: Reserves & Surplus in the Balance Sheet of the bank;
- revaluations are realistic, in accordance with Indian Accounting Standards;
- valuations are obtained, from two independent valuers, at least once in every 3 years; where the value of the property has been substantially impaired by any event, these are to be immediately revalued and appropriately factored into capital adequacy computations;

- the external auditors of the bank have not expressed a qualified opinion on the revaluation of the property;
- the instructions on valuation of properties and other specific requirements as mentioned in the RBI's circular no. RBI No.2006-2007/224 DBOD.BP.BC No. 50 / 21.04.018/ 2006-07 dated 4th January, 2007 on 'Valuation of Properties - Empanelment of Valuers' are strictly adhered to.

Foreign Currency Translation Reserve (FCTR)

4.12 As stated in RBI's circular no. RBI/2015-16/331 DBR.No.BP.BC.83/ 21.06.201/2015-16 dated 01st March, 2016, Banks may, at their discretion, reckon foreign currency translation reserve arising due to translation of financial statements of their foreign operations in terms of Accounting Standard (AS) 11 as CET1 capital at a discount of 25% subject to meeting the following conditions:

- the FCTR are shown under Schedule 2: Reserves & Surplus in the Balance Sheet of the bank;
- the external auditors of the bank have not expressed a qualified opinion on the FCTR.

4.13 ***Deferred Tax Asset (DTA)*** – As per RBI's circular no. RBI/2015-16/331 DBR.No.BP.BC.83/ 21.06.201/2015-16 dated 01st March, 2016:

- (i) Deferred tax assets (DTAs) associated with accumulated losses and other such assets should be deducted in full from CET1 capital.
- (ii) DTAs which relate to timing differences (other than those related to accumulated losses) may, instead of full deduction from CET1 capital, be recognised in the CET1 capital up to 10% of a bank's CET1 capital, at the discretion of banks [after the application of all regulatory adjustments].
- (iii) The amount of DTAs which are to be deducted from CET1 capital may be netted with associated deferred tax liabilities (DTLs) provided that:
 - both the DTAs and DTLs relate to taxes levied by the same taxation authority and offsetting is permitted by the relevant taxation authority;
 - the DTLs permitted to be netted against DTAs must exclude amounts that have been netted against the deduction of goodwill, intangibles and defined benefit pension assets; and
 - the DTLs must be allocated on a pro rata basis between DTAs subject to deduction from CET1 capital as at (i) and (ii) above.

General Provisions and Loss Reserves

4.14 Such reserves can be included in Tier II capital if they are not attributable to the actual diminution in value or identifiable potential loss in any

specific asset and are available to meet unexpected losses. Adequate care must be taken to see that sufficient provisions have been made to meet all known losses and foreseeable potential losses before considering general provisions and loss reserves to be part of Tier II capital. General provisions/loss reserves will be admitted up to a maximum of 1.25 percent of total risk weighted assets. 'Floating Provisions' held by the banks, which is general in nature and not made against any identified assets, may be treated as a part of Tier II capital within the overall ceiling of 1.25 percent of total risk weighted assets. Excess provisions which arise on sale of NPAs would be eligible Tier II capital subject to the overall ceiling of 1.25% of total Risk Weighted Assets.

Hybrid Debt Capital Instruments

4.15 Those instruments which have close similarities to equity, in particular when they are able to support losses on an ongoing basis without triggering liquidation, they may be included in Tier II capital. At present following instruments have been recognised and placed under this category.

- i. Perpetual Cumulative Preference Shares (PCPS)/ Redeemable Non-Cumulative Preference Shares (RNCPS)/ Redeemable Cumulative Preference shares (RCPS) as part of upper Tier II capital.
- ii. Debt capital instruments eligible for inclusion as Upper Tier II capital.

The guidelines governing the instruments at (i) and (ii) above, indicating the minimum regulatory requirements are furnished in Annexure 4 and Annexure 3 respectively to the Master Circular on Prudential Guidelines on Capital Adequacy and Market Discipline-New Capital Adequacy Framework (NCAF).

4.16 As per RBI's circular no. RBI/2015-16/428 DBR.BP.BC.No.105/21.06.001/ 2015-16 dated 23rd June, 2016, the extant instructions have been reviewed and it has been decided that banks need not submit a copy of the offer document with respect to any debt/capital raised as above, to Reserve Bank of India. Banks shall however, report to the Principal Chief General Manager, Department of Banking Regulation, Reserve Bank of India, Mumbai, the details of the debt raised as per the format prescribed in this circular duly certified by the compliance officer of the bank. The compliance with the Basel III Capital regulations will continue to be examined by RBI's Department of Banking Supervision, in course of the supervisory evaluation.

4.17 Banks shall however, continue to obtain and keep on their records a certificate from statutory auditors and an external legal opinion in terms of Annex 16 of the Master Circular on Basel III Capital Regulations dated 01st July, 2015.

Subordinated Debt

4.18 Banks can raise, with the approval of their Boards, rupee-subordinated debt as Tier II capital, subject to the terms and conditions given in the Annexure 5 to the Master Circular on Prudential Guidelines on Capital Adequacy and Market Discipline-New Capital Adequacy Framework (NCAF).

Investment Reserve Account

4.19 In the event of provisions created on account of depreciation in the 'Available for Sale' or 'Held for Trading' categories being found to be in excess of the required amount in any year, the excess should be credited to the Profit & Loss account and an equivalent amount (net of taxes, if any and net of transfer to Statutory Reserves as applicable to such excess provision) should be appropriated to an Investment Reserve Account in Schedule 2 – "Reserves & Surplus" under the head "Revenue and other Reserves" and would be eligible for inclusion under Tier II within the overall ceiling of 1.25 per cent of total Risk Weighted Assets prescribed for General Provisions/ Loss Reserves.

4.20 Banks are allowed to include the 'General Provisions on Standard Assets' and 'Provisions held for Country Exposures' in Tier II capital. However, the provisions on 'standard assets' together with other 'general provisions/ loss reserves' and 'provisions held for country exposures' will be admitted as Tier II capital up to a maximum of 1.25 per cent of the total risk-weighted assets.

Reserves and Surplus

Balance Sheet Disclosure

4.21 The following are required to be disclosed in the balance sheet under the head 'Reserves and Surplus'.

- I. Statutory Reserves.
- II. Capital Reserves.
- III. Share Premium.
- IV. Revenue and Other Reserves including Investment Reserve Account.
(In respect of items I–IV above, opening balance, additions during the year and deductions during the year are to be shown separately in respect of each item)
- V. Balance in Profit and Loss Account.

Statutory Reserves

4.22 Under sub-section (1) of section 17 of the Banking Regulation Act, 1949, every banking company incorporated in India has to transfer 20% of its profits to its reserve fund each year before declaring dividends. The transfer to reserve as above and any other reserve created in pursuance of any section of the Act has also to be disclosed under the aforesaid head. Section 17(2) of the Act provides that where a banking company appropriates any sum or sums from the reserve fund or the share premium account, it shall, within twenty-one days from the date of such appropriation, report the fact to the RBI, explaining the circumstances relating to such appropriation.

4.23 All scheduled commercial banks, including foreign banks operating in India, (except RRBs/LABs) have been instructed to transfer not less than 25% of the 'net profit' (before appropriations) to the Reserve Fund with effect from the year ending 31st March, 2001. Such transfer to reserves may be made "after adjustment / provision towards bonus to staff".

Capital Reserves

4.24 The expression 'capital reserves' does not include any amount regarded as free for distribution through the profit and loss account. According to the Notes and Instructions for Compilation of Balance Sheet, issued by the RBI, surplus on re-valuation or sale of fixed assets is to be treated as capital reserve. As per RBI master circular No DBR No BP.BC.6 /21.04.141/2015-16 dated July 1, 2015 - Profit on sale of investments in this category should be first taken to the Profit & Loss Account, and thereafter be appropriated to the 'Capital Reserve Account'. It is clarified that the amount so appropriated would be net of taxes and amount required to be transferred to Statutory Reserves. Loss on sale will be recognised in the Profit & Loss Account.

Further as per RBI circular No.DBR.No.BP.BC.102/21.04.048/2017-18 Dated April 2, 2018 on Prudential Norms for Classification, Valuation and Operation of Investment Portfolio by Banks – Spreading of MTM losses and creation of Investment Fluctuation Reserve (IFR) all banks are advised to create an Investment Fluctuation Reserve (IFR) with effect from the year 2018-19 with a view to building up of adequate reserves to protect against increase in yields in future, as under

- 4.25 An amount not less than the lower of the following:
- (a) net profit on sale of investments during the year
 - (b) net profit for the year less mandatory appropriations

shall be transferred to the IFR, until the amount of IFR is at least 2 percent of the HFT and AFS portfolio, on a continuing basis. Where feasible, this should be achieved within a period of 3 years.

Securities Premium Account

4.26 According to sub-section (1) of section 52 of the Companies Act, 2013, where a company issues shares at a premium, the amount of premium should be transferred to a separate account to be called 'the securities premium account'. The provisions of this Act regarding reduction of capital also apply to securities premium account. As per sub-section (2) of section 52 of Companies Act, 2013, the securities premium may be applied for the following purposes:

- (a) issuing fully paid bonus securities;
- (b) writing off the preliminary expenses;
- (c) writing off the expenses of, or the commission paid or discount allowed on, any issue of securities or debentures; or
- (d) providing for the premium payable on the redemption of any redeemable preference securities or debentures; or
- (e) for the purchases of its own shares or other securities under section 68 of Companies Act, 2013.

4.27 As per sub-section (3) of section 52, the security premium account may be applied by such company, as may be prescribed and whose financial statement comply with the accounting standards prescribed for such class of companies under section 133 of the Companies Act, 2013.

- (a) in paying up unissued equity shares of the company to be issued to members of the company as fully paid bonus shares; or
- (b) in writing off the expenses of or the commission paid or discount allowed on any issue of equity shares of the company; or
- (c) for the purchases of its own shares or other securities under section 68.

4.28 A banking company has to report to the RBI any appropriations made from the securities premium account. Such an appropriation can be made only for the purposes described above or in accordance with the provisions governing reduction of share capital by a company.

Revenue and Other Reserves

4.29 According to the Notes and Instructions for Compilation of Balance

Sheet and Profit and Loss Account, issued by the RBI, the expression 'Revenue Reserve' shall mean any reserve other than capital reserve.

4.30 All reserves, other than those separately classified (*viz.*, statutory reserves, capital reserves and share premium) will be shown under this head. The expression 'reserve' shall not include any amount written off or retained by way of providing for depreciation, renewals or diminution in value of assets or retained by way of providing for any known liability. In terms of RBI guidelines, the 'Investment Reserve Account' representing write back of excess provision on investments has to be treated as revenue reserve.

Balance in Profit and Loss Account

4.31 This item includes balance of profit after appropriations. According to the Notes and Instructions for compilation of balance sheet and profit and loss account, issued by the RBI, in case of loss, the balance may be shown as a deduction. Though it is not mentioned whether the loss is to be deducted from the aggregate of 'reserves' or from 'revenue and other reserves' only, it is obvious on a consideration of legal requirements and sound accounting principles that the loss should be deducted only from revenue reserves.

4.32 Further, as prescribed by RBI's circular no. DBOD.BP.BC.31/21.04.018/2006-07 dated September 20, 2006, the banks need to obtain prior approval of the Reserve Bank of India before any appropriation is made from the statutory reserve or any other reserve.

4.33 The said circular also requires that:

- (i) All expenses including provisions and write offs recognised in a period, whether mandatory or prudential, should be reflected in the Profit and Loss Account for the period as an 'above the line' item (*i.e.*, before arriving at the net profit);
- (ii) Wherever draw down from reserves takes place with the prior approval of Reserve Bank, it should be effected only "below the line", (*i.e.*, after arriving at the profit/loss for the period); and
- (iii) Suitable disclosures should be made of such draw down of reserves in the 'Notes on Accounts' to the Balance Sheet.

Audit Approach and Procedures

Capital

4.34 The auditor should verify the opening balance of capital with reference to the audited balance sheet of the previous year. In case there

has been an increase in capital during the year, the auditor should examine the relevant documents supporting the increase. For example, in case of an increase in the authorised capital of a banking company, the auditor should examine the special resolution of shareholders and the memorandum of association. An increase in subscribed and paid-up capital of a banking company, on the other hand, should be verified with reference to prospectus/other offer document, reports received from registrars to the issue, bank statement, etc. Compliance with section 14 of the Banking Regulation Act, 1949, should also be examined. In case of increase in capital of a nationalised bank through fresh contributions by the government, the auditor should examine correspondence/government notification or order, bank statement, etc.

4.35 In the case of newly formed banking companies/places of business established in India for the first time by a banking company incorporated outside India, the auditor should also examine compliance with the provisions of sections 11 and 12 of the Banking Regulation Act, 1949.

4.36 The auditor should also check the compliance with capital adequacy requirements for banks.

4.37 The auditor should verify the compliance with the RBI reporting and other requirements issued from time to time.

4.38 In case there has been an increase in Share Capital during the year/period under audit, the auditor should verify the effect of such increase on the disclosures in respect of Earnings per Share (EPS) as well as the percentage of promoter holding.

4.39 In case of issuance of new share capital by bank, the auditor should examine the compliance with section 13 of the Banking Regulation Act, 1949 in respect of restriction on commission, brokerage, discount etc. on sale of shares.

Reserves and Surplus

4.40 The auditor should verify the opening balances of various reserves with reference to the audited balance sheet of the previous year. Additions to or deductions from reserves should also be verified in the usual manner, e.g., with reference to board resolution. In the case of statutory reserves and securities premium account, compliance with legal requirements should also be examined. Thus, the auditor should specifically examine whether the requirements of the governing legislation regarding transfer of the prescribed percentage of profits to reserve fund have been complied with. In case the bank has been granted exemption from such transfer, the auditor should examine the relevant documents granting such exemption. Similarly, the

auditor should examine whether the appropriations from securities premium account conform to the relevant legal requirements.

4.41 Where the local laws or regulations governing overseas branches require creation of certain reserves, the auditor should examine compliance with the relevant requirements concerning the quantum and manner of disclosure of such reserves. The auditor should also ascertain that whenever necessary to secure compliance with the local laws of the respective foreign countries, separate identity of such reserves has been maintained in the balance sheet of the bank as a whole. The auditor should also ascertain that all provisions regarding eligibility criteria and quantum of dividend have been fulfilled in respect of dividend paid by the bank, if any, during the year.

4.42 The auditor should examine the nature of various accounts included under this head to examine that only accounts in the nature of reserves are included. The auditor should verify whether the utilisations of reserves are in accordance with regulatory and statutory requirements and whether the reporting requirements have been complied with in terms of the requirements of Banking Regulation Act, 1949 and the Guidelines of the RBI, issued from time to time.

III-5

Other Liabilities and Provisions

Balance Sheet Disclosure

5.01 The Third Schedule to the Banking Regulation Act, 1949, requires disclosure of the following items under the head 'Other Liabilities and Provisions':

- | | |
|------------------------------------|-----------------------------------|
| (a) Bills payable | (c) Interest accrued |
| (b) Inter-office adjustments (net) | (d) Others (including provisions) |

Bills Payable

5.02 Bills payable represent instruments issued by the branch against moneys received from customers, which are to be paid to the customer or as per his order (usually at a different branch). These include demand drafts, telegraphic transfers, mail transfers, traveller's cheques, pay-orders, banker's cheques and similar instruments issued by the bank but not presented for payment till the balance sheet date.

Inter-office Adjustments

5.03 The balance in inter-office adjustments account, if in credit, is to be shown under this head. Chapter 11 of Part III of the Guidance Note provides the detailed guidelines on the aspects of Inter-office Transactions.

Further at branch SBA should take the confirmation from the Head Office regarding the Inter-office adjustment account and its reconciliation

Interest Accrued

5.04 Interest due and payable and interest accrued but not due on deposits and borrowings are to be shown under this head. The interest accrued in accordance with the terms of the various types of deposits and borrowings are considered under this head. Such interest is not to be clubbed with the figures of deposits and borrowings shown under the head 'Deposits and Borrowings'.

Further auditor should check provisioning of interest on Matured Term Deposits.

Others (Including Provisions)

5.05 According to the Notes and Instructions for compilation of balance

sheet and profit and loss account, issued by the RBI, the following items are to be included under this head:

- (a) Net provision for income tax and other taxes like interest tax, less advance payment and tax deducted at source.
- (b) Surplus in bad and doubtful debts provision account (such surplus is in the nature of a reserve).
- (c) Surplus in provisions for depreciation in securities (such surplus is in the nature of a reserve).
- (d) Contingency funds, which are actually in the nature of reserves but are not disclosed as such.
- (e) Proposed dividend/transfer to Government.
- (f) Other liabilities, which are not disclosed under any of the major heads such as unclaimed dividend, provisions and funds kept for specific purposes, unexpired discount, outstanding charges like rent, conveyance, etc. and tax deduction by bank payable on or before the due date.
- (g) Certain types of deposits like staff security deposits, margin deposits, etc., which are repayable only subject to compliance with certain conditions. (The interest on such deposits would also be included under this head).
- (h) Blocked Account arising from transfer of credit entries in inter-branch accounts outstanding for more than five years.

5.06 Besides the above items, the following are other important items usually included under this head:

- (a) Collections in respect of suit-filed accounts. These are not adjusted against advances till final settlement. (However, for the purpose of provisioning against non-performing advances, such credit balances are taken into account for ascertaining net outstanding).
- (b) Collection of income-tax on behalf of the Government.
- (c) Collection from DICGC. These are carried till final realisation/write-off of the concerned advance account.
- (d) Provisions for frauds. These are ultimately adjusted by way of a write-off.
- (e) Insurance claims received in respect of frauds. These are retained separately till final write-off in respect of fraud.
- (f) Provision for gratuity, pension and other staff benefits.
- (g) Provision for bank's share in the expenses of the Banking Services Recruitment Board.
- (h) Provision for audit fees.

(i) Unamortized interest income on the bills purchased/ discounted.

5.07 It may be noted that many of the items to be disclosed under this head are accounted for at the head office level and would not therefore form part of balance sheet of a branch.

Audit Approach and Procedures

5.08 The auditor may verify the various items under the head 'other liabilities and provisions' in the following manner.

Bills Payable

5.09 The auditor should evaluate the existence, effectiveness and continuity of internal controls over bills payable. Such controls should usually include the following:

- (a) Demand drafts, mail transfers, traveller's cheques, etc., should be made out in standard printed forms.
- (b) Unused forms relating to demand drafts, traveller's cheques, etc., should be kept under the custody of a responsible officer.
- (c) The bank should have a reliable private code known only to the responsible officers of its branches coding and decoding of the telegrams³ should be done only by such officers.
- (d) The signatures on a demand draft should be checked by an officer with the specimen signature book.
- (e) All the telegraphic transfers and demand drafts issued by a branch should be immediately confirmed by advices to the branches concerned. On payment of these instruments, the paying branch should send a debit advice to the originating branch.
- (f) If the paying branch does not receive proper confirmation of any telegraphic transfers or demand draft from the issuing branch, it should take immediate steps to ascertain the reasons.
- (g) In case an instrument prepared on a security paper, e.g., demand draft, has to be cancelled (say, due to error in preparation), it should be examined whether the manner of cancellation is such that the instrument cannot be misused. (For example, in the case of demand drafts, banks generally cut the distinctive serial number printed on the form and paste it in the book in which demand drafts issued are entered.) Cases of frequent cancellation and re-issuance of demand drafts, pay orders, etc., should be carefully looked into by a responsible official.

³ Telegrams has been discontinued since 15th July, 2013 and this is now just for academic purposes.

5.10 Based on auditor's evaluation of the efficacy of the relevant internal controls, the auditor should examine an appropriate sample of outstanding items comprised in bills payable accounts with the relevant registers. Reasons for old outstanding debits in respect of drafts or other similar instruments paid without advice should be ascertained. Correspondence with other branches after the year-end (e.g., responding advices received from other branches, advices received from other branches in respect of drafts issued by the branch and paid by the other branches without advice) should also be examined specially in so far as large value items outstanding on the balance sheet date are concerned.

Others (Including Provisions)

5.11 It may be noted that the figure of advances and investments in the balance sheet of a bank excludes provisions in respect thereof made to the satisfaction of auditors. The issue of determining the adequacy of provision for doubtful advances is discussed in detail under Chapter on Assets Classification, Income Recognition and Provisioning of this Guidance Note. The auditor should examine other provisions and other items of liabilities in the same manner as in the case of other entities. Specifically, in case of tax deducted by the bank and payable to the government authorities on or before the due date, this function may be centralized or de-centralized. While verifying this, the auditor must check whether tax has been correctly deducted from payments as per the provisions of the Income Tax Act, 1961 and paid on or before the due date as specified under the Act or Rules thereunder. Many a times in case of branch audit, reporting has to be done before the due date of paying tax deducted at source for the month of March. In such cases the auditor should report delays observed till the date of his verification and clearly bring out the fact that he has not verified the payment of tax, due date of which would be after the date of the audit report.

III-6

Contingent Liabilities and Bills for Collection

Introduction

Contingent Liabilities

6.01 The term 'contingent liabilities' can take two forms. On the one hand, a contingent liability refers to possible obligations arising from past transactions or other events or conditions, the existence of which will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the enterprise. On the other hand, a contingent liability may also take form of a present obligation that arises from past events or transactions but is not recognised due to the fact that either it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation, or a reliable estimate of the amount of obligation cannot be made. Thus, contingent liabilities may or may not crystallise into actual liabilities. If they do become actual liabilities, they give rise to a loss or an expense. The uncertainty as to whether there will be any obligation differentiates a contingent liability from a liability that has crystallised. Contingent liabilities should also be distinguished from those contingencies which are likely to result in an obligation on the entity (i.e., the obligation is not merely possible but probable) and which, therefore, require creation of a provision in the financial statements. (*Members may refer to Accounting Standard (AS) 29, "Provisions, Contingent Liabilities and Contingent Assets"*)

Letter of Credit, Bank Guarantees and Letters of Comfort, Letter of Undertaking⁴

6.02 The concepts of Letters of Credit, Bank Guarantees and Letters of Comfort, Letter of Undertaking have been discussed in the Chapter 2 "Advances-Other than Agriculture" of Part III of the Exposure Draft of Guidance Note on Audit of Banks, 2019 edition - Bank Branch Audit other than Foreign Exchange

⁴ The reserve bank of India has issued circular dated March 13, 2018, to discontinue the practice of issuance of LoUs/ LoCs for Trade Credits for imports into India by AD Category –I banks with immediate effect.

Transactions .

Liability on Partly Paid Investments

6.03 If the bank holds any partly paid shares, debentures, etc., the auditor should examine whether the uncalled amounts thereof are shown as contingent liability in the balance sheet.

Liability on Account of Outstanding Forward Exchange Contracts and Derivatives Contract

6.04 All branches which undertake foreign exchange business (i.e., those which are authorised foreign exchange dealers) usually enter into forward exchange contracts. The amount of forward exchange contracts, which are outstanding on the balance sheet date, is to be shown under this head. The treasury of the bank enters into derivatives contracts like Interest Rate Swap, Cross currency Swaps, etc. The notional amount of these contracts should be disclosed either separately or under this head as separate sub head.

Guarantees Given on Behalf of Constituents

6.05 The amount of all guarantees outstanding on the balance sheet is to be shown under the above head after deducting therefrom any cash margin.

Acceptances, Endorsements and Other Obligations

6.06 This item includes the following balances:

- (a) letters of credit opened by the bank on behalf of its customers; and
- (b) Bills drawn by the bank's customers and accepted or endorsed by the bank (to provide security to the payees).

6.07 The total of all outstanding letters of credit as reduced by the cash margin and after deducting the payments made for the bills negotiated under them should be included in the balance sheet. In case of revolving credit, the maximum permissible limit of letters of credit that may remain outstanding at any point of time as reduced by the cash margin should be shown. If the transactions against which the letter of credit was opened have been completed and the liability has been marked off in the books of the bank, no amount should be shown as contingent liability on this account.

Other Acceptances and Endorsements

6.08 Sometimes, a customer of the bank may issue a usance bill payable to his creditor and drawn on the bank. The bank, on accepting such a bill, becomes liable to pay it on maturity. In turn, it has to recover this amount from its

customer.

6.09 The total of all outstanding acceptances and endorsements at the end of the year, as reduced by the cash margin, should be disclosed as contingent liability.

Other Items for Which the Bank is Contingently Liable

6.10 Under this head are to be included such items as arrears of unpaid dividend on cumulative preference shares bills re-discounted, commitments under underwriting contracts, estimated amounts of contracts remaining to be executed on capital account, disputed tax liabilities, credit enhancement in respect of securitised loans to which the assignee or the special purpose vehicle has recourse, etc.

6.11 Underwriting involves an agreement by the bank to subscribe for the shares or debentures which remain unsubscribed in a public issue, in consideration of commission.

6.12 Rediscounting is generally done with the RBI, or other financial institutions or, in the case of foreign bills, with foreign banks. If the drawer dishonours the bill, the re-discounting bank has a right to proceed against the bank as an endorser of the bill.

6.13 Tax demands, which has been disputed are in the nature of contingent liability and should be disclosed. Where an application for rectification of mistake has been made by the entity, the amount should be regarded as disputed. Where the demand notice/intimation for the payment of tax is for a certain amount and the dispute relates to only a part and not the whole of the amount, only such amount should be treated as disputed. A disputed tax liability may require a provision or suitable disclosure as per provisions of Accounting Standard (AS) 29, "Provisions, Contingent Liabilities and Contingent Assets".

6.14 Disputed tax liabilities in respect of income-tax and similar central taxes would not form part of balance sheet of a branch as these items are dealt with at the head office level.

6.15 The liability involved in cases lodged against the bank in various courts including consumer dispute redressal forums, Banking Ombudsman as per Reserve Bank of India and any other Authority are in the nature of contingent liability and should be disclosed.

6.16 **Depositor Education and Awareness Fund:** As per RBI circular dated RBI/2013-14/ 614 DBOD. No. DEAF Cell. BC. 114/ 30.01.002/ 2013-14 dated May 27, 2014, all such unclaimed liabilities (where amount due has been

transferred to DEAF) may be reflected as “Contingent Liability – Others, items for which the bank is contingently liable” under Schedule 12 of the annual financial statements.

Bills for Collection

6.17 Bills held by a bank for collection on behalf of its customers are to be shown as a footnote to the balance sheet.

6.18 These bills are generally *hundies* or bills of exchange accompanied by documents of title to goods. Frequently, no bills of exchange are actually drawn; the bank is asked to present invoices and documents of title with instructions to collect the amount thereof from the party in whose name the invoice has been made. The documents of title enclosed with the bills for collection are usually not assigned to the bank.

6.19 A bank may get bills for collection from -

- (a) its customers, drawn on outstation parties; or
- (b) its other branches or other outstation banks or parties, drawn on local parties.

6.20 On receipt of the bills drawn on outstation parties, the bank forwards them to its branch or other correspondent at the place where they are to be collected. Such bills are called Outward Bills for Collection.

6.21 Bills received by the bank from its outstation branches and agents, etc. for collections are called Inward Bills for Collection.

6.22 It may be noted that if a bill is received by one branch of the bank from a customer and sent by it to another branch of the bank for collection, the same bill will be shown as an Outward Bill at the first branch and as an Inward Bill at the other branch. In the consolidated balance sheet of the bank, however, all such bills should be shown only once. Therefore, Inward Bills for Collection are excluded from the balance sheet of each branch.

Co-acceptance of Bills

6.23 In its Master Circular No. RBI/2015-16/76 DBR. No. Dir. BC.11/13.03.00/2015-16 dated July 1, 2015 on “Guarantees and Co-acceptances”, the RBI had reiterated the need for the banks to be cautious while co-accepting bills of their customers and discounting the same so as to avoid loss to banks arising on account of frauds perpetrated in the guise of bills. The circular requires the banks, *inter alia*, not to extend their co-

acceptances to house bills/ accommodation bills drawn by group concerns on one another. In the circular, the RBI had also listed a number of safeguards to be undertaken by banks while co-accepting bills.

Audit Approach and Procedures

Contingent Liabilities

6.24 In respect of contingent liabilities, the auditor is primarily concerned with seeking reasonable assurance that all contingent liabilities are identified and properly valued. To this end, the auditor should, generally follow the audit procedures given below:

- (a) The auditor should verify whether there exists a system whereby the non-fund based facilities to parties are extended only to their regular constituents, etc.
- (b) Ascertain whether there are adequate internal controls to ensure that transactions giving rise to contingent liabilities are executed only by persons authorised to do so and in accordance with the laid down procedures.
- (c) The auditor should also examine whether in case of LCs for import of goods, as required by the abovementioned Master Circular on guarantees and co-acceptances, the payment to the overseas suppliers is made on the basis of shipping documents and after ensuring that the said documents are in strict conformity with the terms of LCs.
- (d) Ascertain whether the accounting system of the bank provides for maintenance of adequate records in respect of such obligations and whether the internal controls ensure that contingent liabilities are properly identified and recorded.
- (e) Performs substantive audit tests to establish the completeness of the recorded obligations. Such tests include confirmation procedures as well as examination of relevant records in appropriate cases.
- (f) Review the reasonableness of the year-end amount of contingent liabilities in the light of previous experience and knowledge of the current year's activities.
- (g) Review whether comfort letters issued by the bank has been considered for disclosure of contingent liabilities.
- (h) The auditor should also examine whether the bank has given any guarantees in respect of any trade credit (buyer's credit or seller's

credit)⁵. The period of guarantees is co-terminus with the period of credit reckoned from the date of shipment.

- (i) Verify whether the bank has extended any non-fund facility or additional/ad hoc credit facilities to persons other than its regular customers. In such cases, auditor should examine the existence of concurrence of existing bankers of such borrowers and enquire regarding financial position of those customers.
- (j) If the Bank is using separate application for communicating, transacting, executing any co-acceptance / guarantees, the auditor should verify the interface controls in respect of these applications and CBS. If the system-based interface is not available and manual intervention is involved then Auditor should verify controls put in place by Bank for confirming completeness and correctness of transactions.
- (k) Obtain representation from the management that:
 - (i) all contingent liabilities have been disclosed;
 - (ii) the disclosed contingent liabilities do not include any contingencies which are likely to result in a loss/ expense and which, therefore, require creation of a provision in the financial statements;
 - (iii) the estimated amounts of financial effect of the contingent liabilities are based on the best estimates in terms of Accounting Standard 29, including any possibility of any reimbursement;
 - (iv) in case of guarantees issued on behalf of the bank's directors, the bank has taken appropriate steps to ensure that adequate and effective arrangements have been made so that the commitments would be met out of the party's own resources and that the bank will not be called upon to grant any loan or advances to meet the liability consequent upon the invocation of the said guarantee(s) and that no violation of section 20 of the Banking Regulation Act, 1949 has arisen on account of such guarantee; and
 - (v) Such contingent liabilities which have not been disclosed on account of the fact that the possibility of their outcome is remote include the management's justification for reaching such a decision in respect of those contingent liabilities.

6.25 The specific procedures to be employed by the auditor to verify

⁵ In terms of the Circular No. A.P. (Dir. Series) 60 dated January 31, 2004, any trade credit extended for a period of three years and above comes under the category of external commercial borrowings.

various items of contingent liabilities are discussed in the following paragraphs. It may be noted that many of the items discussed in the following paragraphs, may be designated in foreign currencies.

Claims Against the Bank Not Acknowledged as Debts

6.26 The auditor should examine the relevant evidence, e.g., correspondence with lawyers/others, claimants, workers/officers, and workmen's/officers' unions. The auditor should also review the minutes of meetings of board of directors/committees of board of directors, contracts, agreements and arrangements, list of pending legal cases, and correspondence relating to taxes, and duties, etc., to identify claims against the bank. The auditor should ascertain from the management the status of claims outstanding as at the end of the year. A review of subsequent events would also provide evidence about completeness and valuation of claims. Based on the circumstances of each case, the auditor should verify whether the item would remain a claim against the bank not acknowledged as debt or it would be a liability requiring provisioning. The auditor may ask for an opinion from empanelled lawyer of the Bank in respect of crystallisation of claim against the Bank. The auditor should use professional judgement to determine as to which claims can be construed as a contingent liability and which needs to be provided.

Liability on Account of Outstanding Forward Exchange Contracts & Derivatives Contracts

6.27 Forward Exchange Contract: The auditor may verify the outstanding forward exchange contracts with the register maintained by the branch and with the broker's advice notes. In particular, the net "position" of the branch in relation to each foreign currency should be examined to see that the position is generally squared and not uncovered by a substantial amount. The net "position" as reported in the financial statements may be verified with reference to the foreign exchange position report prepared by the back office.

6.28 Derivatives Contract: The auditor may verify outstanding derivatives contracts (options, cross currency swaps, interest rate swaps, etc.) with report generated from treasury application. The 'notional' amount of these derivatives contracts should be shown as contingent liability in financial statements.

Guarantees Given on Behalf of Constituents

6.29 The auditor should ascertain whether there are adequate internal controls over issuance of guarantees, e.g., whether guarantees are issued under proper sanctions, whether adherence to limits sanctioned for guarantees

is ensured, whether margins are taken from customers before issuance of guarantees as per the prescribed procedures, etc.

6.30 The auditor should ascertain whether there are adequate controls over unused guarantee forms, e.g., whether these are kept under the custody of a responsible official, whether a proper record is kept of forms issued, whether stock of forms is periodically verified and reconciled with the book records, etc.

6.31 The auditor should examine the guarantee register to seek evidence whether the prescribed procedure of marking off the expired guarantees is being followed or not.

6.32 The auditor should check the relevant guarantee registers with the list of outstanding guarantees to obtain assurance that all outstanding guarantees are included in the amount disclosed in this behalf. The auditor should also examine that expired guarantees are not included in this head. He should verify guarantees with the copies of the letters of guarantee issued by the bank and with the counter-guarantees received from the customers. He should also verify the securities held as margin. If a claim has arisen, the auditor should consider whether a provision is required in terms of the requirements of AS 29, "Provisions, Contingent Liabilities and Contingent Assets".

6.33 The auditor should obtain a written confirmation from the management that all obligations in respect of guarantees have been duly recorded and that there are no guarantees issued upto the year-end which are yet to be recorded. Many a times it is observed that in certain cases, old and expired bank guarantees are not cancelled from the records. This would result in excess capital adequacy provisioning for the bank. Also, it should be confirmed that the margins are recorded at their proper value including the interest accrued. The auditor should verify the Bank Guarantee register for the purpose.

Acceptances, Endorsements and Other Obligations

6.34 The auditor should evaluate the adequacy of internal controls over issuance of letters of credit and over custody of unused LC forms in the same manner as in the case of guarantees.

6.35 The auditor should verify the balance of letters of credit from the register maintained by the bank. The register indicates the amount of the letters of credits and payments made under them. The auditor may examine the guarantees of the customers and copies of the letters of credit issued. The security obtained for issuing letters of credit should also be verified.

Other Acceptances and Endorsements

6.36 The auditor should study the arrangements made by the bank with its customers. He should test check the amounts of the bills with the register maintained by the bank for such bills. The auditor should also examine whether such bills are marked off in the register on payment at the time of maturity.

6.37 In respect of letters of comfort, the auditor should examine whether the bank has incurred a potential financial obligation under such a letter. If a comfort letter does not cast any such obligation on the bank, no disclosure under contingent liability is required on this account.

Common Procedures

6.38 The auditor should obtain a written confirmation from the management that all obligations assumed by way of acceptances, endorsements and letters of credit have been duly recorded and there are no such obligations assumed upto the year-end, which are yet to be recorded.

6.39 The auditor should ascertain whether a contingent obligation assumed by a bank either by way of acceptance, endorsement etc., has resulted in an actual obligation owing to any act or default on the part of its constituent. In such a case, a provision would have to be made in the accounts for the bank's obligation. The amount of the provision should be determined taking into account the probable recovery from the customer.

Other Items for Which the Bank is Contingently Liable

6.40 The auditor should examine whether commitments under all outstanding underwriting contracts have been disclosed as contingent liabilities. For this purpose, the auditor should examine the terms and conditions of the relevant contracts.

6.41 Rediscounting is generally done with the RBI, Industrial Development Bank of India or other financial institutions or, in the case of foreign bills, with foreign banks. If the drawer dishonours the bill, the rediscounting bank has a right to proceed against the bank as an endorser of the bill. The auditor may check this item from the register of bills rediscounted maintained by the branch. He should satisfy himself that all the bills are properly marked off on payment at the time of maturity.

6.42 In respect of disputed tax demands, the auditor should examine whether there is a positive evidence or action on the part of the bank to show that it has not accepted the demand for payment of tax or duty. Where an application for rectification of mistake has been made by the entity, the amount should be regarded as disputed. Where the demand notice/intimation for the payment of tax is for a certain amount and the dispute relates to only a part

and not the whole of the amount, only such amount should be treated as disputed. A disputed tax liability may require a provision or suitable disclosure as per provisions of AS 29, "Provisions, Contingent Liabilities and Contingent Assets". In determining whether a provision is required, the auditor should, among other procedures, make appropriate inquiries with management, review minutes of the meetings of the board of directors and correspondence with the entity's lawyers, judgments on similar matters of other banks and obtain appropriate management representations.

6.43 Disputed tax liabilities in respect of income-tax and similar central taxes would not form part of balance sheet of a branch as these items are dealt with at the head office level. However, the principles enunciated above should be followed in dealing with taxes and duties (such as, local taxes) dealt with at the branch level.

6.44 The auditor should check whether any liability is involved in cases lodged against the bank.

6.45 The auditor may verify other items under this head in the same manner as in case of other entities.

Bills for Collection

6.46 The auditor should examine whether the bills drawn on other branches of the bank are not included in bills for collection.

6.47 Inward bills are generally available with the bank on the closing day and the auditor may inspect them at that time. The bank dispatches outward bills for collection soon after they are received. They are, therefore, not likely to be in hand at the date of the balance sheet. The auditor may verify them with reference to the register maintained for outward bills for collection.

6.48 The auditor should also examine collections made subsequent to the date of the balance sheet to obtain further evidence about the existence and completeness of bills for collection.

6.49 Regarding bills for collection, the auditor should also examine the procedure for crediting the party on whose behalf the bill has been collected. The procedure is usually such that the customer's account is credited only after the bill has actually been collected from the drawee either by the bank itself or through its agents, etc. This procedure is in consonance with the nature of obligations of the bank in respect of bills for collection.

6.50 The commission of the branch becomes due only when the bill has been collected. The auditor should, accordingly, examine that there exists adequate internal control system that debits the customer's account with the amount of bank's commission as soon as a bill collected is credited to the

customer's account. The auditor should also examine that no income has been accrued in the accounts in respect of bills outstanding on the balance sheet date.

Co-acceptance of Bills

6.51 The auditor should examine whether the bank has instituted an adequate internal control system to comply with the safeguards as set out by the RBI's Master Circular No. RBI/2015-16/76 DBR. No. Dir. BC.11/13.03.00/2015-16 dated July 1, 2015 on "Guarantees and Co-acceptances" to ascertain whether such system, *inter alia*, captures all such items, appropriately records the same and also determines all the material items forming contingent liabilities, whether any item needs a provision in the books.

DISCLOSURES

Balance Sheet Disclosure

6.52 The Third Schedule to the Banking Regulation Act, 1949, requires the disclosure of the following as a footnote to the balance sheet.

(a) Contingent Liabilities

- I. Claims against the bank not acknowledged as debts
- II. Liability for partly paid investments
- III. Liability on account of outstanding forward exchange contracts & Derivatives Contracts
- IV. Guarantees given on behalf of constituents
 - (a) In India
 - (b) Outside India
- V. Acceptances, endorsements and other obligations
- VI. Other items for which the bank is contingently liable

(b) Bills for Collection

Profit and Loss Account

7.01 Sub-section (1) of section 29 of the Banking Regulation Act, 1949, requires the preparation of Profit and Loss Account in Form B of Third Schedule to the Act or as near thereto as the circumstances admit. This sub-section is applicable to Banking Companies, Nationalised Banks, State Bank of India and its Subsidiaries, and Regional Rural Banks.

Disclosures

7.02 The Profit and Loss Account as set out in Form B has four broad heads:

- Income
- Expenditure
- Profit/ Loss
- Appropriations

The information to be provided under each of the above heads is also specified in the Schedule. It would be pertinent to note that knowledge of the Bank's accounting policies is of utmost importance before verifying the items within the profit and loss account. The auditor must make enquiries with the management to ascertain whether there have been any changes in the accounting policies and also review the closing circulars issued by the controlling authorities of the Bank.

Applicability of AS 5 and Materiality

7.03 Accounting Standards are intended to apply only to items that are material. Since materiality is not objectively defined, RBI, vide its Circular No. DBOD. No.BP. BC. 89 /21.04.018/2002-03 dated March 29, 2003 on "Guidelines on compliance with Accounting Standards (AS) by banks", has advised that all banks should ensure compliance with the provisions of accounting standards in respect of any item of prior period income or expenditure, which exceeds one per cent of total income/ total expenditure of the bank if the income or expenditure is reckoned on gross basis or one per cent of the net profit before taxes or net losses as the case may be if the income is reckoned on net of costs.

7.04 Since the format of the profit and loss accounts of banks prescribed in Form B under Third Schedule to the Banking Regulation Act, 1949 does not specifically provide for disclosure of the impact of prior period items on the

current year's profit and loss, such disclosures, wherever warranted, may be made in the Notes on Accounts to the balance sheet of banks.

Income

Interest Earned

7.05 The following items are included under this head:

- (a) *Interest/Discount on Advances/Bills*: This includes interest and discount on all types of loans and advances like cash credit, overdrafts, demand loans, term loans, export loans, domestic and foreign bills purchased and discounted (including those rediscounted), overdue and penal interest and interest subsidy, if any, relating to such advances/bills. The amount to be included under this head is net of the share of participating banks under inter-bank participation schemes on risk-sharing basis. In modern day banking, the entries for interest income on advances are automatically generated through a batch process in the CBS system.
- (b) *Interest Income on Investments*: This will be generally dealt by treasury so branch will not have any income under such head.
- (c) *Interest on Balances with RBI and Other Inter-bank Funds*: This will be generally dealt by treasury so branch will not have any income under such head.
- (d) *Others*: This includes any other interest/discount income not included in the above heads. Interest on advances given by the bank to staff member in its capacity as employer rather than as banker should be included under this head.

Income from Investments

7.06 Interest and dividend on investments is usually accounted for at the Treasury Branch of the bank. Thus, a branch will not have any income under such head.

Other Income

7.07 The following items are included under this head:

- (i) *Commission, Exchange and Brokerage*: This item comprises of the following:
 - (a) Commission on bills for collection.
 - (b) Commission/exchange on remittances and transfers, e.g. demand drafts, NEFT, RTGS, etc.
 - (c) Commission on letters of credit and guarantees, letter of comforts.

- (d) Loan processing, arranger and syndication fees.
 - (e) Mobile banking fees.
 - (f) Credit/Debit card fee income including annual fee income, merchant acquiring income, interchange fees, etc.
 - (g) Rent from letting out of lockers.⁶
 - (h) Commission on Government business.
 - (i) Commission on other permitted agency business including consultancy and other services.
 - (j) Brokerage on securities.
 - (k) Fee on insurance referral.
 - (l) Commission on referral of mutual fund clients.
 - (m) Service/transaction banking charges including charges levied for transaction at other branches.
 - (n) Income from rendering other services like custodian, demat, investment advisory, cash management and other fee based services.
- (ii) *Profit on sale of Land, Buildings and Other Assets:* This item includes profit (net of any loss) on sale of land, buildings, furniture, motor vehicles, gold, silver, etc.
- (iii) *Profit on exchange transactions:* This includes revaluation gains/losses on forward exchange contracts and other derivative contracts, premium income/expenses on options, etc.
- (iv) Income earned by way of dividends, etc., from subsidiaries and joint ventures abroad/in India.
- (v) Miscellaneous income.

Profit/Loss on Revaluation of Property, Plant & Equipment (PPE)

7.08 According to the Notes and Instructions for compilation of profit and loss account, issued by the RBI, the net profit/loss on revaluation of the aforesaid assets may also be shown under this item. In this regard, the requirements of AS 10 (Revised), *Property, Plant & Equipment*, relating to revaluation of fixed assets assume significance. According to the AS 10 (Revised), when a PPE is revalued in financial statements, the entire class of assets should be revalued, or the selection of assets for revaluation should be made on a systematic basis. It is also provided that an increase in net book

⁶ As per the Notes and Instructions for compilation of the profit and loss account, issued by the Reserve Bank, this item should come under this head. There is, however, a contrary view in some quarters that locker rent should be included in miscellaneous income. The latter view seems more plausible.

value arising on revaluation of fixed assets should be credited directly to owners' interests under the head of revaluation reserve. However, if such increase is related to and not greater than a decrease arising on revaluation which was previously recorded as a charge to the profit and loss account, it may be credited to the profit and loss account. On the other hand, any decrease in net book value arising on revaluation of fixed assets should be charged directly to the profit and loss account except that to the extent that such a decrease is related to an increase which was previously recorded as a credit to revaluation reserve and which has not been subsequently reversed or utilised, it may be charged directly to revaluation reserve account.

7.09 From the above, it can be seen that as per AS 10(Revised), surplus on revaluation of a fixed asset cannot be credited to the profit and loss account except to the extent that such surplus represents a reversal of a related previous revaluation decrease that was charged to the profit and loss account.

Profit on Exchange Transactions

7.10 This item includes profit (net of loss) on dealings in foreign exchange and will be applicable at treasury or selected foreign designated branches.

Income Earned by Way of Dividends, etc. from Subsidiaries and Joint Ventures abroad/in India

7.11 As investments are usually dealt with at the head office level, this item may not appear in the profit and loss account of a branch.

Miscellaneous Income

7.12 This head generally includes following items of income:

- (a) Recovery in Written off Accounts;
- (b) Rental income from bank's properties;
- (c) Security charges;
- (d) Insurance charges recoverable from customers;
- (e) Other income from carrying out other services like selling of gold coins etc.

7.13 The Notes and Instructions for compilation of profit and loss account, issued by the Reserve Bank, require that in case any item under this head exceeds one per cent of the total income, particulars thereof may be given in the notes.

Expenses

7.14 Expenditure is to be shown under three broad heads: interest

expended; operating expenses; and provisions and contingencies.

Interest Expended

7.15 The following items are included under this head:

- (a) *Interest on Deposits:* This includes interest paid/ payable on all types of deposits including deposits from banks and other institutions. Usually, the rates of term deposits of banks are amended from time to time by the ALCO or the Board.
- (b) *Interest on Reserve Bank of India/ Inter-Bank Borrowings:* This includes interest/ discount on all borrowings and refinance from the RBI and other banks.
- (c) *Others:* This includes discount/ interest on all borrowings/ refinance from financial institutions. All other payments like interest on participation certificates, penal interest paid, etc. may also be included here.

7.16 The RBI has issued Interest Rate on Deposits Directions, 2016 on March 03, 2016 which contains 'Interest Rate Framework'.

The RBI has deregulated the savings bank deposit interest rate. In other words, the banks are free to determine their savings bank deposit interest rate. The auditor should verify that prior approval of the Board/Asset Liability Management Committee (if powers are delegated by the Board) has been obtained by a bank while fixing interest rates on such deposits.

7.17 The RBI has also deregulated the interest rates on Non Resident (External) Rupee Deposits and Ordinary Non-Resident (NRO) Accounts as follows:

- Banks are free to determine their interest rates on both savings deposits and term deposits of maturity of one year and above under Non-Resident (External) Rupee (NRE) Deposit accounts and savings deposits under Ordinary Non-Resident (NRO) Accounts. However, interest rates offered by banks on NRE and NRO deposits cannot be higher than those offered by them on comparable domestic rupee deposits.
- Prior approval of the Board/Asset Liability Management Committee (if powers are delegated by the Board) needs to be obtained by a bank while fixing interest rates on such deposits. At any point of time, individual banks need to offer uniform rates at all their branches.
- The revised deposit rates apply only to fresh deposits and on renewal of maturing deposits.

- Banks also need to closely monitor their external liability arising on account of such deregulation and ensure asset-liability compatibility from systemic risk point of view.

7.18 The RBI has consolidated instructions pertaining to FCNR(B) deposits by Banks. Specific consideration should be given to the ceiling on interest rates, 360 days to a year basis for interest payment, rounding off of interest etc. Recurring Deposits should not be accepted under the FCNR (B) Scheme. The interest on FCNR (B) deposits should be calculated and paid at intervals of 180 days each and thereafter for the remaining actual number of days. However, the depositor will have the option to receive the interest on maturity with compounding effect.

Auditor should verify concurrent or internal audit reports for revenue leakages detected but not rectified till date. Appropriate entries if necessary could be passed.

Operating Expenses

7.19 The following items are included under this head:

- (i) *Payments to and Provisions for Employees:* This item includes salaries and wages of staff, allowances, bonus, other staff benefits like provident fund, pension, gratuity, leave fare concession, staff welfare, medical allowance to staff, etc. It may be noted that provision for terminal benefits like pension and gratuity is usually made only at the head office level. Salaries and allowances payable to the bank's staff and officers are usually governed by agreement with the employee unions or awards of a judicial tribunal. The payroll process is generally centralized in all banks. Auditors should ascertain the control available to branch level and test check sample working.
- (ii) *Rent, Taxes and Lighting:* This item includes rent paid by the bank on buildings, municipal and other taxes, electricity charges and other similar charges and levies. Auditor should specifically review cases where rental increases are in dispute & unpaid. Necessary provisions / disclosures should be appropriately made. It may be noted that income-tax and interest on tax are not to be included under this head. Similarly, house rent allowance and other similar payments to staff would not appear under this head.
- (iii) *Printing and Stationery:* This item includes books and forms and stationery used by the bank and other printing charges except those incurred by way

of publicity expenditure. While some stationery may have been purchased by the branch, other stationery (security paper like draft forms, cheque books) would have been received by the branch from the head office. Auditor should specifically note the bank policy in this regard whether the same is expensed out on purchase or on usage. In any case any unusable or outdated stationery should be expensed out. If any Stationery is shown as an asset, necessary physical verifications should be done.

- (iv) *Advertisement and Publicity*: This item includes expenditure incurred by the bank for advertisement and publicity, including printing charges of publicity material. Auditor should specifically review such agreements to find out commitments made for such expenses in future periods.
- (v) *Depreciation on Bank's Property*: This item includes depreciation on bank's own property, motor cars and other vehicles, furniture, electrical fittings, vaults, lifts, leasehold properties, non-banking assets, etc. Depending on the procedure followed in the bank, provision for depreciation may be either centralised at the head office level through fixed asset management software or decentralized and manual at branches and other offices. Auditor should specifically review the useful life at the year end and provide for additional depreciation in case there is any downward revision in the useful life. Auditor should ensure that fixed assets are accounted from the date the asset is put to use. Necessary accounting of the asset to be done & depreciation calculated from this date. Generally, banks account for fixed assets on date of final payment irrespective of the asset being put to use much earlier.

Auditor should note the process for verifying assets booked by branch but allotted to employees & located at Bank residential premises allotted to these employees.

Auditors should verify the calculation of depreciation by exporting the relevant report from software.

- (vi) *Directors' Fees, Allowances and Expenses*: Expenditure incurred in this regard is recorded under this head. This item is dealt with at the head office level and would not therefore be relevant at the branch level.
- (vii) *Auditors' Fees and Expenses*: Remuneration payable to Statutory Auditors and Branch auditors and expenses in connection with audit like reimbursements are recorded under this head. This item is usually dealt

with at the head office level and would not therefore be relevant at the branch level.

- (viii) *Law Charges*: All legal expenses and reimbursement of expenses incurred in connection with legal services are to be included here. Auditor should specifically review the Legal agreements to note future commitments for payables. Expenses paid to advocates recovered from Borrowers by direct debit to that account should be specifically noted for consistency in accounting. The auditor should also co-relate law charges with the contingent liability appearing in financial statement or with the specific annexure/report to be certified by the Branch Auditors'.
- (ix) *Postage, Telegrams, Telephones, etc.*: This item includes all postal charges like stamps, telegrams, telephones, teleprinters, etc. Issuance of Telegrams has been discontinued since 15th July 2013 and this head is now just for academic purposes.
- (x) *Repairs and Maintenance*: This item includes repairs to bank's property, their maintenance charges, etc. Amortization of such expenses should be specifically noted.
- (xi) *Insurance*: This item is usually dealt with at the head office level and may not therefore be relevant at the branch level. This includes Premium paid to DICGC, Insurance of Cash on Hand, in ATM & in transit and also Insurance of Fixed Assets, Employee Fidelity Insurance, Fraud Covers, Coverage for Cyber Risks. Auditor should specifically ensure that all risks are insured adequately. Decision not to insure specific risks / assets should be approved at appropriate Management levels & Auditor should obtain the relevant documents for record.
- (xii) *Direct Marketing Expenses*: These are the expenses incurred majorly for sourcing of retails loans/credit cards and collection of retail overdue loans. RBI circular RBI/2006/167/DBOD.NO.BP.40/21.04.158/2006-07 dated 3rd November 2006 clearly states that activities of internal audit, compliance function and decision making functions like compliance with KYC norms for opening deposit accounts, according sanction for loans (including retail loans) and management of retail loans cannot be outsourced.
- (xiii) *Other Expenditure*: This item includes all expenses other than those

included in any of the other heads, like, license fees, donations⁷, subscriptions to papers, periodicals, entertainment expenses, travel expenses, etc. The Notes and Instructions for compilation of profit and loss account, issued by the Reserve Bank, require that in case any particular item under this head exceeds one per cent of the total income, particulars thereof may be given in the notes. Auditor should check such large value items reported under this head. Auditors should identify the nature of items and if appropriate account head is available it should be classified in that head.

Some banks follow the policy of providing for the promotional points earned by the customers on the use of Debit/Credit cards on actuarial basis. These provisions could be shown under this head.

Expenses should be accounted on accrual basis and not on cash basis. The auditor may review payment vouchers of April month to ascertain the correctness of provision made for expenses.

Provisions and Contingencies

7.20 This item represents the aggregate of the provisions made in respect of the following:

- (a) Non-performing assets.
- (b) Taxation.
- (c) Diminution in the value of investments.
- (d) Provisions for contingencies.

⁷ The Reserve Bank of India, from time to time, prescribes the limits up to which banks can make donations. As per the Reserve Bank of India's circular no. DBOD. No. Dir. BC. 50/ 13.01.01/ 2005–06 dated December 21, 2005, the policy relating to donations given by banks to various entities may be formulated by the Board of Directors of the banks. While formulating any such policy, the circular requires the directors to take into account *inter alia*, the following principles:

- (i) profit making banks, during a financial year, may make donations upto one percent of the published profits for the previous years. This limit of one percent would include contributions made by the bank to any fund created for specific purposes such as encouraging research and development. However, donations/ subscriptions to the Prime Minister's National Relief Fund and to professional bodies related to banking industry, such as the Indian Banks Association, Indian Institute of Banking etc., is excluded from such limit of one percent.
- (ii) loss making banks can make donations upto Rs. 5 lakhs in a financial year including donations to the Prime Minister's National Relief Fund and other professional organisations listed in (i) above.

The circular has clarified that the unutilised portion of one percent cannot be carried forward to the next year. The Circular also outlines the procedure for making contribution to the Prime Minister's National Relief Fund.

Provisioning norms for NPA are given in circular RBI/2015-16/101 DBR.No.BP.BC.2/21.04.048/2015-16 dated 1st July 2015. Interest reversal in case of advances which have become NPA to be specifically checked. The most important item included in this head is the provision in respect of non-performing assets. The other provisions are usually made at the head office level.

Deferred Tax Liability on Special Reserve created under Section 36(1)(viii) of the Income Tax Act, 1961

7.21 RBI *vide* its Circular No. DBOD.No.BP.BC.77/21.04.018/2013-14 on “Deferred Tax Liability on Special Reserve created under Section 36(1)(viii) of the Income Tax Act, 1961” dated December 20, 2013 advised banks, that as a matter of prudence, DTL should be created on Special Reserve.

7.22 For this purpose, banks may take the following course of action:

- a) If the expenditure due to the creation of DTL on Special Reserve as at March 31, 2013 has not been fully charged to the Profit and Loss account, banks may adjust the same directly from Reserves. The amount so adjusted may be appropriately disclosed in the Notes to Accounts of the financial statements for the financial year 2013-14.
- b) DTL for amounts transferred to Special Reserve from the year ending March 31, 2014 onwards should be charged to the Profit and Loss Account of that year.

In view of the requirement to create DTL on Special Reserve, banks may reckon the entire Special Reserve for the purpose of computing Tier-I Capital. Reference in this regard is also drawn to the Announcement “Manner of Reporting by the Auditors In Respect of RBI’s Circular on Deferred Tax Liability on Special Reserve created under Section 36(1) (viii) of the Income Tax Act, 1961” dated April 30, 2014 issued by the Auditing and Assurance Standard Board of the Institute of Chartered Accountants of India.

Appropriations

7.23 Under this head, the net profit/ loss for the year as well as profit/ loss brought forward have to be shown. The appropriations of the aggregate thereof are to be shown under the following heads:

- (a) Transfer to Statutory Reserves.
- (b) Transfer to Capital Reserves.
- (c) Transfer to Investment Fluctuation Reserve.
- (d) Transfer to Debenture Redemption Reserve.
- (e) Transfer to Other Reserves.

- (f) Transfer to Government/ Proposed Dividend.
- (g) Transfer to Tax on Dividend.

7.24 The appropriations of profits are decided at the head office level. This item would not therefore appear in the profit and loss account at the branch level. The central statutory auditor should therefore verify compliance with the statutory requirement regarding transfers to reserve accounts and the other appropriation as applicable will have to be taken into consideration while verifying these. According to RBI circular RBI/2006-07/132 DBOD.BP.BC No. 31 / 21.04.018/2006-07 dated 20th September 2006 all expenses including provisions and write-offs recognized in a period, whether mandatory or prudential, should be reflected in the profit and loss account for the period as an 'above the line' item (i.e. before arriving at the net profit).

Audit Approach and Procedures

Income

7.25 In carrying out an audit of income, the auditor is primarily concerned with obtaining reasonable assurance that the recorded income arose from transactions, which took place during the relevant period and pertain to the bank, that there is no unrecorded income, and that income is recorded in proper amounts and is allocated to the proper period. In view of the mandatory requirement of recognition of income, the recognition of revenue will have to be subjected to examination *vis-à-vis* the guidelines. *Vide* circular DBOD.No.BP. BC. 89 /21.04.018/2002-03 dated 29th March 2003, RBI has advised that in respect of any income which exceeds one percent of the total income of the bank if the income is reckoned on a gross basis or one percent of the net profit before taxes if the income is reckoned net of costs, should be considered on accrual as per AS-9. If any item of income is not considered to be material as per the above norms, it may be recognised when received and the auditors need not qualify the statements in that situation. As per AS-9 Revenue Recognition, revenue arising from the use by others of enterprise resources yielding interest, royalties and dividends should only be recognised when no significant uncertainty as to measurability or collectability exists. If revenue recognition is postponed, as per AS 9, an enterprise should also disclose the circumstances in which the revenue recognition has been postponed pending the resolution of significant uncertainties.

7.26 Since the entire accounting in banks is done on the CBS, the auditor should plan the audit procedures based on controls testing. If he is not satisfied with the controls in place for accounting and recording of items of

income and expenses correctly, he should resort to more of substantive checking of documents and records.

In case the auditor decides to adopt the control reliance strategy, the auditor should perform test of controls which mitigate the risk of what could go wrong.

Interest Income

7.27 As a measure of control and also to ensure that the legal remedies against defaulting borrowers are not adversely affected, banks commonly follow the procedure of recording interest on non-performing advances in a separate account styled as 'Interest Suspense' or other similar account. Amounts lying in Interest Suspense Account do not represent income of the bank and have also to be deducted from the relevant advances. The auditor should also check whether, in terms of the income recognition guidelines issued by the RBI, the bank has either reversed or made provision in respect of interest accrued and credited to income account, in respect of an advance (including bills purchased and discounted) that becomes NPA as at the close of any year. Income in case of NPA account should be recognised only on realisation on cash basis as per circular RBI/2015-16/101DBR.No.BP.BC.2/21.04.048/ 2015-16 dated 01/07/2015. These norms are also applicable to Government Guaranteed Advances.

7.28 In case of accounts under Corporate Debt Restructuring (CDR) scheme, the auditor should see whether the income on projects under implementation which have been classified as standard has been accounted for on accrual basis pursuant to the RBI's income recognition norms. Banks are not permitted to recognize income on accrual basis from projects under implementation which have been classified as 'sub-standard' asset. Bank may recognize income in such accounts only on realisation on cash basis. Income in respect of Funded Interest and where loans are converted into equity, debentures or any other instrument is to be recognized on the same basis as in the case of restructuring and re-scheduling of loans.

7.29 The said norms also require that the banks should not recognise income from those projects under implementation which have been classified as sub-standard and it should be recognised only on cash basis. The auditor should also, accordingly, see whether any interest on such projects which has been recognised as income in the past is either reversed or a provision for an equivalent amount is made in the accounts.

7.30 The auditor may assess the overall reasonableness of the figure of interest earned by working out the ratio of interest earned on different types of assets to the average quantum of the respective assets during the year.

The auditor should obtain an in-depth understanding as to how the bank's management monitor their business, analyse its credit portfolio and the interest income thereon.

7.31 For example, the auditor may obtain from the bank an analysis of sector-wise and segment-wise deployment of credit, including the lending rates of advances in various sectors and figures of advances outstanding at the end of each month/quarter. From such information, the auditor may work out a weighted average lending rate. This analysis can be done for corporate and retail loan portfolio separately. In case of retail loans, the portfolio can be further bifurcated into home loans, auto loans, personal loans, jewel loans, etc. Further, the auditor should understand the process of computation of the average balance and re-compute the average balance on sample basis.

7.32 The auditor should set the expectation for the movement in yield based on the discussion and inquiries made with the management; rate movement observed in the industry, etc., and should obtain explanations for major variances in the yield on month on month basis or quarterly basis.

7.33 To ascertain completeness of interest income in the analysis, the auditor should obtain general ledger break-up for the interest income earned during the respective months/quarter and examine whether the aggregation of the same agrees with the interest income considered for the yield analysis. The auditor should analyze monthly/quarterly yields and document the reasons for the variances as per the expectation set. The auditor may also compare the average yield on advances with the corresponding figures for the previous years and analyse any material differences. The auditor may also compare the reported market yield in percentage terms with market rates, RBI rates, advertised rates and rates across various products of the bank. Interest Income includes interest accrued but not due on investments.

7.34 The auditor should, on a test check basis, verify the rates of interest as per terms of sanction in the CBS as well as the calculation of interest through product rate sheets generated by CBS to satisfy himself that –

- (a) Interest has been charged on all the performing accounts upto the date of the balance sheet;
- (b) Interest rates charged are in accordance with the bank's internal regulations, directives of the RBI and agreements with the respective borrowers. The scrutiny of interest rates charged is particularly important in the case of advances made on floating interest rate basis;
- (c) Discount on bills outstanding on the date of the balance sheet has

been properly apportioned between the current year and the following year;

- (d) Interest on inter-branch balances has been provided at the rates prescribed by the head office; and
- (e) Any interest subsidy received (or receivable) from RBI in respect of advances made at concessional rates of interest is correctly computed.

7.35 The auditor should also understand the process of accrual of interest income on credit card portfolio. Credit card account will be treated as an NPA if the minimum amount due as stated in statement is not fully paid within 90 days from the date of next statement. The auditor should understand the assumption taken for accrual of interest income such as revolving portfolio, standard assets etc. and independently assess the reasonableness of these assumptions.

7.36 The auditor should also satisfy himself that interest on non-performing assets has not been recognised unless realised.

7.37 As per AS 9, “*Revenue Recognition*”, dividends should be recognised when the right to receive payment is established, i.e. dividend has been declared by the corporate body at its Annual General Meeting and the owner’s right to receive payment is established. The auditor should test certain samples of the dividend income booked during the period by obtaining the counterfoils of dividend warrants and the amount credited in the bank account.

7.38 In the case of bill discounting, interest income is received in advance hence, the auditor should examine whether the interest income for the period has been accounted for properly and the balance is treated as other liabilities. In CBS, the interest on bill discounted is system driven and the auditor should verify the in-built logic of the system. For the sample cases, the auditor should verify the interest income on bill discounted by obtaining the underlying documents like purchase order, letter of credit, etc.

7.39 The auditor should also understand the process of increase or decrease in Marginal Cost of funds based Lending Rate (MCLR) and process of updating in the system. The auditor should also ascertain compliance with RBI guideline in respect of increase in tenor of retail loan due to increase in MCLR. The auditor should also verify on sample basis as to whether the increase/decrease in base rate are effected in the system on the effective date.

7.40 Interest income includes interest accrued but not due on assets. However, as banks normally debit the borrower’s account with interest due on the month end, at balance sheet date there would not usually be any amount of interest accrued but not due on advances on balance sheet date. Auditor should verify the same.

7.41 The auditor should examine the completeness of accrual of the interest by obtaining a detailed break-up of the loan portfolio (scheme wise or segment wise) and the interest accrual on the same. The aggregation of loan portfolio should be agreed to the general ledger.

7.42 The auditor should examine whether interest has been accrued on the entire investment and money market lending portfolio by obtaining the detailed break-up of the investment and money market lending portfolio along with the interest accrued thereon and agree the same with the general ledger. The auditor should re-compute the interest accrual on sample basis considering parameters like frequency of payment of interest amount, rate of interest, period elapsed till the date of balance sheet, etc., from the term sheet, deal ticket, agreements, etc.

7.43 In determining the extent of sample checking, the auditor should take into account, *inter alia*, the results of the analytical procedures and the reports, if any, on income and expenditure/ revenue audit as well as other internal and RBI inspection reports. The auditor's assessment of the effectiveness of concurrent audit would also affect the extent of his detailed checking of interest earned. In determining the extent of sample checking, the auditor may place greater emphasis on examining interest on large advances.

Commission Income

7.44 Auditor may check the items of commission, exchange and brokerage on a test check basis. Such examination can be done for commission earned on bills sent for collection, commission on letters of credit, guarantees and letter of comforts. The auditor should examine whether the commission on non-funded business (e.g., letters of credit, guarantees and bills for collection) has been properly apportioned between the current year and the following year.

7.45 The auditor should obtain details of loans sanctioned and disbursed during the period as well as verify the policy of the bank for booking the processing fee income on such loans. For corporate loans, the processing fee income for the material loans sanctioned and disbursed should be re-computed and verified on test check basis by obtaining the loan agreements, sanction letter, etc. Further, for loans sanctioned but not disbursed wherein the processing fee income has been booked on accrual basis, the auditor should verify the subsequent receipt of the same and enquire for subsequent reversals. For retail loans, the auditor should perform analytical procedures for computing the processing fee percentage for different ticket size loans.

7.46 The auditor should obtain an understanding of the various types of fee income earned on credit cards and debit cards. Further, the auditor should obtain

the rate matrix for various fees charged to the customer. On a sample basis, the auditor should verify whether the fees charged and accounted is as per the rate matrix. Interchange fees is earned from service providers namely Visa, Master card, Amex proportionate to the transactions entered by the customer. On a sample basis, the auditor should verify whether the interchange fees have been received and accounted as per the agreement. Merchant acquiring income is earned on the transactions entered by the customers of other banks on the bank's terminal. The auditor should perform analytical procedures for such income and obtain the explanation for the variances, if any.

7.47 The auditor should understand how management monitors non-funded business and use their analysis for analytical procedures. The auditor should understand the relation with fee income with the business. For example, month on month /quarter loan processing fees with sanction value to arrive at average processing fees on monthly/quarterly basis. The auditor should analyse monthly/quarterly fee percentage and document the reasons for the variances as per the expectation set. Similarly auditor can perform analysis of other fee income by doing monthly/quarterly guarantee fees with average monthly/quarterly guarantee amount, interchange credit card fees *vis a vis* inter charge transactions etc.

7.48 The auditor may also compare the average fee income with the corresponding figures for the previous years and analyse any material differences.

7.49 The auditor should also check whether any fees or commission earned by the banks as a result of renegotiations or rescheduling of outstanding debts has, in terms of the income recognition guidelines issued by the RBI, have been recognised on an accrual basis over the period of time covered by the renegotiated or rescheduled extension of credit.

7.50 According to the guidelines for income recognition, asset classification, etc., issued by the RBI, if interest income from assets in respect of a borrower becomes subject to non-accrual, fees, commission and similar income with respect to same borrower that have been accrued should cease to accrue for the current period and should be reversed or provided for with respect to past periods, if uncollected. The auditor should examine whether the bank has accordingly made suitable adjustments for de-recognition/ reversal of uncollected commission, etc.

7.51 Fee on insurance referral is fast emerging as a major source of income for banks. In terms of the RBI Master Circular No. DBR.No.FSD.BC 19/24.01.001/2015-16 dated July 1, 2015 on "Para Banking Activities", banks

are permitted to undertake insurance business as agents of insurance companies on fee basis or referral arrangement without any risk participation subject to the conditions prescribed under the Master Circular. The auditor should carefully examine the agreement entered into by the bank and the concerned insurance company to see the basis for calculation of the said fee, time when the referral fees becomes due to the bank. Normally, as an industry practice, such agency arrangements also contain clauses known as “claw back” of agency fee, whereby if the client referred to the insurance company by the bank fails to pay the insurance premium for a stipulated amount of time, the agency fees paid or due to the bank becomes recoverable from the bank or is frozen. Such clauses have a direct impact on the recognition of income from the agency fees in terms of Accounting Standard 9, Revenue Recognition and may, therefore, require creation of a corresponding provision in the accounts.

7.52 *Profit on sale of Land, Buildings and Other Assets:* This item includes profit (net of any loss) on sale of land, buildings, furniture, motor vehicles, gold, silver, etc.

7.53 The auditor can check authority for disposal of:

- fixed assets, if any, sold during the year under audit; and
- non-banking assets acquired in satisfaction of claims.

The auditor should also vouch transactions in evidence of profit/ loss recorded by the Branch in respect of assets, as aforesaid.

Profit/ Loss on Revaluation of PPE

7.54 The auditor should satisfy himself about the appropriateness and proper application of the basis of revaluation of PPE adopted by the bank. Where revaluation is based on an appraisal/report/certificate by approved valuers, the auditor should examine the appraisals to the extent possible and satisfy him about their adequacy for audit purposes.

7.55 The revaluation of PPE can be done on the basis of appraisals by competent valuers such as engineers or architects, or on the basis of indexation of historical cost, or with reference to current prices. The auditor should satisfy himself about the appropriateness and proper application of the basis of valuation adopted by the bank. Where revaluation is based on an appraisal by valuers, the auditor should examine the appraisals to the extent possible and satisfy himself about their adequacy for audit purposes.

7.56 The auditor should also examine that the bank has complied with the provisions of AS 28, Impairment of Assets. In terms of paragraph 58 of AS 28, an

impairment loss should be immediately recognised as an expense in the Profit and Loss Account, unless the asset is carried at revalued amount in accordance with AS 10 (Revised). In such a case, any impairment loss of a revalued asset should be treated as a revaluation decrease under AS 10 (Revised). The Notes and Instructions for compilation of profit and loss account, issued by the Reserve Bank, require that in case any item under this head exceeds one per cent of the total income, particulars thereof may be given in the notes.

Interest on Deposits

7.57 The auditor may assess the overall reasonableness of the amount of interest expense in accordance with Master Direction DBR.Dir. No.84/13.03.00/2015-16 dated March 03, 2016 “Reserve Bank of India (Interest Rate on Deposits) Directions, 2016” by analysing ratios of interest paid on different types of deposits and borrowings to the average quantum of the respective liabilities during the year. For example, the auditor may obtain from the bank an analysis of various types of deposits outstanding at the end of each quarter. From such information, the auditor may work out a weighted average interest rate. The auditor may then compare this rate with the actual average rate of interest paid on the relevant deposits as per the annual accounts and enquire into the difference, if material. The auditor may also compare the average rate of interest paid on the relevant deposits with the corresponding figures for the previous years and analyse any material differences. The auditor should obtain general ledger break-up for the interest expense incurred on deposits (savings and term deposits) and borrowing each month/quarter. The auditor should analyse month on month (or quarter) cost analysis and document the reasons for the variances as per the benchmark stated. He should examine whether the interest expense considered in the cost analysis agrees with the general ledger. The auditor should understand the process of computation of the average balance and re-compute the same on sample basis.

7.58 The auditor should, on a test check basis, verify the calculation of interest. He should satisfy himself that:

- (a) Interest has been provided on all deposits and borrowings upto the date of the balance sheet; and verify whether there is any excess or short credit of material amount.
- (b) Interest rates are in accordance with the bank's internal regulations, the RBI directives, and agreements with the respective depositors.
- (c) In case of Fixed Deposits it should be examined whether the Interest Rate (as applicable) in the accounting system are in accordance with the

- Interest Rate mentioned in the Fixed Deposit Receipt/Certificate.
- (d) Interest on Savings Accounts should be checked on a test check basis in accordance with the rules framed by the bank in this behalf.
 - (e) Discount on bills outstanding on the date of the balance sheet has been properly apportioned between the current year and the following year.
 - (f) Payment of brokerage is properly authorized.
 - (g) Interest on inter-branch balances has been provided at the rates prescribed by the head office.
 - (h) Interest on overdue/ matured term deposits should be estimated and provided for.

7.59 The auditor should ascertain whether there are any changes in interest rate on saving deposits and term deposits during the period. The auditor should obtain the interest rate card for various types of term deposits and analyse the interest cost for the period. The auditor should examine the completeness that there has been interest accrued on the entire borrowing portfolio by obtaining the detailed breakup of the money market borrowing portfolio and the interest accrued and the same should agree with the GL code wise break up. The auditor should re-compute the interest accrual on sample basis i.e., by referring to the parameters like frequency of payment of interest amount, rate of interest, period elapsed till the date of balance sheet, etc from the term sheet, deal ticket, agreements, etc.

Expenditure

Operating Expenses

7.60 Generally the audit procedures followed by auditors in any entity are to be followed.

Payments to and Provisions for Employees

7.61 The auditor should ascertain the procedure followed by the bank in this regard while verifying this item. The auditor should obtain the human resource policy and identify the benefits available to employees. Auditor should understand the compensation structure and process of payment of salary, benefits like employee stock options, car assistance, leave encashment, asset assistance, etc. to the various grades of employees. He should obtain the standard compensation structure for each grade of employee. In case, where payment is made on production of evidence or incurrence by employee, auditor should ascertain whether provision for the same has been made in the books.

7.62 The auditor should perform an overall analytical review for the payments and provisions for employees by month on month grade-wise analysis of the

employees cost and number of employee in that grade to identify per employee cost month on month and enquire about the variances, if any. The auditor should examine whether all the benefits for all the employees have been appropriately accounted for.

7.63 The auditor should also check the calculation of salaries and allowances, etc. on a test check basis with reference to appointment/awards/offer letters. He may also assess the reasonableness of expenditure on salaries, allowances, etc. by working out their ratio to total operating expenses and comparing it with the corresponding figures for previous years.

7.64 Auditor should also obtain an understanding of the provision for payment of bonus and other incentive and ascertain adequacy of the amount recorded by the bank. Further, the auditor should verify whether the bank has made adequate provisions for employee benefits and has complied with the recognition, measurement and disclosure requirements of AS 15.

Rent, Taxes and Lighting

7.65 The auditor may check the following on a test check basis:

- Rent paid and verify whether adjustments have been made for the full year on account of rent at the rates as applicable and as per agreement in force.
- Rent does not include House Rent Allowance to employees.
- Whether municipal rates/ taxes are duly paid/ adjusted for the year under audit.
- Enquire whether any disputed liability exists on this account upto the year-end.
- Further, the auditor should obtain the listing of the premises which have been obtained on lease. If the lease agreements have escalation clause, lease equalization should be done in accordance with AS-19 unless the terms and conditions of the lease indicate otherwise.
- In addition, the auditor should perform month on month rent analysis and verify major variance in the average rent per month per branch. The auditor should also verify the provision made for the expired lease rent agreements.

Printing and Stationery

7.66 The auditor should verify this item with reference to documents evidencing purchase/debit note received.

Advertisement and Publicity

7.67 Expenditure incurred by the bank for advertisement and publicity, including printing charges of publicity material is verified with the documents.

Repair and Maintenance Expenses

7.68 The auditor should verify the Annual Maintenance Contract (AMC) at the Branch and should verify the provisioning and prepaid accounting of these contracts.

Depreciation on Bank's Property

7.69 The auditor should ascertain the procedure followed by the bank while verifying this item. This item includes depreciation on bank's own property, motor cars and other vehicles, furniture, electrical fittings, vaults, lifts, leasehold properties, non-banking assets, etc. Depending on the procedure followed in the bank, provision for depreciation may either be centralised at the head office level or decentralised.

7.70 The auditor should check head office instructions as regards adjustments of depreciation on the fixed assets of the Branch. The auditor should also check whether depreciation on fixed assets has been adjusted at the rates and in the manner required by head office.

7.71 The auditor may also report unadjusted depreciation on assets acquired but not capitalised. The auditor should re-compute the depreciation for the period, perform depreciation rationalisation and agree the amount with the general ledger. The auditor may also verify and obtain explanation for the unadjusted depreciation on assets acquired but not capitalised.

Provisions and Contingencies

7.72 The auditor should ascertain compliance with the various regulatory requirements for provisioning as contained in the various circulars.

7.73 The auditor should obtain an understanding as to how the Bank computes provision on standard assets and non-performing assets. It will primarily include the basis of the classification of loans and receivables into standard, sub-standard, doubtful, loss and non-performing assets. For verification of provision on standard assets, the auditor should verify the loan classification on a sample basis. The auditor should obtain the detailed break up of standard loans, non-performing loans and agree the outstanding balance with the general ledger. The auditor should examine whether by performing re-computation the provisions in respect of standard loans, NPA and NPI comply with the regulatory requirements.

7.74 The auditor should obtain the tax provision computation from the bank's management and verify the nature of items debited and credited to profit and loss account to ascertain that the same are appropriately considered in the tax provision computation. The auditor should re-compute the provision for tax by applying the applicable tax rate after considering the allowances and disallowances as per Income Tax Act, 1961 and as per Income Computation and Disclosure Standards (ICDS). The other provisions for expenditure should be examined *vis a vis* the circumstances warranting the provisioning and the adequacy of the same by discussing and obtaining the explanations from the bank's management.

III-8

Disclosure Requirements in Financial Statements

8.01 Sub-sections (1) and (2) of section 29 of the Banking Regulation Act, 1949 deal with form and content of financial statements of a banking company. Sub-section (1) of section 29 requires every banking company to prepare a balance sheet and a profit and loss account in the forms set out in the Third Schedule to the Banking Regulations Act, 1949 (hereinafter referred to as 'the Act'). Form A of the Third Schedule to the Act contains the form of balance sheet and Form B contains the form of profit and loss account.

8.02 The disclosure requirements for disclosure in the financial statements can be broadly classified in the following four categories:

- (i) Prescribed by Reserve Bank of India.
- (ii) Prescribed by Accounting Standards and other pronouncements.
- (iii) Requirement emanating from Statues.
- (iv) Requirement emanating from Listing Agreement.

8.03 *Disclosures Prescribed by RBI:* In addition to the disclosures to be made in the balance sheet and profit and loss account in pursuance of the requirements of the Third Schedule to the Act, the RBI has, *vide* its Master Circular no. DBR.BP.BC No. 23/21.04.018/2015-/16 dated July 1, 2015 on "Disclosure in Financial Statements - Notes to Accounts", prescribed disclosures to be made in the Notes to Accounts in respect of certain significant aspects of the items of financial statements of banks. Banks should, at a minimum, disclose the items listed in the circular in the 'Notes to Accounts'. However, banks should also make more comprehensive disclosures than the minimum required under the circular if they become significant and aid in the understanding of the financial position and performance of the bank. The disclosure listed is intended only to supplement, and not to replace, other disclosure requirements under relevant legislation or accounting and financial reporting standards. Where relevant, a bank should comply with such other disclosure requirements as applicable.

8.04 *Disclosures Required Under Accounting Standards:* The disclosure requirements under the various notified Accounting Standards, prescribed under section 133 of the Companies Act, 2013 read with Rule 7 of the Companies (Accounts) Rules, 2014 and various applicable pronouncements of the ICAI.

8.05 *Requirements of Statutes:* The requirements of the Companies Act, 2013 relating to the balance sheet and profit and loss account of a company, in so far as they are not inconsistent with the Banking Regulation Act, 1949 also apply to the balance sheet or profit and loss account of a banking company [sub-section (3) of section 29 of the Act]. It may be noted that this provision applies only to those banks, which have been incorporated as companies.

8.06 *Requirement of Listing Agreement:* Banks listed on a stock exchange have to also comply with the requirements of the Listing Agreement as amended from time to time.

Disclosure of Summary of the Significant Accounting Policies

8.07 Banks should disclose the accounting policies regarding key areas of operations at one place, i.e., under Schedule 17, along with notes to accounts in their financial statements. This may include disclosure, such as, Basis of Accounting, Transactions involving foreign exchange, Investments – classification, valuation, etc, Derivative Transactions, Advances and Provisions thereon, Fixed Assets and Depreciation, Revenue Recognition (including strategic Debt Restructuring), Employee Benefits, Provision for Taxation, etc.

8.08 The Form A and B of the Third Schedule contains 16 schedules, which is to be uniformly used by all the banks. In addition to the 16 detailed prescribed schedules, banks are required to furnish the 'Summary of Significant Accounting Policies' and 'Notes to Accounts' under Schedule 17 and Schedule 18 respectively, to maintain uniformity. This Chapter deals with disclosure requirements in Notes to Accounts as laid down in the respective RBI circular. The disclosures requirement contained in the Master Circular are minimum disclosure requirements. The banks may consider disclosing significant additional information for enhancing the understanding of the users of the financial statements.

8.09 The previous year's comparatives should also be disclosed along with the disclosures for the current year.

Audit Approach

8.10 The auditor's primary objective in audit of disclosures made in the notes to accounts is to satisfy himself that such disclosures are free from material misstatement. Examination of compliance with statutory, regulatory and accounting standards requirements is also an important objective in as much as non-compliance may have a direct and material impact in understanding the financial statements. The auditor should keep this in view while designing audit procedures relating to disclosures. The auditor could have a checklist of all the prescribed disclosure requirements which should include a column of the manner in which the data is extracted by the bank and the manner of auditor's verification of the same. This will ensure completeness and accuracy of the various disclosures. Care needs to be taken that the qualitative disclosures emanate from various policies, procedures and practices of the bank and represent the manner in which the bank conducts its activities referred to in the disclosures. The auditor needs to be satisfied that the quantitative disclosures originate from the books of account and other related records. The auditor should be satisfied with regard to the procedure of the bank to extract the relevant information. In case the process of extraction is automated the auditor can focus on the concerned systems controls too. In case the process is manual then more rigorous verification is necessary. Some of the disclosures could emanate from software and management information systems that are not seamlessly linked to the core banking software or any accounting software. In such cases the auditor should obtain audit evidence as to the robustness of the process followed by the bank to arrive at the data / information that is eventually disclosed in the financial statements.

8.11 The following paragraphs list the various requirements of disclosures. The audit approach for verification of these disclosures is detailed in the respective chapters of this Guidance Note.

Disclosures Prescribed by RBI⁸

8.12 Banks are also required to comply with AS 1 on "Disclosure of Accounting Policies" issued by ICAI. In addition to the 16 detailed prescribed schedules to the balance sheet, banks are required to furnish the information as discussed in the following paragraphs in the "Notes to Accounts":

⁸ The RBI *vide* its Master Circular No. DBR.BP.BC No.23 /21.04.018/2015-16 dated July 1, 2015 on "Disclosure in Financial Statements - Notes to Accounts" prescribes the disclosures to be made by the banks in the notes to accounts.

8.13 Capital⁹

- (i) The Capital to Risk-weighted Assets Ratio (CRAR) as assessed by the Bank on the basis of the guidelines issued by the RBI for implementation of the Capital Adequacy Framework should be computed and disclosed in Notes to accounts.
- (ii) CRAR should be computed on over all basis (i.e. Total Capital) and also for Tier I and Tier II capital.
- (iii) Amount of equity capital raised.
- (iv) Amount of Additional Tier 1 capital raised; of which
 - a. Perpetual Non cumulative Preference Shares (PNCPS).
 - b. Perpetual Debt Instrument (PDI).
- (v) Amount of Tier 2 capital raised; of which
 - a. Debt capital instrument.
 - b. Preference Share Capital Instrument. [Perpetual Cumulative Preference Shares (PCPC)/Redeemable Non-Cumulative Preference Shares (RNCPS)/ Redeemable Cumulative Preference Shares (RCPS)]
- (vi) For nationalized banks percentage of the shareholding of the Government of India should also be disclosed.

8.14 Investments

- (i) The details of investments and the movement of provisions held towards depreciation of investments of the bank should be stated under following heads:
 - (a) gross value of investments in India and outside India;
 - (b) aggregate of provisions for depreciation, separately on investments in India and outside India;
 - (c) net value of investments in India and outside India; and
 - (d) Movement of provision held towards depreciation on investment stating opening balance, provisions made during the year, appropriation/transfer, if any, from Investment Fluctuation reserve, write-off/ write back of excess provisions and closing balance.
- (ii) The gross value of investments and provisions need not, however, be shown against each of the categories specified in the Schedule. The

⁹ For the format of disclosures please refer to the relevant paragraphs of "Master Circular-Disclosure in Financial Statements-Notes to Accounts".

break-up of net value of investments in India and outside India (gross value of investments less provision) under each of the specified category need only be shown.

Repo Transactions

8.15 The details of Securities sold under repo and Securities purchased under reverse repo for Government and Corporate debt securities during the year should be disclosed stating minimum and maximum outstanding balance daily average outstanding balance of securities and Outstanding as on March 31.

8.16 Non-SLR Investment Portfolio

- (i) The composition of issuer of Non SLR investments should be disclosed in notes to account categorizing the issuer into PSUs, FIs, Banks, Private Corporates, Subsidiaries/Joint Ventures and Others.
- (ii) The Grand total of the issuer wise details of Non-SLR investment should tally with the total of Investments included under the following categories in Schedule 8 to the balance sheet:
 - a. Shares.
 - b. Debentures & Bonds.
 - c. Subsidiaries/joint ventures.
 - d. Others.
- (iii) The investments held with each category of issuer should be classified into extent of private placement, below investment grade security, unrated securities and unlisted securities. Amounts reported under the above classification may not be mutually exclusive.
- (iv) Provision held towards depreciation of investments should be shown separately.
- (v) The movement in gross non-performing Non-SLR investments (i.e. securities other than government and other approved securities) should also be disclosed separately along with total provision thereof.

Sale and transfers to/from HTM Category

8.17 If the value of sales and transfers of securities to / from HTM category exceeds 5 per cent of the book value of investments held in HTM category at the beginning of the year, the bank should disclose the market value of the investments held in the HTM category and indicate the excess of book value over market value for which provision is not made. This disclosure is required to be made in 'Notes to Accounts' in the bank's audited Annual Financial Statements. The 5 per cent threshold referred to above will exclude the one -

time transfer of securities to / from HTM category with the approval of Board of Directors permitted to be undertaken by banks at the beginning of the accounting year and sales to the Reserve Bank of India under pre-announced OMO auctions.

8.18 Derivatives

- (i) **Forward Rate Agreement/ Interest Rate Swap:** Following details are required to be disclosed with respect to Forward Rate Agreement/Interest Rate Swap:
- a) Notional principal of swap agreements¹⁰;
 - b) Losses which would be incurred if counterparties failed to fulfill their obligations under the agreements;
 - c) Collateral required by the bank upon entering into swaps¹¹;
 - d) Concentration of credit risk arising from the swaps (for e.g. exposures to particular industries or swaps with highly geared companies); and
 - e) Fair value of the swap book¹².
- (ii) **Exchange Traded Interest Rate Derivatives:** With respect to Exchange Traded Interest Rate Derivatives instrument-wise disclosure of Notional principal amount of Exchange Traded Interest Rate Derivatives undertaken during the year, derivatives outstanding as on March 31, derivatives outstanding and not "highly effective" should be disclosed. Mark-to-market value of exchange traded interest rate derivatives outstanding and not "highly effective instrument-wise should also be disclosed.
- iii) Disclosures on risk exposure in derivatives**
- (i) **Qualitative Disclosure:** Banks should discuss their risk management policies pertaining to derivatives with particular reference to the extent to which derivatives are used, the associated risks and business purposes served. The discussion shall also include:
- a) the structure and organisation for management of risk in derivatives trading;

¹⁰ Nature and terms of the swaps including information on credit and market risk and the accounting policies adopted for recording the swaps should be disclosed.

¹¹ Examples of concentration could be exposures to particular industries or swaps with highly geared companies.

¹² If the swaps are linked to specific assets, liabilities, or commitments, the fair value would be the estimated amount that the bank would receive or pay to terminate the swap agreements as on the balance sheet date. For a trading swap the fair value would be its mark to market value.

- b) the scope and nature of risk measurement, risk reporting and risk monitoring systems;
 - c) policies for hedging and/or mitigating risk and strategies and processes for monitoring the continuing effectiveness of hedges/mitigants; and
 - d) accounting policy for recording hedge and non-hedge transactions; recognition of income, premiums and discounts; valuation of outstanding contracts; provisioning, collateral and credit risk mitigation.
- (ii) *Quantitative Disclosure*: Quantitative disclosure with regard to currency and interest rate derivatives should be disclosed in notes to accounts stating:
- a) The notional principal amount of derivatives both for hedging and trading.
 - b) Mark to market position separately for positive and negative marked to market position.
 - c) Credit Exposure.
 - d) Likely impact of one percentage change in interest rate on hedging and trading derivatives and maximum and minimum change in interest rate observed during the year.

8.19 Asset Quality

- (i) **Non-performing assets**: Banks are required to disclose Net NPA as percentage to net advances and the details of movement of gross NPAs, net NPAs and provisions during the year.
- (ii) Following details are to be disclosed in respect of Loan Assets subjected to restructuring:
- i. details of accounts restructured on a cumulative basis excluding the standard restructured accounts which cease to attract higher provision and risk weight (if applicable);
 - ii. provisions made on restructured accounts under various categories; and
 - iii. details of movement of restructured accounts.

Above details are classified under different categories as under:

- Type of restructuring- Under CDR Mechanism, Under SME Debt Restructuring Mechanism and Others;

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- Asset Classification of restructured accounts- Standard, Sub-standard, Doubtful and Loss assets;
- Movement under each of the above disclosing No. of borrowers, Amount outstanding and Provision thereon.

These details are to be disclosed in a tabular format as given in the Master Circular on Disclosure in Financial Statements - Notes to Accounts dated July 1, 2015.

RBI vide its circular no. DBR.No.BP.BC.33/21.04.132/2016-17 dated 10.11.2016 requires banks to make certain disclosures in their annual financial statements on application of the Scheme for Sustainable Structuring of Financial Assets:

Banks should also disclose investment in equity shares under strategic Debt Restructuring.

Banks must disclose the total amount outstanding in all the accounts/facilities of borrowers whose accounts have been restructured along with the restructured part or facility. This means even if only one of the facilities/accounts of a borrower have been restructured, the bank should also disclose the entire outstanding amount pertaining to all the facilities/accounts of that particular borrower.

Further Divergence in respect of Gross NPA, Net NPA, Provisions and Net profit after Tax as mandated in circular No.DBR.BP.BC.No.63/21.04.018/2016-17 dated 18th April 2017 issued by RBI shall be disclosed in the notes to accounts in the below format:-

(Rs in _____)		
Sr.	Particulars	Amount
1.	Gross NPAs as on March 31, 20XX* as reported by the bank	
2.	Gross NPAs as on March 31, 20XX as assessed by RBI	
3.	Divergence in Gross NPAs (2-1)	
4.	Net NPAs as on March 31, 20XX as reported by the bank	
5.	Net NPAs as on March 31, 20XX as assessed by RBI	
6.	Divergence in Net NPAs (5-4)	

Disclosure Requirements in Financial Statements

7.	Provisions for NPAs as on March 31, 20XX as reported by the bank	
8.	Provisions for NPAs as on March 31, 20XX as assessed by RBI	
9.	Divergence in provisioning (8-7)	
10.	Reported Net Profit after Tax (PAT) for the year ended March 31, 20XX	
11.	Adjusted (notional) Net Profit after Tax (PAT) for the year ended March 31, 20XX after taking into account the divergence in provisioning	
* March 31, 20XX is the close of the reference period in respect of which divergences were assessed		

- (iii) **Financial assets transferred during the year to securitisation company (SC)/reconstruction company (RC)** - With regards to financial assets transferred by the bank to securitisation/reconstruction company, the bank is required to disclose the number of accounts transferred, aggregate value (net of provisions) of accounts sold to SC/RC, aggregate consideration and additional consideration realized in respect of accounts transferred in earlier years. Aggregate gain/loss over net book value is also required to be computed and disclosed.

Excess Provision reversed to Profit & Loss Account on account of Sale of NPAs to Securitisation Company (SC) / Reconstruction Company (RC) shall be disclosed in the notes.

To enhance transparency additional disclosure for investment in Security Receipts (SRs) is required as follows:-

Particulars	SRs Issued within Past 5 Years	SRs issued more than 5 years ago but within past 8 Years	SRs issued more than 8 Years ago	Total
(i) Book value of SRs Backed by NPAs sold by the bank as underlying. Provision held against (i)				
(ii) Book value of SRs Backed by NPAs sold by Other banks / financial institutions / nonbanking Financial companies as Underlying Provision held against (ii)				
Total (i) + (ii)				

Exposure Draft of Guidance Note on Audit of Banks (Revised 2019)

As per RBI circular DBR.No.BP.BC.9/21.04.048/2016-17 dated September 1, 2016 banks should make sure that sale of stressed assets by banks actually result in 'true sale' of assets and to create a vibrant stressed assets market, RBI has decided to progressively restrict banks' investment in SRs backed by their own stressed assets.

- i. With effect from April 1, 2017, where the investment by a bank in SRs backed by stressed assets sold by it, under an asset securitisation, is more than 50 percent of SRs backed by its sold assets and issued under that securitisation, the provisions held in respect of these SRs will be subject to a floor; this floor shall be progressive provisioning as per extant asset classification and provisioning norms, notionally treating book value of these SRs as the corresponding stressed loans, assuming these had remained, without recovery of principal, on the bank's books. In effect, provisioning requirement on SRs will be higher of the:
 - a) provisioning rate required in terms of net asset value declared by the SCs/RCs; and
 - b) provisioning rate as applicable to the underlying loans, assuming that the loans notionally continued in the books of the bank;
- ii. With effect from April 1, 2018, the above threshold of 50 percent will stand reduced to 10 percent.

Disclosures on the Scheme for Sustainable Structuring of Stressed Assets (S4A), as on March 31 (INR Crore)				
No. of accounts where S4A has been applied	Aggregate amount outstanding	Amount outstanding		Provision Held
		In Part A	In Part B	
Classified as Standard				
Classified as NPA				

Additional disclosures are required to be made in respect of Flexible Structuring of existing loans, Accounts still under the stand-still period under SDR scheme, Change in Ownership outside SDR scheme, Change in Ownership of projects under Implementation, as per format in the Appendix to RBI Circular RBI/2016-17/122 DBR. No. BP.BC.34/

21.04.132/2017-17 dated November 10, 2016.

- (iv) **Details of non-performing financial assets purchased/sold** - Banks which purchased/ sold non-performing financial assets from/to other banks shall be required to make the following disclosures in the Notes on Accounts to their Balance sheets:
- A. Details of non-performing financial assets purchased:
 - (a) No. of accounts purchased during the year;
 - (b) Aggregate outstanding:
 - Of these, number of accounts restructured during the year;
 - Aggregate outstanding;
 - B. Details of non-performing financial assets sold:
 - (a) No. of accounts sold during the year;
 - (b) Aggregate outstanding;
 - (c) Aggregate consideration received.
- (v) **Provisions on Standard Asset:** Provisions made towards Standard Assets should be disclosed separately in notes to account. It may be noted that the amount need not be netted off from gross advances but shown separately as 'Provisions against Standard Assets', under 'Other Liabilities and Provisions - Others' in Schedule No. 5 of the balance sheet.

Business Ratios

8.20 RBI has prescribed following ratios to be computed by the bank to be disclosed in the notes forming part of the balance sheet:

- (i) *Interest Income as a percentage to Working Funds*- Working funds is to be reckoned as average of total assets (excluding accumulated losses, if any) as reported to RBI in Form X under Section 27 of the Banking Regulation Act, 1949, during the 12 months of the financial year.
- (ii) *Non-interest income as a percentage to Working Funds*- Non-interest income is to be reckoned as income reported under Schedule 14.
- (iii) *Operating Profit as a percentage to Working Funds*- Operating Profit is to be reckoned as profit before making provisions, i.e., Total income as per Schedule 13 and Schedule 14 less Total expenditure as per Schedule 15 and Schedule 16.
- (iv) *Return on Assets (it should be with reference to average working funds i.e., total of assets excluding accumulated losses, if any)*: The return is to be reckoned as the net profit for the year after making all the provisions.

- (v) *Business (Deposits plus advances) per employee (inter- bank deposits may be excluded):* This ratio may be computed based on the average business and average no. of employees during the year.
- (vi) *Profit per employee:* This ratio may be computed based on the average no. of employees during the year.

Asset Liability Management

8.21 Banks are required to disclose the maturity pattern of Deposits, Advances, Investments, Borrowings, Foreign Currency assets, Foreign Currency liabilities as on balance sheet date. The maturity pattern needs to be disclosed in following time buckets-

- (i) Day 1
- (ii) 2 to 7 days
- (iii) 8 to 14 days
- (iv) 15 to 28 days
- (v) 29 days to 3 months
- (vi) Over 3 months & upto 6 months
- (vii) Over 6 months & upto 1 year
- (viii) Over 1 year & upto 3 years
- (ix) Over 3 years & upto 5 years
- (x) Over 5 years

The maturity pattern of demand deposits and demand loans (including in foreign currency) is to be based on empirical study carried by the bank. Based on such study, such deposits and loans should be classified under different buckets. Auditor will also have to verify the accuracy of the maturity pattern generated by the system at Branch level and also at controlling office level to ensure the accuracy of disclosure made under this paragraph.

Exposures

8.22 The RBI vide its Master Circular DBR.No.Dir.BC. 12/13.03.00/2015-16 dated July 1, 2015 on “Exposure Norms” provides requirements in respect of exposure limits for banks. Under the master circular on Disclosure in Financial Statements – Notes to Accounts, the RBI has prescribed the details which need to be disclosed with respect to Banks exposure to real estate sector and capital market:

- (A) **Exposure to Real Estate Sector-** Banks are required to disclose direct and indirect exposure to real estate sector in the below mentioned format:

- a) *Direct exposure*
 - (i) Residential Mortgages: Includes lending fully secured by mortgages on residential property that is or will be occupied by the borrower or that is rented; (Individual housing loans eligible for inclusion in priority sector advances may be shown separately)
 - (ii) *Commercial Real Estate*- Both fund and non-fund based lending secured by mortgages of commercial real estate; (office buildings, retail space, multi-purpose commercial premises, multi-family residential buildings, multi-tenanted commercial premises, industrial or warehouse space, hotels, land acquisition, development and construction, etc.).
 - (iii) Investments in Mortgage Backed Securities (MBS) and other securitised exposures-
 - a. Residential;
 - b. Commercial Real Estate.
 - b) *Indirect Exposure*: Fund based and non-fund based exposures on National Housing Bank (NHB) and Housing Finance Companies (HFCs).
- (B) **Exposure to Capital Market**- Banks are required to disclose the total exposure to capital market under the following heads:
- a. direct investment in equity shares, convertible bonds, convertible debentures and units of equity-oriented mutual funds the corpus of which is not exclusively invested in corporate debt;
 - b. advances against shares/bonds/debentures or other securities or on clean basis to individuals for investment in shares (including IPOs/ESOPs), convertible bonds, convertible debentures, and units of equity-oriented mutual funds;
 - c. advances for any other purposes where shares or convertible bonds or convertible debentures or units of equity oriented mutual funds are taken as primary security;
 - d. advances for any other purposes to the extent secured by the collateral security of shares or convertible bonds or convertible debentures or units of equity oriented mutual funds i.e. where the primary security other than shares/convertible bonds/convertible debentures/units of equity oriented mutual funds does not fully

- cover the advances;
- e. secured and unsecured advances to stockbrokers and guarantees issued on behalf of stockbrokers and market makers;
- f. loans sanctioned to corporates against the security of shares / bonds/ debentures or other securities or on clean basis for meeting promoter's contribution to the equity of new companies in anticipation of raising resources;
- g. bridge loans to companies against expected equity flows/issues;
- h. underwriting commitments taken up by the banks in respect of primary issue of shares or convertible bonds or convertible debentures or units of equity oriented mutual funds. However, RBI, *vide* its Master Circular No. DBR.No.Dir.BC. 12/13.03.00/2015-16 dated July 1, 2015 on "Exposure Norms" has clarified that with effect from April 16, 2008, banks may exclude their own underwriting commitments, as also the underwriting commitments of their subsidiaries, through the book running process for the purpose of arriving at the capital market exposure of the solo bank as well as the consolidated bank;
- i. financing to stockbrokers for margin trading;
- j. all exposures to Venture Capital Funds (both registered and unregistered).

The exposure is to be reckoned with reference to higher of outstanding and sanctioned limit. Exposure to the sensitive sector would include lending which is primarily secured against such sensitive sector.

- (C) **Risk category-wise country-wise exposure:** As per the extant RBI guidelines, the country wise net exposure of the Bank and the provision held thereof is categorized into various risk categories listed below:

- (i) Insignificant
- (ii) Low
- (iii) Moderate
- (iv) High
- (v) Very High
- (vi) Restricted
- (vii) Off-credit
- (viii) Total

8.23 Till the banks move over to own internal rating systems, they may use the seven category classification followed by Export Credit Guarantee

Corporation of India Ltd. (ECGC) for the purpose of classification and making provisions for country risk exposures. ECGC shall provide to banks, on request, quarterly updates of their country classifications and shall also inform all banks in case of any sudden major changes in country classification in the interim period.

(D) **Details of Single Borrower Limit (SGL), Group Borrower Limit (GBL) exceeded by the bank:** The bank should make appropriate disclosure in respect of cases where it had exceeded the prudential exposure limits during the year. The sanctioned limit or entire outstanding, whichever is high, shall be reckoned for arriving at exposure limit and for disclosure purpose. The same needs to be verified from the minutes of Board meeting of the bank. If there is no such disclosure, auditor may take representation from bank in this regard.

Following disclosure need to be made:

- i. The number and amount of exposures in excess of the prudential exposure limit during the year.
 - ii. Credit exposure as percentage to capital funds and as a percentage to total assets, in respect of:
 - the largest single borrower.
 - the largest borrower group.
 - the 20 largest single borrowers.
 - the 20 largest borrower groups.
 - iii. Credit exposure to the five largest industrial sectors (if applicable) as percentage to total loan assets.
 - iv. Total amount of advances for which intangible securities such as charge over the rights, licenses, authority, etc. have been taken as also the estimated value of such intangible collateral. The disclosure shall be made under a separate head to differentiate such loans from other entirely unsecured loans.
 - v. Factoring exposures.
 - vi. Exposures where the Bank had exceeded the Prudential Exposure Limits during the year.
- (E) **Unsecured Advances** - To ensure correct reflection of the unsecured advances in Schedule 9 of the banks' balance sheet, the banks are required to follow the norms as under:

- For determining the amount of unsecured advances for reflecting in Schedule 9 of the published balance sheet, the rights, licenses, authorizations, etc., charged to the banks as collateral in respect of projects (including infrastructure projects) financed by them, should not be reckoned as tangible security. Hence such advances shall be reckoned as unsecured.
- Banks should also disclose the total amount of advances for which intangible securities such as charge over the rights, licenses, authority, etc. has been taken as also the estimated value of such intangible collateral. The disclosure may be made under a separate head in "Notes to Accounts". This would differentiate such loans from other entirely unsecured loans.

Disclosure of Penalties imposed by RBI

8.24 At present, Reserve Bank is empowered to impose penalties on a commercial bank under the provision of Section 46(4) of the Banking Regulation Act, 1949, for contraventions of any of the provisions of the Act or non-compliance with any other requirements of the Banking Regulation Act, 1949; order, rule or condition specified by Reserve Bank under the Act. The penalty also is required to be disclosed in the "Notes on Accounts" to the Balance Sheet.

Provisions and Contingencies

8.25 To facilitate easy reading of the financial statements and to make the information on all Provisions and Contingencies available at one place, banks are required to disclose in the 'Notes to Accounts' the following information:

- (i) Provisions for depreciation on Investment.
- (ii) Provision towards NPA.
- (iii) Provision towards Standard Asset.
- (iv) Provision made towards Income tax.
- (v) Other Provision and Contingencies (with details).

Floating Provisions

8.26 Banks are required to make comprehensive disclosures on the movement of floating provisions in the "notes to accounts" to the balance sheet as follows:

- Opening balance in the floating provisions account.
- The quantum of floating provisions made in the accounting year.

- Amount of draw down made during the accounting year.
- Closing balance in the floating provisions account.

For draw down of provision during the year, purpose of draw down is required to be mentioned.

Draw Down from Reserves

8.27 Suitable disclosures should be made regarding any draw down of reserves.

Disclosure of complaints

8.28 Banks are also required to disclose the following brief details along with their financial results:

(i) *Customer Complaints*

- (a) No. of complaints pending at the beginning of the year.
- (b) No. of complaints received during the year.
- (c) No. of complaints redressed during the year.
- (d) No. of complaints pending at the end of the year.

(ii) *Awards passed by the Banking Ombudsman*

- (a) No. of unimplemented Awards at the beginning of the year.
- (b) No. of Awards passed by the Banking Ombudsmen during the year.
- (c) No. of Awards implemented during the year.
- (d) No. of unimplemented Awards at the end of the year.

Disclosure of Letter of Comforts (LoCs) / Letter of Undertakings (LoUs) issued by banks

8.29 The banks are required to disclose full particulars of all the Letter of Comforts (LoCs) / Letter of Undertakings (LoUs) issued during the year, including their assessed financial impact, as also their assessed cumulative financial obligations under the LoCs issued by them in the past and outstanding at the end of current year. Auditor would be required to verify the accuracy of system generated data in respect of this disclosure and verify that disclosure is correctly made.

Provisioning Coverage Ratio (PCR)

8.30 The PCR (ratio of provisioning to gross non-performing assets) should be disclosed in the Notes to Accounts to the Balance Sheet.

Bancassurance Business

8.31 The details of fees / brokerage earned in respect of insurance broking, agency and bancassurance business undertaken by bank is required to be disclosed in the 'Notes to Accounts' to the Balance Sheet.

Concentration of Deposits

8.32 Total Deposits of twenty largest depositors and Percentage of Deposits of twenty largest depositors to Total Deposits of the bank should be disclosed by the bank in the notes to accounts.

Concentration of Advances

8.33 Total Advances of twenty largest borrowers and Percentage of Advances to twenty largest borrowers to Total Advances of the bank should be disclosed by the bank in the notes to accounts. Advances should be computed as per definition of Credit Exposure including derivatives furnished in the Master Circular on Exposure Norms.

Concentration of Exposures

8.34 Total Exposure to twenty largest borrowers/customers and Percentage of Exposures to twenty largest borrowers/customers to Total Exposure of the bank on borrowers/customers should be disclosed by the bank in the notes to accounts. Exposures should be computed based on credit and investment exposure as prescribed in the Master Circular on Exposure Norms.

Concentration of NPAs

8.35 Total Exposure to top four NPA accounts should be disclosed by the bank in the notes to accounts.

Sector-wise NPAs

8.36 Percentage of NPAs to Total Advances in the sectors, such as, Agriculture & allied activities, Industry (Micro & small, Medium and Large), Services, Personal Loans, should be disclosed by the bank in the notes to accounts.

Movement of NPAs

8.37 Movement in NPAs during the year including opening balance, additions during the year, less upgradations, recoveries (excluding recoveries made from upgraded accounts) and write off during the year, should be disclosed by the bank in the notes to accounts.

Disclosure Requirements in Financial Statements

Further, banks should disclose the stock of technical write offs and the recoveries made thereon as per the format below:

Particulars	Current year	Previous year
Opening balance of Technical / Prudential written off accounts as at April 1		
Add : Technical / Prudential write offs during the year		
Subtotal (A)		
Less : Recoveries made from previously technical / prudential written off accounts during the year (B)		
Closing balance as at March 31 (A-B)		

8.38 **Overseas Total Assets, Total NPAs and Total Revenue** should be disclosed by the bank in the notes to accounts.

8.39 **Off-balance Sheet SPVs** sponsored (which are required to be consolidated as per accounting norms) both domestic and overseas should be disclosed by the bank in the notes to accounts.

Unamortized Pension and Gratuity Liabilities

8.40 Appropriate disclosures of the accounting policy followed in regard to amortization of pension and gratuity expenditure may be made in the Notes to Accounts to the financial statements.

Disclosures on Remuneration

8.41 Private sector banks and foreign banks (to the extent applicable) are advised to disclose remuneration as specified in the Master Circular on "Disclosures in Financial Statements- Notes to Accounts".

Disclosures relating to Securitisation

8.42 The Notes to Accounts of the originating banks should indicate the outstanding amount of securitized assets as per books of the SPV sponsored by the bank and total amount of exposures retained by the bank as on the date of balance sheet to comply with the Minimum Retention Requirement (MRR). These figures should be based on the information duly certified by the SPV's auditors obtained by the originating bank from the SPV.

Credit Default Swaps

8.43 Banks using a proprietary model for pricing CDS, shall disclose both the proprietary model price and the standard model price in terms of extant

guidelines in the Notes to the Accounts and should also include an explanation of the rationale behind using a particular model over another.

Intra Group Exposure

8.44 With the developments of financial markets in India, banks have increasingly expanded their presence in permitted financial activities through entities that are owned by them fully or partly. As a result, banks' exposure to the group entities has increased and may rise further going forward. In order to ensure transparency in their dealings with group entities, banks should make the following disclosures for the current year with comparatives for the previous year: (a) Total amount of intra group exposures (b) Total amount of top 20 intra group exposures (c) Percentage of intra group exposures to total exposure of the bank on borrowers / customers (d) Details of breach of limits on intra group exposures and regulatory action thereon, if any.

The details may be verified by the auditor from investment details of Bank and other relevant information available with Bank.

Transfer to Depositor Education and Awareness Fund (DEAF)

8.45 Unclaimed liabilities where amount due has been transferred to DEAF is required to be reflected as 'Contingent Liability - Others, items for which the bank is contingently liable' under Schedule 12 of the annual financial statements. Banks are also required to disclose the amounts transferred to DEAF under 'Notes to Accounts' as per the format given below.

(Amount in Rs. crore)

Particulars	Current Year	Previous Year
Opening balance of amounts transferred to DEAF		
Add: Amounts Transferred to DEAF during the year		
Less: Amounts reimbursed by DEAF towards claim		
Closing balance of amounts transferred to DEAF		

Unhedged Foreign Currency Exposure

8.46 Banks are required to disclose-

- i. their policy on managing credit risk arising out of unhedged foreign currency risk of the Borrowers.
- ii. Incremental provision and additional capital held by the Bank for unhedged foreign currency exposure of their borrowers.

The auditor needs to understand the policy of the bank for unhedged foreign currency exposure and verify that it is appropriately disclosed. As also incremental provision and additional capital held.

8.47 Liquidity Coverage Ratio (LCR)

- i. Banks are required to disclose information on their Liquidity Coverage Ratio (LCR) in their annual financial statements under 'Notes to Accounts', for which the LCR related information needs to be disclosed in the elaborate format as given in the Master Circular.

LCR is a ratio of two factors, viz, the stock of High Quality Liquid Assets and the Net Cash Outflows over the next 30 calendar days.

The LCR requirement would be binding on banks from January 1, 2015; with a view to provide a transition time for banks, the requirement would be minimum 60% for the calendar year 2015 i.e. with effect from January 1, 2015, and rise in equal steps to reach the minimum required level of 100% on January 1, 2019, as per the time-line given below:

	January 01, 2017	January 01, 2018	January 01, 2019
Minimum LCR	80%	90%	100%

- ii. Besides above, banks are also required to provide qualitative discussion around the LCR to facilitate understanding of the data provided, for example:
 - (a) the main drivers of their LCR results and the evolution of the contribution of inputs to the LCR's calculation over time;
 - (b) intra period changes as well as changes over time;
 - (c) the composition of HQLA;
 - (d) concentration of funding sources;
 - (e) derivative exposures and potential collateral calls;
 - (f) currency mismatch in the LCR;

- (g) a description of the degree of centralisation of liquidity management and interaction between the group's units; and
 - (h) other inflows and outflows in the LCR calculation that are not captured in the LCR common template but which the institution considers to be relevant for its liquidity profile.
- iii. The relevant RBI circular reference no. DBOD.BP.BC.No.120 / 21.04.098/2013-14 dated June 9, 2014 can be referred for further details.

Fraud Reporting

8.48 As per RBI circular DBR.No.BP.BC.92/21.04.048/2015-16 dated April 01, 2016 on Provisions pertaining to Frauds, Bank should make suitable disclosure regarding

- i. No. of Frauds reported;
- ii. Amount involved in such frauds;
- iii. Quantum of Provisions during the year;
- iv. Quantum of unamortized Provision debited to other reserves.

Disclosures prescribed by Accounting Standards

8.49 This Guidance Note deals with only those disclosure requirements where RBI has issued guidelines in respect of disclosure as per Accounting Standards.

1. As the format of the profit and loss account of banks prescribed in Form B under Third Schedule to the Banking Regulation Act 1949 does not specifically provide for disclosure of the impact of prior period items on the current year's profit and loss, such disclosures, wherever warranted, may be made in the Notes on Accounts of banks. (AS-5, "Net Profit or Loss for the Period, Prior Period Items and Changes in Accounting Policies")
2. Disclosure with regards to the circumstances in which revenue recognition has been postponed pending the resolution of significant uncertainties. (AS-9, "Revenue Recognition")
3. Banks may follow the disclosure requirements prescribed under AS 15 (revised), 'Employees Benefits' issued by ICAI.
4. While complying with AS-17, "Segment Reporting", banks are required to adopt the following:

- i) The business segment should ordinarily be considered as the primary reporting format and geographical segment would be the secondary reporting format.
- ii) Reported business segments should be 'Treasury', 'Corporate/Wholesale Banking', 'Retail Banking' and 'Other banking operations'.
- iii) 'Domestic' and 'International' segments will be the geographic segments for disclosure.
- iv) Banks may adopt their own methods, on a reasonable and consistent basis, for allocation of expenditure among the segments.

For the formats relating to the segment reporting disclosures, readers may refer to the above Master Circular.

5. *Related Parties:* Related parties for a bank are its parent, subsidiary(ies), associates/joint ventures, Key Management Personnel (KMP) and relatives of KMP. KMP are the whole time directors for an Indian bank and the chief executive officer for a foreign bank having branches in India. Banks need to report related party relationships and transactions between a reporting enterprise and its related parties. No disclosure is required in respect of related parties, which are "State-controlled Enterprises" as per paragraph 9 of Accounting Standard (AS) 18. Further, in terms of paragraph 5 of AS 18, transactions in the nature of Banker-customer relationship are not required to be disclosed in respect of Key Management Personnel and relatives of Key Management Personnel. Further, where there is only one entity in any category of related party, banks need not disclose any details pertaining to that related party other than the relationship with that related party. RBI has modified illustrative disclosure format recommended by the ICAI to suit banks. (AS-18, "Related Party Disclosures").

6. As regards disclosures in the 'Notes on Accounts' to the Consolidated Financial Statements (AS-21, "Consolidated Financial Statements"), banks may follow the general clarifications issued by Institute of Chartered Accountants of India from time to time. A parent company, presenting the CFS, should consolidate the financial statements of all subsidiaries - domestic as well as foreign, except those specifically permitted to be excluded under the AS-21. The reasons for not consolidating a subsidiary in CFS should be disclosed in the CFS. The responsibility of determining whether a particular entity should be included or not for consolidation would be that of the Management of the parent entity. In case, its Statutory Auditors are of the opinion that an entity,

which ought to have been consolidated, has been omitted, they should incorporate their comments in this regard in the "Auditors Report".

7. Adoption of AS 22, "Accounting for Taxes on Income", may give rise to creation of either a deferred tax asset (DTA) or a deferred tax liability (DTL) in the books of accounts of banks. This would give rise to certain issues, which have a bearing on the computation of capital adequacy ratio and banks' ability to declare dividends. In this regard RBI has clarified as under:

- (i) DTL created by debit to opening balance of Revenue Reserves on the first day of application of the Accounting Standards 22 or to Profit and Loss account for the current year should be included under item (vi) 'others (including provisions)' of Schedule 5 - 'Other Liabilities and Provisions' in the balance sheet. The balance in DTL account will not be eligible for inclusion in Tier I or Tier II capital for capital adequacy purpose as it is not an eligible item of capital.
- (ii) DTA created by credit to opening balance of Revenue Reserves on the first day of application of Accounting Standards 22 or to Profit and Loss account for the current year should be included under item (vi) 'others' of Schedule 11 'Other Assets' in the balance sheet.
- (iii) The DTA computed as under should be deducted from Tier I capital:
 - DTA associated with accumulated losses; and
 - The DTA (excluding DTA associated with accumulated losses), net of DTL. Where DTL is in excess of the DTA (excluding DTA associated with accumulated losses), the excess shall neither be adjusted against item (i) nor added to Tier I capital.

8. A bank may acquire more than 20% of voting power in the borrower entity in satisfaction of its advances and it may be able to demonstrate that it does not have the power to exercise significant influence since the rights exercised by it are protective in nature and not participative. In such a circumstance, such investment may not be treated as investment in associate under AS 23, "Accounting for Investments in Associates in Consolidated Financial Statements". Hence the test should not be merely the proportion of investment but the intention to acquire the power to exercise significant influence.

9. Merger/ closure of branches of banks by transferring the assets/liabilities to the other branches of the same bank may not be deemed as a discontinuing operation and hence AS 24, "Discontinuing Operations", will not be applicable to merger / closure of branches of banks by transferring the

assets/ liabilities to the other branches of the same bank. Disclosures would be required under the Standard only when:

- (i) discontinuing of the operation has resulted in shedding of liability and realization of the assets by the bank or decision to discontinue an operation which will have the above effect has been finalized by the bank; and
- (ii) the discontinued operation is substantial in its entirety.

10. With regards to Accounting Standard (AS) 25, "Interim Financial Reporting", the half yearly review prescribed by RBI for public sector banks, in consultation with SEBI, vide circular DBS. ARS. No. BC 13/ 08.91.001/ 2000-01 dated 17th May 2001 is extended to all banks (both listed and unlisted) with a view to ensure uniformity in disclosures. Banks may also refer to circulars DBS.ARS.No.BC.4/08.91.001/2001-02 dated October 25, 2001 and DBS.ARS.No.BC.17/08.91.001/2002-03 dated June 5, 2003 and adopt the format prescribed by the RBI for the purpose.

11. Other Accounting Standards - Banks are required to comply with the disclosure norms stipulated under the various Accounting Standards issued by the Institute of Chartered Accountants of India.

8.50 Other Disclosures:

- Disclosure as required under the Micro, Small and Medium Enterprises Development Act, 2006 (MSMED).
- The disclosure requirements in Section 22 of the MSMED Act requires any buyer, whose annual accounts are audited under any law for the time being in force, to furnish the following additional information in his annual statement of accounts.

8.51 The following details relating to Micro, Small and Medium Enterprises shall be disclosed in the notes:-

1. The principal amount and the interest due thereon (to be shown separately) remaining unpaid to any supplier at the end of each accounting year;
2. The amount of interest paid by the buyer in terms of section 16 of the Micro, Small and Medium Enterprises Development Act, 2006, along with the amount of the payment made to the supplier beyond the appointed day during each accounting year;

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3. The amount of interest due and payable for the period of delay in making payment (which have been paid but beyond the appointed day during the year) but without adding the interest specified under the Micro, Small and Medium Enterprises Development Act, 2006;
4. The amount of interest accrued and remaining unpaid at the end of each accounting year; and
5. The amount of further interest remaining due and payable even in the succeeding years, until such date when the interest dues above are actually paid to the small enterprise, for the purpose of disallowance of a deductible expenditure under section 23 of the Micro, Small and Medium Enterprises Development Act, 2006.

Corporate Social Responsibility (CSR)

8.52 As per Section 135 of the Companies Act, 2013, a CSR committee has been formed by the Company. The funds are utilized throughout the year on the activities which are specified in Schedule VII of the aforesaid Act. Gross Amount required to be spent by the company during the year – XX crores.

The areas of CSR activities and contributions made thereto are as follows –

Particulars	In cash	Yet to be paid in Cash	Total
Amount spent during the year on – 1) Construction/ Acquisition of any assets 2) For purposes other than (1) above: (Specify)			

For detail guidance, refer “Guidance Note on Accounting for Expenditure on Corporate Social Responsibility Activities”, issued by ICAI in May, 2015.

Priority Sector Lending Certificate (PSLC)

8.53 Bank shall report the amount of PSLCs (category-wise) sold and purchased during the year in the ‘Note to Accounts’ as mandated by the RBI in circular RBI/2015-16/366 FIDD.CO.Plan.BC.23/04.09.01/2015-16 as follows:-

Disclosure Requirements in Financial Statements

S.No.	Type of PSLCs	Representing	Counting for
1.	PSLC Agriculture	- All eligible Agriculture loans except loans to SF/MF for which separate certificates are available	Achievement of agriculture target and overall PSL target
2.	PSLC - SF/MF	All eligible loans to small/marginal farmers	Achievement of SF/MF sub-target, agriculture target and overall PSL target
3.	PSLC - Micro Enterprises	All PSL Loans to Micro Enterprises	Achievement of micro-enterprise sub-target and overall PSL target
4.	PSLC - General	The residual priority sector loans i.e. other than loans to agriculture and micro enterprises for which separate certificates are available	Achievement of overall PSL target

Contingent liabilities

8.54 Movement of provisions against contingent liabilities:

Particulars	Current Year	Previous Year
Opening Balance		
Additions during the year		
Amount utilised during the year		
Unused amount reversed during the year		
Closing balance		

Inter Office Accounts

8.55 Status of reconciliation of Inter Office Accounts between branches, controlling offices, zones and head office should be commented in "Notes to Accounts" and material effect if any on the profit and loss account.

Counter Cyclical Provisioning Buffer (CCPB)

8.56 Banks should disclose in its “Notes to Accounts” any Utilisation of Floating Provisions/Counter cyclical Provisioning Buffer as per RBI circular No. DBR.No.BP.BC.79/21.04.048/2014-15 dated March 30, 2015 on ‘Utilisation of Floating Provisions/Counter Cyclical Provisioning Buffer’ has allowed the banks, to utilise up to 50 per cent of CCPB held by them as on December 31, 2014, for making specific provisions for Non-Performing Assets (NPAs) as per the policy approved by the Bank’s Board of Directors.

Movement of Reward Points

Particulars	Reward points on Debit Card	Reward points on Credit Card	Total
Opening Balance			
Add: Reward points accrued during the Year by Customers			
Less: Reward Points availed by customers			
Less: Reward Points Expired			
Closing balance			

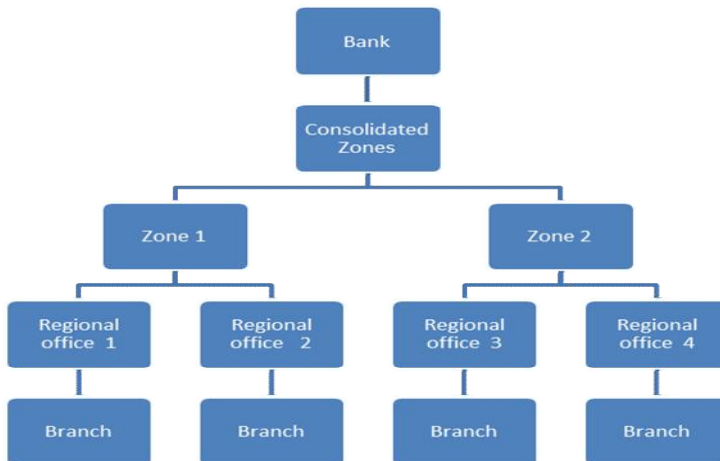
III-9

Consolidation of Branch Accounts

9.01 Consolidation of branch accounts (audited and unaudited) is one of the important and sensitive aspect of the financial statements of a bank. Preparation of the consolidated financial statements of the bank as a whole (after consolidation of accounts of branches) is the responsibility of the bank's management. RBI *vide* its Circular No DBOD.No.BP.BC.72/21.04.018/2001-02 dated February 25, 2003 has issued guidelines to banks on consolidated accounting and other quantitative methods. The following documents are consolidated:

- Balance Sheets;
- Profit and Loss Accounts;
- LFAR (Long Form Audit Report);
- Ghosh Committee compliance checklists;
- Jilani Committee compliance checklists;
- Tax Audit reports;
- Other various reports like Assets classification, fixed assets, bills payable, sundries, credit subventions, etc.

Process of consolidation



9.02 The consolidation process starts from the Branch level and the accounts of branches get consolidated at the respective regional office and all regional offices get consolidated at respective Zonal office and all zonal offices get consolidated at Head Office. The procedures regarding consolidation of accounts vary from bank to bank, in some banks mostly in a private sector the entire consolidation work gets done at the head office.

Bank managements generally follow the below mentioned process for the purpose of consolidation:

Step 1

Back up of the Financial Statements as on 31st March

9.03 At the year-end i.e., 31st March, the bank takes the backup of financial data and keeps the same on different software. This data is given for audit purpose to the statutory auditor.

Step 2

Effect of Memorandum of Changes (MOC)

9.04 There are two types of financial statements, Pre-MOC, i.e., the original data and Post-MOC, i.e., after giving the effect of accounting entries suggested by the central statutory auditor (which is known as MOC). The MOC are not fed in the live data but are recorded on a different software (e.g., ROSS, ADF) at all levels like Branches, Region, zone and Head office. All the banks have different mechanism of posting the effects of the MOC's in the financials statement. Like for e.g. in few banks all MOC suggested at branches get consolidated and recorded at Controlling Offices (Regional / Zonal / Circle offices) and MOC of Controlling Offices gets consolidated at the Head Office.

In this way, the effect of MOC at all levels of bank gets recorded in the parallel software e.g. ROSS, ADF. For making any changes in the financial statement there has to be an MOC approved by the SBA/ACA. Therefore, there will be an MOC for difference between Pre-MOC financial statements and Post-MOC financial statements.

Accounting of MOC effect in live data

9.05 After the financial statements get approved and signed with all changes the MOCs gets accounted in live data. For example, the financial statements for the financial year 2017-18 gets approved and signed on 30th April, 2018, then on that day or on any other day with value date of 30th April, 2018, all MOCs will be accounted in the live data in CBS. Thus, if an account is marked as NPA by way

of MoC during the audit, the same would be effected as NPA in the system from that day with date of NPA being the one suggested as per MoC.

Step 3:

Controlling Office (CO)

9.06 *Process:*

1. Branches depending on the limits prescribed can be either audited branches or unaudited branches.
2. At the branch level the audited financial statements as well as unaudited financial statements signed by Bank manager is uploaded in the system and consolidated data is generated at regional office level.
3. Controlling office accounts get consolidated and also adjustments if any are made at regional level. The Controlling Office is a cost centre and the auditor has to certify the financial statements of the Controlling Office in addition to the consolidation of the Branches under the relevant Controlling Office.

Audit Approach:

1. Statutory Central Auditor (SCA) for a CO must verify the completeness of the data uploaded by the branches into the system.
2. SCA on sample basis must also verify the completeness of the data.
3. SCA should obtain reasonable assurance and sufficient appropriate audit evidence of the adjustments made if any at the Controlling office level.
4. SCA should also check the arithmetic accuracy of the number of financial statements to be uploaded at Controlling office level.
5. SCA may communicate to the SBAs, the requirements regarding process of consolidation for the current year, about the significant observations from the previous year's audit, quarterly reviews and additional precautions, modifications in Audit Program required considering the recent RBI Circulars. This communication can be circulated along with the closing instructions to SBAs.
6. SCA should ensure on sample basis if all the documents as required by the respective banks have been taken at each level of consolidation i.e. appropriate flow of data along with the required documents.

Head Office

9.07 *Process:*

At Head Office level all the Controlling office data is consolidated and further adjustments if any is made, ensuring the accuracy of the data uploaded at each stage of hierarchy.

Audit Approach to be followed by Bank Consolidating Auditor:

1. The consolidating Auditor must ensure the completeness as well as accuracy of the data at the bank as a whole.
2. Auditor should obtain reasonable assurance and sufficient appropriate audit evidence of the adjustments made if any at the Bank level.

9.08 The SCA should also examine the following key additional aspects;

- a. Reversal of interest on inter-branch balances and other similar items.
- b. Cancellation of transfers of assets among branches.
- c. Review of observations made by the SBAs in audit report and LFAR.
- d. Review of the various audited and unaudited returns.
- e. Effect of Memorandum of Changes (MOC).

Review of MOCs so as to ascertain whether there are systemic issues or deficiencies which need to be addressed by the management.

IT Controls

9.09 There is a significant and voluminous data involved during this whole process of consolidation. Consolidation being a system oriented process, auditor must verify if the IT controls of the bank are effective.

Consolidation of Overseas Branches

9.10 While consolidating the overseas branches the auditor should examine the following aspects:

- a. The various reports of the overseas branches would be received in the local currencies of the reporting countries which need to be converted into the Indian currency.
- b. The effect of reinstatement of assets and liability which is given in Accounting standard 11, The Effects of Changes in Foreign Exchange Rates. RBI has also issued a circular for compliance of AS 11. DBOD.BP.BC.No.76/21.04.018/2005-06) dated April 5, 2006.
- c. Foreign exchange gain and loss.

- d. As per AS 11 (revised 2003), the method used to translate the financial statements of a foreign operation depends on the way in which it is financed and operates in relation to the reporting enterprise. For this purpose, foreign operations are classified as either "integral foreign operations" or "non-integral foreign operations".
- e. In terms of its circular no DBOD.BP.BC.76/ 21.04.018/2004-05 dated March 15, 2005, the RBI has prescribed that with the issuance of the said circular, there should normally be no need for any statutory auditor for qualifying financial statements of a bank for non-compliance with Accounting Standard 11 (revised 2003). Whenever specific difference in opinion arises among the auditors, the statutory central auditors would take a final view. Continuing difference, if any, could be sorted out in prior consultation with RBI, if necessary.
- f. The auditor may also review the compliance with the applicable local laws and regulations of the concerned country by the overseas branches.
- g. As advised by ICAI, statutory auditor has to give the total number and amount of debits/ credits arising pursuant to the Memorandum of changes submitted by them in their audit reports under the "Other Matters Paragraph".

9.11 The auditor should furnish the statement of Adjustments for non-uniform accounting policies.

III-10

Consolidation of Financial Statements

10.01 The RBI, in its requirement of disclosures in Financial Statements has included AS 21: Consolidated Financial Statements (CFS) that includes consolidated Balance Sheet, consolidated Profit and Loss Account & notes, explanatory material that form an integral part thereof and also consolidated cash flow statements.

10.02 Consolidated Financial Statements are presented for a group of entities under the control of a parent. A parent is an entity that has one or more subsidiaries. For the purpose of CFS it may be noted that if a parent does not have subsidiary but has investment in associates and joint ventures, it will be required to prepare CFS. However, for the purpose of quarterly reporting under SEBI guidelines, CFS will not be necessary if the parent does not have subsidiary but has investments in associates and joint ventures. For the purpose of this guidance a parent would mean a Consolidating Bank.

Responsibility of a Bank

10.03 The responsibility for preparation and presentation of CFS is that of the Bank. This responsibility, *inter alia*, includes:

1. Identifying components including financial information.
2. Identifying reportable segments.
3. Identifying related party transactions.

Responsibility of the Statutory Central Auditor

10.04 It is necessary for the auditor to take into consideration the accounting standards relevant for the purpose of CFS. They are AS 21: Consolidated Financial Statements, AS 23: Accounting for Investments in Associates in Consolidated Financial Statements and AS 27: Financial Reporting of Interests in Joint Ventures. Further, careful consideration should be given by the auditor of CFS to Other Matters paragraph, Emphasis of Matter paragraph, Modified Opinion in the report issued by the component auditors.

In addition to the Accounting Standards, it is pertinent for an auditor to consider

the relevant accounting and auditing Guidance Notes.

10.05 When the parent's auditor decides to make a reference to the auditor's report of the other auditors in the auditor's report on CFS, the latter should disclose clearly the magnitude of the portion of the financial statements audited by the other auditor(s). This may be done by stating the rupee amounts or percentages of total assets and total revenue of subsidiary(ies) included in CFS not audited by the parent's auditor. However, reference in the report of the auditor of CFS to the fact that part of the audit of the group was made by other auditor(s) is not to be construed as a modification of the opinion. The auditor should also consider implications on reporting if some of the components are unaudited¹³.

10.06 Generally, while conducting audit of a bank, SCA has a practice of issuing general instructions for the SBAs to facilitate easy consolidation of branch accounts. It would be appropriate to have a similar approach with respect to auditors of components, if the component auditors are different from the group auditor. This is especially important in case of "the other financial information" which is necessary for the purpose of consolidation and preparation of notes. It is advisable to make sufficient arrangements for co-ordination and efforts at the planning stage.

Audit of CFS

10.07 Audit of CFS needs to be planned properly with regards to following aspects:

1. Accounting policies of Bank and its various components. It is very much probable that the policies of the components may differ from each other depending upon the respective business lines.
2. Auditor should obtain list of all the subsidiaries, associates and joint ventures of Bank, whether to be included under CFS or not. Any entity that has been kept outside CFS should be carefully examined for its exclusion with respect to the relevant statute. At this stage it is important to note that the ownership of the voting rights does not necessarily qualify for the purpose of CFS. It would be necessary to understand the concept of the control of the enterprise. If the auditor establishes that the bank exercises control over the entity in spite of minor shareholding by virtue of control over the composition of board of directors/governing body, such enterprise would

¹³ Attention in this regard is drawn to the Announcement on "Manner of Disclosure in the Auditor's Report of the Fact of Inclusion of Unaudited Financial Statements/ Information of Component/s in the Financial Statements Audited by the Principal Auditor(s)" issued by ICAI in February, 2014.

qualify for CFS. There would be many other ways to exercise the control. To verify the same, it is advisable that the auditor verifies the board minutes, shareholder agreements entered into by the bank with the other entities, the various business agreements such as technology and knowhow supply, or enforcement of statute as the case may be. The auditor would need to exercise professional judgment to determine the control in such cases.

3. The auditor should identify the changes in the shareholding that might have taken place since the last audit.
4. Following transactions require attention for current period consolidation adjustments:
 - a) Intra group interest/management fees paid and received.
 - b) Unrealized intra group profits on assets acquired within the components.
 - c) Intra group indebtedness, including non-fund based exposures.
 - d) Adjustments relating to harmonizing different accounting policies within the group.
 - e) Adjustments made for the effects of the significant transaction or event that occur between the date of financial statement of the bank and one or more of the components, if they follow different financial reporting dates.
 - f) Determination of movement of equity attributable to minority since the date of subsidiary.
 - g) In case of step acquisition, appropriate adjustments need to be carefully audited.
 - h) Further due care be taken in respect of impairment of goodwill in addition to review of net worth and profit reconciliation to ensure completeness of consolidation exercise.
5. As far as possible the formats of the financial statements and cash flows used for the purpose of bank's individual financial reporting should be used for the CFS. In case the subsidiaries/joint venture accounts are prepared as per different regulation such as IRDA etc., the auditor should be careful while converting the same in format prescribed by Banking Regulation Act. The auditor, wherever possible should obtain the certified "Fit-for-consolidation" financial statements duly certified by the respective Statutory Auditors of Subsidiaries/Joint Venture.
6. The auditor should examine that the financial statements used in the

consolidation are drawn up as of the same reporting date. If that is not possible, AS 21 allows adoption of six month old balance sheet of subsidiaries and prescribes that adjustments shall be made for the effects of significant transactions or other events that have occurred during the intervening period. In case that the balance sheet dates of parent and subsidiaries are different, inter-group netting shall be done as on the balance sheet date of the parent entity.. The bank shall ensure completion of statutory audit of the accounts of such subsidiaries before consolidation with the parent's accounts.

7. The SCAs should examine that the CFS is prepared using uniform accounting policies for like transactions and other events in similar circumstances. If it is not practicable to do so, that fact shall be disclosed together with the proportions of the items in the CFS to which the different accounting policies have been applied. For the purpose of preparing the CFS using uniform accounting policies, the banks shall rely on a Statement of Adjustments for non-uniform accounting policies, furnished by the Statutory Auditors of the subsidiaries.
8. In cases where different entities in a group are governed by different accounting norms laid down by the concerned regulator for different businesses, the bank shall use for consolidation purposes the rules and regulatory requirements applicable to the banks in respect of like transactions and other events in similar circumstances. In situations where regulatory norms have not been prescribed by RBI, the norms as applicable according to the accounting standards may be followed.
9. For the purpose of valuation, the investments in associates (other than those specifically excluded under AS 23) shall be accounted for under the "Equity Method" of accounting in accordance with AS 23 which shall be examined by the auditor.
10. The valuation of investments in subsidiaries which are not consolidated and associates which are excluded under AS 23, shall be as per the relevant valuation norms issued by the Reserve Bank of India. The valuation of investments in joint ventures shall be accounted for under the 'proportionate consolidation' method as per AS 27. The banks may take into account the provisions of the accounting standards relating to the exclusion of subsidiaries, associates or joint ventures from consolidation under specific circumstances. This aspect shall be examined by the auditor.

Management Representations

- 10.08 SA 580, "Written Representations" requires the auditor to obtain written

representations from management and where appropriate those charged with governance. Such representations would include:

- a) Completeness of components included in the CFS.
- b) Identification of reportable segments for segment reporting.
- c) Identification of related parties and related party transactions for reporting.
- d) Appropriateness and completeness of consolidation adjustments, including the elimination of intra-group transactions.

III-11

Inter-Office Transactions

11.01 Inter-office transactions mostly take place at branches. The balances can be debit balance or credit balances in Balance Sheet of the branches. Branches have number of transactions amounting to large sums with the other branches and controlling office, hence it becomes very important to monitor the same. It is the responsibility of the bank to reconcile their transactions on a daily basis and keep a track on un-reconciled transactions.

11.02 Followings are the major transactions which occur between branches and Head office.

- a. Issue of remittance instruments like drafts/TTs/MTs on other branches.
- b. Payment of remittance instruments like drafts/TTs/MTs drawn by other branches.
- c. Payment to / receipts from other branches of the proceeds of instruments received/sent for collection /realization/clearing.
- d. Payments made under LCs of other branches.
- e. Cash sent to/received from other branches.
- f. Payment of instruments like gift cheques/ banker's cheques/ interest warrants/ dividend warrants/repurchase warrants/refund warrants / travelers cheques, etc. which are paid by the branch on behalf of other branches which have received the amount for payment of these instruments from the customers concerned.
- g. Head office interest receivable and payable by the branches.
- h. Profit/loss transferred by the branch to head office.
- i. Government receipts and payments handled by the branch either as the nodal branch or as an agent of the nodal branch.
- j. Operations by the authorised branches on the bank's NOSTRO accounts.
- k. Foreign exchange transactions entered into by the branch for which it has to deal with the nodal forex department of the bank for exchange of rupees with foreign currency.
- l. Deposits into and withdrawal of money, by branches into currency chest maintained by another branch.
- m. Gold Banking Transactions at the branch on behalf of nodal branches.
- n. Transactions through NEFT, RTGS, NACH, UPI, etc.

- o. ATM transactions of the customer either at ATM linked with other branches or with merchant establishments.
- p. Internet based transactions other than inter-account transfers with the same branch.
- q. Credit card related transactions of the customers.
- r. Control Accounts of Indian Branches maintained with Overseas Branches of the bank.
- s. Capital Funds with the Overseas Branches.
- t. Head Office balances with the overseas branches including subordinated debt lent to the overseas branches.
- u. Service Tax transactions advises to Nodal branches where Service Tax remittance is made where Service Tax is remitted on behalf of other branches within their fold.

11.03 Following are the most common types of errors observed in inter branch transactions.

- Wrong identification of the nature of transaction.
- Recording of particulars in incorrect fields.
- Wrong accounting of bank charges, commission, etc.
- Errors in writing the amounts.
- Incorrect branch code numbers.
- Incorrect schedule numbers.
- Recording the same transaction twice.
- Difference between the closing and opening balances in successive daily statements.
- Squaring off the transaction by same amount without checking the transactions.
- Forced matched transactions

11.04 Banks generally have a separate department to deal with the process of reconciliation of inter branch transactions. Following is the generally followed reconciliation process.

- Each branch submits the transaction statement (can be also generated through CBS System) in the prescribed format. RBI has advised the banks (vide its circular dated April 28, 1993) to segregate inter-branch

transactions relating to demand drafts from other inter-branch transactions. Further, vide its circular no. DBS.CO.SMC.BC No. 28/22.09.001 dated 20th August, 1998, RBI has directed the banks to introduce the system of segregating DD/TT/MT transactions, with reconciliation at weekly intervals and close monitoring of large amounts.

- On receipt of the statement, reconciliation department scrutinizes the data like opening balance, account heads etc. and rectify the same for any error in data.
- After rectifying the error, the same are fed into the system.
- As and when the other branch settles the funds transfer transaction in its books (by way of payment of draft/traveller's cheques, etc. or by acting on the advices received under the inter-branch account mechanism), it advises the details of these transactions like the netting reference number, account currency, foreign currency amount, local currency amount, event, reporting branch code no., date of transaction at the reporting branch, type of transaction, draft no., etc., to the reconciliation department.
- Some of the transactions do not reconcile due to incorrect data entry or non-accounting of transactions by other branch, which might indicate fraud if debit transaction in one branch does not have corresponding credit effect in other branch.

The total number of inter-branch transactions makes their reconciliation a tedious task. Lack of reconciliation causes this account to be susceptible to frauds. Recognizing this, RBI has taken a number of measures to achieve an expeditious reconciliation of these transactions by the banks concerned. Non-reconciliation results in a 'fraud risk factor' as defined in SA 240, "The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements". This Standard further provides that in such situation, the auditor needs to modify his audit procedures to reduce the effect of the constituents of fraud risk.

In all inter-office transactions, one branch originates a transaction (called the 'reporting branch' or the 'originating branch') and the other branch (called the 'responding branch') settles the transactions at its end.

11.05 Many Banks have the concept of 'Service Branches' for such inter branch transactions. These Service Branches exclusively provide the following services:

- a. They act as agents for the other branches of the bank for collection of instruments drawn on local branches of other banks (Clearing).

- b. To centralise the payment of drafts drawn by other outside branches.

Audit Approach

11.06 Inter branch account has been very sensitive area and can prove to be problematic or prone to errors and frauds. The Auditor should review the system of operation for such sensitive account. Several times it has been observed that there are old entries in such accounts due to migration issues. The auditor should check thoroughly the details of such entries with their ageing and also the improvement in settlement of the entries on a periodic basis by the Bank including its reporting to the appropriate higher authorities at regular intervals. Such old entries have been noticed between the Treasury Branch and other Branches/ Head Office.

- Every bank has its own procedures and methodology for inter branch transactions hence it is very important for the auditor to understand the procedure followed by the bank for recording inter-branch transactions. The procedure followed by the bank for maintaining inter-branch transactions should be as per the RBI requirements.
- RBI has directed banks to introduce the system of segregating DD/TT/MT transactions, with reconciliation at weekly intervals and close monitoring of large amounts vide its circular no. DBS.CO.SMC.BC No. 28/22.09.001 dated 20th August, 1998.
- Banks have to provide 100% provision against the net debit balance arising out of the un-reconciled entries outstanding for more than 6 months in the inter-branch account, from the year ending March 31st, 2004 vide RBI circular no. DBOD No. BP.BC. 73 /21.04.018/2002-03 dated 26th February, 2003.
- As per RBI Circular from 1st April 1999, banks should maintain category wise/Head wise accounts of various types of transactions under inter branch accounts and the netting off the transactions should be done on category wise, hence the net debit in one category is not to be set-off against net credit in another category.
- Banks have been advised by RBI to segregate the credit entries outstanding for more than five years in inter-branch accounts and transfer them to a separate Blocked Account which should be shown in the balance sheet under the head 'Other liabilities and provisions–Others' (Schedule 5). While arriving at the net amount of inter-branch transactions for inclusion in the balance sheet, the aggregate amount of Blocked Account should be

excluded and only the amount representing the remaining credit entries should be netted against debit entries. Banks have been advised that any adjustment from the Blocked Account should be permitted only with the authorisation of two officials, one of whom should be from outside the branch concerned, preferably from the controlling/head office if the amount exceeds Rs.1 lakh.

- There are some transactions like dividend warrant, interest warrant, refund order etc. which required special attention because in the recent past number of transactions has been reported by the bank in these groups. In these transactions the funds are deposited at one branch and payments take place at many branches. Hence to prevent the frauds the outstanding balances of these accounts should be checked with professional skepticism.
- Auditor should review all material transactions accounted in inter-branch account just before the year end and where required, request the bank management to rectify the same by accounting in the correct account head.
- The auditor should cautiously review all material transactions outstanding in inter branch account even if it is outstanding for more than 6 months for which 100% provision is made.
- The auditor should check all adjustments in the account and ensure that the adjustments are done properly and supported by adequate documentary evidence as to its validity. Auditor should also verify that the reversal entries are made under proper authority and after due explanation and evidence.
- The account should be adjusted only on the basis of advices and not on the strength of entries found in the statement of account received from other branches.
- Prompt action should be taken preferably by central authority, if any entries particularly debit entries are not responded to any branch within a reasonable time.
- The auditor should report on the year end status of inter branch accounts indicating the dates upto which all or any segments of accounts have been reconciled. The auditor should also indicate the number and amount of outstanding entries in the inter branch accounts, giving the relevant information separately for debit and credit entries. The auditor can obtain the relevant information primarily from branch audit reports.

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- Normally Inter-branch accounts are reconciled at HO and unreconciled entries are sent to originating branches for their response. Branch auditor is expected to check whether such responses are sent promptly. The branch auditors are also expected to certify the amount pending under such accounts as part of the year end closing.
- Branches must ensure to respond the entries in Inter Branch Transaction System (IBTS) at the earliest. Items of revenue nature such as travelling expenses bills, and any other expense/income item should not be allowed to float in Inter Branch Transaction System (IBTS) for a longer period.
- Nostro Accounts at branch - Branches should also prepare reconciliation statement (REC) relating to those accounts for each of the Foreign Offices or Foreign Correspondents, as the case may be for examination by SBAs.

PART - IV

IV-1

Long Form Audit Report in Case of Banks

1.01 The statutory auditors should address their Long Form Audit Report ('LFAR') to the Chairman of the bank concerned and also a copy thereof should be forwarded to the designated office of the RBI. Many of the matters to be dealt with by the statutory auditors in their LFARs are, normally, based on the LFARs received from the branch auditors. In dealing with such matters, the statutory auditors are expected to make their observations on the basis of review of branch auditors' LFARs.

1.02 Where any of the comments made by the auditor in his LFAR is adverse, the auditor should consider whether a qualification in the main report is necessary. It should not, however, be assumed that every adverse comment in the LFAR would necessarily result in a qualification in the main audit report. In deciding whether a qualification in the main report is necessary, the auditor should use his professional judgement having regard to the facts and circumstances of each case.

1.03 Where the auditors have any reservation or adverse remarks with regard to any of the matters to be dealt with in their LFARs, they should give the reasons for the same.

1.04 The matters to be dealt with by the statutory auditors in their LFARs are discussed in the following paragraphs.

I. Advances

1.05 Lending activities constitute an important part of a bank's operations. The statutory auditors are expected to offer their comments on various aspects of lending activities in their LFARs. The format of LFAR requires the statutory auditors to offer their comments on the following aspects:

a. Credit policy	e. Review / Monitoring / Supervision
b. Credit appraisal	f. Recovery Policy in respect of Bad / Doubtful Debts/NPAs
c. Sanctioning / Disbursement	g. Large advances
d. Documentation	

1.06 The statutory auditors are expected to offer their comments on the adequacy and effectiveness of the internal control systems relating to the above aspects of credit administration. In order to form an opinion on these matters, the statutory auditors would also need to consider the branch auditors' LFARs. In cases where sanctions are accorded otherwise than at the branch level (i.e., by higher / Controlling Authorities), the auditors should carry out, on a selective basis, an examination of the specified matters at the head office and / or other controlling offices of the bank.

1.07 Every bank usually has a written manual of instructions which describes in detail the procedures to be followed for executing various types of transactions and also lays down limits on delegated powers in respect of various operations of the bank. The auditor should examine such manual of instructions and report his views as to the adequacy of the relevant instructions in the LFAR. Further every bank will have its own limits above which the instances of observations be attached to LFAR comments. It would be prerogative of the auditors to revise these limits in consultation with the Management.

1.08 Further, as per the “Master Circular – Loans and Advances – Statutory and Other Restrictions” dated July 1, 2015, DBR.No.Dir.BC.10/13.03.00/2015-16 issued by the RBI, all banks are required to frame “Fair Practices Code for Lenders” based on the Guidelines contained in this Master Circular. The Fair Practices Code Covers areas, such as, applications for loans and their processing, loan appraisal and terms / conditions, disbursement of loans including changes in terms and conditions, post disbursement supervision, general aspects, etc. Further, RBI vide its circular no. DBOD. Leg. BC. 61 /09.07.005/2010-11 dated November 12, 2010 on “Guidelines on Fair Practices Code for Lenders – Disclosing all information relating to processing fees / charges” requires the banks to disclose 'all in cost' inclusive of all such charges involved in processing / sanction of loan application in a transparent manner to enable the customer to compare the rates / charges with other sources of finance. It should also be ensured that such charges / fees are non-discriminatory.

Credit Policy

1.09 In respect of loan policy, the auditor is expected to give his observations on –

- *Existence of Loan Policy – specifying the prudential exposure norms, industry-wise exposures, regular updation of the policy, system of monitoring and adherence thereto.*

1.10 Each bank has its own policy for sanctioning, disbursing, supervising and renewing loans. The policy usually includes the terms and conditions for granting loans, limits upto which loans may be disbursed to individual clients, industry wise exposure, i.e., different exposure limits for different industries, etc. The policy should specifically include the prudential norms given by the RBI. The auditor should report whether the policy is in existence and the same is regularly updated depending on the guidelines issued by the RBI. The Master Circular on “Loans and Advances – Statutory and other Restrictions”, DBR.No.Dir.BC.10/13.03.00/2015-16 dated July 1, 2015, provides a framework of the rules / regulations / instructions issued to Banks on statutory and other restrictions on loans and advances. The Master Directions on “Lending to Micro, Small & Medium Enterprises (MSME) Sector”_RBI/FIDD/2017-2018/56 Master Direction FIDD.MSME & NFS.12/06.02.31/2017-18, July 24, 2017 (updated as on April 25, 2018), contains guidelines / instructions / directives issued by the RBI to banks in regard to matters relating to lending to Micro, Small & Medium Enterprises sector. The auditor should also enquire whether there is any system followed by the bank for regularly monitoring the policy laid down by the bank.

Credit Appraisal

1.11 In respect of credit appraisal, the auditor is expected to give his observations on –

- *Existence of a well-laid system of appraisal of loans / credit proposals, including adequacy of information for appraising the creditworthiness of the applicant, and adherence thereto.*

1.12 Credit appraisals require a detailed analysis of the borrower's or, counterparties financial position and debt-servicing ability, a thorough understanding of their background and the purpose of the credit and an evaluation of the collateral pledged, if any. The auditor should review the system of credit appraisal followed by the bank. The auditor should examine whether the system facilitates a proper evaluation of the credit risk. In order to facilitate collection and analysis of all the relevant data for evaluating creditworthiness of a prospective borrower, banks generally use standardised loan application forms. The factors considered in evaluating loan applications normally include the purpose of loan, prospects of the business, the sources and period of repayment (in case of term loans), the borrower's stake and security, etc. Further, information in the form of financial statements, costing analyses, market information, External Rating, tax status, project reports (in case of new projects), etc., is also usually obtained from prospective borrowers and analysed.

1.13 The auditor should also satisfy himself that the system of credit appraisal is actually in force. For this purpose, the auditor should review the relevant observations of the bank's branch auditors contained in their LFARs. Where the auditor has serious reservations about the quality of credit appraisal, he may also give his observations in this regard. The auditor may specify:

(i) instances of quick mortality vis-à-vis comments related with the credit appraisal process or on stand-alone basis;

(ii) instances of frequent short reviews / adhoc and ToD limits sanctioned including roll-overs of short term advances

Sanctioning/Disbursement

1.14 In respect of sanctioning / disbursement of advances, the auditor is expected to comment on –

- *Delegation of powers / authority at various levels; adherence to authorised limits; whether limits are disbursed after complying with the terms and conditions of sanction.*

1.15 The auditor should familiarise himself with the system of sanctioning and disbursement of advances. He should also familiarise himself with the relevant directives of RBI. Normally, the system in a bank provides for limits on the sanctioning powers of authorities at various levels. The auditor should examine the documents prescribing such limits, e.g., operation manual, circulars from head office, etc. Where the branch auditors' reports indicate cases of credit facilities sanctioned beyond the aforesaid limits, the auditor should draw attention to this fact in his LFAR. The auditor should also examine the branch auditors' report to ascertain whether such cases have been promptly reported to higher authorities as per the procedure laid down in this regard. If not, the auditor should report the fact, giving illustrations of non-compliance with the laid down procedure in his LFAR.

1.16 The auditor should also review the sanctions made at different levels. For this purpose, the auditor should randomly select a sample of sanctions made at various levels and review whether the procedure laid down for the concerned level has been followed. Where the auditor has serious reservations about any of the aspects thereof, he should give his observations in this regard in his LFAR. Where the branch auditors' reports indicate cases where limits have been disbursed without complying with the terms and conditions of the relevant sanctions or cases of frequent overdrawn beyond sanctioned limits, the auditor should state this fact in his LFAR, giving illustrations.

Documentation

1.17 The auditor is expected to comment on the following aspects of documentation in respect of advances:

- *System of ensuring that documents are executed as per the terms of sanction.*
- *Nature of documentation defects observed during audit and suggestions to avoid such defects.*
- *System of documentation in respect of joint/consortium advances.*
- *Renewal of documents.*

1.18 Generally, the system of a bank prescribes the specific documents to be executed in respect of various types of credit facilities, including special documentation required in cases of consortium advances, advances to companies, statutory corporations and government undertakings, etc. It may be noted that in case of consortium advances, original documents are held by the lead bank, however, copies of such documents are available with each of the participating banks. Banks also usually have a system of renewal of documents and of periodically obtaining confirmation of balances to ensure that the documents do not become time-barred.

1.19 The auditor should review the system of obtaining the loan documents, including renewal thereof. He should examine whether the system provides for obtaining all such loan documents which are required to protect the interests of the bank.

1.20 Where the branch auditors' reports indicate cases of credit facilities accorded without proper documentation, the auditor should state this fact in his report, giving illustrations.

1.21 The auditor is also required to comment on the nature of documentation defects observed during the audit and to make suggestions to avoid such defects. The auditor can obtain the relevant information substantially from the branch audit reports and from records maintained at the head office / regional or zonal offices of the bank.

Review/ Monitoring/ Supervision

1.22 In respect of review, monitoring and supervision of advances, the auditor is required to comment on the following aspects:

- Periodic balance confirmation / acknowledgement of debts.
- Receiving regular information, Stock / Book Debt statements, Balance Sheet, etc.

- System of calculation of drawing power in adherence with RBI guidelines
- System of inter-changeability of limits with special attention to instances wherein the same is warranted due to devolvement of LC / BG
- System of revision of rate of interest whenever there is a change in base rate
- Receiving audited accounts in case of (non-corporate) borrowers with sanctioned limits beyond limits set by the bank in this regard
- System of scrutiny of the above information and follow-up by the bank.
- System of periodic physical verification or inspection of stocks, equipment and machineries and other securities.
- System of identification of substantial deterioration in value of security (primary as well as collateral)
- System and periodicity of stock audits.
- System of obtaining of Diligence Report
- Inspection reports and their follow-up.
- Norms and awarding of Credit Rating.
- Review / renewal of advances including enhancement of limits.
- Monitoring and follow-up of overdues arising out of other businesses such as leasing, hire purchase, credit cards, etc.
- Overall monitoring of advances through maturity/ aging analyses; Industry-wise exposures and adherence to the Loan Policy.
- System of monitoring of off-balance sheet exposures including periodic reviews of:
 - (a) claims against the bank not acknowledged as debts.
 - (b) letters of credit.
 - (c) guarantees.
 - (d) ready forward transactions.
 - (e) co-acceptances.
 - (f) swaps, etc.
- The auditor should examine whether the internal credit rating system has linkage with pricing of advances with various products.
- System of monitoring of unhedged foreign currency exposure and adequacy of provisioning thereof.
- System of classification, monitoring, reporting and provisioning, if required of loan accounts in 3 categories as special mention accounts and reporting thereof to CRILC

- Manual intervention, if any, in automated system of identification and classification of advances.
- System of upgradation of accounts

1.23 Generally, banks have a system of periodic review of each advance. The primary purpose of such a review is to ensure that the assumptions on the basis of which the loan had been sanctioned continues to hold good; the loan is used for the purpose for which it was sanctioned and in case of deviation in respect of any aspect of the sanction, approval of appropriate authority has been obtained; the project has been implemented as per the approved lines; there are no unexplained overruns in cost of the project; the borrowing unit is functioning properly; the stipulated instalments/interest are being paid regularly and promptly and, in case of default or delay in payment, the reasons are looked into; the terms and conditions of the loan, particularly restrictive covenants, are being duly complied with; the required margins have been maintained in the account at all times; the properties mortgaged/hypothecated/pledged are maintained in good order by the borrower and adequately insured, etc. The auditor should examine whether the system of periodic review is functioning effectively. He should review the LFARs given by the branch auditors to identify any weaknesses in the design of the system and in its implementation.

1.24 The auditor should examine whether there is an effective system of obtaining confirmations / acknowledgement of debts periodically. For this purpose, the auditors should also review the branch audit reports.

1.25 The RBI has issued a circular (dated October 21, 2002) advising all scheduled banks to have the Board fix a suitable cut-off limit with reference to the borrower's overall exposure to banking system, over which the accounts of borrower would be required to be audited by chartered accountants in the prescribed manner. The auditor is expected to report on compliance with this requirement in case of sanction or renewal of limits, primarily on the basis of a review of branch audit reports. The auditor should report the number of branches and the total number of accounts in respect of which audited accounts have not been placed on record.

1.26 The auditor is also expected to comment on the effectiveness of system of physical verification or inspection of stocks, machineries and such other securities which have been charged to the bank. The auditor's comments will be based primarily on a review of branch audit reports.

1.27 In 1985, the RBI advised banks to introduce a comprehensive and uniform Health Code System indicating the quality or health of individual advances. At present the health code system is not in operation.

1.28 However, in the wake of the introduction of guidelines for income

recognition, assets classification and provisioning vide RBI's Circular No. DBOD.BP.BC.129/ 21.04.043-92 dated April 27, 1992, the RBI reviewed the need to continue to require the classification of advances as per the Health Code System. Based on the review, the RBI made the continuance of the Health Code System discretionary for banks. In case a bank uses this tool, auditors may peruse the information from an audit perspective.

1.29 The auditor should examine whether the bank has continued to classify the advances as per the Health Code System. If so, the auditor should familiarise himself with the procedure followed by the bank for classifying advances as per the Health Code System. Any defects or inadequacies in the procedure should be dealt with in the report along with recommendations/ suggestions for improvement or for remedial action to be taken on the existing procedure by the Management. The auditor should also review whether the classification of advances as per the Health Code System has been made on the basis of a realistic assessment. Where, in the opinion of the auditor, the classification should have been different from that made by the bank, he should report the same. Where the bank has discontinued the Health Code System the auditor should state this fact.

1.30 The auditor may review the statistical and analytical reports on advances which are often placed for information before the Board of Directors or submitted to the RBI. Based on this data, the Board assesses the bank's exposure to various industries. The auditor is expected to comment on the effectiveness of such reporting system in vogue in the bank.

1.31 Generally, banks have a system of periodic review of credit rating awarded to various clients. The purpose is to review whether the rating which had been awarded to a particular client continues to hold good as per the norms or whether a review of the credit rating was required.

1.32 The auditor should examine whether the system of periodic review is functioning effectively as per the norms fixed by the bank. He should review the LFARs given by the branch auditors to identify whether the norms for credit rating are being followed consistently. Where the branch auditors have pointed out any weaknesses in the review / monitoring / supervision of such norms, the auditor should, if the weaknesses are material, comment and find out the impact.

1.33 Apart from conducting the normal banking business, banks also undertake other activities like, leasing, hire purchase, etc. The auditor should examine whether the bank has a system for monitoring the overdue arising out of this business. The auditor should also examine whether for the purpose of overdue, regular follow-up is done with the customers from which the funds are due.

Recovery Policy in Respect of Bad/Doubtful Debts/ NPAs

1.34 The auditor is expected to report on the following aspects of the recovery period:

- *Existence of a recovery policy; regular updation thereof; monitoring and adherence thereto; compliance with the RBI guidelines.*
- *System of monitoring of recovery from credit card dues in respect of credit cards issued.*
- *Effectiveness of the system for compiling data relating to the bad and doubtful debts and the provision in respect thereof.*
- *System for identification, quantification and adequacy of provision (including that at foreign branches).*
- *System for suspension of charging of interest and adherence thereto.*
- *Ascertaining the realisable value of securities (including valuation of fixed assets) and the possible realisation from guarantors including DICGCI/ ECGC/CGST.*
- *Assessment of the efficacy of rehabilitation programmes.*
- *Method of appropriation of recoveries against principal, interest, etc.*
- *System of compromise/ settlement. Review such cases and cases of recovery of over Rs.1.00 crore and also the cases wherein limit of sacrifices laid down in the Recovery Policy is exceeded. Compliance with RBI guidelines.*
- *Provision/write-offs under proper authority.*
- *Recovery procedures including those relating to suit filed and decreed accounts along with its age-wise analysis.*
- *System of identifying and reporting of willful defaulters.*
- *Borrowers against whom IBC process is mandated but not initiated by the branch*
- *Borrowers against whom IBC process is initiated by its creditors including bank*

1.35 The Bank should have a policy for recovery of the bad and doubtful debts and NPAs. The auditor should examine whether the policy framed complies with the RBI guidelines and also that the same policy is followed by the bank. The policy should be regularly monitored and updated keeping in view the RBI guidelines where the bank gives credit to its customers by way of credit card also, the auditor should examine whether proper procedure is adopted to recover the credit card dues. The RBI has issued a Master Circular on "Credit Card, Debit card and Rupee Denominated Cobranded Prepaid Card Operations of banks" (RBI/2015-16/31 DBR.No.FSD.BC. 18/ 24.01.009/ 2015-

16) dated July 1, 2015. The circular provides general guidelines to banks on their credit card operations, and the systems and control expected of them in managing their credit card business.

1.36 The RBI has issued detailed guidelines for income recognition, asset classification, provisioning and other related matters *vide* Master Circular on “Prudential Norms on Income Recognition, Asset Classification and Provisioning pertaining to Advances” (DBR.No.BP.BC.2/21.04.048/2015-16) dated July 1, 2015. Under the guidelines, the quantum of provision as also the charging of interest is dependent upon the classification of advances into performing or non-performing. The non-performing advances are required to be further classified into sub-standard, doubtful and loss assets. The auditor should satisfy himself that there exists a system of ensuring correct classification of advances as per the RBI guidelines. For this purpose, the auditor should review the adequacy and appropriateness of the instructions issued to the branches.

1.37 According to the aforesaid guidelines, income from Non-performing Advances (NPAs) is not recognised on accrual basis but is booked as income only when it is actually received. However, interest on advances against term deposits, NSCs, IVPs, KVPs and life policies may be taken to income account on the due date, provided adequate margin is available in the accounts. As a measure of control and also to ensure that the legal remedies against defaulting borrowers are not adversely affected, banks normally follow the procedure of recording interest on non-performing advances in a separate account styled as ‘Interest Suspense’ or maintaining only a record of such interest in proforma accounts. It may be noted that the amounts held in Interest Suspense Account (or other similar account) cannot be reckoned as part of provision in respect of non-performing advances. Amounts lying in Interest Suspense Account are to be deducted from the relevant advances, and provisions (as required by the RBI norms) are to be made on the balances after such deduction.

1.38 The auditor should enquire into the procedure followed by the bank for recording interest on non-performing advances. Any departures from the laid down procedure which comes to the auditor’s attention should be reported. The auditor should also comment on the increase/ decrease during the year in the aggregate balance held in Interest Suspense Account.

1.39 Realisable value of securities is relevant in determining provisioning against doubtful debts. Therefore, the auditor should examine whether there is a system of having realistic estimates of the value of security available, such as immovable properties, plant and machinery and stocks. The availability of security or net worth of borrower/guarantor should not be taken into account for

the purpose of treating an advance as NPA or otherwise, as income recognition is based on record of recovery.

1.40 Every bank usually has a procedure for the write-off of bad debts, including the limits on authority to deal with/approve such write-offs. These limits are normally sanctioned by the Board of Directors or other similar authority. The auditor should examine the relevant procedure as also whether the provisions/write-off confirm to the laid down procedures.

1.41 At times, the Management may opt for one-time settlement or an out-of-court settlement with the defaulting borrowers on agreed stipulations as to down payment and installment over a period. The auditor should verify the authority for write-off, if any, arising out of such settlement and the system for proper accounting thereof.

1.42 As regards advances to sick units which are under rehabilitation programmes, the auditor should examine whether the bank has adhered to the broad parameters for grant of relief / concessions as per the RBI guidelines. The auditor should examine the efficacy of rehabilitation programs by comparing the actual performance with the estimates contained in the rehabilitation programme. On the basis of such assessment, the auditor should examine whether any further provision is required in respect of the units concerned. In this regard, it may be pointed out that the guidelines require that provision should continue to be made in respect of the dues to a bank in respect of existing credit facilities sanctioned to a unit under rehabilitation, as per their classification as sub-standard or doubtful asset. As regards the additional facilities sanctioned as per package finalised by BIFR and/or term lending institutions, provision on additional facilities sanctioned need not be made for a period of one year from the date of disbursement. Further, in respect of additional credit facilities granted to SSI units which are identified as sick and where rehabilitation packages/nursing programs have been drawn by the bank themselves or under consortium arrangements, no provision need to be made for a period of one year.

1.43 The auditor is also expected to comment on the efficacy of the procedure for recovery of bad/doubtful advances, including that relating to suit-filed and decreed accounts. The auditor can get the relevant information from the branch audit reports and from the records maintained at head office/regional or zonal offices. The auditor should particularly review the efficacy of procedure for recovery in cases where decrees have been obtained in favour of the bank. Where there are significant doubts about the execution of the decrees, the auditor should take this fact into account in determining the adequacy of the provision.

Large Advances

1.44 In respect of large advances, the auditor's responsibility is as under:

- *Comments on adverse features considered significant and which need Management's attention.*

1.45 In the normal course of audit, the auditor would obtain from the Management a list of problem accounts and discuss the same to determine whether any such account is doubtful of recovery. On the basis of information and explanations provided by the Management, the auditor may be satisfied that certain problem accounts need not be considered doubtful of recovery and, therefore, not be provided for beyond the provision required under the guidelines for provisioning issued by the RBI. In respect of such major accounts, the auditor should give relevant details in the LFAR. The details to be given in respect of each such account should include the name of the borrower, the amount outstanding and a brief history and statement of facts. It would be desirable for the auditor to obtain the relevant explanations from the Management in writing.

1.46 As regards adverse features in large accounts, the auditor can obtain relevant information substantially from the branch LFARs and from records maintained at the head office/regional or zonal offices. Banks usually have a system of reporting to the Board on large accounts (e.g., accounts where the borrowings are of Rs 2 crores or 5% of aggregate year-end advances of the branch whichever is lower) where the adverse features have been observed, including accounts which require a review or close monitoring to ensure that they do not become sub-standard or doubtful at a later stage. Unhealthy features in such accounts include frequent over-drawing beyond sanctioned limits, non-furnishing of data relating to security, defaults in furnishing of the information relating to the security charged to the bank, non-registration of charge in the case of companies, default in the matter of various stipulations for borrowings (for example, keeping the security uninsured, accumulation of old/obsolete stocks, etc.), non-renewal of documents, defaults in complying with the repayment schedules, frequent returning of bills in bill-discounting facility, and non-observance of the covenants between the bank and the borrower which may have a significant impact on the realisability of the advance or which may cause detriment to the security charged. The auditor should review the relevant reports submitted to the Board, where available.

1.47 The auditor should indicate the name of the branch, the name of the borrower, the balance as at the year-end and the general nature of adverse features noticed during the year. In case the adverse features have been persistent over a period of time and adverse comments have been made by the previous auditor(s) on these accounts, the same should also be reported.

1.48 In case the auditor notices a trend of the adverse observations then he may suitably report them in a summarised manner. In case this adverse trend is of a significant nature the auditor will need to consider the same while

reporting on the effectiveness of internal financial controls, if such reporting is applicable to the bank.

II. Liquidity and Funds Management

Investments

1.49 The auditor is expected to comment on the following aspects of investments:

- *Existence of investment policy and adherence thereto; compliance with RBI guidelines.*
- *System of purchase and sale of investments; delegation of powers; reporting system; segregation of back office function, etc.*
- *Controls over investments, including periodic verification/ reconciliation of investments with book records.*
- *Valuation mode; changes in mode of valuation compared to previous year; shortfall and provision thereof.*
- *Investments held at foreign branches; valuation mode; regulatory reserve requirements; liquidity.*
- *Composition of investment portfolio as per RBI guidelines and the depreciation and diminution in the value of investments, if any, not provided for.*
- *System relating to unquoted investments in the portfolio and the liquidity of such investments.*
- *System relating to SGL/BRs; control over SGL/BRs outstanding at the year end and their subsequent clearance.*
- *System and periodicity of concurrent and internal audit/ inspection of investment activities; follow up on such reports.*
- *System of recording and accounting of income from investments.*
- *System of monitoring of income accrued and due but not received.*
- *System of monitoring matured investments and their timely encashment.*
- *Average yield on investments.*
- *System related to Repos.*

1.50 The auditor is required to comment whether there exists any investment policy in accordance with RBI guidelines and whether the same has been properly implemented. For that purpose, the auditor should not only familiarise himself with the investment policy of the bank, including broad investment objectives, authorities competent to make investments, procedure to be followed to put through deals, procedure to be followed for obtaining sanction of the appropriate authority, prescribed exposure limits and the

system of reporting but also report whether the same is in existence in accordance with the RBI Guidelines and whether the same is being properly implemented. The RBI has issued detailed guidelines concerning investment portfolio of banks (Master Circular on “Prudential Norms for Classification, Valuation and Operation of Investment portfolio by Banks” DBR No BP.BC.6 /21.04.141/2015-16 dated July 1, 2015). These guidelines include instructions in respect of ready forward or buy-back deals, transactions in government securities for which Subsidiary General Ledger (SGL) facility is available, issue of bank receipts (BRs) and related records, internal control system for buying and selling securities, dealings through brokers and uniform accounting for Repo/Non-Repo transactions. The RBI has also issued detailed guidelines in respect of accounting of investments, including their classification under permanent and current categories. The auditor should familiarise himself with these guidelines and examine whether the bank has complied with them.

1.51 The auditor should examine the efficacy of various controls over investments, including the functional separation of various operations, custody of investment scrips, periodic physical verification of investments and reconciliation with book records. Any shortcomings in the prescribed system or non-compliance with the prescribed system should be reported.

1.52 The auditor should enquire into the mode of valuation of investments and ascertain whether the mode of valuation followed during the year is same as that followed in the previous year. The auditor's reporting requirements include: (a) the mode of valuation of year-end investments, and (b) any change in the mode of valuation of investments as compared to that of the previous year.

1.53 The auditor should ascertain the method followed for recording of the shortfall (depreciation) in the value of investments which is arrived at by comparing the market value of Investments with their book value as at the year end. If bank has not provided for depreciation on investments then the auditor should state the fact.

1.54 While reporting on the shortfall in value as at the year-end, the auditor may give the relevant information separately in respect of various kinds of investments (e.g., government securities, other approved securities, etc.). The manner of arriving at the shortfall in the value of securities should be indicated particularly in the case of non-traded or unquoted securities. Further, the auditor should also verify entries made in “Investment Reserve Account” and proper utilisation of the same, if any.

1.55 The auditor should carefully scrutinize the entire investment portfolio keeping in mind the RBI guidelines and comment whether investment portfolio is as per the RBI guidelines. The auditor should also verify that the accounting methodology for Repo/ Reverse Repo transactions is appropriate and uniform

throughout the year. For this purpose, the auditor should thoroughly familiarise himself with the RBI guidelines. A brief discussion of RBI guidelines is already given in earlier chapters.

1.56 In case of unquoted investments, reporting requirements of the auditor include:

- *Whether appropriate system is followed for valuation of the unquoted investment in the portfolio. The basis of valuation is different depending on the type of investment.*
- *Whether the unquoted investments are liquid in nature, i.e., they are easily saleable in the open market. This depends on the trend of the sale price, net-worth of the enterprise, the market condition, etc.*

1.57 Amongst internal audit of various areas and departments, internal audit of investment activities is one of the important requirements. While not only the scope and frequency of various types of internal audits in different banks varies, their form also varies, one of which is concurrent audit. Concurrent audit is to be regarded as bank's early-warning system to ensure timely detection of irregularities and lapses which helps in preventing fraudulent transactions. It also refers to examination of the transactions by an independent person not involved in its documentation. The emphasis is in favour of substantive checking in key areas rather than test checking.

1.58 Auditor is expected to report whether the bank has a proper system of conducting concurrent and internal audit of investment activities either through its own staff or external auditors. The option to consider bank's own staff or external auditors is at the discretion of the individual banks. The auditor is expected to comment on the system in existence. The auditor should also enquire whether the bank has appropriate system for carrying out the inspection of investment activities on a regular basis. The auditor should report whether the bank has undertaken a follow up of the report and implemented relevant suggestions.

1.59 Income from investments includes all income derived from the investment portfolio by way of interest and dividend etc., from subsidiaries and joint ventures abroad / in India. The bank should have an appropriate system of recording income so that all the incomes which arose from the transaction which took place during the relevant period and pertain to the bank are actually recorded. The auditor should report whether there are no unrecorded incomes and that income is recorded in proper amounts and that it is allocated to the proper period.

1.60 The auditor should report whether there is a proper system for monitoring income accrued and due but not received and whether appropriate steps have been taken by the bank to recover the same.

1.61 The bank should have a system of keeping a track of investments which would mature in the near future so that its encashment can be done as soon as they mature. The auditor is required to report whether investments are encashed on time. The auditor should also report whether the bank has a system of monitoring the matured investment, i.e, the matured investments and depending on the requirement for funds, reinvestment of the same. The funds should be reinvested taking into consideration the risk-return analysis.

1.62 In case of investments held at foreign branches, the auditor should satisfy himself for existence of such investments. The auditor should examine that such investments are as per the rules and regulations set out by the bank and the RBI. Valuation policy of such investment should be on same line as of investments held in India. Such investment should be critically examined from the point of view of their liquidity.

1.63 Auditor should find out average yield on investments made by the bank. Such yield should be compared with the previous year as well as with industry norms. In case of investment where average yield is not adequate, such investment should be scrutinized for their continuity.

SLR/CRR Requirements-System of Ensuring Compliance

1.64 The auditor is expected to comment on the following aspects of the system for ensuring compliance with the SLR/CRR requirements:

- *System of compiling weekly DTL position from branches.*
- *Records maintained for the above purpose.*

1.65 Section 24 of the Banking Regulation Act, 1949, requires that every scheduled commercial bank shall maintain, in India, in cash, gold or unencumbered approved securities, an amount, the value of which shall not, at the close of business on any day, be less than such percentage as may be specified, on the total net demand and time liabilities (NDTL) as on the last Friday of the second preceding fortnight valued in accordance with the method of valuation specified by the Reserve Bank of India from time to time. This is referred to as 'Statutory Liquidity Ratio' (SLR).

1.66 The schedule of changes relevant to period in the SLR prescription has been detailed in the table below:

Effective date (from the fortnight beginning)	SLR on net demand and time liabilities (per cent)
October 14, 2017	19.50

1.67 Section 18 of the Act requires that every banking company, not being a

scheduled bank, shall maintain in India by way of cash reserve with itself, or by way of balance in a current account with the RBI, or by way of net balance in current accounts, or in one or more of the aforesaid ways, a sum equivalent to at least 4.00 per cent of the total of its demand and time liabilities in India as on the last Friday of the second preceding fortnight. Every scheduled bank is similarly required, by virtue of the provisions of section 42(1) of the Reserve Bank of India Act, 1934, to maintain with the RBI an average daily balance the amount of which shall not be less than 4.00 per cent of the total of its demand and time liabilities in India. The said rate may, however, be increased by the RBI by notification up to 20% of the total of demand and time liabilities in India. Consequent upon the amendment to sub-section (1) of Section 42 of the RBI Act, 1934, effective from June 22, 2006, the RBI having regard to the needs of securing monetary stability in the country, can prescribe the Cash Reserve Ratio (CRR) for Scheduled Commercial Banks without any floor rate or ceiling rate. The RBI, from time to time, reviews the evolving liquidity situation and accordingly decides the rate of CRR required to be maintained by Scheduled Commercial Banks.

1.68 These requirements seek to ensure that banking institutions maintain adequate liquid assets in an unencumbered form so as to safeguard the interests of depositors.

1.69 To comply with these requirements, banks have evolved systems whereby all branches send their weekly trial balance as on every Friday and these are consolidated at the head office. Based on this consolidation, the total demand and time liabilities (DTL) is determined for every alternate Friday (normally called 'the reporting Friday'). Banks have to maintain cash or other eligible assets on the basis of the DTL position during the following fortnight.

1.70 The auditor should examine the system for compilation of DTL position, including verification of returns and their consolidation by the bank. The auditor should request the Management to provide him a compilation of all the circulars / instructions of the RBI regarding composition of items of DTL. The auditor should review their compliance by the bank. Any weaknesses in the system of compilation of DTL and its reporting to the RBI in the prescribed form should be reported by the auditor, along with the suggestions, if any, to overcome such weaknesses.

1.71 The auditor may examine compliance with SLR/CRR requirements with reference to the eligible assets maintained by the bank.

1.72 It may be noted that the RBI, vide its Master Circular No. RBI/2015-16/98 DBR. No. Ret. BC.24/12.01.001/2015-16 dated July 1, 2015 on "Cash Reserve Ratio (CRR) and Statutory Liquidity Ratio (SLR)" requires that the

statutory auditors should verify and certify that all items of outside liabilities, as per the bank's books had been duly compiled by the bank and correctly reflected under DTL/NDTL in the fortnightly/monthly statutory returns submitted to RBI for the financial year.

Cash

1.73 The auditor is required to comment on cash operations as under:

- *System of monitoring of cash at branches; and Management of cash through currency chest operations.*
- *Insurance cover (including insurance for cash in transit).*
- *System and procedure for physical custody of cash.*

1.74 The cash is normally maintained under joint custody of the branch manager and the cashier. The main key to the safe is with the branch manager while the second and the third keys are with the accountant and/ or cashier. Each branch should maintain the records showing the details of keys and key-holders. Further, the bank should have a system of verifying whether the instructions of the bank in this regard have been complied with consistently throughout the year.

1.75 In the normal course, cash balances are expected to be verified on a daily basis and recorded in the cash book under the signature of the branch manager and another authorised signatory, since cash is under dual charge at the branch level. The auditor should ensure whether the bank has a system for verifying the same. The system should include general scrutiny of the cash book to ascertain whether it is in accordance with the instructions given by the bank, physical verification of cash and agreeing the same with the books maintained, with due authentication of such balances by the authorised signatories. For this purpose, the auditor should review the LFARs of the branches.

1.76 The auditor should ensure whether the bank has the system of checking the cash balance at the branches at periodic intervals by the authorised officials of the bank.

1.77 The auditor is also supposed to comment whether the system relating to Management of the cash through currency chest operations is appropriate. The currency chest operations are those where the bank holds cash as an agent of RBI. The auditor should report whether the bank has a system of regularly monitoring the currency chest operations. The balances in the chest should be periodically verified by the bank officials.

1.78 The auditor should examine and report on the adequacy of the insurance cover for cash with reference to the cash balance generally carried by the bank. He should also examine whether the insurance policy is in force. The auditor should ensure and comment whether the bank has obtained a global insurance policy in respect of cash at all the branches. The auditor is also supposed to report whether the insurance obtained includes the insurance for cash-in-transit.

1.79 The auditor should ensure about the system followed for the physical custody of cash. The system may include as to maintenance of cash will be in joint custody of which two or more officials, verification of the cash balance on daily basis and tallying the same with the books maintained, etc. The system should also include the names of the person who will have the custody of the keys. The auditor should properly examine the system and procedure and report whether the same is appropriate or there are any loopholes.

Call Money Operations

1.80 The auditor is required to make comments on system relating to call money operations as under:

- *System related to inter-bank call money.*

1.81 The auditor should verify that aspects relating to call money operations, viz., prudential limits in respect of outstanding borrowing and lending transactions, reporting requirement, documentation, etc., are adhered to in accordance with the guidelines of RBI Master Directions NO. RBI/FMRD/2016-17/32 FMRD. Master Direction No. 2/2016-17 dated July 7, 2016 “Master Direction on Money Market Instruments: Call/Notice Money Market, Commercial Paper, Certificates of Deposit and Non-Convertible Debentures (original maturity up to one year)”. Any changes made to the rules and regulation during the year should be scrutinised. Auditor should check that all the above changes are promptly and correctly conveyed to all the branches and whether any branch LFAR contains any negative remarks for the above system.

Asset Liability Management

1.82 Regarding asset liability Management, the auditor is expected to make comment on the following aspects:

- *Existence of Policy on Asset – Liability Management and monitoring thereof; compliance with the RBI guidelines.*

Functioning of Asset-Liability Management Committee

1.83 RBI has issued guidelines on ALM system vide circular no BP.BC.8/21.04.098/99 dated February 10, 1999 advising banks to give adequate attention to put in place an effective ALM system. Bank should set up an internal Asset-Liability Committee, headed by CEO/CMD or ED. The Management Committee or any specific Committee of the Board should oversee the implementation of the system and review its functioning periodically. The auditor should ensure whether the bank has a policy on Asset-Liability Management and whether the same complies with the RBI guidelines. As per the RBI guidelines the ALM process rests on three pillars:

- *ALM Information Systems*
 - Management Information Systems
 - Information availability, accuracy, adequacy and expediency
- *ALM Organisation*
 - Structure and responsibilities
 - Level of top Management involvement
- *ALM Process*
 - Risk parameters
 - Risk identification
 - Risk measurement
 - Risk Management
 - Risk policies and tolerance level

The auditor should also report whether the ALM policy is regularly monitored.

1.84 As per the circular No.BP.BC.8/21.04.098/99 dated February 10, 1999 Asset Liability Management Committee consists of the bank's senior Management including CEO. This committee should be responsible for ensuring adherence to the limits set by the Board as well as deciding the business strategy of the bank (on the asset-liability sides) in line with the bank's budget and decided risks, Management objectives. As per the circular, each bank is supposed to decide on the role of its Asset Liability Committee, its responsibility as also the decisions to be taken by it. The auditor should ensure and report whether the committee is functioning as per the decisions formed by the bank. The functioning of the committee should be useful and helpful to the Bank.

Liquidity Risk Management by Banks

1.85 The final guidelines issued in circular no RBI No 2012-13/285 DBOD.BP.No. 56/ 21.04.098/ 2012-13 November 7, 2012. The guidelines consolidate the various instructions/guidance on liquidity risk management that the Reserve Bank has issued from time to time in the past, and where

appropriate, harmonise and enhance this instructions / guidance in line with the BCBS's Principles for Sound Liquidity Risk Management and Supervision. They include enhanced guidance on liquidity risk governance, measurement, monitoring and the reporting to the Reserve Bank on liquidity positions. The enhanced liquidity risk management measures are required to be implemented by banks immediately.

Reporting to the Reserve Bank of India

1.86 The existing liquidity reporting requirements have been reviewed. Banks will have to submit the revised liquidity return to the Chief General Manager-in-Charge, Department of Banking Supervision, Reserve Bank of India, Central Office, World Trade Centre, Mumbai as detailed below.

Statement of Structural Liquidity

1.87 At present banks are furnishing statement of structural liquidity for domestic currency at fortnightly interval and statement of structural liquidity for overseas operations at quarterly interval. In addition, statement for structural liquidity for the consolidated bank under consolidated prudential returns (CPR) is prescribed at half yearly intervals. However, under the revised requirements, this statement is required to be reported in five parts viz. (i) 'for domestic currency, Indian operations'; (ii) 'for foreign currency, Indian operations'; (iii) 'for combined Indian operations'; (iv) 'for overseas operations' and for (v) 'consolidated bank operations'. While statements at (i) to (iii) are required to be submitted fortnightly, statements at (iv) and (v) are required to be submitted at monthly and quarterly intervals, respectively. The Maturity and Position statement (MAP) submitted by the banks at monthly intervals is discontinued as the same is now addressed by statement for foreign currency, Indian operations. The periodicity in respect of each part of the return is given in the Table below:

Sl. No.	Name of the Liquidity Return (LR)	Periodicity	Time period by which required to be reported
	Structural Liquidity Statement		
(i)	Part A1 - Statement of Structural Liquidity – Domestic Currency, Indian Operations	Fortnightly*	within a week from the reporting date
(ii)	Part A2 – Statement of Structural Liquidity – Foreign Currency, Indian Operations	do	do
(iii)	Part A3 – Statement of Structural Liquidity – Combined Indian	do	do

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	Operations		
(iv)	Part B – Statement of Structural Liquidity for Overseas Operations	Monthly#	within 15 days from the reporting date
(v)	Part C – Statement of Structural Liquidity – For Consolidated Bank Operations	Quarterly#	within a month from the reporting date
* Reporting dates will be 15th and last date of the month – in case these dates are holidays, the reporting dates will be the previous working day. # Reporting date will be the last working day of the month / quarter.			

III. Internal Control

1.88 The auditor is expected to comment on the following aspects of internal control:

- *Written guidelines/instructions/manual for accounting aspects.*
- *Balancing of Books/Reconciliation of control and subsidiary records.*
- *Inter-branch Reconciliation.*
- *Branch Inspections.*
- *Concurrent Audit.*
- *Dealing Room Operations.*
- *RBI Inspection.*
- *Frauds/Vigilance.*
- *Suspense Accounts, Sundry Deposits, etc.*

Written Guidelines/Instructions/Manual for Accounting Aspects

1.89 Generally, every bank has a written guidelines/manual/ instructions, which describes in detail, the procedures to be followed for executing various types of transactions. The manual normally also includes guidelines for accounting of various types of transactions. The auditor should examine whether there exists a written manual or other compilation in relation to various accounting aspects in the bank. The auditor should also examine whether there is a system of updating the manual or other compilation periodically. He should particularly enquire whether the directions/ instructions of the RBI relating to accounting aspects are incorporated in the manual promptly. The auditor should also examine the system of communicating any changes in the manual to the branches.

Balancing of Books/Reconciliation of control and subsidiary records

1.90 These are:

- *System of monitoring the position of balancing of books/ reconciliation of control and subsidiary records.*
- *Usage of software which are not part of CBS*
- *Follow-up action.*

1.91 The auditor's comments would cover the head office/regional or zonal offices as well as the branches. The auditor can get the requisite information in respect of branches substantially from the LFARs pertaining to branches. The auditor is also expected to comment on the balancing of the books of account, e.g., whether the primary books of account have been tallied and the general ledger balanced. The auditor should examine the position relating to balancing of books which form the basis of the financial statements. The status as at the year-end relating to books not balanced should be clearly indicated by stating the relevant particulars and indicating the extent to which these remain to be balanced.

1.92 The auditor should state the number of branches in respect of which the control and subsidiary records have not been reconciled. Where such records have been reconciled after the year-end, the auditor should exercise his judgment as to whether such cases need to be reported.

1.93 In so far as the head office is concerned, the auditor should give his observations on the unreconciled balances between the control and subsidiary records. It is suggested that, in respect of the relevant heads of account, the report should show the amount appearing in the general ledger, the aggregate amount appearing in the subsidiary records, and the difference between the two. The observations of the auditor would cover non-balancing of subsidiary records at the head office and persistent defaults observed in reconciliation of control and subsidiary records.

1.94 The auditor should critically examine the system for reporting the status of balancing/reconciliation by branches and offer his comments and suggestions, if any.

Inter-branch Reconciliation

1.95 These are:

- *Comments on the system/ procedure and records maintained.*

- *Test check for any unusual entries put through inter-branch/ head office accounts.*
- *Position of outstanding entries; system for locating long outstanding items of high value.*
- *Steps taken or proposed to be taken for bringing the reconciliation up-to-date.*
- *Compliance with the RBI guidelines with respect to provisioning for old outstanding entries.*

1.96 Inter-branch accounts are normally reconciled by each bank at the central level. While practices with various banks may differ, the inter-branch accounts are normally sub-divided into segments or specific areas, e.g., 'Drafts paid/ payable', 'inter-branch remittances', 'H.O. A/c', etc. The auditor should report on the year-end status of inter-branch accounts indicating the dates up to which all or any segments of the accounts have been reconciled. The auditor should also indicate the number and amount of outstanding entries in the inter-branch accounts, giving the relevant information separately for debit and credit entries. The auditor can obtain the relevant information primarily from branch audit reports. Where, in the course of audit, the auditor comes across any unusual items in inter-branch/head office accounts, he should report the details of such items, indicating the nature and the amounts involved. The auditor should examine the procedure for identifying the high-value items remaining outstanding in inter-branch reconciliation. He should review the steps taken or proposed to be taken by the Management for clearing the outstanding entries in inter-branch accounts, particularly the high-value items. If he has any specific suggestions for expeditious reconciliation of inter-branch accounts including any improvements in the systems to achieve this objective, the same may be incorporated in the report. In the new CBS environment the branch reconciliation is done of IT department at H.O. in most of the banks.

1.97 Considering the extent of arrears in inter-branch accounts, the RBI, vide its circular no. DBOD No. BP.BC. 73 /21.04.018/2002-03 dated February 26, 2003 has advised banks to arrive at the category-wise position of unreconciled entries outstanding in the inter-branch accounts for more than six months as on March 31, 2004 and make provision equivalent to 100 percent of the aggregate net debit under all categories. While doing so, it may be ensured that:

- (i) The credit balance in the Blocked Account created in terms of instructions contained in circular DBOD No. BP.BC.73/21.04.018/98 dated July 27, 1998 is also taken into account; and
- (ii) The net debit in one category is not set-off against net credit in another category.

Branch Inspections

1.98 These are:

- *System of branch inspections: frequency; scope/ coverage of inspection/ internal audit, concurrent audit or revenue audit; reporting.*
- *System of follow-up of these reports; position of compliance.*

1.99 The auditor should acquaint himself with the scheme of various internal inspections existing in the bank, viz., internal audit, concurrent audit, revenue audit, etc. He should consider whether the frequency and coverage of various types of audit are adequate having regard to the size of the bank. He should also examine the system of follow-up and compliance with reports of various auditors.

Dealing Room Operations

1.100 The auditor should obtain and comment on the observations forming part of the System Audit Report of Dealing Room required to be conducted in terms of RBI guidelines.

RBI Inspection

1.101 The auditor should obtain and comment on the observations forming part of Annual Financial Inspection u/s 35 of the Banking Regulation Act, 1949 conducted by RBI.

Frauds/Vigilance

1.102 These are:

- *Observations on major frauds discovered during the year under audit.*
- *System of follow-up of frauds/ vigilance cases. (Reported to RBI in FMR1.)*

1.103 The auditor is expected to give his observations on major frauds discovered during the year under audit. He is also expected to comment on the efficacy of the system of follow-up on vigilance reports.

1.104 Banks normally maintain a record, usually in separate register, of the frauds that have taken place at any branch or other office which have been brought to the notice of the head office/Controlling Authority of the bank. A brief

history of each of the frauds discovered is also available to the statutory auditor, through reports by the Management to the Board of directors as also to the RBI. The RBI has issued Master Directions on “Frauds-Classification and Reporting” (RBI/DBS/2016-17/28 DBS.CO.CFMC.BC.No.1/23.04.001/2016 - 17) dated July 1, 2016 (updated July 03, 2017). The directions / circulars require the banks to report to RBI complete information about frauds and the follow-up action taken thereon.

1.105 The auditor should look into the cases of major frauds which have been discovered and recorded including those which have been reported after the year-end. He should report on major frauds discovered and recorded by the bank. He should also examine the quarterly and annual review of frauds done by the bank and ascertain the number of frauds where final action has been taken by the banks and cases disposed of.

1.106 In case the auditor observes weaknesses in the internal control system which has resulted in frauds, or where the *modus operandi* is common, he may give his suggestions for overcoming such weaknesses by taking preventive steps to reduce/minimise incidence of frauds.

Suspense Accounts, Sundry Deposits etc.

1.107 These are:

- *System for clearance of items debited/credited to these accounts.*

1.108 The auditor should look into the procedure of the bank to determine whether entries raised in nominal heads of account including ‘Suspense Accounts’ and ‘Sundry Deposits’ or ‘Sundries Account’ are cleared expeditiously.

1.109 In the course of audit, the auditor would have examined large items and also old outstanding entries included in the year-end balances in such accounts. It is possible that whereas a debit entry has been raised to ‘Suspense Account’, the corresponding credit may be lying in ‘Sundry Deposits’; or other similar account and an exercise may not have been carried out by the bank to adjust these transactions on matching, after proper scrutiny thereof. In his report, the auditor should bring out large and old outstanding entries which deserve the attention of the Management for expeditious clearance. He may also make his suggestions to the Management for expeditious clearance of these entries by adjustment thereof after making a thorough scrutiny of the transitions. The auditor may also point out any adjustments of large outstanding in these accounts which have not been specifically explained to him in the course of his audit, for example, for want of

relevant documents/evidence or vouchers, etc., and where he is not satisfied with the nature of adjustments made.

1.110 Where, in the course of audit, the auditor comes across any unusual items in 'Suspense' or 'Sundry Deposits Account', he should report the details of such items, indicating the nature and the amounts involved. The relevant information will be available to the auditor primarily from the branch audit reports.

IV. Capital Adequacy

1.111 The auditors are required to:

- *Enclose a copy of the capital adequacy certificate.*
- *The auditors should bring out their observations on the systems and processes being followed by the Bank for compilation of capital adequacy returns as well as on the efficacy of the internal control system over the computation of the Risk Weighted Assets.*

V. Automation and Computerisation

1.112 Computerisation results in changes in the processing and storage of information and affects the organisation and procedures employed by the entity to achieve adequate internal control. The auditor should ensure whether there exists any policy for computerisation and automation. The auditor is also required to comment whether any progress has been made during the period under review. Progress may be in the nature of conversion of partially computerised bank into fully computerised, or increasing the level of computerisation and thereby making the work simpler.

1.113 Pursuant to circular DBS.CO.PP.BC.11/11.01.005/2001-2002 dated 17 April 2002, 'Long Form Audit Report to the Management by Central Statutory Auditors of Banks', the Central Statutory Auditors should address their Long Form Audit Report to the Chairman of the Bank concerned and a copy thereof should be forwarded to the designated office of the Reserve Bank of India. Some of the key aspects as regards to automation and computerisation which should be covered are as follows. Regarding computerisation, the auditors are required to comment on the following aspects:

- *Existence of Computerisation and Automation Policy; progress made during the year under review.*
- *Critical areas of operations not covered by automation.*

- *Number of branches covered by computerisation and the extent of computerisation.*
- *Procedures for back-ups, off-site storage, contingency and disaster recovery and adherence thereto.*
- *Existence of Systems/ EDP audit; coverage of such audit.*
- *Electronic Banking; existence of systems and procedures; monitoring; regular updation of technology; method of review and audit of procedures.*
- *Suggestions, if any, with regard to computerisation and automation.*

1.114 The central statutory auditor may in addition to performing specific work to comment on the above points may also review the adequacy and appropriateness of the Information Security Policy and report any shortcomings or suggestions for improvement in the computerisation and automation in the LFAR based on the discussions with the Management and IT personnel and leveraging on the work performed whilst undertaking audit procedures. The auditor may also report in his LFAR whether the approved Information Technology Security Policy is in place and communicated to all the branches for implementation.

1.115 The auditor is also required to comment whether the critical areas are covered by automation and the application used therein together with the fact as to whether the systems are developed in-house or acquired from external vendors. Generally, critical areas like treasury and loans are supported by sub-systems which are interfaced to the General Ledger. The auditor needs to make sure that there is a formal process of reconciliation of these sub-systems with the GL on a periodical basis. Further, the relevant application and access controls as prevalent to the CBS should also be followed for these sub-systems.

1.116 The auditor should also report the number of branches covered by computerisation and the extent of computerisation. The extent of computerisation may include inquiring whether the branch is fully or partially computerised. For this purpose auditor will have to go through the LFARs of the branches. In case of private sector banks and foreign branches, the central statutory auditor may inquire and verify about the level of branch automation when he conducts branch visits.

1.117 The bank should have a documented procedure for off-site backup. The auditor should enquire about the adequacy of the procedures followed for the recovery of data in case of contingency and disaster including details of the data

backup policies for its systems and data, disaster recovery plans, periodicity of backups and details of offsite locations.

1.118 The auditor should report whether the bank has the system of conducting Systems audits periodically to assess the effectiveness of the software, hardware and operations to identify any changes required therein. The auditor also needs to review these reports to assess the impact of IT issues, if any, on the audit of the bank and his scope of work.

Reconciliation of Control and Subsidiary Records

1.119 Have the figures, as at the year end, in the control and subsidiary records been reconciled? If not, the last date upto which such figures have been reconciled should be given under the respective heads, preferably in the following format:

Account	Date	General Ledger Balance (Rs.)	Subsidiary Balance (Rs.)	Last Date on which balanced

VI. Profitability

1.120 The auditor is required to comment on the profitability aspects as under:

- *Analysis of variation in major items of income and expenditure compared to previous year.*
- *Important ratios such as ROA, ROE etc; comparison and analysis in relation to previous year.*
- *Policy relating to general provisions/ reserves.*

1.121 The auditor is expected to present an analysis of variations in major items of income and expenditure compared to previous year, along with important ratios. This information is normally compiled by banks as per the requirements of the RBI. Wherever feasible, the auditor may also comment on the extent of income generated through non-traditional and specialized activities, such as, merchant banking, consumer banking, etc., as also on any unusual items of income and expenditure which may have had a significant impact on the profit/loss for the year.

1.122 The effects of any changes in accounting policies on the profit/loss for the year should be reported by the auditor.

VII. Systems and Controls

1.123 The auditor is required to comment on systems and controls as under:

- *Existence of systems and procedures for concurrent and internal audits, inspections, EDP audit of computer systems/software, etc.; monitoring and follow - up on such reports.*

1.124 Internal audit is an important constituent of the system of internal control in banks. Banks should generally have well organised system of internal audit. The internal audit is carried out either by separate departments within the bank or by firms of chartered accountants. The scope and frequency as also the form of various types of internal audits in different banks varies, and one of which is concurrent audit.

1.125 A system of concurrent audit at large and other selected branches has been in vogue in most banks for quite long. Recognising the importance the concurrent audit in the banking sector, the RBI, vide its circular no BC.182/16.13.108/93-94 dated October 11,1993 addressed to all scheduled commercial banks (except regional rural banks) formally advised such banks to institute an appropriate system of concurrent audit. It may be also noted that the RBI vide its circular no DOS. NO.8.C.16/08-91-021/96 dated August 14, 1996 has incorporated new guidelines for concurrent audit system in commercial banks. The system includes scope of concurrent audit, coverage of business/branches, types of activities covered, appointment of auditors, facilities for effective concurrent audit, remuneration and the reporting systems. Concurrent audit is regarded as bank's early-warning system to ensure timely detection of irregularities and lapses which helps in preventing fraudulent transactions. It also refers to examination of the transactions by an independent person not involved in its documentation. The emphasis is in favour of substantive checking in key areas rather than test checking.

1.126 The auditor should enquire whether the bank has a system of conducting concurrent and internal audit, inspections of various departments inside the bank, etc. either through its own staff or external auditors. The option to consider bank's own staff or external auditors to undertake audit is at the discretion of the individual banks. The auditor is required to comment on the system in existence. The auditor should report whether the follow-up of the reports of internal and concurrent audits, etc. is carried out and relevant suggestions implemented timely.

1.127 Auditor should report whether there is a system of conducting Risk based audits – Auditor should comment on the system in place for closure of audit issue and to ensure that there are no repeat observations or there is a significant reduction in repeat audit issues. Auditor should examine whether there is a mechanism to remedy the underlying process gap by conducting Root- Cause analysis by testing the Control Process.

- *Existence of Management Information System; method of compilation and accuracy of information.*
- *Reliability of regulatory reporting under the Off Site Surveillance System of the RBI.*

1.128 The Management of banks requires database information for taking policy decisions as well as for taking other corrective measures. Banks operate their business through network of their branches spread over a vast geographical area. Thus, auditor should check that an effective Management information system exists which generates timely, accurate, reliable, relevant and complete information.

VIII. Other Matters

1.129 Besides the above matters, the auditor is also expected to comment on the following:

- *Comments on accounting policies, if any, including comments on changes in accounting policies made during the period.*
- *Policies and systems for monitoring activities such as underwriting, derivatives, etc.*
- *Adequacy of provisions made for statutory liabilities such as Income Tax, Interest Tax, Gratuity, Pension, Provident Fund, etc.*
- *Adequacy of provisions made for off-balance sheet exposures and other claims against the bank.*
- *Any major observations on branch returns and process of their consolidation in final statement of accounts.*
- *Balances with other banks - observations on outstanding items in reconciliation statements.*
- *Procedure for revaluation of NOSTRO accounts and outstanding forward exchange contracts.*
- *Observations on the working of subsidiaries of the bank:*

(a) reporting system to the holding bank and

(b) major losses of the subsidiary, if any.

- Any other matter, which the auditor considers should be brought to the notice of the Management.

1.130 The Long Form Audit Report (LFAR) issued by the RBI clarifies that the matters required to be reported by the auditor therein are illustrative and not exhaustive. Therefore, if it is felt that if there is any other important matter which deserves to be included in the LFAR the statutory auditor may do so. The LFAR format was drafted in 2003. There have been significant changes in the banking Industry ever since. As a result certain additional areas which have not been considered in any of the above paragraphs can also be considered. The following is an illustrative list of few such matters:

<ul style="list-style-type: none">• Corporate Governance• Borrowings• Premises• Stationery department• Jilani and Ghosh Committee Compliances• Implementation of recommendation of Mitra Committee• GSTFringe Benefit Tax	<ul style="list-style-type: none">• Legal departments (Details relating to suit filed and decreed accounts)• Merchant banking activity• Inter Office adjustments• Planning department• Raj Bhasha• Voluntary retirement scheme• Demat accounts and Loan against Shares• Legal Compliance Certificate• Stress Testing
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1.131 The auditor should examine whether the Income Tax liability is computed as per the provisions of the Income Tax Act, 1961. Apart from that the auditor should review the appellate orders received during the year and consider the need for any additional provision/ reversal. If there is no requirement to retain a provision, it can be reversed.

1.132 Provisions for certain employee costs, such as, bonus, ex-gratia in lieu of bonus, and gratuity, pension and other retirement benefits are usually made at the head office level. The auditor should examine whether the liability for bonus is provided for in accordance with the Payment of Bonus Act, 1965 and/or agreement with the employees or an award of a competent authority.

1.133 The auditor should examine whether provisions in respect of termination benefits; retirement benefits such as gratuity, pension, post-employment life insurance and post-employment medical care; and other long term employee benefits like, long-service leave, bonuses, deferred compensation, etc., are made in accordance with the requirements of Accounting Standard (AS) 15, "Employee Benefits". The auditor should examine the adequacy of the provisions made with reference of such documentary evidence as reports of actuaries or certificates from the LIC, as appropriate under the facts and circumstances of the case.

1.134 Auditor should reassess all off-balance sheet exposures and other claims against the bank for its contingency and chances of accrual. Auditor can go through the relevant files, papers and documents related to legal case.

PART - V

V-1

Basel III

Introduction

1.01 Basel capital adequacy norms are meant for the protection of depositors and shareholders by prescriptive rules for measuring capital adequacy, thereby evolving methods of determining regulatory capital and ensuring efficient use of capital.

1.02 Basel III accord strengthens the regulation, supervision and risk management of the banking sector. It is global regulatory standard on capital adequacy of banks, stress testing as well as market liquidity risk.

1.03 The Basel III accord, aims at:

- a. improving the banking sector's ability to absorb shocks arising from financial and economic stress, whatever may be the source;
- b. improving risk management and governance practices; and
- c. strengthening banks' transparency and disclosure standards.

1.04 Basel II has been fully implemented in all commercial banks (except RRBs and LABs) in India by March 31, 2009. In this regard, the RBI has also issued a Master Circular no. DBR.No.BP.BC.4/21.06.001/2015-16 dated July 1, 2015 on "Prudential Guidelines on Capital Adequacy and Market Discipline - New Capital Adequacy Framework (NCAF)".

1.05 The major changes made in Basel III over Basel II are as under:

- (a) **Quality of Capital:** One of the key elements of Basel III is the introduction of much stricter definition of capital, which means the higher loss-absorption capacity, which in turn would lead to banks becoming stronger with enhanced capacity to withstand periods of stress.
- (b) **Capital Conservation Buffer:** Beginning 31st March, 2016, Banks are required to hold capital conservation buffer of 0.625%, which will gradually increase to 2.5% by 31st March, 2019. This is to ensure that banks maintain a cushion of capital that can be used to absorb losses during periods of financial and economic stress.

- (c) **Counter cyclical Buffer:** The counter cyclical buffer ensures increased capital requirements in good times and decrease the same during bad times.
- (d) **Minimum Common Equity and Tier 1 Capital Requirement:** The minimum requirement for common equity, the highest form of loss-absorbing capital, has been increased to 5.50% of RWA. The Minimum Tier 1 capital has been increased to 7%, which means that Additional Tier I (AT 1) capital can be maximum of 1.50% of RWA. Though, the minimum total capital (Tier I plus Tier II) requirement remains at 9%, which means that the Tier 2 capital can be admitted maximum of 2% of RWA. With the requirement of gradually maintaining 2.5% of RWA as Capital Conservation Buffer in the form of CET 1, the minimum total capital requirement shall increase to 11.50% of RWA by 31st March, 2019.
- (e) **Leverage Ratio:** Analysis of 2008 financial crisis indicates that value of assets went down much more than what was perceived based on their risk rating, which leads to stipulation of Leverage Ratio. Therefore, under Basel III, a simple, transparent, non-risk based leverage ratio has been introduced. A Leverage Ratio is the relative amount of capital to total assets (not risk-weighted). Basel III guidelines recommend leverage ratio of 3% but RBI has Currently set the leverage ratio of more than 4.5% for Indian Banks.
- (f) **Liquidity Ratios:** Under Basel III, a framework for liquidity risk management has been set up. Liquidity Coverage Ratio (LCR) has become operational since 1st January, 2015.

1.06 Basel III capital regulation has been implemented from April 1, 2013 in India in phases and it will be fully implemented as on March 31, 2019. In view of the gradual phase-in of regulatory adjustments to the Common Equity component of Tier 1 capital under Basel III, certain specific prescriptions of Basel II capital adequacy framework (e.g. rules relating to deductions from regulatory capital, risk weighting of investments in other financial entities etc.) will continue to apply till March 31, 2018 on the remainder of regulatory adjustments not treated in terms of Basel III rules. In this regard, the RBI has also issued a Master Circular no. DBR.No.BP.BC.1/21.06.201/2015-16 dated July 1, 2015 on “Basel III Capital Regulations”.

Guidelines on BASEL III Capital Regulations

1.07 The RBI had issued a circular no. DBOD.No.BP.BC.98 /21.06.201/2011-12 dated May 2, 2012 on the subject “Guidelines on Implementation of Basel III Capital Regulations in India”. *Vide* this circular, the

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RBI has prescribed the final guidelines on Basel III capital regulations. RBI issued a master circular no. DBR.No.BP.BC.1/21.06.201/ 2015-16 dated July 1, 2015 on Basel III Capital Regulations. Following are main features of these guidelines:

- These guidelines became effective from April 1, 2013 in a phased manner. The Basel III capital ratios will be fully implemented as on March 31, 2019.
- The capital requirements for the implementation of Basel III guidelines may be lower during the initial periods and higher during the later years. While undertaking the capital planning exercise, banks should keep this in view.
- Liquidity Coverage Ratio has been introduced in a phased manner starting with a minimum requirement of 60% from January 01, 2015 and reaching minimum 100% on January 01, 2019.
- The banks are required to disclose capital ratios under Basel III from quarter ending June 30, 2013.

Components of Capital

1.08 Total regulatory capital will consist of the sum of the following categories:

- (i) Tier 1 Capital (going-concern capital)
 - (a) Common Equity Tier 1
 - (b) Additional Tier 1
- (ii) Tier 2 Capital (gone-concern capital)

Limits and Minima

	Regulatory Capital	As % to RWAs
(i)	Minimum Common Equity Tier 1 Ratio	5.5
(ii)	Capital Conservation Buffer (comprised of Common Equity)	2.5
(iii)	Minimum Common Equity Tier 1 Ratio plus Capital Conservation Buffer [(i)+(ii)]	8.0
(iv)	Additional Tier 1 Capital	1.5
(v)	Minimum Tier 1 Capital Ratio [(i) +(iv)]	7.0
(vi)	Tier 2 Capital	2.0
(vii)	Minimum Total Capital Ratio (MTC) [(v)+(vi)]	9.0
(viii)	Minimum Total Capital Ratio plus Capital Conservation	11.5

	Buffer [(vii)+(ii)]	
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Capital – What Constitutes Tier 1 and Tier 2 – a Representative Sample

1.09 The Master Circular on Basel III Capital Regulations discusses the capital funds in two categories – capital funds for Indian banks and capital funds of foreign banks operating in India. The following table shows the components of the capital funds for Indian *vis a vis* foreign banks operating in India:

	Indian Banks	Foreign Banks operating in India
Tier I Capital		
Common Equity Tier I (CET 1)	Paid up equity capital (ordinary shares) ¹⁴	Interest free funds from Head Office ¹⁵
	Share premium on issue of common shares	
	Statutory reserves	Statutory reserves kept in Indian books
	Capital reserves representing surplus arising out of sale proceeds of assets	Capital reserves representing surplus arising out of sale of assets in India held in a separate account and which is not eligible for repatriation so long as the bank functions in India
	Other disclosed free reserves, if any	Remittable surplus retained in Indian books which is not repatriable so long as the bank functions in India
	Revaluation reserves with discount of 55% (with effect from 1 st March 2015), subject to meeting conditions prescribed in RBI circular dated 1 st March 2016	Revaluation reserves with discount of 55% (till 29 th February 2016), subject to meeting conditions prescribed in RBI circular dated 1 st March 2016
	Foreign currency translation reserve arising due to translation of financial	Foreign currency translation reserve arising due to translation of financial statements of their

¹⁴ Refer Annexure 1 to Master Circular on Basel III Capital Regulations for criteria.

¹⁵ Refer Annexure 2 to Master Circular on Basel III Capital Regulations for criteria.

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	statements of their foreign operations in terms of Accounting Standard (AS) 11 at a discount of 25%, subject to meeting conditions prescribed in RBI circular dated 1 st March 2016	foreign operations in terms of Accounting Standard (AS) 11 at a discount of 25%, subject to meeting conditions prescribed in RBI circular dated 1 st March 2016
	Balance in Profit & Loss Account at the end of the previous financial year	
	Profits of current financial year on a quarterly basis provided the incremental provisions made for NPA at the end of any of the four quarters of the previous financial year have not deviated more than 25% from the average of the four quarters with certain adjustments given in the Master Circular	
		Interest free funds remitted from abroad for the purpose of acquisition of property and held in a separate account in Indian books provided they are non-repatriable and have the ability to absorb losses regardless of their source
	Less: Regulatory adjustments / deductions applied in the calculation of Common Equity Tier 1 capital	Less: Regulatory adjustments / deductions applied in the calculation of Common Equity Tier 1 capital
Additional Tier I (AT 1)	Perpetual non-cumulative preference shares ¹⁶	Head office borrowings in foreign currency by foreign banks operating in India as per criteria ¹⁷
	Share premium on instruments included in AT 1	

¹⁶ Refer Annexure 3 to Master Circular on Basel III Capital Regulations for criteria.

¹⁷ Refer Annexure 4 to Master Circular on Basel III Capital Regulations for criteria.

	capital	
	Debt Capital instruments including Perpetual Debt instruments ¹⁸	
	Any other instrument notified by RBI from time to time	Any other instrument notified by RBI from time to time
	Less: Regulatory adjustments / deductions applied in the calculation of Additional Tier 1 capital	Less: Regulatory adjustments / deductions applied in the calculation of Additional Tier 1 capital
Tier II Capital	Revaluation reserves with discount of 55% (till 29 th February 2016)	Revaluation reserves with discount of 55% (till 29 th February 2016)
	General provisions and loss reserves	General provisions and loss reserves
	Debt Capital instruments ¹⁹	Head Office (HO) borrowings in foreign currency received as part of Tier 2 debt capital
	Perpetual Cumulative Preference Shares (PCPS)/ Redeemable Non-Cumulative Preference Shares (RNCPS) / Redeemable cumulative preference shares(RCPS) ²⁰	Perpetual Cumulative Preference Shares (PCPS)/ Redeemable Non-Cumulative Preference Shares (RNCPS)/ Redeemable cumulative preference shares (RCPS) ²¹
	Premium on instruments included in Tier 2	
	Less: Regulatory adjustments / deductions applied in the calculation of Tier 2 capital	Less: Regulatory adjustments / deductions applied in the calculation of Tier 2 capital

1.10 In case of foreign banks operating in India, RBI's Master Circular on Capital Adequacy also lays down certain additional provisions in respect of capital to be followed by such banks.

1.11 Capital instruments which no longer qualify as AT 1 capital or Tier 2 capital (e.g. IPDI and Tier 2 debt instruments with step-ups) will be phased out

¹⁸ Refer Annexure 4 to Master Circular on Basel III Capital Regulations for criteria.

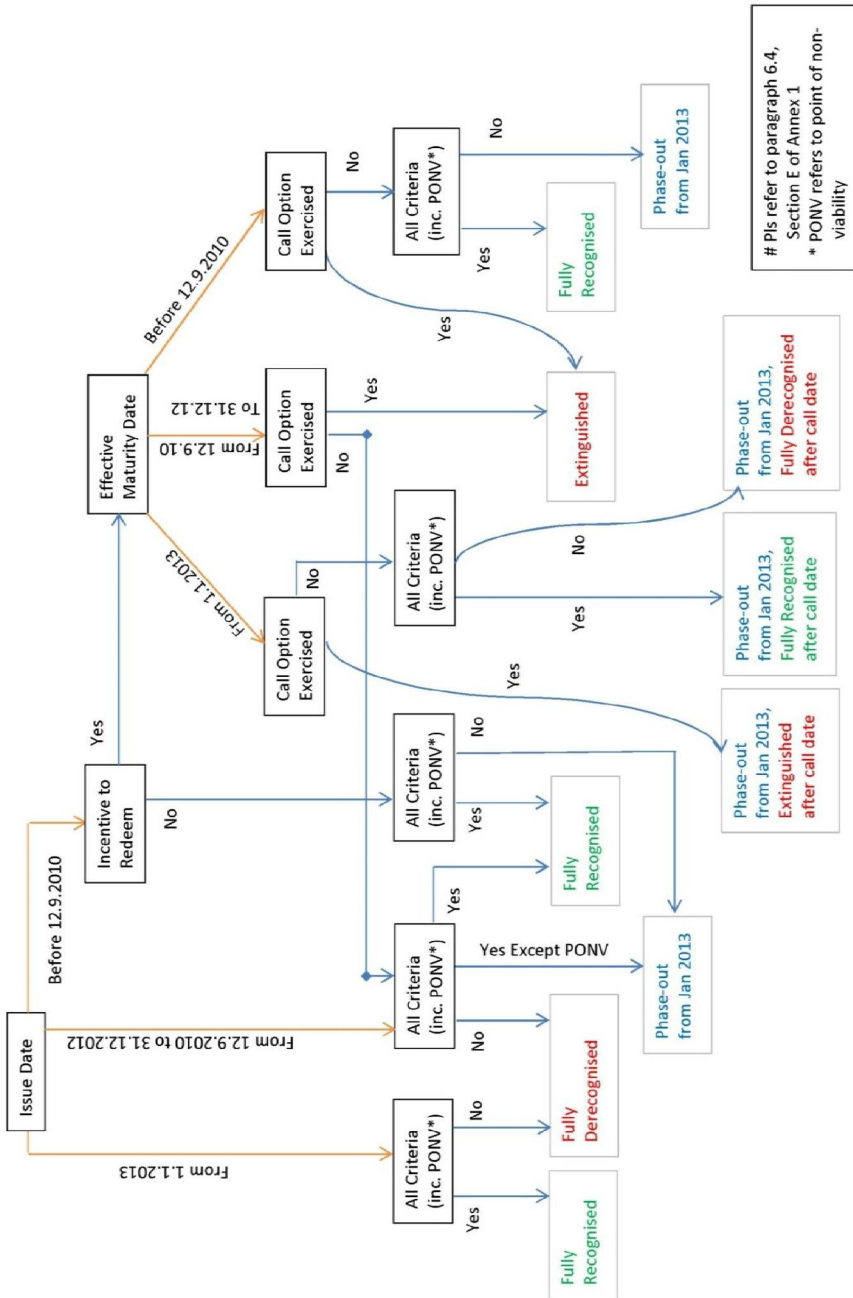
¹⁹ Refer Annexure 5 to Master Circular on Basel III Capital Regulations for criteria.

²⁰ Refer Annexure 6 to Master Circular on Basel III Capital Regulations for criteria.

²¹ Refer Annexure 6 to Master Circular on Basel III Capital Regulations for criteria.

beginning January 1, 2013. Fixing the base at the nominal amount of such instruments outstanding on January 1, 2013, their recognition will be capped at 90% from January 1, 2013, with the cap reducing by 10% in each subsequent year. This cap will be applied to Additional Tier 1 and Tier 2 capital instruments separately and refers to the total amount of instruments outstanding which no longer meet the relevant entry criteria. The following chart graphically depicts the provisions relating to such instruments:

TRANSITIONAL ARRANGEMENTS FOR NON-EQUITY REGULATORY CAPITAL INSTRUMENTS



Deductions from CET I, AT I and Tier II

1.12 The deductions from CET I, AT I and Tier II are tabulated below:

Item	Extent of Deduction (in %)		
	CET I	AT 1	Tier II
Intangible assets including Goodwill	100	---	
Losses in the current period	100	---	
Losses brought forward from previous periods	100	---	
Deferred tax asset associated with accumulated losses	100	----	
Cash Flow hedge reserve	100	---	
Shortfall of provisions to expected losses	100	---	
Gains on sale related to securitisation transactions	100	---	
Cumulative Gains and losses due to changes in own credit risk on fair valued liabilities	100	---	
Defined benefit pension fund liabilities and un-amortised employees' benefits	100	-	
Investments in own shares (if not already netted off paid-up capital on reported balance sheet) including indirect investments	100	---	
DTAs which relate to timing differences (other than those related to accumulated losses)	Excess of 10% of CET-1	----	
DTAs on timing difference along with limited recognition of significant investments in the common shares of unconsolidated financial (i.e. banking, financial and insurance) entities taken together	Excess of 15% of CET-1		
Equity investments in insurance subsidiaries	100		
Investments in equity instruments of other subsidiaries and capital of other Banks, insurance companies etc. which is more than 10% of Bank's CET1	100		
Equity investments in non-financial subsidiaries	100		
Intra group transactions beyond permissible limits	100		

Reciprocal cross investments in capital of other banks in the same component of capital	Full	Full	Full
Securitization exposure	50	50	
Investment in financial subsidiaries and associates which is above 30 per cent in the paid up equity of entity and not consolidated for the capital adequacy purposes	50	50	
Shortfall in the regulatory capital requirements in the de-consolidated entity	50	50	
Such amount of investment in the following which is in excess of 10% of investing bank's capital funds: <ul style="list-style-type: none"> • Equity shares; • Perpetual Non- Cumulative Preference Shares; • Innovative Perpetual Debt Instruments; • Upper Tier II Bonds; • Upper Tier II Preference Shares; • Subordinated debt instruments; and • Any other instrument approved as in the nature of capital. 	50	50	
Investments made by a banking subsidiary/associate in the equity or non-equity regulatory-capital instruments issued by its parent bank	50	50	
If net overseas placements with Head Office/other overseas branches/other group entities exceed 10% of the bank's minimum CRAR requirement, the amount in excess of this limit would be deducted from Tier I capital	100	---	

Capital to Risk-weighted Assets Ratio (CRAR)

1.13 The RBI requires banks to maintain a minimum CRAR of 9 per cent on an ongoing basis. The Master Circular on Capital Adequacy contains detailed guidelines on calculation of risk weighted assets and off-balance sheet items and CRAR.

1.14 The CRAR is computed as follows:

$$\frac{\text{Eligible Total Capital funds} \times 100}{\text{Credit Risk RWA} + \text{Market Risk RWA} + \text{Operational Risk RWA}}$$

1.15 The minimum CRAR is required to be maintained at consolidated level also as per Basel III guidelines. The requirements mentioned above relates to standalone Bank only. For the requirement for the consolidated capital, the readers may refer the Master Circular on Basel III Capital Regulations.

Board Oversight

1.16 The board of directors and senior management of each subsidiary/overseas branch should be responsible for conducting their own assessment of the subsidiary's/overseas branch's operational risks and controls and ensuring the subsidiary/overseas branch is adequately capitalised in respect of those risks.

Disclosure (Pillar 3)

1.17 Pillar 3 aims primarily at disclosure of a bank's risk profile and capital adequacy. It is recognised that the Pillar 3 disclosure framework does not conflict with requirements under accounting standards, which are broader in scope. The banks in India have to follow Pillar 3 disclosure over and above the RBI master circular on "Disclosure in Financial Statements - Notes to Accounts". Information would be regarded as material if its omission or misstatement could change or influence the assessment or decision of a user relying on that information. Pillar 3 disclosures will be required to be made by the individual banks on a standalone basis when they are not the top consolidated entity in the bank.

Role of Auditors of Banks

1.18 Based on RBI appointment letter, the external auditors of the bank are required to provide a certification on the capital adequacy ratio computation. The auditor needs to understand more comprehensively the approach and mechanism adopted by the bank, and accordingly certify the computation. Considering the intricacies involved in the computation itself further supplemented by enhanced judgement factor, it would be prudent for the certifying auditor to obtain an adequate understanding of the Basel III norms as prescribed by RBI and also deploy more senior members of its staff to audit the capital adequacy computations.

1.19 Further, some banks may also avail services of their external auditors to review the quality of internal controls and systems, and assess the scope and adequacy of the internal audit function.

1.20 In the concept of Basel III, the capital computation is primarily aimed from central/head office perspective. Basel III is not only about capital adequacy but is also about creating a robust risk management structure. Hence, apart from the capital adequacy computation, the auditors should verify the robustness of the risk management structure embedded in the bank, across its branches. This risk management spreads across all the types of risk, i.e., credit risk, market risk and operational risk. Hence, the auditors also play a critical role in ensuring that the bank has adopted a consistent practice and as part of their attest function report on its appropriateness of risk management practice as well on the RWA.

Role of Branch Auditors

1.21 In case of credit risk management, the underlying computation for Basel III is based on credit ratings, which may be driven centrally and passed on to branches such that branches follow head office instructions in its entirety. This way the bank branch auditors check only the computation process and test check the source rather than getting into the credit rating process. The branch auditors can assess any issues relating to completeness and correctness of the data, which is used to compute the underlying risks emanating from credit market and operational risk. It is finally the pyramid approach whereby all the data from branches will get consolidated at head office. The statutory central auditors may choose to test check certain source data and also verify the basis considered at the head office.

1.22 It will not be practical to expect the branch to comprehensively understand the Basel III requirements in its entirety. The bank branch auditor should assess the sufficiency of the instructions provided to the branch by the head office and its adherence at the branch level. Any errors at bank branch level can have a cascading effect at the head office, especially when a large number of branches are involved.

1.23 The Statutory Central Auditors should primarily look into the computation of components of various capital as part of their attest function. As regards the overall capital adequacy computation, particularly with respect to RWAs, while the granular data may have been audited by the Branch Statutory Auditors, the Statutory Central Auditors, apart from verifying the consolidation of data emanating from branches/regions/zones/circles etc. should perform the test

of reasonableness as well as completeness. As per requirements set by the RBI, the Statutory Central Auditors are required to certify the capital adequacy computation. The Statutory Central Auditors may review the work done by internal auditors, as may be stipulated by the management or the regulators. The Basel Accord does provide specific areas where internal auditors play a role. An Illustrative Audit Checklist for Capital Adequacy is given in **Appendix XIII** of the Guidance Note.

Special Purpose Reports and Certificates

Introduction

2.01 The SBAs / SCAs have to issue various certificates at branch / Head Office level. SBAs/SCAs should ensure the correctness of financial implication caused due to such frauds and confirm that the adequate provision for the same has been effected.

Regulatory Requirements

2.02 The Reserve Bank of India *vide* its Master Direction No: DBS.CO.CFMC.BC.No.1/23.04.001/2016-17 Dated July 01, 2016 (updated July 03, 2017) on “Frauds- Classification and Reporting”, issued guidelines for classification of frauds and reporting of frauds to RBI, Central Office as well as the concerned regional office of the Department of Banking Supervision / Financial Conglomerate Monitoring Division (FCMD) at Central Office under whose jurisdiction the bank’s Head Office/branch is situated. The reporting requirements for various categories of frauds based on financial exposure are specified in the aforesaid Master Directions.

2.03 While issuing a special purpose report or certificate, the auditors should bear in mind the recommendations made in the Guidance Note on Reports or Certificates for Special Purposes (Revised 2016) issued by the Institute of Chartered Accountants of India (ICAI).

Audit Approach

2.04 The SBAs may verify the contents of certificates to be issued at branch level. All the Returns submitted by branch to various higher authorities of the respective bank and also to various authorities of the regulators as per the Master Directions dated July 03, 2017 shall be verified. Branch Auditors should ensure the correctness of financial implication caused due to such frauds and confirm that the adequate provision for the same has been effected.

2.05 SCAs of the bank may verify the compilation of all such reports received from SBAs regarding the frauds and check whether adequate provision for the

same is effected at Head Office. SCAs should also verify the returns submitted by the bank to regulators regarding such frauds during the year under audit.

2.06 SCAs may verify the methodology used by the bank in reporting of such frauds from branches to regional / zonal / circle offices and to head office. SCAs shall verify the existence of internal control mechanism in place to ensure completeness and correctness of such reporting and classification of frauds in the bank.

2.07 SCAs may also check the reporting and classifications of frauds at the Head Office level, where the cases other than those reported through reports SBAs are considered.

2.08 SCAs may also check that the Board of Directors and Audit Committee of bank are being regularly updated with reporting and classification on frauds throughout the year under audit.

Certificates and Reports

2.09 In addition to their audit reports, the SBAs and SCAs may also be required by their terms of engagement or statutory or regulatory requirements to issue other reports or certificates. For example, presently, the branch auditors are required to issue reports/certificates on the following matters besides their main audit report:

- Long Form Audit Report for Branch. (Discussed in Part V of the Guidance Note)
- Report on whether the income recognition, asset classification and provisioning have been made as per the guidelines issued by the RBI from time to time.
- Report on audit of DICGC items, wherein auditors have to specifically verify and certify the correctness of the data in various returns and the insurance premiums paid to DICGC.
- Report on status of the compliance by the bank with regard to the implementation of recommendations of the Ghosh Committee relating to frauds and malpractices and of the recommendations of the Jilani Committee on internal control and inspection/credit system.
- Certificate for Prime Minister Rozgar Yojna for Unemployed Youth.
- Certificate of cash and bank balances.
- Certificate relating to MOC entries of the previous years being accounted for.
- Certificate relating to credit/ deposit ratio.

- Certification of technology up gradation fund scheme (TUFS) – non SSI textile centre.
- Certification for advances to infrastructure project and income generated thereon.
- Statement of accounts Re-structured/ Re-scheduled/ Re-negotiated related to CDR and non-CDR accounts.
- Certificate of advances exceeding Rs.10 Crores.
- Certificate regarding Special Deposit Scheme, 1975.
- Certificate regarding Compulsory Deposit (Income-tax Payers) Scheme, 1974.
- Certificate relating to recoveries in claim paid accounts under Small Loans Guarantee Scheme 1971/Small Loans (SSI) Guarantee Scheme, 1981.
- Certification of Borrowal Companies by Chartered Accountants/Company Secretaries (as per RBI circular on “Lending under Consortium Arrangements/ Multiple banking Arrangements” dated December 08, 2008.
- Certificate on Capital Adequacy
- Certificate for Gold Stocks held for Sale of Gold/Metal Gold Loans.
- Certificate for Gold Coins Held.
- Certificate for Gold Deposit Scheme.
- Certificate for IRAC Status of Credit Exposure in respect of Non-Performing Investments.
- Certificates for IRAC Status of Credit Exposure in respect of borrowers having exposure with foreign offices.
- Certificate for agricultural interest subvention claim @2% for residual period of repayment of the loans disbursed during Financial Year.
- Certificate for agricultural interest subvention claim @2% for disbursements made during Financial Year.
- Certificate for additional interest subvention (Incentive @3%) for prompt repayment for short term production loans disbursed during Financial Year. Certain other certificates as may be prescribed by the concerned bank in their respective closing instructions or appointment letters.
- Certificate on Unhedged Foreign Currency Exposure in case of Borrowal having exposure of 1 crore or more.
- Certificate on exposure to sensitive sectors, i.e. exposure to Capital Market, Infrastructure & Real Estate Sector.

2.10 Besides this, SCAs are required to give following certificates/reports:

- Certificate on Corporate Governance.
- Report on whether the treasury operations of the bank have been conducted in accordance with the instructions issued by the RBI from time to time.
- Certificate on reconciliation of securities by the bank. (Both on its own investment account as well as PMS clients' account).
- Certificate on compliance by the bank in key areas of prudential and other guidelines relating to such transactions issued by the RBI.
- Certificate in respect of custody of unused BR forms and their utilisation. (as such banks do not use BR forms any more. Further it is difficult to certify unused forms as they are not available for verification. This certificate should be strictly based on and against the management representation. The auditor is advised to bring out this fact clearly in the certificate.)
- Various ratios and statements in the "Notes on Accounts".
- Report on instances of adverse credit- deposit ratio in the rural areas.
- Certification on correctness of computation of DTL / NDTL
- Report on compliance with CRR and SLR requirements.
- Certification in respect of subsidy claimed by the bank under the PMRY Scheme during the financial year.
- Certificate on compliance by bank on recommendations of:
 - Ghosh Committee, regarding frauds and malpractices in banks.
 - Jilani Committee, regarding internal control system in banks.
 - Dr. N. L. Mitra Committee, regarding maintenance of legal compliance certificate for credit sanction and other transactions of Rs. 1 crore and above.
- In line with the Master Directions on frauds, the SCAs to ensure that all the branches have complied with the reporting as required by the said circular and respective SBA certificates are being received. A separate Report should be given on any matter susceptible to be a fraud or a fraudulent activity or any foul play in any transaction. In cases where the amount of fraud brought to the notice during audit and has remained to be reported, the auditors are advised to report such instances directly to the CGM, Central office of Department of Banking Supervision, RBI, Mumbai.
- Certain other certificates as may be prescribed by the concerned bank in their respective closing instructions or appointment letters.

Compliance with Implementation of Ghosh & Jilani Committee Recommendations

Introduction

3.01 The RBI had set up a High Level Committee on Frauds and Malpractices in Banks under the Chairmanship of Shri A. Ghosh, the then Deputy Governor, RBI to enquire into various aspects of frauds and malpractices in banks with a view to make recommendation to reduce such incidence. The Committee submitted its Report in June, 1992. The recommendations contained in the report are related to frauds and malpractices in banks.

3.02 The RBI had set up a “Working Group to Review the Internal Control and Inspection and Audit System in Banks” under the Chairmanship of Mr. Rashid Jilani. The Working Group was constituted in February, 1995 to review the efficiency and adequacy of internal control and inspection and audit system in banks with a view to strengthening the supervision system, both on-site and off-site, and ensuring reliability of data.

Regulatory Requirements

Ghosh Committee Recommendations

3.03 The RBI in its efforts towards ensuring a strong, efficient and resilient banking system in the country, vide its Circular No. DBS.Co.PPP.BC.No.39/ND-01.005/99-2000 dated November 1, 1996, issued instructions relating to frauds and malpractice in banks. The Circular was issued for the implementation of the 44th report of the Committee on Government Assurances – Ghosh and Jilani Committees’ Recommendations.

3.04 The recommendations are divided into four groups as under:

- (i) *Group-A*: Recommendations, which have to be implemented by the banks immediately.
- (ii) *Group-B*: Recommendations requiring RBI’s approval.
- (iii) *Group-C*: Recommendations requiring approval of Government of India.

(iv) *Group-D*: Recommendations requiring further examination in consultation with IBA.

3.05 The RBI has summarised each of these recommendations for the purpose of reporting of their implementation by the banks, in a 'yes' or 'no' format. The RBI has also categorised these recommendations into

(i) applicable to branches

(ii) applicable to Controlling Offices like, Regional and Zonal Offices (some banks may have some other name for controlling offices),

(iii) applicable to Head Office and

(iv) applicable to Treasury Operations.

3.06 The report of the Ghosh Committee deals, mainly with the issues related to day-to-day administrative functions that take place in a bank. The main objective behind the recommendations contained in the Ghosh Committee Report is to ensure that there exists a proper system in banks to ensure the safety of assets, compliance with the laid down policies and procedures, accuracy and completeness of the accounting and other records, proper segregation of duties and responsibilities of the staff and also timely prevention and detection of frauds and malpractices.

Jilani Committee Recommendations

3.07 The 44th Report of the Committee on Government Assurances expressed concern that despite reporting of the compliance with recommendations of the Jilani Committee, by the controlling office/branches, the same might have not been implemented. Accordingly, RBI laid down the following procedure to ensure the implementation of recommendations:

- A format containing 25 questions was issued to indicate the answer as either "Implemented" or "Not Implemented".
- Information received from all branches and ROs/ZOs to be consolidated at Head Office level and submission of consolidated statement to RBI.
- Implementation of recommendations to be verified during concurrent audit/inspection of branches/controlling offices and comment on the same to be included in their report.

3.08 The report of the Jilani Committee contains twenty five (25) recommendations which can broadly be divided into three categories, (i) dealing with the EDP environment in the banks,(ii) dealing with the inspection/internal audit system in the bank and (iii) deal with other

miscellaneous aspects of functioning of a bank. The RBI has summarised each of these recommendations for the purpose of reporting of their implementation by the banks, in a 'Implemented' or 'not implemented' format. Some of the recommendations of Jilani Committee are to be implemented by the banks at the branch office level, whereas some others are applicable to the regional/zonal/head office level. However, some recommendations find applicability at all levels.

Responsibility of the Management

3.09 The RBI, vide its subsequent Circular dated June 28, 2002, issued to the banks has required the concurrent auditors and inspectors of the bank branches/controlling offices to verify and comment in their reports as to the status of implementation of the recommendations of the Ghosh and the Jilani Committees in the banks.

3.10 In terms of the letters issued to the banks regarding appointment of the statutory central auditors by the RBI, the auditors are also required to verify and comment upon the compliance by the bank in regard to the status of the implementation of the recommendations of the Ghosh and the Jilani Committees.

3.11 From the above it is clear that the implementation of the recommendations of the Ghosh and the Jilani Committees is the responsibility of the management of the banks. The responsibility of the statutory auditors is to verify and report on the status of implementation of these recommendations, thus far and no further. The results of the verification carried out by the statutory auditor and his comments thereon would be given in a separate report.

3.12 RBI through its Master Circular No. DBR. No. Dir. BC.11/13.03.00 /2015-16 dated July 1, 2015 on "Guarantees and Co-acceptances" has required that Banks should implement the following recommendations made by the Ghosh Committee:

- (i) In order to prevent unaccounted issue of guarantees, as well as fake guarantees, as suggested by IBA, bank guarantees should be issued in serially numbered security forms.
- (ii) Banks should, while forwarding guarantees, caution the beneficiaries that they should, in their own interest, verify the genuineness of the guarantee with the issuing bank.

3.13 RBI through its Master Circular "Loans and Advances – Statutory and Other Restrictions" (DBR.No.Dir.BC.10/13.03.00/2015-16) dated July 1, 2015

requires that banks should ensure compliance with the recommendations of the Ghosh Committee and other internal requirements relating to issue of guarantees to obviate the possibility of frauds in the areas of issuance of Bank Guarantees in favour of Financial Institutions, credit facilities extending to bank against the guarantees issued by other banks/FIs and advancement of Gold (Metal) Loans.

3.14 In this regard, it may be noted that the RBI has also issued Master Directions on Frauds – Classification and Reporting by commercial banks and select FIs (RBI/DBS/2016-17/28 DBS.CO.CFMC.BC.No.1/23.04.001/2016-17 dated July 1, 2016 updated July 03, 2017)). These directions deal with Classification of Frauds, Reporting of Frauds to RBI, Quarterly Returns, Reports to the Board, Fraud Monitoring Returns, etc. and the auditor should verify the compliance of the same.

3.15 The RBI has issued a Master Circular on “Willful Defaulters” (DBR.No.CID.BC.22/20.16.003/2015-16 dated July 01, 2015) which also specifies the role of auditors including recommendations about action to be taken against negligent / deficient auditors wherein falsification of accounts on the part of borrower is observed. Further, it specifies that to monitor end-use of funds, if the lenders desire a specific certification from the borrowers’ auditors regarding diversion / siphoning of funds by the borrower, the lender should award a separate mandate to the auditors for the purpose. In addition to this, banks are advised that with a view to ensuring proper end-use of funds and preventing diversion/siphoning of funds by the borrowers, lenders could consider engaging their own auditors for such specific certification purpose without relying on certification given by borrower’s auditors. However, this cannot substitute bank’s basic minimum own diligence.

3.16 In order to ensure that directors are correctly identified and in no case, persons whose names appear to be similar to the names of directors appearing in the list of willful defaulters, are wrongfully denied credit facilities on such grounds, bank/FI have been advised to include the Director Identification Number (DIN) as one of the fields in the data submitted by them to RBI/CIC.

3.17 In terms of Para 2.9 of Master Circular on Willful Defaulters as stated above, Banks / FIs have already been advised to submit the list of suit-filed accounts and non-suit filed accounts of willful defaulters of Rs. 25 lakh and above on a monthly or more frequent basis to all the four Credit Information Companies. This would enable such information to be available to the banks / FIs on a near real time basis.

3.18 Further, in terms of RBI Circular RBI / 2016-17 / 284 Ref. DBS.CO.PPD.BC.No.9/11.01.005/2016-17 dated April 20, 2017, compliance to

the Ghosh Committee recommendation also need not be reported to Audit Committee of the Board of Directors (ACB). However, banks are advised to ensure that:

- i) Compliance to these recommendations is complete and sustained,
- ii) These recommendations are appropriately factored in the internal inspection/audit processes of banks and duly documented in their manual/ instructions, etc.

Audit Approach and Procedures

3.19 The RBI has prescribed separate formats to be filled in by the banks for reporting on compliance with/ implementation of the recommendations of the Ghosh and Jilani Committees. The responsibility of the statutory auditors is to certify the status of compliance with/ implementation of the recommendations of the Ghosh and Jilani Committees. Accordingly, the following procedures may be adopted by the statutory auditors of branches as well as the Statutory Central Auditors for certifying the compliance/ implementation status of the Ghosh and Jilani Committees recommendations.

- In case of the branch, the SBA shall enquire from the management of the branch whether it has prepared the prescribed report on the implementation status of the recommendations of the Ghosh and Jilani Committees. If yes, then whether the same has been forwarded to the Head Office for necessary action. If no, then the auditor should obtain necessary representation from the management as to why the report has not been prepared and/ or submitted and should appropriately qualify his report.
- In case of the Head Office, the SCA shall obtain a confirmation from the management whether it has received the report on the implementation status of the recommendations of the Ghosh and Jilani Committees from all the branches, regional/ zonal offices, etc. and also whether it has prepared the status report as applicable to the Head Office level. The SCA shall obtain a list of the branches, regional/ zonal offices which have not submitted the prescribed report. Such a list would help the SCA to have a broad idea as to the extent of implementation of the recommendations by the bank as a whole.
- The SCA should obtain and review a copy of the implementation status report(s) so prepared and submitted. Such a review would help the auditors identify areas which are susceptible to fraud/ malpractices. The results of such a review may also require the auditor to re-consider the nature, timing and extent of the procedures adopted by him for carrying out the audit as well as his audit findings.

- In case of Branch audit, where the concerned branch has been subjected to a concurrent audit, then the report of the concurrent auditor on the status of implementation of the recommendations of the Ghosh and Jilani Committees should also be obtained. In case, the branch is not subject to a concurrent audit, the SBA should enquire whether it had been subjected to any inspection either by the in-house inspection department or by the inspectors of the RBI. The auditor should review the comments, if any, of the concurrent auditor or such inspectors on the said implementation status report.
- The SCA may also request the management to provide a list of branches which had been subject to a concurrent audit/ inspection by the in-house inspection department or the inspectors from the RBI. SCA may, if considered necessary, select some such branches and review the comments of the concurrent auditors/ inspectors on the status of implementation of the recommendations. This would help to identify any common cause of concern among the bank branches.
- Where the status report, as prepared by the management indicates that any of the recommendations have not been implemented, the SCA/SBA should request the concerned management to give a written representation as to why the particular recommendation(s) has/have not been implemented.
- The SBA/SCA may also consider it necessary to carry out test checks to ensure whether the recommendations which have been said to have been implemented in the status report have indeed been implemented by the management.

3.20 In case, SBA/SCA examination reveals that any of the recommendations indicated as having been implemented have in fact not been implemented by the management, or where there is a failure to comply with any of the recommendations of the two Committees, would not only indicate a weakness in the internal control system in the bank but also raise doubts as to the integrity of the management. The auditor may, accordingly, also need to re-consider the nature, timing and extent of other audit procedures as also the truth and accuracy of any other management re-presentations obtained by the auditor.

Certificate / Report

3.21 Based on the work done, the auditor should assess whether any information obtained during the verification indicates that any of the recommendations of the Ghosh and Jilani Committees have not been implemented, either in full or in part. The auditor may consider expressing

either disclaimer or appropriate comments in respect of certain clauses such as Item Nos. 1.1 and 1.11 of Part II of Group A of Ghosh Committee.

3.22 The above-mentioned Certificate should describe the scope of the verification undertaken to enable the readers to understand the nature of work performed and make it clear that a full-fledged investigation had not been undertaken. The Certificate of the auditor should also draw attention to the following facts:

- That the responsibility for the implementation of the recommendations of the Ghosh and the Jilani Committees is solely that of the management of the bank.
- That the auditor has also considered the reports of all or certain, as the case may be, concurrent auditors/inspectors of the bank branches on the status of implementation of the recommendations of the Ghosh and Jilani Committees at the branch office and controlling offices.
- That the verification was limited primarily to enquiries and obtaining confirmations from the management and other appropriate persons.
- That the auditor has carried out test checks to assess the status of implementation of the recommendations of the Ghosh and Jilani Committees.

3.23 The *Annexure A* to this Chapter provides an illustrative format of the auditor's certificate w.r.t. compliance with/ implementation of the recommendations of the Ghosh and Jilani Committees.

Annexure A

Illustrative Format of Certificate w.r.t. Compliance/ Implementation Status of the Recommendations of the Ghosh and Jilani Committees

We have examined the attached Format of compliance/ implementation by _____ (*name of bank/ bank branch/Department/Zonal Office*) with the recommendations of the Ghosh Committee relating to Frauds and Malpractices in Banks and Format of Progress in Implementation of Jilani Committee recommendations, as prepared by the management. The responsibility for compliance with/ implementation of the recommendations of the Ghosh and the Jilani Committees is that of the management of the _____ (*name of the bank/ bank branch/Department/Zonal Office*). Our responsibility is to examine the report on the status of compliance therewith as contained in the attached Formats, as prepared by the management, thus far and no further.

We have not carried out an investigation into the status of compliance by/ implementation of the management with the recommendations of the Ghosh and Jilani Committees. Our examination is limited to inquiries and obtaining confirmations from the management and other appropriate persons and test checks of the attached status of recommendations.

Based on our above examination, subject to the matter highlighted below, we certify that to the best of our knowledge and belief and according to the information and explanation given to us and as shown by the records examined by us, the attached Formats of compliance with the recommendations of the Ghosh and Jilani Committees, as prepared by the management is correct.

1.
2.

Date:

Place:

For and on behalf of
Chartered Accountants
(Firm Registration No.)

.....
(Name and Designation)
(Membership Number)

Other Aspects

Introduction

Regulatory Requirements

Head Office

4.01 Apart from examination of consolidation of branch returns, verification of capital and reserves, and verification of investments and provisioning in respect thereof, the Statutory Central Auditors also usually deal with the following items:

- depreciation on assets like, premises, etc. where the recording of the relevant fixed assets is centralised at the head office;
- provisions for certain employee costs, such as, bonus/ex-gratia in lieu of bonus, gratuity, leave encashment, pension and other retirement benefits;
- provision for taxation;
- provision for audit fee;
- provisions to meet any other specific liabilities or contingencies the amount of which is material, for example, provision for revision in pay-scales of employees, provision for foreign exchange fluctuations, etc; and
- Dividends.

Provisioning for Non-performing Assets

4.02 The prudential norms issued by the RBI prescribe the percentage of provision to be made in respect of advances classified under different categories, viz., standard, sub-standard, doubtful and loss assets. In this context, the RBI has issued “Master Circular – Prudential Norms on Income Recognition, Asset Classification and Provisioning pertaining to Advances” (DBOD.No.BP.BC.2/21.04.048/2015-16) dated July 1, 2015. The primary responsibility for making adequate provisions for any diminution in the value of loan assets, investment or other assets is that of the bank management and the statutory auditors. The assessment made by the inspecting officer of the RBI is furnished to the bank to assist the bank management and the statutory auditors in taking a decision in regard to making adequate and necessary provisions in terms of prudential guidelines. It may be emphasised that the

percentages prescribed by the RBI reflect the minimum proportion of an advance that a bank ought to provide for to comply with the guidelines. A bank can, at its discretion, make a higher provision than that required under the prudential guidelines. Further, the bank needs to ensure that the bank complies with the PCR (Provision Coverage Ratio) as prescribed by RBI.

4.03 As per RBI Circular RBI/2016-17/283 DBR.BP.BC.No.63/21.04.018/2016-17 dated April 18, 2017 issued under the provisions of Section 35A of the Banking Regulation Act, 1949, Banks are required to make disclosures as per Annexure to the said circular, wherever either (a) the additional provisioning requirements assessed by RBI exceed 15 percent of the published net profits after tax for the reference period or (b) the additional Gross NPAs identified by RBI exceed 15 percent of the published incremental Gross NPAs¹ for the reference period, or both. The disclosures, as above, shall be made in the Notes to Accounts in the ensuing Annual Financial Statements published immediately following communication of such divergence by RBI to the bank. The disclosures in the Notes to Accounts to the Annual Financial Statements may be included under the sub-head Asset Quality (Non-Performing Assets) as referred to in paragraph 3.4 of Master Circular - Disclosure in Financial Statements - Notes to Accounts Ref. DBR.BP.BC No.23 /21.04.018/2015-16 dated July 1, 2015. RBI has further stated that any contravention / non-compliance of the above instructions shall attract penalties under the Act. While the requirement is to make disclosures in the annual financial statements, auditors of listed banks may consider including such disclosures in the quarterly financial results in the quarter in which the RBI inspection report is received.

4.04 It has also been mentioned earlier that provisions in respect of non-performing assets are usually not made at the branch level but at the head office level. The amount of provision (or minimum amount) to be made at the head office level is based on classification of assets into standard, sub-standard, doubtful and loss assets. Branch returns contain analysis of the advances into these categories. The central auditor examines prima facie the correctness of the classification as a part of his examination of consolidation of branch returns. The branch auditors' reports may also point out cases where in their opinion, there are threats to recovery that warrant a higher amount of provision than that arrived at on the basis of the percentages specified by the RBI.

4.05 The auditor should examine whether the provision made by the management at the head office level meets the minimum provisioning requirements prescribed by the RBI and also takes into account the threats to recovery in specific cases. With regard to the latter, the auditor should ensure that the provision made by the management is not less than that recommended

by the respective branch auditors unless, based on the information and explanations, which were not available to the branch auditors, he holds a contrary view, or unless he otherwise believes that the branch auditors' objections have been met or are not of such nature and significance as to warrant a provision in the overall context of the bank as a whole.

4.06 The Third Schedule to the Banking Regulation Act, 1949 lays down the requirements of disclosure concerning advances. Accordingly, advances are required to be classified under various heads (Notes and Instructions for Compilation of Balance Sheet and Profit and Loss Account, issued by the RBI require that provisions made to the satisfaction of the auditors should be excluded from advances under each head). The concern of the auditor is with the overall adequacy of provisions in respect of each of the heads under which advances are required to be shown in the balance sheet of a bank. Thus, for example, the auditor has to examine the adequacy of the overall provisions recommended by the bank separately in respect of (a) bills purchased and discounted, (b) cash credits, overdrafts and loans repayable on demand, and (c) term loans. Similarly, the auditor should examine the overall adequacy of the provisions recommended under each of the other heads of advances in the balance sheet. If, in his opinion, the overall provision recommended by the bank in respect of any of the heads is inadequate, 'the auditor should consider if his report needs to be modified with reference to the requirements of Standard on Auditing (SA) 705, Modifications to the Opinion in the Independent Auditor's Report.

4.07 The RBI has specified that advances against book debts may be included under the head 'secured by tangible assets'

Recognition of Certain Expenses

4.08 Certain expenses, such as the following, are usually recognised at the head office level (or at zonal or regional level):

- (a) Directors' fees, allowances and expenses;
- (b) Insurance;
- (c) Auditors' fees and expenses; and
- (d) GST, etc.

Audit Approach and Procedures

Directors' Fees, Allowances and Expenses

4.09 This item includes sitting fees and all other items of expenditure incurred in relation to directors. The daily allowance, hotel charges, conveyance charges, etc., though in the nature of reimbursement of expenses

incurred, may be included under this head. Similar expenses of local Committee members may also be included under this head. Under the Companies Act, 2013 a director may receive remuneration by way of a fee for each meeting of the Board or a Committee attended by him. Local Committees are appointed by banks as advisory bodies in respect of the areas allotted to them. Their members are also paid fees or allowances.

4.10 The auditor may check the sitting fees and allowances with reference to the articles of the banking company, agreements, minutes of the Board and Local Committees, etc. It may be noted that in the case of nationalised banks, the fees and the basis of reimbursement of travelling expenses are fixed by the Central Government in consultation with the RBI. Copies of the relevant orders may be examined in this behalf.

Insurance

4.11 This item includes insurance charges on bank's property. It also includes insurance premium paid to DICGC, etc., to the extent they are not recovered from the parties concerned.

4.12 Banks submit a Return on Total Insurable Deposits to RBI on a periodic basis. Insurance premium is payable on such deposits. The auditor should check the basis of computation of insurable deposits and the insurance premium paid on same.

4.13 The DICGC guarantee fees payable by banks are based on the outstanding amount of priority sector advances covered by DICGC as on 31st March every year. The auditor should check the basis of payment/provision for such guarantee fees.

Auditors' Fees and Expenses

4.14 This item includes the fees paid to the statutory auditors and auditors for professional services rendered and all expenses for performing their duties, even though they may be in the nature of reimbursement of expenses. If external auditors have been appointed by banks themselves for internal inspections and audits and other services, the expenses incurred in that context including fees incurred for such assignments may not be included under this head but shown under 'other expenditure'.

Provision for Depreciation

4.15 As mentioned earlier, practices differ amongst banks with regard to accounting for fixed assets and provision for depreciation thereon. In case these accounting aspects in respect of all or certain categories of fixed assets are centralised at the head office level, the central auditor should examine the

same. The procedures to be followed by the auditor in this respect would be similar to those discussed in Chapter 2 of Part III on “Fixed Assets and Other Assets” at the branch level, except that the central auditor may request the respective branch auditors to examine the evidence of physical existence of fixed assets that, as per the records, are located at the branch or have been provided to employees for use (such as residential premises).

Provisions for Certain Employee Costs

4.16 Provisions for certain employee costs such as bonus/ex-gratia in lieu of bonus, and gratuity, leave encashment, pension and other retirement benefits are usually made at the head office level.

4.17 The auditor should examine whether the liability for bonus is provided for in accordance with the Payment of Bonus Act, 1965 and/or agreement with the employees or award of competent authority.

4.18 The auditor should examine whether provisions in respect of employee benefits are made in accordance with the requirements of Accounting Standard (AS) 15, “Employee Benefits”. The auditor should particularly examine whether provision for leave encashment has been made by the bank. As per AS 15, employee benefits include all forms of consideration given by an enterprise in exchange for services rendered by employees. It includes short-term employee benefits such as wages, salaries and social security contributions and non-monetary benefits, post-employment benefits, other long-term employee benefits and termination benefits. The auditor should examine the adequacy of the provisions made with reference to such documentary evidence such as reports of actuaries or certificates from the Life Insurance Companies, as appropriate under the facts and circumstances of the case.

4.19 In the case of employee benefits, the Master Circular on “Disclosure in Financial Statements – Notes to Accounts” (DBR.BP.BC No. 23 /21.04.018/2015-16) dated July 1, 2015 issued by the RBI with reference to Accounting Standard 15, specifies that Banks may follow the disclosure requirements prescribed under AS 15 (revised), ‘Employees Benefits’ issued by ICAI.

Provision for Taxation

4.20 Provision for taxation relates to income-tax, (including corporate dividend tax). The auditor must ensure compliance with AS 22, “Accounting for Taxes on Income”.

Income-tax

4.21 Some of the items which have an effect on the liability of a bank for

income-tax and therefore, need to be specifically considered by the auditor are discussed in the following paragraphs.

The Statutory Auditor should consider impact of Income Computation and Disclosure Standards (ICDS) issued vide notification dated 31 March 2015 by CBDT while calculating provision of Tax. The notification requires income computation and disclosure standards to be followed by all assessees, following the mercantile system of accounting, for the purposes of computation of income chargeable to income-tax under the head "Profit and gains of business or profession" or "Income from other sources".

ICDS No.	Name
I	Accounting Policies
II	Valuation of Inventories
III	Construction Contracts
IV	Revenue Recognition
V	Tangible Fixed Assets
VI	Effects of Changes in Foreign Exchange Rates
VII	Government Grants
VIII	Securities
IX	Borrowing Costs
X	Provisions, Contingent Liabilities & Contingent Assets

Vide Notification dated 29th September 2016, the Central Government notified amended ICDS which are applicable with effect from the assessment year 2017-18.

Bad Debts and Provision for Bad and Doubtful Debts

4.22 Section 36(1)(vii) of the Income-tax Act, 1961 deals with the allowability of bad debts and section 36(1)(viia) deals with the allowability of provision for bad and doubtful debts. According to section 36(1)(vii), bad debts written off are admissible deduction subject to the conditions prescribed under section 36(2), i.e.,—

- (i) no such deduction shall be allowed unless such debt or part thereof has been taken into account in computing the income of the assessee of the previous year in which the amount of such debt or part thereof is written off or of an earlier previous year, or represents money lent in the ordinary course of the business of banking or money-lending which is carried on by the assessee;

- (ii) if the amount ultimately recovered on any such debt or part of debt is less than the difference between the debt or part and the amount so deducted, the deficiency shall be deductible in the previous year in which the ultimate recovery is made;
- (iii) any such debt or part of debt may be deducted if it has already been written off as irrecoverable in the accounts of an earlier previous year, but the Assessing Officer had not allowed it to be deducted on the ground that it had not been established to have become a bad debt in that year;
- (iv) where any such debt or part of debt is written off as irrecoverable in the accounts of the previous year and the Assessing Officer is satisfied that such debt or part became a bad debt in any earlier previous year nor falling beyond a period of four previous years immediately preceding the previous year in which such debt or part is written off, the provisions of sub-section (6) of section 155 shall apply;
- (v) where such debt or part of debt relates to advances made by an assessee to which clause (viiia) of sub-section (1) applies, no such deduction shall be allowed unless the assessee has debited the amount of such debt or part of debt in that previous year to the provision for bad and doubtful debts account made under that clause.

4.23 The said deduction is limited to the amount by which the bad debts exceed the credit balance in the provision for bad and doubtful debts account made under section 36(1)(viiia). According to section 36(1)(viiia), a specified percentage of the total income and a specified percentage of the aggregate average advances made by the rural branches of the bank, both computed in the prescribed manner, is allowable as a deduction in respect of provision for bad and doubtful debts made by banks other than foreign banks.

4.24 A scheduled bank/non-scheduled bank has the option to claim a further deduction for an amount not exceeding the income derived from redemption of securities in accordance with a scheme framed by the Central Government. This is in addition to the deduction specified in paragraphs above with respect to section 36(i)(viiia). However, for the purpose of claiming this deduction, it is necessary that such income should be disclosed in the return of income under the head 'Profit and gains of business or profession'.

4.25 Section 36(1)(vii) requires the amount of any bad debt or part thereof to be written off as irrecoverable in the accounts of the assessee for the previous year. It is sufficient compliance of the section if the write off is done at Head Office level.

Special Reserve

4.26 Deduction in respect of a special reserve created and maintained by a banking company –

- (a) Section 36(1)(viii) provides deduction in respect of any special reserve created and maintained by a specified entity, which includes a banking company.
- (b) The quantum of deduction, however, should not exceed 20% of the profits derived from eligible business computed under the head “Profits and gains of business or profession” (before making any deduction under this clause) carried to such reserve account.
- (c) The eligible business, in case of a banking company, means the business of providing long-term finance for –
 - (i) industrial or agricultural development or development of infrastructure facility in India; or
 - (ii) development of housing in India.
- (d) However, where the aggregate amount carried to such reserve account exceeds twice the amount of paid up share capital and general reserve, no deduction shall be allowed in respect of such excess.
- (e) The Reserve Bank of India has issued circular No.: DBOD. No.BP.BC.77/21.04.018/2013-14 dated December 20, 2013 for creation of deferred tax liability on special reserves created under section 36(1)(viii) and entire Special Reserves may be reckoned for the purpose computation of Tier-I Capital.

Interest on Non-Performing Accounts (NPAs)

4.27 According to section 43D, read with Rule 6EA of the Income-tax Rules, 1962, the income of a scheduled bank by way of interest in relation to such categories of bad or doubtful debts as may be prescribed having regard to the guidelines issued by the RBI in relation to such debts, shall be chargeable to tax only in the previous year in which it is credited to the Profit and Loss Account or in the year of actual receipt, whichever is earlier.

Transactions with Foreign Banks/Foreign branches of Indian banks

4.28 The applicability of any Double Taxation Avoidance Agreement is to be taken into account for the purpose of computation of tax in respect of transactions with foreign banks or foreign branches of Indian banks.

4.29 Similarly the applicability of Transfer Pricing Regulations is to be taken into account for the purpose of computation of tax in respect of international

transactions with Associated Enterprises covered under section 92E of the Income-tax Act, 1961. Reference may also be made to the “Guidance Note on Report on International Transactions under section 92E of the Income-tax Act, 1961 (Transfer Pricing)” issued by ICAI.

4.30 In respect of any provision for bad and doubtful debts made by a foreign bank, an amount not exceeding 5% of the total income (computed before making any deduction under Chapter VI-A) is allowable as deduction.

Corporate Dividend Tax

4.31 A holding company receiving dividend from its subsidiary company can reduce the same from dividends declared, distributed or paid by it. For this purpose, a holding company is one which holds more than 50% of the nominal value of equity shares of the subsidiary.

4.32 There are certain conditions to be fulfilled to avail this benefit. They are -

- the subsidiary company should have actually paid the dividend distribution tax;
- the holding company should be a domestic company; and
- It should not be a subsidiary of any other company.

4.33 It may be noted that the matching principle does not apply, i.e., dividend received from the subsidiary company during the year can be reduced from the dividend distributed by the holding company during the same year, irrespective of the period to which the dividends relate to. Even if the dividend received and dividend distributed relate to different periods, the same can be adjusted and tax can be paid by the holding company on the net figure. However, the dividend shall not be taken into account for reduction more than once.

4.34 According to the “Guidance Note on Accounting for Corporate Dividend Tax”, issued by the Institute of Chartered Accountants of India (ICAI), the liability for such tax should be recognised in the accounts of the same financial year as appropriation of profit and not as a charge against profit in which the dividend concerned is recognised.

Tax Refunds/Demands

4.35 Where an assessment order is received during the year, the auditor should examine the assessment order and if any interest is determined on the amount of refund, the same should be considered as income. In case where the assessment results in fresh demand, the auditor should consider the need for additional provisioning. Where an assessment order is received during the

course of audit, the auditor should examine the same and consider its impact, if any, on the accounts under audit.

4.36 It is not prudent to recognise interest on possible refund which is not determined by any order from tax authorities.

Pending Proceedings

4.37 The auditor should review the appellate orders received during the year and consider the need for any additional provision/reversal.

Method of Accounting

4.38 Many banks account for commission, exchange, brokerage, interest on bills, locker rent and other fees as income upon realisation. Section 145 of the Income-tax Act, 1961 provides, *inter alia*, that income chargeable under the head "Profits and Gains of Business and Profession" shall be computed in accordance with either cash or mercantile system of accounting regularly employed by the assessee. Auditors of banks to whom the Companies Act applies are required to follow accrual basis of accounting. Further, accrual being a fundamental accounting assumption, the auditor would need to consider modification/ reference to/ in the auditor's report wherever cash basis of accounting is followed.

Reversal of Earlier Year's Provision

4.39 It is possible that subsequent judicial pronouncements/ appellate orders may make the provisions of earlier years excessive.

4.40 As per Accounting Standard (AS) 29, "Provisions, Contingent liabilities and Contingent Assets", a provision should be recognised only when (a) an enterprise has a present obligation as a result of a past event, (b) it is possible that an outflow of resources embodying economic benefits will be required to settle the obligation, and (c) a reliable estimate can be made of the amount of the obligation. If these conditions are not met, no provision should be recognised.

4.41 Only in rare cases, e.g., a law suit, it may not be clear whether an enterprise has a present obligation. In such a case, an enterprise determines whether a present obligation exists at the balance sheet date by taking into account all available evidence. On the basis of such evidence, if it is more likely than not that a present obligation exists at the balance sheet date a provision is recognised (if other recognition criteria are also met). However, where it is more likely that no obligation exists at the balance sheet date, a contingent liability is disclosed unless the possibility of an outflow of resources embodying economic benefits is remote.

4.42 On the above considerations, if there is no requirement to retain a provision, it can be reversed and the amount of liability is included in contingent liability. A suitable note on the following lines is recommended:

- (a) Provision for Income Tax is arrived at after due consideration of decisions of the Appellate authorities and advice of counsels; and
- (b) No provision is made for the disputed demands of Income tax keeping in view the judicial pronouncements and/or legal counsels' opinion.

Items Requiring Special Consideration

Tax Implications of Valuation of Investments

4.43 The RBI has issued various circulars on valuation of investments, according to which the difference between the market value/value as per yield to maturity method (YTM) will have to be provided in the books of accounts for certain types of investments. The various judicial decisions on the allowability of depreciation in valuation of investments, including implication of ICDS VIII, should be considered while provisioning.

Notional Gain/Loss on Foreign Exchange Translations

4.44 Banks are required to translate their foreign exchange balances / obligations in foreign currency as per FEDAI Guidelines. While recognising gains or loss for tax purposes the following decisions may be considered by the auditor along with FEDAI Guidelines:

- The Madras High Court in the case of *Indian Overseas Bank Vs. Commissioner of Income-tax (1990) 183 ITR 200* has held that notional profits on translation of foreign exchange forward contracts is not taxable.
- The Madras High Court in the case of *Commissioner of Income-tax Vs. Indian Overseas Bank (1985) 151 ITR 446* has held that notional loss on translations of foreign exchange contracts is not tax deductible.

Carry forward of unabsorbed business loss and depreciation on amalgamation of a banking company with a banking institution

4.45 Section 72AA of the Income Tax Act, 1961 deals with Provisions relating to carry forward and set-off of accumulated loss and unabsorbed depreciation allowance in Scheme of amalgamation of banking company in certain cases.

FATCA /CRS

4.46 Foreign Account Tax Compliance Act (known in short as FATCA) is a legislation to counter tax evasion in the United States of America (USA). FATCA was introduced by US Dept of Treasury (Treasury) and US Internal Revenue Service (IRS) to encourage better tax compliance by preventing US persons from using banks and other financial organisations to avoid US taxation on their income and assets.

4.47 As on 13th July 2015, 112 countries have agreed to comply with FATCA agreements (67 signed IGAs, 45 IGAs agreed in substance). As on 4th June 2015, 61 countries are signatories of Multilateral Competent Authority Agreement (MCAA) committed to reciprocal tax information exchange.

4.48 India and the USA have signed the reciprocal version of model 1 IGA for FATCA on 9th July 2015. India signed the OECD's CRS (Common Reporting Standards) on 3rd June 2015. The IGA has 2 models – India has signed Model 1 IGA wherein banks will have to report information to the prescribed authority who in turn will submit information to the IRS.

4.49 In Model 1 IGA, the Foreign Financial Institution (FFI) has to report all FATCA related information to their governmental agencies, which would then report the FATCA related information to the IRS. Some Model 1 IGAs are reciprocal, requiring the US to provide certain information about residents of the Model 1 country to the Model 1 country in exchange for the information that country provides to the USA. An FFI covered by a Model 1 IGA will not need to sign an FFI agreement but needs to register on the IRS's FATCA Registration Portal or file Form 8957.

4.50 Like FATCA, Common Reporting Standard (CRS) is a reciprocal exchange of information on financial accounts on an automatic basis with other countries/ non-sovereign territories so as to combat the menace of offshore tax evasion and avoidance and stashing of unaccounted money abroad.

4.51 India would be obligated to get its financial institutions to share financial account information of accountholders who are tax residents in any of these countries. Likewise, India would also get similar information through financial institutions of such treaty countries.

4.52 CBDT has notified Rule 114H for Due Diligence Requirement under FATCA, major requirements for the Bank as under:

All the concerned financial institutions should register on the related e-filing portal of Income Tax Department as Reporting Financial Institution by submitting the requisite details. Thereafter, the reports can be submitted online by using the

digital signature of the 'Designated Director' by either uploading the Form 61B or 'NIL' report.

4.53 As per RBI Circular RBI/2015-16/165 DBR.AML.BC.No.36 /14.01.001/2015-16, dated August 28, 2015, for the new accounts opened after September 1, 2015, the due diligence procedures specified in Rule 114H (4) and 114H (6) would be applicable.

4.54 All the FIs have to submit reports online using the digital signature of the designated director by either uploading Form 61B or Nil Report by September 10, 2015. The first reporting will be with respect to calendar year 2014 if an account has been identified as US reportable account consequent to completion of due-diligence procedures as laid down in Rule 114H. Therefore, the reasons for the Nil report should be captured as under:

a. For pre-existing accounts:

Option 1: Due diligence procedure not completed

Option 2: Due diligence procedure completed but no reportable US account identified

b. For new accounts:

Option 1: Alternative procedure invoked

Option 2: Due diligence procedure as applicable to new accounts completed but no reportable US account identified

4.55 All the regulated entities should take appropriate action for the implementation of due diligence and reporting requirements as laid down in the Rules and ensure compliance in a manner that lends itself to credible auditability including audit of the IT system which should be suitably upgraded to not only maintain the information required under the Rules but also to record and store the due diligence procedures. In due course, the detailed guidelines for carrying out audit of IT system for ascertaining the degree and level of compliance with due diligence procedures as laid down in the Rules will be issued.

4.56 Statutory Auditor should verify whether the Bank has put a process in place for complying with guidelines under FATCA/CRS and submitted reports as required by FATCA.

Indirect Taxes

4.57 Readers may refer publication "Compliances of Services Tax/GST in Banking Sector, 2018 edition" issued by Indirect Taxes Committee of ICAI.

Contents of Accompanying CD

I

Knowledge of the Banking Industry

Banking in India

A. An Overview of Banking Institutions in India

01. The banking industry is the pivot of any economy and its financial system. Banks are one of the foremost agents of financial intermediation in an economy like India and, therefore, development of a strong and resilient banking system is of utmost importance. The banking institutions in the country are working in a competitive environment and their regulatory framework is aligned with the international best practices. Thus, financial deepening has taken place in India and continues to be in progress with a focus on orderly conditions in financial markets while sustaining the growth momentum.

02. As per Section 5(b) of the Banking Regulation Act 1949, "banking" means the accepting, for the purpose of lending or investment, of deposits of money from the public, repayable on demand or otherwise, and withdrawal by cheque, draft, or otherwise. Further, as per Section 5(c) of the said Act, "banking company" means any company which transacts the business of banking and by way of Explanation, states that 'any company which is engaged in the manufacture of goods or carries on any trade and which accepts deposits of money from the public merely for the purpose of financing its business such as manufacturer or trader shall not be deemed to transact the business of banking within the meaning of this clause'.

03. Further, section 6 of the said Act lists down the forms of business in which banking companies may engage. The text of the section is reproduced in **Appendix I** of the Guidance Note.

B. Presently, the following types of banking institutions prevail in India:

- (a) Commercial Banks;
- (b) Regional Rural Banks;
- (c) Co-operative Banks;
- (d) Development Banks (more commonly known as 'Term-Lending Institutions');
- (e) Foreign Banks;
- (f) Payment Banks;

(g) Small Finance Banks; and

(h) EXIM Banks.

(a) Commercial Banks

04. Commercial banks operating in India can be divided into two categories based on their ownership—public sector banks and private sector banks. However, irrespective of the pattern of ownership, all commercial banks in India function under the overall supervision and control of the RBI.

05. Public sector banks comprise the State Bank of India, IDBI Bank Ltd. and the nationalized banks. While the majority stake in the Share Capital of all Public Sector Banks is with the Government of India, there are private individual/institutional shareholders also. The majority stake in the share capital of associate banks of State Bank of India has been subscribed to by the parent i.e. State Bank of India. On 10th August, 2017 Lok Sabha had passed State Banks(Repeal and Amendment) Bill 2017 to merge five Associate with parent State Bank of India.

06. The ownership of private sector banks is with institutional shareholders, private individuals and bodies corporate. Private Sector Banks are of the following types:

- (a) Indian scheduled commercial banks other than public sector banks. These include the 'old' private banks which were in existence before the guidelines for floating new private banks were issued in 1993, the 'new' generation private banks, and Bandhan Bank and IDFC Bank that were granted licenses by RBI in March 2014. (The term 'scheduled commercial banks' refers to commercial banks which are included in the Second Schedule to the Reserve Bank of India Act, 1934.) Under Section 2(e) of the RBI Act, a scheduled bank is conferred two main privileges (a) availing of refinance from RBI and (b) permission to participate in the call/notice money market. It may be noted that not all scheduled banks are commercial banks; some co-operative banks are also scheduled banks. Commonly known as 'banking companies', these banks are 'companies' registered under the Companies Act, 1956 (now the Companies Act, 2013), or an earlier Indian Companies Act.
- (b) Non-scheduled banks.
- (c) Indian branches of banks incorporated outside India, commonly referred to as 'foreign banks'.

07. Some of the banks have set up subsidiaries – wholly-owned or partly owned – to operate in some specialized spheres of activity such as merchant banking, funds management, housing finance, primary dealership, pension fund management, insurance business, stock broking, credit card activity, factoring, etc. These subsidiaries do not carry on all the principal functions of a commercial bank. Modern commercial banks function as universal banks. According to the Financial Times, universal banks are financial service conglomerates that combine retail, wholesale and investment banking services under one roof and reaping synergies between them which is made possible from economies of scale in information technology and access to capital to serve companies and retail customers around the world.

Branch Network of Commercial Banks

08. Commercial banks are arguably the most important constituent of the banking system in India. To carry out their functions effectively, these banks have established a large network of branches in India. Based on their location, these 'domestic' branches are commonly classified into rural branches, semi-urban branches, urban branches and metro branches. Apart from these domestic branches, some banks have also established offices abroad.

09. The foreign offices of banks are generally of the following types:

- *Full-fledged branches* – Such branches transact all kinds of banking business.
- *Off-shore banking units* – Such branches transact foreign exchange business of any kind except domestic banking business with the residents/corporations, etc., domiciled in the country concerned.
- *Branches in International Financial Services Centres* - Indian banks viz. banks in the public sector and the private sector authorized to deal in foreign exchange will be eligible to set up IFSC Banking Units (IBUs). Minimum capital of US\$ 20 million or equivalent is required for opening of a branch at IBU. Operations from IBU are governed by operational guidelines issued by RBI time to time.
- *Subsidiaries* – The laws in some countries do not permit foreign banks to open their branches in those countries. Therefore, Indian banks have to set up wholly or partly-owned subsidiaries in such countries. Further, for operational reasons, commercial banks may prefer to operate through subsidiaries, if permitted, instead of opening branches.

- *Representative offices* – Such offices do not transact any banking business. The objective behind setting up of such offices is to maintain close liaison with the important bodies there to promote mutual business interests.

10. Generally, branches of banks conduct a variety of banking business under one roof. The trend of creating 'thrust-based' or 'focus-based' branches/ market segmentation has led to setting up of branches by banks exclusively for a specified segment of their clients. Presently, such specialized branches are generally of the following types (nomenclature may, however, vary from bank to bank):

- Personal Banking branches, catering to the needs of individual customers only.
- Commercial or Industrial Finance branches, catering to the needs of industries in the small, medium and/or large sectors.
- Recovery branches, which deal only with the recovery aspects of nonperforming advances which were originally granted at other branches of the bank.
- Housing Finance branches which deal only with housing loan proposals – from individuals, and in some cases, also from the developers of housing units.
- Agricultural Finance branches, catering to the needs of the agriculture sector only.
- Service branches, handling only the local clearing instruments received from outstation branches or from other local branches of the bank for collection.
- Commodity specific branches, which handle the accounts, predominantly borrowal accounts, of the units belonging to a particular industry, e.g., leather, diamonds.
- Overseas or International Banking or Foreign Exchange branches catering to the banking needs of those enterprises which are engaged in imports into/exports from India.
- Corporate Banking/SME/SSI branches, catering exclusively to the requirements of the large, medium and small scale industrial units respectively.
- NRI (Non-Resident Indian) branches, catering exclusively to the banking needs of NRIs.
- Securities / treasury branches, dealing only with the securities portfolio of the bank.

Commercial Banks: Services & Products

11. Commercial banks are by far the most widespread banking institutions in India. Typically, commercial banks provide the following major products and services:

- (a) *Acceptance of Deposits:* Acceptance of deposits from the public is one of the most important functions of a commercial bank. Commercial banks accept deposits in various forms: term deposits, savings bank deposits, current account deposits, etc.
- (b) *Granting of Advances:* This again is an important function of commercial banks. Advances granted by commercial banks take various forms such as cash credit, overdrafts, purchase or discounting of bills, term loans, etc. Apart from granting traditional facilities, banks are also providing facilities like External Commercial Borrowings (ECB) on behalf of bank/borrower, securitization of receivables, etc.
- (c) *Remittances:* Remittances involve transfer of funds from one place to another. Common modes of remittance of funds are drafts, telegraphic/mail transfers (TT/MT) and Electronic Funds Transfer (EFT). In the case of telegraphic/mail transfer, no instrument is handed over to the applicant; the transmission of the instrument is the responsibility of the remitting branch.

Generally, the payee of both the TT and the MT is an account holder of the paying branch. In the case of Electronic Funds Transfer (EFT), as the name suggests, the funds are transferred electronically between two banks. The common modes of EFT are Real Time Gross Settlement (RTGS), which can be used for remittance of an amount within a prescribed limit of Rs. 2 Lakhs and above and National Electronic Funds Transfer (NEFT), which can be used for transfer of any amount. Another form of EFT is Immediate Payment Service (IMPS).

Pay Orders/Demand Drafts issued against amounts received by a bank, comprise instruments, the liability in respect whereof is discharged at the same or another branch of the bank or other banks.

- (d) *Collections:* The customers can lodge various instruments such as cheques, drafts, pay orders, travellers cheques, dividend and interest warrants, tax refund orders, etc., drawn in their favour and the trade bills drawn by them on their buyers with their bank for collection of the amount from the drawee (the bank or the drawee of the bill). They can also lodge their term deposit receipts and other similar instruments with the bank for collection of the proceeds from the bank with which the term deposit, etc., is

maintained. Banks also collect instruments issued by post offices, like national savings certificates, postal orders, etc.

The instruments mentioned above may be payable locally or at outside centres.

Clearing house (CH) settles the inter-bank transactions among the local participating member banks. Generally, post offices are also members of the house. There may be separate clearing for CTS (Cheque Truncation System) and non-CTS instruments. The clearing house is managed by the RBI, State Bank of India or any other bank nominated by RBI. In case a bank has many branches within the area of a clearing house, it nominates one branch to act as the 'nodal' branch of that bank for all the branches within that area. This nodal branch collects instruments to be presented by other branches also. The accounts of all member banks are maintained by the clearing house. All member banks have to pay an agreed sum to the bank managing the clearing house for meeting the cost of infrastructure and services it provides to them.

In addition to the regular clearing houses as discussed above, Electronic Clearing Service (ECS) is also in vogue. ECS takes two forms: ECS credit or ECS debit.

- In the case of ECS credit, there is a single receiver of funds from a large number of customers, e.g., public utilities, mutual funds, etc.

The beneficiary (i.e., the receiver of funds) obtains mandate from its customers to withdraw funds from their specified bank accounts on a particular date. These customers may have accounts with different banks in the same clearing house area. Before the specified date, the beneficiary compiles bank-branch-wise particulars of the accounts to be debited and furnishes the details to its own bank which, in turn, arranges to provide them to the banks concerned, through the clearing house, for verification of particulars of accounts. Any discrepancies are rectified and, on the specified date, the accounts are debited by the respective banks and the beneficiary gets the credit.

- In the case of ECS debit, there is a single account to be debited against which a number of accounts with a number of banks in the same clearing house area are credited. This system is useful for distribution of dividend/interest, payment of salaries by large units, etc.

Roll-out of Speed Clearing is one of the many initiatives taken by RBI for improving efficiency in the time frame for and process of collection

of cheques. It implemented Cheque Truncation System (CTS) in phase wise manner starting from February 1, 2008. In CTS, the presenting bank (or its branch) captures the data (on the MICR band) and the images of a cheque using their Capture System (comprising of a scanner, core banking or other application). The collecting bank (Presenting Bank) sends the data and captured images duly signed and encrypted to the central processing location (Clearing House) for onward transmission to the paying bank (destination or drawee bank). For the purpose of participation, the presenting and drawee banks are provided with an interface / gateway called the Clearing House Interface (CHI) that enables them to connect and transmit data and images in a secure and safe manner to the Clearing House (CH). The Clearing House processes the data, arrives at the settlement figure and routes the images and requisite data to the drawee banks. This is called the presentation clearing. The drawee banks through their CHIs receive the images and data from the Clearing House for payment processing. The drawee CHIs also generates the return file for unpaid instruments, if any. The return file / data sent by the drawee banks are processed by the Clearing House in the return clearing session in the same way as presentation clearing and return data is provided to the presenting banks for processing. The clearing cycle is treated as complete once the presentation clearing and the associated return clearing sessions are successfully processed. The entire essence of CTS technology lies in the use of images of cheques (instead of the physical cheques) for payment processing.

- (e) *Receipt of Foreign Contribution on behalf of the registered persons/ organization:* Scheduled Banks also handle the foreign contribution receipt on behalf of the registered persons/ organization as per the Foreign Contribution (Regulation) Act, 2010. Banks receiving foreign contribution need to ensure that the concerned persons/organization are registered with the Central Government or has obtained the prior permission to receive such foreign contribution if required by law, and that no branch other than the specified branch accepts 'foreign contribution'.
- (f) *Cash Management Product:* It is a derivative of the collection business. This facility is provided for expeditious transfer of funds collected by a customer at the specified centres in the country to his central account with the use of computers/satellites. It is particularly useful for large units which have their sales/collection network in a very wide geographical area. Only selected branches of a bank may handle the business due to the infrastructural requirements.

- (g) *Issuance of Letters of Credit and Guarantees*: These are two important services rendered by banks to customers engaged in business, industrial and commercial activities. A letter of credit (LC) is an undertaking by a bank to the payee (the supplier of goods and/or services) to pay to him, on behalf of the applicant (the buyer) any amount up to the limit specified in the LC, provided the terms and conditions mentioned in the LC are complied with. The guarantees are required by the customers of banks for submission to the buyers of their goods/services to guarantee the performance of contractual obligations undertaken by them or satisfactory performance of goods supplied by them, or for submission to certain departments like excise and customs, electricity boards, or to suppliers of goods, etc., *in lieu* of the stipulated security deposits.
- (h) *Merchant Banking Business*: Many bank branches act as collection agents to issue business for merchant bankers. The customer and the bank have to agree to the modalities of the scheme, like names of branches authorized as collecting branches, the procedure for retaining the subscription and its remittance periodically, the documents required by the customer from the collecting branches, etc.
- (i) *Credit Cards*: The processing of applications for issuance of credit cards is usually entrusted to a separate division at the Central/Head office of a bank. The dues against credit cards are collected by specified branches, preferably by direct debit to accounts of the credit card holders. Many of them also act as 'cash points' to provide cash to the cardholder on demand up to the specified limits. Most credit cards issued by banks are linked to one of the international credit card networks like VISA, Master or Amex.
- (j) *Technology-based Services*: Banks also provide internet banking services and phone banking services. The fast changing technology has synchronized the banking facility in such a way that the customer need not come physically to the bank for any transactions. The banks are now providing the facility for payment of utility bills, railway reservation, tax deposition through ATM/internet and also provide recharge facility to mobile phone users.
- (k) *Dividend/Interest/Refund Warrants/redemptions*: Many entities require facilities for distribution of funds to their shareholders and others. Direct electronic transmission of funds is made to the accounts of the recipients. In other cases, warrants are issued in favour of shareholders/others, including those payable at designated branches of specified banks. The aggregate amount of the liability to be discharged by the constituent, including

warrants or other instruments issued, is funded to the bank by such constituent.

- (l) *Safe-keeping Services*: Banks provide services for safe keeping/custody of the scrips and valuables of customers in their vaults. Appropriate records are maintained in evidence of receipts/delivery and evidence of holdings is verified from time to time.
- (m) *Lockers*: This facility is provided to customers for safe-keeping of their valuables, etc., in lockers. The branch has no knowledge of the contents of the locker. Only the account holder (the hirer) or his *bona fide* representative, duly authorized by the account holder, can operate on the locker. Each access to the locker is properly recorded in the appropriate registers.
- (n) *Handling Government Business*: Banks act as agents of RBI for receipts and payments on behalf of various government departments. There are authorized branches to handle the specified type of work. Normally, a specified branch acts as a nodal branch for a particular segment of the government business within a given geographical area. The responsibility of the nodal branch includes obtaining details of transactions from the linked branches and to reconcile their accounts *inter se* and with the department concerned. Banks are remunerated by Government for handling this business by way of service charges which are usually as agreed or a stated percentage of the collections or payments, as the case may be.
- (o) *Depository Participant (DP) Services*: The depository system is meant to facilitate quick transfer of stock market securities in a dematerialized form from the seller to the buyer by using satellite connectivity. The depository scheme is operated presently by two depositories – Central Depository Services Limited (CDSL) and National Securities Depository Limited (NSDL). Depository participants, i.e., bank branches providing depository services are in effect agents of the depository concerned. Each participating branch has to get itself registered with a depository. The customer has to open an account with the branch which provides the DP services. This account is credit by the branch with the securities sold by the account holder and debit with the purchases.
- (p) *Automated Teller Machines (ATMs) and Cash Deposits Machines / Recyclers*: Operations on ATMs are through a card which contains information about the cardholder in a magnetic form. The cardholder has to also use the password (also known as Personal Identification Number, i.e.

PIN) to carry out any transaction through ATM. Earlier, ATMs were used merely as cash dispensing machines but now-a-days, other services like issue of drafts, deposit of cash and instruments, balance enquiry, etc., are also being provided by many banks. ATMs may be on-site (i.e., housed in the branch premises) or off-site. The transactions routed by the customers through the ATMs may be entered into the books of account of the branch either on-line (i.e., simultaneously with the transactions) or off-line.

However, on an off-line mode, the proper recording of transactions needs to be ensured. RBI has permitted banks to install Cash Deposit Machines (CDM) with specific guidelines w.r.t. security arrangements, handling of suspect / counterfeit notes and availability of audit trail. The recycler machines accept as well as dispense cash from the same machine.

- (q) *Exchange of Notes*: Following the 'clean note policy' RBI provides the facility of exchange of soiled/mutilated /unusable notes.
- (r) *Debit Cards*: Debit cards are issued by the bank to its account holders to provide facility of access to cash at ATMs/ purchase of goods and services there against, where the debit to the bank account of the holder is simultaneous.
- (s) *Auto Sweep facility in saving accounts*: Banks offer auto sweep facility in saving accounts of their customers where the balances in excess of those stipulated limit, automatically get transferred to term deposit accounts to avail of a higher rate of interest and also automatically get reversed to replenish any shortfall in such stipulated limits.
- (t) *Derivatives*: Financial derivatives are gaining importance in India. Banks are offering derivative options against exchange fluctuation losses.
- (u) *Prepaid Payment Instruments in India*²²: Pre-paid payment instruments are payment instruments that facilitate purchase of goods and services against the value stored on such instruments. The value stored on such instruments represents the value paid for by the holders by cash, by debit to a bank account, or by credit card. The pre-paid instruments can be issued as smart cards, magnetic stripe cards, internet accounts, internet wallets, mobile accounts, mobile wallets, paper vouchers and any such instrument which can be used to access the pre-paid amount (collectively called Prepaid Payment Instruments or PPI hereafter). The pre-paid payment instruments

²² RBI vide its circular no. DPSS.CO.PD.PPI.No.01/02.14.006/2016-17 dated July 1, 2016 on "Policy Guidelines for issuance and operation of Prepaid Payment Instruments in India" provides the broad guidelines on this subject.

that can be issued in the country are classified under three categories viz. (i) Closed system PPI (ii) Semi-closed system PPI and (iii) Open system PPI. Issuer may be the persons operating the payment systems issuing prepaid payment instruments to individuals/organizations.

The money collected is retained by these persons and they make payment to the merchants who are part of the acceptance arrangement directly, or through a settlement arrangement.

Banks who comply with the eligibility criteria are permitted to issue all categories of pre-paid payment instruments. However, only those banks which have been permitted to provide Mobile Banking Transactions by the Reserve Bank of India shall be permitted to launch mobile based pre-paid payment instruments (mobile wallets & mobile accounts). Banks are also permitted to issue prepaid instruments to principal agents approved under the Money Transfer Service Scheme (MTSS) of the Reserve Bank of India or directly to the beneficiary under the scheme for loading of the funds from inward remittances.

Further, the regulatory guidelines require that other non-bank persons issuing PPI need to maintain their outstanding balance in an escrow account with any scheduled commercial bank subject to the following conditions:

- The amount so maintained be used only for making payments to the participating merchant establishments.
- No interest is payable by the bank on such balances with an exception that the entity can enter into an agreement with the bank where escrow account is maintained, to transfer "core portion" of the amount, in the escrow account to a separate account on which interest is payable, subject to the certain conditions.
- A quarterly certificate from the auditors be submitted certifying that the entity has been maintaining adequate balance in the account to cover the outstanding volume of payment instruments issued.
- The entity shall also submit an annual certificate, as above, coinciding with the accounting year of the entity to the Reserve Bank of India.
- Adequate records indicating the daily position of the value of instruments outstanding *vis-à-vis* balances maintained with the banks in the escrow accounts be made available for scrutiny to the Reserve Bank or the bank where the account is maintained on demand.

Further, as per RBI/DPSS/2017-18/58 Master Direction DPSS.CO.PD.No. 1164/02.14.006/2017-18 dated October 11, 2017(updated as on December 29, 2017 "Issuance and operation of Prepaid Payment Instruments in India – Auditor Certificate on the balances in Escrow account" requires a quarterly certificate on the balances held in the Escrow account in accordance with the above Guidelines, from an auditor within a fortnight from the end of the quarter to which it pertains.

Para-banking Activities

12. Banks also undertake certain eligible financial services or para banking activities either departmentally or by setting up subsidiaries. However, banks can set up subsidiary for undertaking such activities only with prior approval of RBI. Some of those activities are listed below:

- (i) *Equipment Leasing, Hire Purchase and Factoring Services*: Banks also undertake equipment leasing, hire purchase and factoring services as departmental activities.
- (ii) *Investment in Venture Capital Funds (VCFs)*: Bank should obtain prior approval of RBI for making strategic investment in venture capital funds i.e. investment equivalent to more than 10% of the equity/unit.
- (iii) *Mutual fund business*: Banks are not permitted to directly undertake mutual fund business but sponsor mutual funds, subject to the RBI guidelines in this regard. Banks normally refer clients to these mutual funds and earn a commission²³ in return.

Banks may enter into agreements with mutual funds for marketing the mutual fund units subject to the terms and conditions specified in the RBI Master Circular RBI/2015-16/30 BR.No.FSD.BC.19/24.01.001/2015-16 dated July 1, 2015 on "Para Banking Activities".

- (iv) *Money Market Mutual Funds (MMMFs)*: Banks can also sponsor MMMFs business subject to the prior approval of the RBI. The MMMFs are, however, subject to regulation by the Securities and Exchange Board of

²³ Keeping in view the need for transparency in the interest of the customers to whom the products are being marketed / referred, the banks are advised to disclose to the customers, details of all the commissions / other fees (in any form) received, if any, from the various mutual fund / insurance / other financial services companies for marketing / referring their products. This disclosure would be required even in cases where the bank is marketing/ distributing/ referring products of only one mutual fund/ insurance companies, etc.

India (SEBI). Banks also, at time, provide cheque-writing facilities for MMMFs subject to the RBI guidelines in this regard.

- (v) *Entry of banks into insurance business*: Banks intending to set up insurance joint ventures with equity contribution on risk participation basis or making investments in the insurance companies for providing infrastructure and services support should obtain prior approval of Reserve Bank of India before engaging in such business. However, insurance business will not be permitted to be undertaken departmentally by the banks.
- (vi) *Primary Dealership (PD) Business* – Banks can undertake primary dealership business subject to the approval of the RBI and after satisfying certain eligibility criteria prescribed by the RBI:
 - A) Banks, which do not at present, have a partly or wholly owned subsidiary and fulfill the following criteria:
 - a. Minimum Net Owned Funds of Rs. 1,000 crore.
 - b. Minimum CRAR of 9%.
 - c. Net NPAs of less than 3% and a profit making record for the last three years.
 - B) Indian banks which are undertaking PD business through a partly or wholly owned subsidiary and wish to undertake PD business departmentally by merging/taking over PD business from their partly/wholly owned subsidiary subject to fulfilling the criteria mentioned in A (a) to (c) above.
 - C) Foreign banks operating in India who wish to undertake PD business departmentally by merging the PD business being undertaken by group companies subject to fulfilment of criteria at A (a) to (c).
- (vii) *Pension Funds Management*: Banks have been permitted to undertake Pension Funds Management (PFM) through their subsidiaries set up for the purpose subject to their satisfying the eligibility criteria prescribed by Pension Fund Regulatory and Development Authority (PFRDA) for Pension Fund Managers. PFM cannot be undertaken departmentally. Banks intending to undertake pension funds management should follow the guidelines set out in the RBI Master Circular No. DBR.No. FSD.BC. 19/24.01.001/ 2015-16 dated July 1, 2015 on “Para – Banking Activities”.
- (viii) *Portfolio Management Services (PMS)*: The general powers vested in banks to operate Portfolio Management Services and similar schemes have

been withdrawn vide RBI circular DBOD.No.BC.73/27.07.001/94-95 dated June 7, 1994 on Acceptance of Deposits/Funds under Portfolio Management Scheme. No bank therefore is permitted to, restart or introduce any new PMS or similar scheme in future without obtaining specific prior approval of the RBI. However, bank-sponsored NBFCs are allowed to offer discretionary PMS to their clients, on a case-to-case basis. The banks operating PMS or similar scheme with specific prior approval of RBI have to strictly observe the conditions given in RBI Master Circular No. DBR.No.FSD.BC.19/24.01.001/2015-16 dated July 1, 2015 on "Para Banking Activities".

- (ix) *Referral Services*: Banks can offer referral services to their customers for financial products subject to the following conditions:
- a) The bank/third party issuers of the financial products should strictly adhere to the KYC/AML guidelines in respect of the customers who are being referred to the third party issuers of the products.
 - b) The bank should ensure that the selection of third party issuers of the financial products is done in such a manner so as to take care of the reputational risks to which the bank may be exposed in dealing with the third party issuers of the products.
 - c) The bank should make it explicitly clear upfront to the customer that it is purely a referral service and strictly on a non-risk participation basis.
 - d) The third party issuers should adhere to the relevant regulatory guidelines applicable to them.
 - e) While offering referral services, the bank should strictly adhere to the relevant RBI guidelines.
- (x) *Underwriting of Corporate Shares and Debentures*: Banks can undertake underwriting of corporate shares and debentures within the ceiling prescribed for the bank's exposure to capital markets and subject to the provisions contained in the Section 19(2) and 19(3) of the Banking Regulation Act, 1949. The guidelines contained in the SEBI (Underwriters) Rules and Regulations, 1993 and those issued from time to time are also to be complied with. Moreover, banks should not underwrite issue of Commercial Paper by any Company or Primary Dealer and not extend Revolving Underwriting Facility to short term Floating Rate Notes/Bonds or debentures issued by corporate entities. However, with effect from April 16, 2008, banks may exclude their own underwriting commitments, as also the underwriting commitments of their subsidiaries, through the book running

process for the purpose of arriving at the capital market exposure both on a solo and consolidated basis.

- (xi) *Underwriting of bonds of Public Sector Undertakings:* Banks can play a supportive role in relation to issue of bonds by Public Sector Undertakings (PSUs) by underwriting a part of these issues. They may also subscribe outright initially but sell them later to the public with the aid of their wide branch network. It should, however, be ensured that the increase in the holdings of public sector bonds by banks arising out of their underwriting or subscription is kept within reasonable limits. While undertaking the underwriting of bonds of PSUs, banks should formulate their own internal guidelines as approved by their Boards of Directors on investments in and underwriting of PSU bonds, including norms to ensure that excessive investment in any single PSU is avoided and that due attention is given to the maturity structure of such investments.
- (xii) *Retailing of Government Securities:* Banks are permitted to undertake the business of retailing of Government securities with non-bank clients subject to the following conditions:
- a) Banks are free to buy and sell Government Securities on an outright basis at prevailing market prices without any restriction on the period between sale and purchase.
 - b) Banks shall not undertake ready forward transactions in Government Securities with non-bank clients.
 - c) The retailing of Government Securities should be on the basis of ongoing market rates / yields emerging out of secondary market transactions.
 - d) No sale of Government Securities should be effected by banks unless they hold the securities in their portfolio either in the form of physical scrips or in the Subsidiary General Ledger (SGL) Account maintained with the Reserve Bank of India.
 - e) Immediately on sale, the corresponding amount should be deducted by the bank from its investment account and also from its (Statutory Liquidity Ratio (SLR) assets.
 - f) Banks should put in place adequate internal control checks/mechanism in this regard.

- g) These transactions should be subjected to concurrent audit as per RBI's extant instructions and should also be looked into by the auditors at the time of bank's statutory audit.

(xiii) *Sponsors to Infrastructure Debt Funds (IDF)* - In order to accelerate and enhance the flow of long term funds to infrastructure projects for undertaking the Government's ambitious programme of infrastructure development, scheduled commercial banks have been allowed to act as sponsors to Infrastructure Debt Funds (IDFs). IDFs can be set up either as Mutual Funds (MFs) or as Non-Banking Finance Companies (NBFCs). While IDF-MFs are regulated by SEBI, IDF-NBFCs are regulated by RBI.

Banks can sponsor IDF-MFs and IDF-NBFCs with prior approval from RBI subject to the conditions given in the RBI Master Circular No. DBR.No.FSD.BC.19/24.01.001/2015-16 dated July 1, 2015 on "Para - Banking Activities".

(xiv) *Membership of currency derivative segment of SEBI approved Stock Exchanges:* Scheduled commercial banks (AD Category I) have been permitted to become trading / clearing members of the currency derivatives segment to be set up by the Stock Exchanges recognized by SEBI, subject to their fulfilling the following prudential requirements:-

- a) Minimum net worth of Rs. 500 crores
- b) Minimum CRAR of 10%
- c) Net NPA not exceeding 3%
- d) Net Profit for last 3 years

Banks which fulfill the conditions mentioned above should lay down detailed guidelines with Board's approval for conduct of this activity and management of risks. It should be ensured that the bank's position is kept distinct from the clients' position. In case of supervisory discomfort with the functioning of a bank, the Reserve Bank may impose restrictions on the bank regarding the conduct of this business as it deems fit.

The banks which do not meet the above minimum prudential requirements are permitted to participate in the currency futures market only as clients.

(xv) *Partner in Financial Inclusion programme – Pradhan Mantri Jan Dhan Yojna:* Pradhan Mantri Jan-Dhan Yojana (PMJDY) which was launched on 28th August 2014 is a National Mission for Financial Inclusion to ensure access to financial services, namely, Banking/ Savings & Deposit Accounts, Remittance, Credit, Insurance, Pension in an affordable manner. Bank Account can be opened in any bank branch or Business Correspondent

(Bank Mitra) outlet. PMJDY accounts are being opened with Zero balance and certain other benefits.

(xvi) *MUDRA Loans* - Micro Units Development and Refinance Agency (MUDRA) loans are extended by banks, NBFCs, MFIs and other eligible financial intermediaries as notified by MUDRA Ltd. The Pradhan Mantri MUDRA Yojana (PMMY) announced by the Hon'ble Prime Minister on 8th April 2015, envisages providing MUDRA loan, upto Rs. 10 lakh, to income generating micro enterprises engaged in manufacturing, trading and services sectors. The overdraft amount of Rs. 5000 sanctioned under PMJDY has been also classified as MUDRA loans under Prime Minister MUDRA Yojana (PMMY). The MUDRA loans are extended under different categories. During the Financial Year 2017-18, 4,81,30,593 Pradhan Mantri MUDRA Yojana (PMMY) has been sanctioned. The total amount sanctioned is 2,53,677.10 Crore out of which 2,46,437.40 was disbursed. According to finance ministry data Mudra Yojana had a gross NPA ratio of only 4 per cent as of December 2017 - much lower than average 10 per cent for other loans in the case public sector lenders. However, some of the experts have calculated the Mudra Yojana NPA figures at over 14,350 crore in the short span of three years. In Financial year 2018-19, till 10th October 2018 2,08,83,896 MUDRA Loans has been sanctioned amounting to Rs.110576.98 Crore.

According to finance ministry data Mudra Yojana had a gross NPA ratio of only 4 per cent as of December 2017 - much lower than average 10 per cent for other loans in the case public sector lenders. Since almost all the Mudra Loans are without collaterals and Unsecured, Banks need to monitor the same carefully to ensure end use of funds and recovery to avoid NPA classification.

(b) Regional Rural Banks (RRBs)

13. These banks have been established "with a view to developing the rural economy by providing, for the purpose of development of agriculture, trade, commerce, industry and other productive activities in the rural areas, credit and other facilities, particularly to the small and marginal farmers, agricultural labourers and artisans and small entrepreneurs" (Preamble to the Regional Rural Banks Act, 1976). While regional rural banks can carry on any business in which a bank is legally permitted to engage, section 18 of the Regional Rural Banks Act, 1976, specifically lists the following businesses which such a bank may undertake:

(a) the granting of loans and advances, particularly to small and marginal farmers and agricultural labourers, whether individually or in groups, and to

co-operative societies, including agricultural marketing societies, agricultural processing societies, co-operative farming societies, primary agricultural credit societies or farmers' service societies, for agricultural purposes or agricultural operations or for other purposes connected therewith;

- (b) the granting of loans and advances, particularly to artisans, small entrepreneurs and persons of small means engaged in trade, commerce or industry or other productive activities, within the notified area in relation to the RRB.

14. In order to strengthen and consolidate RRBs, the government in 2005 initiated the process of amalgamation of RRBs in a phased manner. Consequently, the total number of RRBs has reduced from 196 to 56²⁴. Further, the Government of India has issued a notification dated May 17, 2007 specifying 'Regional Rural Bank' as 'bank' for the purpose of the Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest (SARFAESI) Act, 2002.

15. In the recent years, in an attempt to strengthen the regional rural banks, several measures have been taken by the Central Government and the RBI. These banks are no longer required to confine their lending to the weaker sections and are permitted to lend to non-target groups also up to specified limits. They can also undertake various types of business such as issuance of guarantees, demand drafts, travellers' cheques, etc. Moreover, RRBs are no longer required to confine their operations only within local limits notified by the Central Government; they are now permitted, subject to fulfilling service area obligations, to lend monies outside their service area. In the wake of these developments, the distinction between commercial banks and RRBs has become somewhat blurred.

16. Each RRB has a public sector bank as its 'sponsor bank'. Capital in each such bank is contributed by the Central Government, the sponsor bank and the State Government concerned in proportion of 50, 35 and 15 per cent, respectively.

17. Apart from subscribing to the share capital of a RRB sponsored by it, the sponsor bank is also required to train personnel of the RRB as also to provide managerial and financial assistance to such bank during the first five years of the latter's functioning (this period can, however, be extended by the Central Government).

²⁴ As per the information available from the website of the Reserve Bank of India at the following URL: <http://www.rbi.org.in/scripts/AboutUsDisplay.aspx?pg=RegionalRuralBanks.htm>.

18. Like commercial banks, regional rural banks also function under the overall supervision and control of the RBI. Some of the regulatory functions of the RBI in relation to RRBs have been delegated to the National Bank for Agriculture and Rural Development (NABARD).

(c) Co-operative Banks

19. These are banks in the co-operative sector which cater primarily to the credit needs of the farming and allied sectors. Co-operative banks include central co-operative banks, state co-operative banks, primary co-operative banks and land development banks. Of these, primary co-operative banks operate in metropolitan cities, urban and semi-urban centres to cater principally to the credit needs of small industrial units, retail traders, etc. Due to their existence primarily in urban areas, primary co-operative banks are more commonly known as 'Urban Co-operative Banks' (UCB). Land development banks provide long-term finance for agriculture and have a two-tier structure – State Land Development Banks and the Primary Land Development Banks, the latter being at District or Block level. In a few states, however, the structure is unitary where the State Land Development Bank directly carries out activities through its own branches at district level.

20. Each co-operative bank operates within a specific geographic jurisdiction as determined by its bye-laws. Co-operative banks can lend monies only to their members or to registered societies. The single most important regulatory and supervisory feature in the co-operative banking sector is the prevalence of dual control. While incorporation/registration and management-related activities are regulated in the states by the Registrar of Co-operative Societies or the Central Registrar of Co-operative Societies (for multi-state co-operative banks), banking related activities are under the regulatory/supervisory purview of the Reserve Bank of India or NABARD (in the case of rural co-operatives).

(d) Development Banks

21. Development banks also known as 'term-lending institutions' are specialized financial institutions that provide medium and long-term finance to the industrial, agricultural, housing, and export-import sectors. As multipurpose financial institutions, they provide financial assistance to both private and public sectors. Development banking was started primarily to provide financial assistance to war-ravaged industries essentially to reconstruct their buildings and equipment which were destroyed in the war.

22. In India, development banks are classified into four groups such as Industrial Development Banks which include Industrial Finance Corporation of India (IFCI) set up in 1948, Industrial Development Bank of India (IDBI) set up in 1964, and

Small Industries Development Bank of India (SIDBI) set up in 1990, Agricultural Development Banks which include National Bank for Agriculture & Rural Development (NABARD) set up in 1982, Export-Import Development Banks which include Export-Import Bank of India (EXIM Bank) set up in 1982 and Housing Development Banks which include National Housing Bank (NHB). In addition, the Industrial Investment Bank of India (IIBI) which was set up in 1991 and the MUDRA Bank which was set up in 2015 are also in existence apart from State Industrial Development Corporations (SIDCs) and State Financial Corporation (SFC) which function as part of 'development banks'.

23. Development Banks came to be established to with the objective of providing financial assistance to entrepreneurs to establish and expand their businesses and helping companies to raise money from the capital market. Major functions of Development Banks include raising capital for the companies, providing loans and advances, performing underwriting of new issues, providing guarantee for loans, etc.

24. The major difference between Development Bank and Commercial Bank is that development Banks's main emphasis lies on development through various promotional activities while commercial banks are mere credit suppliers. Similarly, development banks do not accept deposits from public while commercial banks accept deposits. Further, it is also important to note that development banks are normally viewed to provide medium and long-term finance while commercial banks provide short term finance.

25. Two development institutions viz.: ICICI and IDBI have been since converted in to full-fledged commercial banks whereas IFCI is now categorised as a NBFC, SIDBI, NHB and EXIM Bank are the existing term lending institutions.

(e) Foreign Banks

26. Foreign banks operate in India through a network of branches and do not have a separate legal entity existence in India. However, for all practical purposes, the RBI regulates the functioning of these banks in India, with regards to scale and nature of business they undertake in India. Foreign banks functions with a CEO or a Country Head as the highest decision making authority based in India. This position generally reports to the regional management Board or the global Board of the bank as the case may be. In comparison to a locally incorporated bank, the management structure of foreign banks is not very 'top' concentrated, i.e., the various boards and committees stipulated by RBI for Indian banks are not mandatory.

27. Foreign banks operate with limited branch network in the country and in a structure wherein most of their operations are centralized. Bank branches

operate as customer relationship windows and do not record substantial financial statements impacting transactions. Almost all foreign banks are technologically advanced and use a high level of IT integration into their operations. These systems, in most instances, are similar to those being used by their branches globally. Due to cost-benefit and other considerations, in some instances, foreign banks, get certain financial or other information processed at one of their global centres. This processing of data out of the country is generally with specific consent from the RBI. Due to their existence in global financial centres and their expertise, banks undertake complex treasury transactions (to the extent allowed by RBI regulations). In most cases these transactions are undertaken back to back with their foreign branches and would be hedged from a local risk perspective. Additionally, banks also undertake and participate in international advisory and syndication transactions, in partnership with their international branches, which in effect generates fee revenue for the bank.

28. In the aftermath of the global financial crisis and building on the lessons therefrom, RBI issued a Discussion Paper in January 2011 on the mode of presence of foreign banks in India. Taking into account the feedback received on the Discussion Paper, a Scheme for setting up of locally incorporated Wholly Owned Subsidiary (WOS) by foreign banks in India was finalized in November 2013. The scheme provided, as hitherto, allowing foreign banks to operate in India either through branch presence or setting up a wholly owned subsidiary (WOS) with near national treatment. The foreign banks in India have to choose one of the above two modes of presence and shall be governed by the principle of single mode of presence. The policy is guided by the two cardinal principles of (i) reciprocity and (ii) single mode of presence. As a locally incorporated bank, the WOS will be given near national treatment which will enable them to open branches anywhere in the country at par with Indian banks (except in certain sensitive areas where RBI's prior approval would be required). They would also be able to participate fully in the development of the Indian financial sector. The policy incentivizes the existing foreign bank branches which operate within the framework of India's commitment to the World Trade Organisation (WTO) to convert into WOS due to the attractiveness of near national treatment. Such conversion is also desirable from the financial stability perspective. To provide safeguards against the possibility of the Indian banking system being dominated by foreign banks, the framework has certain measures to contain their expansion if the share of foreign banks exceeds a critical size. Certain measures from corporate governance perspective have also been built in so as to ensure that the public interest is safeguarded.

(f) Payment Banks

29. On 27th November Payment Banks have been introduced in the Indian financial system, with the basic objective of furthering financial inclusion by providing (i) small savings accounts and (ii) payments/ remittance services to migrant labour workforce, low income households, small businesses, other unorganised sector entities and other users. Their scope of activities include the acceptance of demand deposits, presently restricted to holding a maximum balance of Rs. 100,000 per individual customer, payments and remittance services through various channels, acting as Business Correspondents (BC) of another bank etc. Payments Banks cannot undertake any lending activities. Apart from amounts maintained as Cash Reserve Ratio (CRR) with RBI on its outside demand and time liabilities, they are required to invest a minimum of 75 per cent of their "demand deposit balances" in Statutory Liquidity Ratio (SLR) eligible Government securities/treasury bills with maturity up to one year and hold maximum 25 per cent in current and time/fixed deposits with other scheduled commercial banks for operational purposes and liquidity management.

30. Payments banks are new model of banks conceptualized by Reserve Bank of India (RBI) to meet government's financial inclusion target. They are being set up as differentiated bank and its activities are confined to acceptance of demand deposits, remittance services, internet banking and other specified services but not lending services.

31. This differentiated banking model allows mobile firms, supermarket chains and others to cater to banking requirements of individuals and small businesses.

32. Payments banks can accept deposits upto Rs. 1 lakh per account from individuals and small businesses. They can issue ATM/debit cards but not credit cards. They can also issue other prepaid payment instruments. They can also distribute non-risk sharing simple financial products like mutual funds and insurance products.

33. Operating guidelines have been issued vide Circular No. RBI/2016-17/80 DBR. NBD. No.25/16.13.218/2016-17 Dated October 6, 2016.

34. Recently, the Union Government has announced that India Post Payments Bank (IPPB) will become operational in all 650 districts of the country by April 2018 to facilitate financial inclusion.

35. This bank will be linked to 1.55 lakh rural post offices for its operations and carry out banking services. This will be largest banking network in the country.

36. IPPB has been set up as a Public Limited Company under Department of Posts with 100% Government of India (GOI) equity. It leverages DoP's network,

resources and reach to make low-cost, quality and simple financial services easily accessible to customers in the country. Its purpose is to further cause of financial inclusion by providing basic banking, remittance services and payments services to customers. It will facilitate spread of financial services like insurance, pensions, mutual funds to customers especially from rural areas and the unbanked and under-banked segments.

It will also generate opportunities for propagating financial literacy across the country by using state of the art banking and payments technology. It will also generate new employment opportunities for skilled banking professionals. It will encourage citizens to move towards a cashless economy.

37. RBI has approved for 11 provisional Payments Bank Licenses which are as follows-

- a) Aditya Birla Nuvo Limited
- b) Airtel M Commerce Service Limited
- c) Cholamandalam Distribution Services Limited
- d) India Department of Posts
- e) Fino PayTech Limited
- f) National Securities Depository Limited
- g) Reliance Industries Limited
- h) Shri Dilip Shantilal Shanghvi
- i) Shri Vijay Shekhar Sharma
- j) Tech Mahindra Limited
- k) Vodafone m-pesa Limited
- l) Dilip Shantilal Sanghvi
- m) Cholamandalam Distribution services limited
- n) National Securities Depository limited

Of these 11 licenses, 6 Banks have already commenced banking operations.

(g) Small Finance Banks

38. Small Finance Banks have also been introduced in the Indian financial system since November 2014, with the basic objective of furthering financial inclusion by (a) provision of savings vehicles, and (b) supply of credit to small

business units; small and marginal farmers; micro and small industries; and other unorganised sector entities, through high technology-low cost operations. Their scope of activities primarily include undertaking basic banking activities of acceptance of deposits and lending to unserved and under-served sections including small business units, small and marginal farmers, micro and small industries and unorganized sector entities.

39. Operating guidelines have been issued vide Circular No. RBI/2016-17/81 DBR. NBD.No.26/16.13.218/2016-17 dated October 6, 2016. Guidelines w.r.t. Investment Classification, Restrictions on Loan and Advances, Income Recognition and Asset Classification as applicable to Scheduled Bank will be applicable to Small Finance Banks. In addition to it, specific guidelines have been issued for Capital Adequacy Framework, Leverage Ratio, Liquidity Coverage Ratio and Net Stable Funding Ratio, etc.

40. On 17th September 2015, The RBI announced that it had given licenses to 10 entities namely Au Small Finance Bank, Capital Small Finance Bank, Jana Small Finance Bank, Ujjwan Small Finance Bank, Equitas Small Finance Bank, Fincare Small Finance Bank, ESAF Small Finance Bank, North East Small Finance Bank, Suryoday Small Finance Bank, Utkarsh Small Finance Bank.

(h) EXIM Bank

41. EXIM Bank (Export – Import Bank of India) was set up by the Government of India under Export-Import Bank of India Act, 1981 and it started its functioning in January 1982. It was established with the objective of providing financial assistance to exporters and importers, functioning as the principal financial institution for coordinating the working of institutions engaged in financing export and import of goods and services with a view to promoting the country's international trade.

42. It also provides refinance facilities to the commercial banks and financial institutions against their export-import financing activities.

43. As on 31st march 2018, the net funded loan assets of the bank stood at Rs. 10753.20 Crore and non- funded advances were Rs. 1324Crore.

44. Functions of EXIM Bank:

1. Financing of export and import of goods and services both of India and of outside India.
2. Undertaking merchant banking functions of companies engaged in foreign trade.

3. Providing finance for joint ventures in foreign countries.
4. Offering buyers' credit and lines of credit to the foreign governments and banks.
5. Providing technical and administrative support to the parties engaged in export and import business.
6. Providing business information and advisory services to Indian exports in respect of multilaterally funded projects overseas.

C. Organizational Structure of Banks

45. While the exact organizational structure may differ from one bank to another, most large-sized public sector banks have a four-tier structure – head office, zonal offices, regional offices and branches (the nomenclature may, however, vary among banks) – each tier of the structure being responsible for performing the functions specified by the Head Office.

46. At the apex level is the head office of the bank whose main functions are:

- Laying down policies and procedures for smooth and efficient functioning of the bank and to review them periodically.
- Deciding on the extent of powers – financial and administrative – which may be vested in various functionaries of the bank.
- Planning and performance budgeting.
- Asset-liability management.
- Laying down lending policy of the bank, the risk management guidelines and the rehabilitation and recovery guidelines including policies for compromise, settlement and write-off.
- Deciding about the interest rates on both deposits and the loans as well as about charges for various services and review interest rates and charges periodically.
- Treasury and investment management (usually handled by the head office, though in some cases, select large branches may also be involved in this function).
- Monitoring and controlling the functioning of various offices of the bank.

47. Periodic inspections and internal audit are important constituents of such monitoring and control mechanism.

- Reconciling the transactions among various offices of the bank

- Introducing new products and services and reviewing the existing ones.
- Issuing instructions to branches and other offices from time to time on matters deserving their attention or requiring compliance by them.

48. At the second level are the zonal offices which are responsible for overall working of the branches in their areas of operation. Zonal offices act as a link between the branches and the head office, either directly or through regional offices.

49. Below the zonal offices are the regional offices which are the immediate controllers of the branches under their jurisdiction. They are responsible for business development, compliance with the laid down systems and procedures, satisfactory customer service, quick redressal of complaints and submissions of the required statements/reports/returns by branches under their jurisdiction. They are also responsible for smooth functioning of the branches under them.

50. Branches are lowest in the hierarchy of the banking organization structure. In fact, the banking operations (i.e., accepting deposits and making loans) actually take place at the branch level. Their jobs are numerous, practically everything in relation to banking, except the pricing of products/services and the policy formulation.

51. Some branches have extension counters and sub-offices functioning under them. The extension counters/sub-offices are meant for specific locations like airports, large institutions, large project sites, etc., and cater exclusively to the banking needs (either all or limited) of the concerned locality.

D. Role of the Reserve Bank of India as the Central Bank

52. The Reserve Bank of India (hereinafter referred to as RBI) acts as the monetary authority and the central bank of the country. In an effort to bring greater coordination among financial regulators, the Government of India has constituted an over-arching body - the Financial Stability and Development Council ("FSDC" or "Council") in December 2010. The Council is headed by the Honorable Finance Minister and composed of the Governor of the RBI, the chairs of the SEBI, the IRDA and the PFRDA, and other Ministry of Finance ("MoF") officials. It envisages strengthening and institutionalizing the mechanism of maintaining financial stability, financial sector development, inter-regulatory coordination along with monitoring macro-prudential regulation of the Indian economy. On February 20, 2015 the RBI and Government signed the Monetary Policy Framework Agreement. In addition to it after amendment in RBI Act, the Monetary Policy Committee (MPC) headed by Governor was setup. The MPC is

entrusted with the task of fixing the benchmark policy interest rate (repo rate) to contain inflation within the target level.

53. The RBI is the central bank of our country. As such, RBI is responsible for development and supervision of the constituents of the Indian financial system (which comprises banks and non-banking financial institutions) as well as for determining, in conjunction with the Central Government, the monetary and credit policies keeping in with the need of the hour. Among its important functions are issuance of currency; regulation of currency issue; acting as banker to the central and state governments; and acting as banker to commercial and other types of banks including term-lending institutions. Besides, RBI has also been entrusted with the responsibility of regulating the activities of commercial and other banks. Banks can commence business by opening the branches as per branch opening policy of RBI. The RBI also has the power to inspect any bank. The Banking Regulation Act, 1949 provides the legal framework for regulation and supervision of banks. This statute, together with some provisions in the Reserve Bank of India Act, 1934, State Bank of India Act, 1955, State Bank of India (Subsidiary Banks) Act, 1959 and Banking Companies (Acquisition and Transfer of Undertakings) Acts, 1970 & 1980, empowers the RBI to prescribe standards and monitor liquidity, solvency and soundness of banks, so as to ensure that depositors' interests are protected at all times.

54. Periodic inspections of banks under section 35 of the Banking Regulation Act, 1949 are undertaken as a follow-up of the bank licensing regulation and objectives as laid down in section 22 of the Banking Regulation Act, 1949. The substantive objective of the statutory inspections has been to verify whether the conditions subject to which the bank has been issued license to undertake banking business in terms of sub-section (3) of section 22 [including sub-section (3A) for foreign banks] continue to be fulfilled by it. The conditions include:

- (a) the bank "is or will be in a position to pay its present or future depositors in full as their claims accrue" (i.e. it is solvent and has adequate liquidity);
- (b) the bank "has adequate capital structure and earning prospects";
- (c) "the affairs of the (banking) company are not being, or are not likely to be, conducted in a manner detrimental to the interests of its present or future depositors"; and
- (d) "the general character of the management of the bank is not prejudicial to the public interest or the interest of its depositors" (i.e. it has sound operational systems and adequate controls operated by a prudent management).

Section 22(4) of the Banking Regulation Act, 1949 authorizes the RBI to cancel the banking license "if at any time, any of the conditions referred to in sub-section (3) and sub-section (3A) is not fulfilled".

55. Based on the recommendations of a High Level Steering Committee (HLSC) for Review of Supervisory Processes of Commercial Banks, the Reserve Bank of India had in September 2012, introduced a Supervisory Program for Assessment of Risk and Capital (SPARC) for commercial banks under RBS. This Risk Based Supervision (RBS) approach, helps the regulator in focusing on evaluating both present and future risks, identifying incipient issues and facilitating prompt intervention/ early corrective action - as against the earlier compliance-based and transaction testing approach (CAMELS) which was more in the nature of a 'point in time' assessment. The RBS approach also benefits the regulator by optimizing its use of supervisory resources and assisting the regulated entities in improving their risk management systems, oversight and controls.

56. RBI is empowered under section 21 of the Banking Regulation Act, 1949, to control advances by banks in general or by any bank in particular. Among the measures that the RBI can adopt for this purpose are to prescribe purposes and extent of advances, margin requirements, maximum exposure to a single borrower, rate of interest and other terms and conditions, etc. Besides these measures (which are usually called 'selective credit control' measures), RBI also controls the total volume of bank credit by varying bank rate through open market operations or by varying cash reserve and similar requirements.

57. Bank rate refers to the rate of interest at which the RBI re-discounts the first class bills of exchange or other eligible instruments from banks. Variations in bank rate affect the interest rates charged by banks – generally, interest rates of banks move up or down *in tandem* with movements in bank rate.

58. Under Base Rate system which came into effect from July 1, 2010, all categories of domestic rupee loans of banks are priced only with reference to the Base Rate, subject to certain conditions. For monetary transmission to occur, lending rates have to be sensitive to the policy rate. At present, banks follow different methodologies for computing their Base Rate like average cost of funds method, marginal cost of funds, blended cost of funds (liabilities) etc.

59. Open market operations involve sale or purchase of government securities in the open market. When RBI buys government securities from banks in the open market, the funds in the hands of selling banks increase, enabling them to expand credit, and *vice versa*.

60. Banks are required to maintain at least a prescribed minimum percentage of their demand and time liabilities in India in the form of cash and/or current

account balances with the RBI (called 'cash reserve ratio'). Additionally, they are required to maintain a further percentage in the form of cash and/or other liquid assets (called 'statutory liquidity ratio'). Varying the cash reserve ratio and/or statutory liquidity ratio enables the RBI to increase or decrease (as the case may be) the funds available to banks for lending and other similar purposes.

61. A major development that has implications for banks throughout the world is the "International Convergence of Capital Measurement and Capital Standards" generally known as the Basel Accord. Basel III ensures better quality of capital and robust liquidity risk management.

62. The smooth functioning of the payment and settlement systems is a prerequisite for stability of the financial system. In order to have focused attention on payment and settlement systems, a Board for Regulation and Supervision of Payment Systems (BPSS) was set up in March, 2005. The launch of the Real Time Gross Settlement System (RTGS) and NEFT (National Electronic Funds Transfer) has led to a reduction of settlement risk in large-value payments in the country. Similarly, IMPS (Inter bank Mobile Payment Service/Immediate Payment Service) is a mobile based payment mechanism introduced by the National Payments Corporation of India to allow customers to transfer money instantly, facilitating instant remittance across multiple platforms. The setting up of NSDL and CDSL for the capital market settlements and CCIL for G-sec, forex and money market settlements have improved efficiency in market transactions and settlement processes. A series of legal reforms to enhance the stability of the payment systems have been carried out. With the introduction of the Payments and Settlement Act in 2008, the Reserve Bank has the legislative authority to regulate and supervise payment and settlement systems in the country.

63. In India, deposit insurance is provided by the Deposit Insurance and Credit Guarantee Corporation (DICGC), a wholly owned subsidiary of the Reserve Bank of India. Deposit insurance in India is mandatory for all banks (commercial/cooperative/ RRBs/LABs). It covers all kinds of deposits except those of foreign governments, Central/State Governments, inter-bank, deposits received abroad and those specifically exempted by DICGC with prior approval of the Reserve Bank. The premium charged for deposit insurance is on a flat rate basis, which is currently 10 paise per Rs.100 of assessable deposits with a statutory ceiling on premium at 15 paise. The premia to be paid by the insured banks are computed on the basis of their assessable deposits. Insured banks pay advance insurance premia to the Corporation semi-annually within two months from the beginning of each financial half year, based on their deposits as at the end of previous half year. The amount of coverage is presently limited to Rs.1 lakh per depositor and extends to deposits held in the same right and in the same capacity.

64. Banks and financial institutions (FIs) have also been advised by RBI to follow certain customer identification procedure for opening of accounts and monitor transactions of suspicious nature for the purpose of reporting the same to appropriate authority. These 'Know Your Customer' (KYC) guidelines have been revisited in the context of the recommendations made by the Financial Action Task Force (FATF) on Anti Money Laundering (AML) standards and on Combating Financing of Terrorism (CFT). Detailed guidelines based on the recommendations of FATF and the paper issued on Customer Due Diligence (CDD) for banks by the Basel Committee on Banking Supervision (BCBS), with suggestions wherever considered necessary, have been issued. Banks/FIs have been advised by RBI to ensure that a proper policy framework on 'Know Your Customer' and Anti-Money Laundering measures is formulated and put in place with the approval of their Boards. The objective of KYC/AML/CFT guidelines is to prevent banks/FIs from being used, intentionally or unintentionally, by criminal elements for money laundering or terrorist financing activities. KYC procedures also enable banks/FIs to know/understand their customers and their financial dealings better and manage their risks prudently. Foreign Account Tax Compliance Act (FATCA) is a US law, which was enacted in March 2010 by the US Government which was aimed at preventing tax evasion through off shore assets by US citizens and US residents. Foreign Financial Institutions (FFIs) such as the Bank that enter into a FATCA FFI agreement with the US government are required to conduct certain due-diligence to identify its US clients (individual and entity) and report on their accounts to the US Internal Revenue Service (IRS).

65. India has signed the Inter-Governmental Agreement (IGA) with USA for improving international tax compliance and implementing the Foreign Account Tax Compliance Act (FATCA). India has also signed a multilateral agreement on June 3, 2015, to automatically exchange information based on Article 6 of the Convention on Mutual Administrative Assistance in Tax Matters under the Common Reporting Standard (CRS), formally referred to as the Standard for Automatic Exchange of Financial Account Information (AEOI). In this regard, On August 7, 2015 Government of India has notified the amendments to Income Tax Rules (Rules) and have added Rule 114F (definitions), 114G (Information to be maintained and reported) and 114H (due diligence requirement) for operationalization of IGA and CRS. This information regarding US reportable persons and other reportable persons have to be furnished in a form 61B.

66. Banks have modified their account opening forms to include FATCA Compliance Declarations. Banks are internally monitoring transactions over the defined thresholds to verify if any transactions need reporting as per the guidelines. Auditors also review whether the Bank has ensured compliance with the FATCA guidelines.

67. Apart from directions relating to operational matters, RBI also issues, from time to time, guidelines on accounting matters to be followed by banks. These guidelines have a profound effect on annual accounts of banks. The text of the notifications/circulars/guidelines, etc., issued by RBI are normally also available on its website www.rbi.org.in.

Prompt Corrective Action (PCA) framework for NPAs

68. Reserve Bank of India under its supervisory frame work uses various measures/ tools to maintain sound financial health of the bank. PCA frame work is one of such supervisory tools which involve monitoring of certain performance indicators of the banks as early warning exercise and is initiated once such thresh holds as relating to capital, asset quality etc. are breached.

69. Its objective is to facilitate the banks to take corrective measures including those prescribed by RBI, in a timely manner to realize financial health of the bank.

70. PCA frame work is in operations since December 2002 & the guidelines have been issued from time to time and on 13th April 2017, revised frame work was issued by the RBI.

71. RBI has come up with a notification titled “Revised Prompt Corrective Action (PCA) framework for banks.” The revised framework would apply to all banks operating in India including small and foreign banks. The new set of provisions will be effective from April 1 based on the financials of banks as of March 2017. The revised framework will override the existing PCA framework. The revised framework will be again reviewed after three years.

72. In 2018 11 PSU Banks were under PCA Framework which were Dena Bank, Allahabad Bank, United Bank of India, Corporation Bank, IDBI Bank, UCO Bank, Bank of India, Central Bank of India, Indian Overseas Bank, Oriental Bank of Commerce and Bank of Maharashtra.

Salient guidelines of revised PCA

73. Capital, Asset Quality and profitability would be the basis on which the banks would be monitored. Banks would be placed under PCA framework depending upon the audited annual financial results and RBI’s supervisory assessment. RBI may also impose PCA on any bank including migration from one threshold to another if circumstances so warrants. RBI has defined three kinds of risk thresholds and the PCA will depend upon the type of risk threshold that was breached

74. If a bank breaches the risk threshold, then mandatory actions include the restriction on dividend payment/remittance of profits, restriction on branch

expansion, higher provisions, restriction on management compensation and director's fees. Specifically, the breach of 'Risk Threshold 3' of CET1 (common equity tier 1) by a bank would call for resolution through tools like amalgamation, reconstruction, winding up among others.

75. RBI in its discretion can also carry out the following actions:

- Recommend the bank owner be it government/promoters/parent of foreign bank branch to bring in new management/board.
- Advise bank's board to activate the recovery plan as approved by the supervisor.
- Advise bank's board to carry out a detailed review of business model, the profitability of business lines and activities, assessment of medium and long term viability, balance sheet projections among others.
- Review short term strategies and medium-term business plans and carry out any other corrective actions like the removal of officials and supersession or suppression of the board.

Legal Entity Identifier (LEI) mandatory for all large corporate borrowers

76. On 2nd November, 2017, RBI vide notification DBR.No.BP.BC.92/21.04.048/2017-1 has made 20-digit Legal Entity Identifier (LEI) compulsory for companies having aggregate fund-based and non-fund based exposure over Rs. 5 crore.

77. The move is aimed at improving risk management in wake of huge stressed assets in banking system. Before this, RBI had made LEI mandatory for transactions in interest rate, forex and credit derivative market

78. LEI mechanism will help banks to effectively monitor debt exposure of corporate borrowers. It will also enable banks in preventing multiple loans to companies against the same collateral.

79. LEI is a 20-digit unique code to identify parties to financial transactions worldwide. It is a global reference number that uniquely identifies every legal entity or structure that is party to a financial transaction, in any jurisdiction. It is defined by ISO 17442. LEI code has been conceived as key measure to improve quality and accuracy of financial data systems for better risk management post the global financial crisis.

80. The LEI system was developed by G20 in response to inability of financial Institutions to identify organizations uniquely, so that their financial transactions

in different national jurisdictions can be fully tracked. The first LEIs were issued in December 2012.

81. Legal Entity Identifier India Limited (LEIL), a wholly-owned subsidiary of Clearing Corporation of India (CCI), acts as a local operating unit (LOU) for issuing globally compatible legal entity identifiers (LEIs) in India. Besides, entities can also obtain LEI from any of local operating units (LOUs) accredited by Global Legal Entity Identifier Foundation (GLEIF) – the entity tasked to support implementation and use of LEI.

82. Borrowers with fund and non-fund exposure of Rs 1,000 crore and above will have to get LEI by March 2018. Those having exposure between Rs 500 crore and Rs. 1,000 crore have to obtain LEI code by June 2018 and those having between Rs. 100 crore and Rs 500 crore by March 2019.

E. Role of the Union Government for strengthening and improving the Banking Sector in India

83. The Union Government is also initiating various measures from time to time in order to strengthen the Banking Sector in India.

84. As a part of measure, Union Government has launched a seven pronged plan called Indradhanush Mission in August 2015 to revamp functioning of public sector banks (PSBs). The plan envisaged inter alia, infusion of capital in PSB's by the Government to the tune of Rs. 70,000 crore over a period of four financial years to meet their capital requirement in line with global risk Basel-III norms to keep these banks fully solvent... Government has so far infused capital of Rs. 59,435 crore in PSB under Indradhanush.

85. The seven shades of Indradhanush mission include appointments, de-stressing PSBs, capitalisation, empowerment, framework of accountability Bank Board Bureau and governance reforms.

86. It seeks to achieve the objective of economic growth revival through improving credit and minimising the political interference in the functioning of PSBs.

87. One of the shed of mission Indradhanush, Bank Board Bureau (BBB) was earlier announced in the 2015-16 budgets and which was implemented with the announcement of the Indradhanush Mission. It is the first step used to make bank as a full fledged bank holding company.

- BBB replaced all the earlier procedure of appointment of whole time directors and non executive chairman of Public Sector Banks and formalized the appointment procedures by comprising the eminent professionals and

officials, who will follow the proper election methodology for appointment of CEO and MD for the required posts in banks.

- BBB consists of a chairman and six members team in which three officials and three experts, who will constantly involve themselves with the Board of Directors of the other Public Sector Banks to formulate the growth and development strategies

88. The Bank Board Bureau (BBB) has recommended that Government should bring in reforms in the compensation process in public sector banks (PSBs) on the lines of Central Public Sector Enterprises (CPSEs).

89. BBB has suggested compensation reforms in PSBs so that best practices can be introduced 'on the lines already prevalent in CPSEs.

90. It will play important role in attracting high-quality talent for non-executive directors and chairmen. It will also maintain a level-playing field with the private sector with respect to role, responsibility and remuneration.

- BBB is the super authority (autonomous body) of eminent professionals and officials for public sector banks (PSBs). It had replaced the Appointments of Board of Government.
- It is set up in April 2016 as part of seven point Indradhanush Mission to revamp the Public Sector Banks (PSBs).
- *Functions:* Give recommendations to Government for appointment of fulltime Directors as well as non-Executive Chairman of PSBs.
- Give advice to PSBs in developing strategies for raising funds through innovative financial methods and instruments to deal with stressed assets.
- Guide banks on mergers and consolidations and also ways to address the bad loans problem and among other issues.

Bank Recapitalization Plan

91. Indian PSBs are saddled with high, non-performing assets (NPAs) and facing prospect of having to take haircuts on loans stuck in insolvency proceedings. Due to this, PSBs were unable to give fresh loans.

92. The Union Government has announced Bank Recapitalization Plan to infuse Rs. 2,11,000 crore (\$32.4 billion) capital over next two years into public sector banks (PSBs) and prioritized financing support for MSMEs in 50 clusters. The capital infusion will be accompanied by a series of banking sector reforms that will be revealed in the coming months. Key Facts Under this plan, PSBs will get

Rs 1,35,000 crore from Recapitalization Bonds, Rs. 18,139 crore from Budgetary support and remaining Rs 57,861 crore will be raised through sale of share of banks. The nature of recapitalization bonds will be decided in coming months and these bonds will be frontloaded over next four quarters with maximum timeframe of two years.

93. It will increase lending capacity of PSBs which will in turn boost economy and improve private sector investment especially when International Monetary Fund (IMF) projected growth to 5.7% which is lowest in three-year and create jobs. The supply of money to PSBs will enable banks lend lower interest rates. Depending on nature of recapitalization bonds, their issuance can also impact the government's fiscal deficit target i.e. government's total expenditures may exceed the revenue that it generates (apart from money from borrowings).

Consolidation of Banks

94. During the year, era of consolidation of banks started with merger of 6 association of State Bank of India, namely State Bank of Bikaner and Jaipur, State Bank of Hyderabad, State Bank of Mysore, State Bank of Patiala and State Bank of Travancore & Bharatiya Mahila Bank. With this merger, SBI joined the league of top 50 banks globally in terms of assets.

95. On September 17th, 2018, The government had announced the merger of Bank of Baroda, Vijaya Bank and Dena Bank, to create the country's third largest lender. The boards of all the three banks have approved (the merger proposal) and sent the recommendations to the government. The next step would be the government approving formally the merger process, and then the swap ratio. The merger is expected to take four to six months to complete. More Banks are expected to merge and consolidate going forward,

96. Bom has already announced closure of 51 Branches wef from 1st October 2018 all in Urban Center across India which have been identified for the cost cutting action

97. The idea of bank mergers was around since 1991, when former Reserve Bank of India (RBI) governor M. Narasimham had recommended the government to merge banks into three-tiered structure, with three large banks with an international presence at top. In 2014, PJ Nayak Committee also had suggested that government either merge or privatize state-owned banks.

98. Significance of PSBs consolidation

- Reduce their dependence on government for capital.

- Open up more capital generation avenues, both internally and from market, for the merged entity.
- From a government point of view, it will increase stream of dividends which forms part of their non-tax revenue.
- Increase the role of internal and market resources and thus reduce dependence of merged bank on government for the future capital infusion
- It will lead to greater concentration of payment and settlement flows as there will be fewer parties in the financial sector.
- Operational risks could increase post-merger as size of operations grows and distance between management and operational personnel is greater as the administrative systems become more complex.
- It will help to deal better with their credit portfolio, including stressed assets. Consolidation will also prevent multiplicity of resources being spent in the same area and strengthens banks to deal with shocks.

99. With the merger, SBI's market share has increased to 22.5-23% from 17% with total business of over 37 lakh crore rupees. The merged entity now has a deposit base of more than Rs. 26 lakh-crore and advances level of Rs 18.50 lakh crore accounting for one-fourth of the deposit and loan market in the country. SBI now has 2.77 lakh employees, 50 crore customers and more than 25,000 branches and 58,000 ATMs. Its total customer base has reached to 37 crore across the country and these all customers will enjoy the benefits of a wide array of digital products and services offered by SBI.

100. Thereupon the Union Government has constituted Alternative Mechanism Panel headed by Union Finance Minister Shri Arun Jaitley to oversee merger proposals of public sector banks (PSBs). The other members of the panel include Railway and Coal Minister Shri Piyush Goyal and Defence Minister Smt. Nirmala Sitharaman.

101. This alternative mechanism has been set up by the government to fast-track consolidation among public sector banks to create strong lenders. The mechanism will oversee the proposals coming from boards of PSBs for consolidation.

- Alternative mechanism being created to give in-principle approval to proposals of banks to prepare schemes of amalgamations.
- After in-principle approval, the banks will take steps in accordance the law and SEBI's requirements.

- The final scheme will be notified by Central Govt. in consultation with Reserve Bank of India.
- Alternative mechanism aims to create strong and competitive banks in public sector space to meet the credit needs of a growing economy, absorb shocks and have the capacity to raise resources without depending unduly on the state exchequer.
- The decision regarding creating strong and competitive banks would be solely based on commercial consideration.

Amendments in the Banking Regulation Act, 1949

102. The banking sector in India is saddled with non-performing assets. The Union Government in May 2017 had promulgated an ordinance authorizing the RBI to issue directions to banks to initiate insolvency resolution process under the Insolvency and Bankruptcy Code, 2016. The RBI in June 2017 had identified 12 accounts each having more than Rs. 5000 crore of outstanding loans and accounting for 25% of total NPAs of banks for immediate referral for resolution under the bankruptcy law. Further in August, 2017, the RBI identified 28 accounts those were materially NPA as on June 30, 2017, i.e. where more than 60 percent of the total outstanding was classified as NPA on CRILC, shall be given time till December 13, 2017 for resolution outside IBC. In the event that a viable resolution plan is not finalized and implemented before that said date, insolvency proceedings under the provisions of the IBC may be initiated before December 31, 2017, unless already initiated. The bulk of the NPAs are in certain sectors including power, steel, road infrastructure and textiles.

103. The Union Government has notified the Banking Regulation (Amendment) Act, 2017. The Parliament had approved the Banking Regulation (Amendment) Bill, 2017 which replaced an ordinance in this regard.

104. It amended the Banking Regulation Act, 1949 by adding provisions for handling cases related to stressed assets or non-performing assets (NPAs) of banks.

105. The Act empowers the Central government to authorize the Reserve Bank of India (RBI) to direct banking companies to resolve specific stressed assets by initiating insolvency resolution process under the Insolvency and Bankruptcy Code, 2016.

106. The RBI can specify authorities or committees to advise banks on resolution of stressed assets. The members on the committees will be appointed or approved by the RBI. The Act also makes these provisions applicable to the SBI and its subsidiaries and also Regional Rural Banks (RRBs).

Accounting and Auditing Framework

01. The guidance note is based on DBOD and other circulars issued by RBI which are applicable to scheduled commercial banks. Thus, this guidance note is to be referred to in the context of audit of Scheduled Commercial Bank only and not for the purpose of Urban Co-operative Banks, Regional Rural Banks and District Central and State Apex Co-operative Bank. This Chapter discusses the statutory provisions and regulatory requirements affecting the accounts and audit of banks.

Form and Content of Financial Statements

02. Sub-sections (1) and (2) of section 29 of the Banking Regulation Act, 1949, deal with the form and content of financial statements of a banking company and their authentication. These sub-sections are also applicable to nationalised banks, State Bank of India, subsidiaries of the State Bank of India, and Regional Rural Banks.

03. Sub-section (1) of section 29 requires every banking company to prepare a balance sheet and a profit and loss account in the forms set out in the Third Schedule to the Act or as near thereto as the circumstances admit. These financial statements have to be prepared as on the last working day of each financial year (i.e., 31st March) in respect of all business transacted during the year. A foreign banking company (i.e., a banking company incorporated outside India and having a place of business in India) has to similarly prepare a balance sheet and a profit and loss account every year in respect of all business transacted through its branches in India. As per Accounting Standard 3, the bank should prepare the cash flow statement also. Hence the financial statements of the bank shall include the cash flow statement along with the balance sheet and profit and loss account as well.

Salient Features of the Third Schedule

04. Form A of the Third Schedule to the Banking Regulation Act, 1949, contains the form of balance sheet and Form B contains the form of profit and loss account. The text of the Third Schedule to the Banking Regulation Act, 1949 is given in **Appendix II** of this Guidance Note.

05. The balance sheet as well as the profit and loss account are required to be presented in vertical form. Capital and liabilities are to be presented under the following five broad heads:

- Capital
- Reserves and Surplus
- Deposits
- Borrowings
- Other liabilities and provisions

06. Assets are required to be presented under the following six broad heads:

- Cash and Balances with Reserve Bank of India
- Balances with Banks and Money at call and short notice
- Investments
- Advances
- Fixed assets
- Other assets

07. Details of items of capital, liabilities and assets are required to be presented in the prescribed form in various schedules.

08. The aggregate amounts of contingent liabilities and bills for collection are to be presented on the face of the balance sheet. While details of contingent liabilities are to be presented by way of a schedule.

09. The following items are required to be presented on the face of the profit and loss account.

- I. *Income*
 - Interest earned
 - Other income
- II. *Expenditure*
 - Interest expended
 - Operating expenses
 - Provisions and contingencies
- III. *Profit (Loss)*
 - Net profit (loss) for the year
 - Profit/loss brought forward
- IV. *Appropriations*

Transfer to statutory reserves

Transfer to other reserves

Transfer to Government/Proposed Dividend

Balance carried over to balance sheet

10. Prescribed details of interest earned, other income, interest expended and operating expenses are required to be given by way of schedules to the profit and loss account.

Disclosures Prescribed by RBI

11. In addition to the disclosures to be made in the balance sheet and profit and loss account in pursuance of the requirements of the Third Schedule to the Act, the RBI has, vide its Master Circular no. DBR.BP.BC No 23/21.04.018/2015-16 dated July 1, 2015 on “Disclosure in Financial Statements – ‘Notes to Accounts’”, prescribes disclosures to be made in the Notes to Accounts in respect of certain significant aspects of the items of financial statements of banks. Further the RBI vide its Circular No. DBR.BP.BC.No.63/21.04.018/2016-17 has prescribed an additional disclosure to be made in the Notes to Accounts from the Financial Year 2016-17 with respect to divergences observed by the RBI in the asset classification and provisioning. The disclosures in connection with Accounting Standards as mentioned in the circular is only the minimum required and other disclosures as prescribed by the Accounting Standards is mandatory to the extent they are not inconsistent with RBI circular.

Disclosures Required Under Accounting Standards

12. The disclosure requirements under the various Accounting Standards, as specified under Section 133 of the Companies Act, 2013, read with Rule 7 of the Companies (Accounts) Rules 2014, in so far as they apply to banking companies or Accounting Standards issued by the ICAI are also to be complied with.

Requirements of the Banking Regulation Act, 1949, vis-a-vis Companies Act, 2013

13. The requirements of the Companies Act, 2013, relating to the balance sheet, profit and loss account and cash flow statement of a company, in so far as they are not inconsistent with the Banking Regulation Act, 1949, also apply to the financial statements, as the case may be, of a banking company [sub-section (3) of section 29 of the Act]. It may be noted that this provision does not apply to nationalised banks, State Bank of India, its subsidiaries and regional rural banks.

14. The Union Budget for 2014-15 emphasised the urgent need for convergence of the current Indian accounting standards with International Financial Reporting Standards (IFRS). The Ministry of Corporate Affairs (MCA), Government of India notified the rules for IFRS converged Indian Accounting Standards (Ind AS) along with its implementation road map for corporates in a phased manner from 2016-17 onwards. Pursuant to Companies (Indian Accounting Standards) (Amendment) Rules, 2016 the following roadmap for Ind AS implementation in case of insurance companies, banking companies and non-banking financial companies (NBFCs) has also been announced:

“Roadmap drawn-up for implementation of Indian Accounting Standards (Ind AS) converged with International Financial Reporting Standards (IFRS) for Scheduled Commercial Banks (Excluding RRBs), Insurers/Insurance Companies and Non-Banking Financial Companies (NBFCs)”

15. In pursuance to the Budget Announcement by the Union Finance Minister Shri Arun Jaitley, after consultations with Reserve Bank of India (RBI), Insurance Regulatory and Development Authority (IRDA) and Pension Fund Regulatory and Development Authority (PFRDA), the following roadmap for implementation of Indian Accounting Standards (Ind AS) converged with International Financial Reporting Standards (IFRS) for Scheduled commercial banks (excluding RRBs), insurers/insurance companies and Non-Banking Financial Companies (NBFCs) has been drawn up:

(I) Scheduled commercial banks (excluding RRBs) Scheduled commercial banks (excluding Regional Rural Banks (RRBs) and All-India Term-lending Refinancing Institutions (i.e. Exim Bank, NABARD, NHB and SIDBI) would be required to prepare Ind AS based financial statements for accounting periods beginning from April 1, 2018 onwards, with comparatives for the periods ending March 31, 2018 or thereafter. Ind AS would be applicable to both consolidated and individual financial statements.

- (a) Notwithstanding the roadmap for companies, the holding, subsidiary, joint venture or associate companies of Scheduled commercial banks (excluding RRBs) would be required to prepare Ind AS based financial statements for accounting periods beginning from April 1, 2018 onwards, with comparatives for the periods ending March 31, 2018 or thereafter.
- (b) Urban Cooperative Banks (UCBs) and Regional Rural Banks (RRBs) shall not be required to apply Ind AS and shall continue to comply with the existing Accounting Standards, for the present.

- (c) On 5th April 2018, RBI vide its press release deferred the implantation of IND AS to Scheduled Commercial Banks(Excluding RRB) by one year by whenever the necessary legislative changes are expected.

(II) NBFCs

NBFCs will be required to prepare Ind AS based financial statements in two phases:

- (a) Under Phase I, the following categories of NBFCs shall be required to prepare Ind AS based financial statements for accounting periods beginning from April 1, 2018 onwards with comparatives for the periods ending March 31, 2018 or thereafter. Ind AS would be applicable to both consolidated and individual financial statements.
- (i) NBFCs having net worth of Rs.500 crores or more.
 - (ii) Holding, subsidiary, joint venture or associate companies of companies covered under (a)(i) above, other than those companies already covered under the corporate roadmap announced by the Ministry of Corporate Affairs (MCA), Government of India (GoI).
- (b) Under Phase II, the following categories of NBFCs shall be required to prepare Ind AS based financial statements for accounting periods beginning from April 1, 2019 onwards with comparatives for the periods ending March 31, 2019 or thereafter. Ind AS would be applicable to both consolidated and individual financial statements.
- (i) NBFCs whose equity and/or debt securities are listed or are in the process of listing on any stock exchange in India or outside India and having net worth less than Rs.500 crores.
 - (ii) NBFCs other than those covered in (a)(i) and (b)(i) above, that are unlisted companies, having net worth of Rs.250 crores or more but less than Rs.500 crores.
 - (iii) Holding, subsidiary, joint venture or associate companies of companies covered under (b) (i) and (b)(ii) above, other than those companies already covered under the corporate roadmap announced by the MCA, Government of India.

Unlisted NBFCs having net worth below Rs. 250 Crores and not covered under the above provisions shall continue to apply Accounting Standards specified in Annexure to Companies (Accounting Standards) Rules, 2006 as amended by the Companies (Accounting Standards) Amendment Rules 2016.”

- (III)** Scheduled commercial banks (excluding RRBs)/NBFCs/insurance companies/insurers shall apply Indian Accounting Standards (Ind AS) only if they

meet the specified criteria, they shall not be allowed to voluntarily adopt Indian Accounting Standards (Ind AS). This, however, does not preclude an insurer/insurance company/NBFC from providing Ind AS compliant financial statement data for the purposes of preparation of consolidated financial statements by its parent/investor, as required by the parent/investor to comply with the existing requirements of law.

The RBI vide Master Direction DBR.FID.No.108/01.02.000/2015-16 dated 23rd June 2016 has requested the banks to submit the Performa Ind AS Financials statement (both standalone and consolidated) as on 30th September 2016 and subsequently asked for the Performa Ind AS Financials statement as on 31st March 2017 by 30th October, 2017.

Banks Listed on a Stock Exchange

16. Banks listed on a stock exchange have to also comply with the requirements of the Listing Agreement as amended from time to time. In respect of securities issued and traded on foreign bourses, if any, the issuer bank has to comply with the applicable regulations of that jurisdiction.

Consolidated Financial Statements in case of one or more Subsidiaries

17. Banks are required to prepare Consolidated Financial Statements incorporating the Financial Statements of all the subsidiaries in the same form and manner as that of its own. In case the Bank is a Company, then such Consolidated Financial Statements shall also be laid before the annual general meeting of the company along with the laying of its financial statement by virtue of sub – section (3) of section 129 of Companies Act, 2013.

Further a separate statement containing the salient feature of the financial statement of its subsidiary or subsidiaries in such form as may be prescribed shall also be attached along with its financial statement.

Notes and Instructions Issued by RBI

18. The RBI has issued notes and instructions for compilation of balance sheet and profit and loss account. These notes and instructions provide an authoritative interpretation of the requirements of the Third Schedule to the Act and are thus useful in preparation of financial statements of banks.

Signatures

19. Sub-section (2) of section 29 of the Act requires that the financial statements of banking companies incorporated in India should be signed by the manager or principal officer of the banking company and by at least three

directors (or all the directors in case the number is less than three). The financial statements of a foreign banking company are to be signed by the manager or agent of the principal office in India. It may be noted that the accounts of a branch are usually signed by the manager of the branch and/or the accountant.

The provisions of sub-section (2) of section 29 are also applicable to nationalised banks, State Bank of India, its subsidiaries, and regional rural banks.

Auditor's Report

20. In the case of a nationalised bank, the auditor is required to make a report to the Central Government in which the auditor has to state the following:

- (a) whether, in his opinion, the balance sheet is a full and fair balance sheet containing all the necessary particulars and is properly drawn up so as to exhibit a true and fair view of the affairs of the bank, and in case he had called for any explanation or information, whether it has been given and whether it is satisfactory;
- (b) whether or not the transactions of the bank, which have come to his notice, have been within the powers of that bank;
- (c) whether or not the returns received from the offices and branches of the bank have been found adequate for the purpose of his audit;
- (d) whether the profit and loss account shows a true balance of profit or loss for the period covered by such account; and
- (e) any other matter which he considers should be brought to the notice of the Central Government.

21. The report of auditors of State Bank of India is also to be made to the Central Government and is almost identical to the auditor's report in the case of a nationalised bank.

22. The auditor's report in the case of subsidiaries of State Bank of India is identical to the auditor's report in the case of a nationalised bank, except that all references to Central Government have to be construed instead as references to the State Bank of India. Similar is the position in the case of regional rural banks, except that the references are instead to the bank concerned.

Format of Audit Report

23. The auditors, central as well as branch, should also ensure that the audit report issued by them complies with the requirements of SA 700, "Forming an Opinion and Reporting on Financial Statements", SA 701, "Communicating Key Audit Matters in the Independent Auditor's Report" and where required with the SA 705, "Modifications to the Opinion in the Independent Auditor's Report" and/or SA 706, "Emphasis of Matter Paragraphs and Other

Matter Paragraphs in the Independent Auditor's Report", as may be applicable. ICAI has revised SA 700, 701, 705 and 706 on 17th May, 2016 which will be effective for audits of financial statements for periods beginning on or after 1st April, 2018. SA-701 "Communicating Key Audit Matters in the Auditor's Report", this SA deals with auditor's responsibility to communicate key audit matters in the auditor's report. Communicating key audit matters provides additional information to intended users of the financial statements to assist them in understanding those matters that, in the auditor's professional judgment, were of most significance in the audit of the financial statements of the current period. These matters are selected from matters communicated with those charged with governance. The auditor shall describe each key audit matter, using an appropriate subheading, in a separate section of the auditor's report under the heading "Key Audit Matters." The auditor should ensure that not only information relating to number of unaudited branches is given but quantification of advances, deposits, interest income and interest expense for such unaudited branches has also been disclosed in the audit report. Such disclosure in the audit report is not only in accordance with the best international trends but also provides useful information to users of financial statements, for example, though the absolute number of unaudited branches might be quite large but in relation to overall operations of the bank such unaudited branches are quite miniscule and thus, not material. Therefore, the auditor should ensure that the complete information in respect of unaudited branches is collected and disclosed in the audit report.

24. Further, in accordance with the Announcement issued by the Institute of Chartered Accountants of India, the bank branch auditors need to mention the total number of debits/ credits and amounts in the Memorandum of Changes submitted by them, under the Other Matters Paragraph in the their audit report. This would help in ensuring that all adjustments suggested by the branch auditors in the Memorandum of Changes, including those which have not *per se* been accepted by the bank branch managements, have been duly brought to the knowledge of the statutory central auditors. It may be noted that the information in respect of Memorandum of Changes under the "Other Matters Paragraph" would include both such MoCs which have been accepted as well as those not accepted by the bank branch management, though this distinction need not *per se* be brought out in the audit report.

25. An illustrative format of report of the auditor of a Nationalised Bank is given in **Appendix III** to this Guidance Note.

26. The auditor of a banking company is required to state in his report the followings in terms of provisions of Section 30(3) of The Banking Regulation Act, 1949:

- (a) whether or not the information and explanations required by the auditor have been found to be satisfactory;
- (b) whether or not the transactions of the company which have come to the notice of the auditor have been within the powers of the Bank;
- (c) whether or not the returns received from the branch offices of the Bank have been found adequate for the purpose of audit;
- (d) whether the profit and loss account shows a true balance of profit or loss for the period covered by such account; and
- (e) any other matter which the auditor considers should be brought to the notice of the shareholders of the company.

In addition to the aforesaid, the auditor of a banking company is also required to state in his report in respect of matters covered by Section 143(2) & (3) of the Companies Act, 2013.

27. As per reporting requirements cast through Rule 11 of the Companies (Audit and Auditors) Rules, 2014 the auditor's report shall also include their views and comments on the following matters, namely:

- i) whether the bank has disclosed the impact, if any, of the pending litigations on its financial position in its financial statements
- ii) whether the bank has made provision, as required under the law or accounting standards, for material foreseeable losses, if any, on long term contracts including derivative contracts
- iii) whether there has been any delay in transferring amounts, required to be transferred to the Investment Education and Protection Fund by the bank

28. An illustrative format of report of the auditor on the Standalone Financial Statements of a banking company is given in **Appendix IV** to the Guidance Note.

Long Form Audit Report

29. Besides the audit report as per the statutory requirements discussed above, the terms of appointment of auditors of public sector banks, private sector banks and foreign banks (as well as their branches), require the auditors to also furnish a long form audit report (LFAR). The matters which the banks require their auditors to deal with in the long form audit report have been specified by the RBI.

30. The LFAR is to be submitted before 30th June every year. To ensure timely submission of LFAR, proper planning for completion of the LFAR is required. While the format of LFAR does not require an executive summary to be given, members may consider providing the same to bring out the key

observations from the whole document.

Reporting to RBI

31. The RBI issued a Circular No. DBS.FGV.(F).No. BC/ 23.08.001/2001-02 dated May 3, 2002 relating to implementation of recommendations of the Committee on Legal Aspects of Bank Frauds (Mitra Committee) and the recommendations of the High Level Group set-up by the Central Vigilance Commission applicable to all scheduled commercial banks (excluding RRBs). Regarding liability of accounting and auditing profession, the said circular provided as under:

“If an accounting professional, whether in the course of internal or external audit or in the process of institutional audit finds anything susceptible to be fraud or fraudulent activity or act of excess power or smell any foul play in any transaction, he should refer the matter to the regulator. Any deliberate failure on the part of the auditor should render himself liable for action”.

32. As per the above requirement, the member shall be required to report the kind of matters stated in the circular to regulator, i.e., RBI. In this regard, attention of the members is also invited to Clause 1 of Part I of the Second Schedule to the Chartered Accountants Act, 1949, which states that:

“A chartered accountant in practice shall be deemed guilty of professional misconduct, if he discloses information acquired in the course of his professional engagement to any person other than his client, without the consent of his client or otherwise than as required by any law for the time being in force.”

33. Under the said provision, if a member of the Institute *suo motu* discloses any information regarding any actual or possible fraud or foul play to the RBI, the member would be liable for disciplinary action by the Institute. However, a member is not held guilty under the said clause if the client explicitly permits the auditor to disclose the information to a third party. If the above mentioned requirement of the Circular is included in the letter of appointment (which constitutes the terms of audit engagement) then it would amount to the explicit permission by the concerned bank (client) to disclose information to the third party, i.e., the RBI.

34. Thus, auditors while reporting such a matter to the bank should also report the matter simultaneously to the Department of Banking Supervision, RBI provided the terms of audit engagement require him to do so.

35. Auditor should also consider the provisions of SA 250, “Consideration of Laws and Regulations in an Audit of Financial Statements”. Para A19 of the said

Standard explains that the duty of confidentiality may be over-riden by statute, law or by courts (For example, the auditor is required to report certain matters of non-compliance to RBI as per the requirements of the Non-Banking Financial Companies Auditor's report (Reserve Bank) Directions, 1988, issued by the RBI).

36. RBI has issued a Master Direction on Fraud no. DBS.CO.CFMC. BC.No.1/ 23.04.001/2016-17 dated July 1, 2016 (updated July 03, 2017) on "Frauds – Classification and Reporting by Commercial banks and select FIs" on the matters relating to classification and reporting of frauds and laying down a suitable reporting system. As per the said direction, the primary responsibility for preventing frauds is that of bank management. Banks are required to report frauds to the board of directors and also to the RBI.

37. In the aforesaid context, it may be emphasised that such a requirement does not extend the responsibilities of an auditor in any manner whatsoever as far as conducting the audit is concerned. The requirement has only extended the reporting responsibilities of the auditor. As far as conduct of audit is concerned, the auditor is expected to follow the Standards on Auditing issued by the ICAI and perform his functions within that framework. SA 240, "The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements" states that an auditor conducting an audit in accordance with SAs is responsible for obtaining reasonable assurance that the financial statements taken as a whole are free from material misstatement, whether caused by fraud or error. Members' attention is invited to audit procedures as dealt in Chapter 2, "Risk Assessment and Internal Control" of Part II of the Guidance Note.

38. There are several reporting requirements relating to frauds, if detected, in LFAR and Ghosh Committee recommendations. The auditor should also refer to reports of internal auditors, concurrent auditors, inspectors, etc., which may point out significant weaknesses in the internal control system. Such an evaluation would also provide the auditor about the likelihood of occurrence of transaction involving exercise of powers much beyond entrusted to an official. It must be noted that auditor is not expected to look into each and every transaction but to evaluate the system as a whole. Therefore, if the auditor while performing his normal duties comes across any instance, he should report the matter to the RBI in addition to Chairman/Managing Director/Chief Executive of the concerned bank.

Reporting of Frauds to Central Government under the Companies Act, 2013

39. In case of a banking company, in term of provision of section 143(12) of the Companies Act, 2013:

“Notwithstanding anything contained in this section, if an auditor of a company in the course of the performance of his duties as auditor, has reason to believe that an offence of fraud involving such amount or amounts as may be prescribed, is being or has been committed in the company by its officers or employees, the auditor shall report the matter to the Central Government within such time and in such manner as may be prescribed:

Provided that in case of a fraud involving lesser than the specified amount, the auditor shall report the matter to the audit committee constituted under section 177 or to the Board in other cases within such time and in such manner as may be prescribed:

Provided further that the companies, whose auditors have reported frauds under this sub-section to the audit committee or the Board but not reported to the Central Government, shall disclose the details about such frauds in the Board's report in such manner as may be prescribed”.

The audit procedure in this regard would be guided by the Guidance Note on Reporting on Fraud under Section 143(12) of the Companies Act, 2013, issued by ICAI.

Audit of Branches

40. Audit of branches of banking companies is required under sub-section (8) of section 143 of the Companies Act, 2013. It is thus obligatory for a banking company to get the financial statements of each of its branch offices audited except where exemption from audit is obtained in respect of certain branches under the guidelines of the RBI issued from time to time.

41. The branch auditor has the same powers and duties in respect of audit of financial statements of the branch as those of the central auditors in relation to audit of head office. The branch auditor's report on the financial statements examined by him is forwarded to the central auditors with a copy to the management of the bank. An illustrative format of report of the branch auditor of a Nationalised Bank is given in the **Appendix V** of this Guidance Note. The branch auditor of a public sector bank, private sector bank or foreign bank is also required to furnish a long form audit report to the bank management and to send a copy thereof to the central auditors. The central auditors, in preparing their report on the financial statements of the bank, deal with the branch audit reports in such manner as they consider necessary. An illustrative format of report of the branch auditor of a Banking Company is given in the **Appendix VI** of this Guidance Note.

42. Some Indian banks also have overseas branches. The audit of financial statements of these branches is usually carried out by an accountant duly qualified to act as an auditor of the branch in accordance with the laws and regulations of the country concerned. The form of audit report is usually governed by the laws and regulations of the country in which the branch is situated.

Branch Audit *vis-à-vis* Audit at Head Office Level

43. There is a significant difference in the scope of audit at a branch of a bank (conducted by branch auditors) and at head office (conducted by central auditors) as well as other controlling offices such as zonal offices and regional offices (usually conducted by central auditors). This difference stems from the fact that the banking business – receiving deposits and making loans and advances – as well as most other banking services take place at the branch level; in the normal course, the head office and the regional/zonal offices do not conduct any banking business. They are generally responsible for administrative and policy decisions which are executed at the branch level. However, accounting for certain transactions, for example, those relating to treasury functions (viz., investments, funds management, bill re-discounting) is usually centralised, i.e., carried out at the head office. Specialised activities like merchant banking are carried on by separate divisions which operate at the head office and/or at the large designated branches.

44. The branch auditors furnish their audit reports on the branch financial statements to central auditors. Branch returns (comprising balance sheet, profit and loss account and other information relevant for preparation of financial statements of the bank such as particulars of advances) are also received at the head office from un-audited branches. Audited as well as un-audited branch returns are consolidated at the head office. (In some banks, returns pertaining to a region/zone are sent by the branches to the region/zone concerned and are consolidated there. The returns received from various regions/ zones are then consolidated at the head office.)

45. The central auditors, apart from examining consolidation of branch returns, look into specific matters which are normally not dealt with at the branch level. These generally include the following:

- Depreciation on assets like premises, furniture, fixture, computer assets, UPS etc., where the recording of the relevant fixed assets is centralised at the head office.
- Valuation of investments, and provisions for depreciation in value thereof.

- Provisions in respect of non-performing advances and doubtful elements of other current assets.
- Provision for restructured assets, MTM for fair value etc.
- Provisions for gratuity, pension and other retirement benefits.
- Provision for payment of bonus or ex-gratia in lieu of bonus.
- Provision for Standard Assets.
- Provision for interest on overdue term deposits.
- Provision for interest on saving bank deposits beyond the date upto which interest has been provided at the branch level. [For expeditious finalisation of financial statements of branches, some banks follow the practice of requiring the branches to provide for interest on savings bank deposits based on balances therein as at a cut-off (say, 25th March). The interest for the remaining period is provided at the head office level on an estimated basis.]
- Provision in respect of losses arising from frauds discovered.
- Provision for taxation.
- Provision for audit fee.
- Provisions to meet any other specific liabilities or contingencies, the amount of which is material, for example, provision for revision in pay-scales of employees, provision for foreign exchange fluctuations, etc.
- Transfers to reserves.
- Dividends.
- Any other matter dealt with at the head office.

46. Another area which is of utmost importance for the central auditors in the present-day context is that related to inter-office reconciliation. Such reconciliation is mostly centralised at the head office. Each bank has laid down methods and procedures for reconciling the transactions among the various offices of the bank.

47. SA 600, 'Using the Work of Another Auditor', states that the principal auditor should consider the significant findings of the other auditor. The central auditors have to judge whether the observations appearing in the branch auditor's reports, though considered material at the branch level are material in the context of the financial statements of the bank as a whole.

48. Generally, in case of private sector banks there are no separate branch auditors. The statutory auditors appointed are supposed to carry out the entire audit. RBI requires the auditors to mention about the number of branches visited and the coverage of business in the audit report.

Other Important Provisions Relating to Accounts and Audit

49. Section 31 of the Banking Regulation Act, 1949 requires publication of annual accounts (balance sheet and profit and loss account) and auditor's report thereon in the prescribed manner. It is further required that three copies of the above-referred documents should be furnished as returns to the RBI within three months from the end of the period to which they relate. The RBI can extend the aforesaid period by a further period not exceeding three months. These requirements are applicable to banking companies, nationalised banks, State Bank of India, its subsidiaries, and regional rural banks. The regional rural banks are, however, required to furnish the aforesaid returns to NABARD also.

50. Section 32 of the Act requires a banking company (but not other types of banks) to furnish three copies of its annual accounts and auditor's report thereon to the Registrar of Companies at the same time when it furnishes these documents to the RBI. This is considered compliance with section 137 of the Companies Act, 2013 also.

51. Every banking company incorporated outside India is required by section 33 of the Act, to display, not later than the first Monday in August every year, in a conspicuous place in its principal office and every branch office in India a copy of its last audited annual accounts. It has to also similarly display its complete audited balance sheet and profit and loss account relating to its banking business as soon as they are available. The aforesaid documents have to be kept displayed until replaced by subsequent corresponding documents.

Accounting Policies

52. The term 'accounting policies' refers to the specific accounting principles and the methods of applying those principles adopted by an enterprise in the preparation and presentation of financial statements.

53. The view presented in the financial statements of an enterprise of its state of affairs and of the profit or loss can be significantly affected by the accounting policies followed in the preparation and presentation of the financial statements. The accounting policies followed vary from enterprise to enterprise. An accounting policy may be significant because of the nature of the entity's operations even if amounts for current and prior periods are not material. The principle consideration should be whether disclosure of an accounting policy would assist users in understanding how transactions, other events and conditions are reflected in the balance sheet and profits/loss account.

54. Recognising the need for disclosure of accounting policies by banks, the RBI has required all scheduled banks to disclose their significant accounting policies. The accounting policies are required to be disclosed at one place along with the notes on accounts. A specimen form in which accounting policies may be disclosed has also been given by the RBI. The specimen indicates broadly the areas in respect of which the accounting policies followed by a bank should be disclosed. Banks can, however, make necessary modifications to suit their individual needs.

55. The specimen form given by the RBI recommends the disclosure of the fact that the financial statements are prepared on the historical cost basis and conform to the statutory provisions and practices prevailing in the country. Besides, disclosure of accounting policies relating to the following areas is recommended in the specimen form:

- a) Transactions involving foreign exchange, *viz.*, monetary assets and liabilities, non-monetary assets, income and expenditure of Indian branches in foreign currency and of overseas branches, and profit/loss on pending forward contracts.
- b) Investments.
- c) Provisions in respect of doubtful advances.
- d) Fixed assets and depreciation.
- e) Staff benefits.
- f) Significant provisions deducted in computing net profit, e.g., provision for income-tax, provision for doubtful advances, etc.
- g) Grouping of contingency funds in presenting balance sheet.

56. The specimen form of accounting policies was issued by the RBI in 1991. Since then, the RBI has issued a number of guidelines relating to income recognition, asset classification, provisioning and investments. These guidelines have a profound impact on the accounting policies of banks in the relevant areas. Disclosure of accounting policies formulated by banks to comply with these guidelines is essential to enable the users to properly understand the financial statements. Besides, in the case of banks having overseas branches, the methodology adopted for translating the financial statements of such branches may also constitute a significant accounting policy.

Conformity of Accounting Policies with Accounting Standards

57. The Institute of Chartered Accountants of India (ICAI) issues, from

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time to time, Accounting Standards for use in the preparation of general purpose financial statements issued to the public by such commercial, industrial or business enterprises as may be specified by the Institute from time to time and subject to the attest function of its members. The Central Government has notified the Accounting Standards issued by the Institute of Chartered Accountants of India under the Companies (Accounting Standards) Rules, 2006²⁵ and Companies (Accounting Standards) Amendment Rules, 2016. Reference may be made to the Announcement “Harmonisation of various differences between the Accounting Standards issued by the ICAI and the Accounting Standards notified by the Central Government” issued by the ICAI. The following is the list of Accounting Standards issued by ICAI and notified by the Central Government as on 30.10.2017:

AS 1	Disclosure of Accounting Policies
AS 2(R)	Valuation of Inventories
AS 3	Cash Flow Statements
AS 4(R)	Contingencies and Events Occurring After the Balance Sheet Date
AS 5	Net Profit or Loss for the Period, Prior Period Items and Changes in Accounting Policies
AS 7	Construction Contracts (Revised-2002)
AS 9	Revenue Recognition
AS 10 (R)	Property, Plant and Equipment
AS 11	The Effects of Changes in Foreign Exchange Rates (Revised-2003)
AS 12	Accounting for Government Grants
AS 13	Accounting for Investments
AS 14(R)	Accounting for Amalgamations
AS 15	Employee Benefits(Revised-2005)
AS 16	Borrowing Costs
AS 17	Segment Reporting
AS 18	Related Party Disclosures

²⁵Rule 7(2) of Companies (Accounts) Rule 2014 has clarified that to facilitate proper administration of the notified sections of the Companies Act 2013, in respect of the Section 133, “Till the Standards of Accounting or any addendum thereto are prescribed by Central Government in consultation and recommendation of the National Financial Reporting Authority, the existing Accounting Standards, notified under the Companies Act, 1956 shall continue to apply.”

AS 19	Leases
AS 20	Earnings Per Share
AS 21(R)	Consolidated Financial Statements
AS 22	Accounting for Taxes on Income
AS 23	Accounting for Investments in Associates in Consolidated Financial Statements
AS 24	Discontinuing Operations
AS 25	Interim Financial Reporting
AS 26	Intangible Assets
AS 27	Financial Reporting of Interests in Joint Ventures
AS 28	Impairment of Assets
AS 29 (R)	Provisions, Contingent Liabilities and Contingent Assets

58. Of the above Standards notified under the Companies (Accounting Standards) Rules, 2006²⁶, presently, the following standards are not applicable to banks to the extent specified.

- (a) AS 13, “Accounting for Investments”, does not apply to investments of banks.
- (b) AS 11, “The Effects of Changes in Foreign Exchange Rates”, does not apply to accounting of exchange difference arising on a forward exchange contract entered to hedge the foreign currency risk of a firm commitment or a highly probable forecast transaction. However, it shall apply to exchange differences in respect of all other forward exchange contracts.

59. RBI has issued Circular no. DBOD.No.BP.BC.76/ 21.04.018/2004-05 dated March 15, 2005 and Circular no. DBOD.BP.BC.76/21.04.018/2005-06 dated April 5, 2006, containing the guidelines on compliance with AS 11 (Revised 2003). Further the RBI has issued Circular No.DBR.BP. BC.No.61/21.04.018/2016-17 which clarifies the accounting treatment for recognizing gains in profit & loss account from Foreign Currency Translation Reserve (FCTR) on repatriation of accumulated profits / retained earnings from overseas branch(es).

²⁶Rule 7(2) of Companies (Accounts) Rule 2014 has clarified that to facilitate proper administration of the notified sections of the Companies Act 2013, in respect of the Section 133, “Till the Standards of Accounting or any addendum thereto are prescribed by Central Government in consultation and recommendation of the National Financial Reporting Authority, the existing Accounting Standards, notified under the Companies Act, 1956 shall continue to apply.”

Audit of Accounts

60. Sub-section (1) of section 30 of the Banking Regulation Act, 1949 requires that the balance sheet and profit and loss account of a banking company should be audited by a person duly qualified under any law for the time being in force to be an auditor of companies. Similar provisions are contained in the enactments governing nationalised banks [Section 10 of the Banking Companies (Acquisition and Transfer of Undertakings) Act of 1970/1980], State Bank of India [section 41 of the State Bank of India Act, 1955], subsidiaries of State Bank of India [section 41 of the State Bank of India (Subsidiary Banks) Act, 1959], and regional rural banks [section 19 of the Regional Rural Banks Act, 1976]. It is important to note that section 41 of the State Bank of India Act, 1955, specifically provides that the affairs of the bank shall be audited by “two or more auditors”.

61. Banks operate through a network of branches. The financial statements of branches (comprising branch's profit and loss account, balance sheet and various returns to head office) are incorporated in preparing the financial statements of the bank as a whole. The requirements of section 30 of the Act and the corresponding requirements of other enactments governing different types of banks, referred above, relate to audit of financial statements of the bank as a whole and not to audit of financial statements of branches. The discussion in paragraphs 63 to 69 below & paragraphs 20 to 39 above is also in the context of audit of financial statements of the bank as a whole. The provisions relating to audit of financial statements of branches are discussed in paragraphs 40 to 48 above.

62. Further, the members, while carrying out audit of a bank (head office or branches) are required to comply with the Engagement and Quality Control Standards issued by the ICAI.

Qualifications of Auditor

63. According to sub-section (1) of section 141 of the Companies Act, 2013, a chartered accountant or a firm whereof majority of partner practicing in India are qualified for appointment as chartered accountants with their firm name may be appointed as an auditor of a company. Sub-section (2) of aforesaid Act provides where a firm including a limited liability partnership is appointed as an auditor of a company, only the partners who are chartered accountants shall be authorised to act and sign on behalf of the firm. However, the following persons shall not be eligible for appointment as an auditor of a company, namely:

- (a) a body corporate other than limited liability partnership;
- (b) an officer or employee of the company;
- (c) a person who is a partner, or who is in the employment of an officer or employee of the company;
- (d) a person who or his relative or partner-
 - i. is holding any security of or interest in the company or its subsidiary, or of its holding or associate company or a subsidiary of such holding company;
 - ii. Provided that the relative may hold security or interest in the company of face value not exceeding one thousand rupees or such sum as may be prescribed;
 - iii. is indebted to the company, or its subsidiary, or its holding or associate company or a subsidiary of such holding company, in excess of such amount as may be prescribed; or
 - iv. has given a guarantee or provided any security in connection with the indebtedness of any third person to the company, or its subsidiary, or its holding or associate company or a subsidiary of such holding company, for such amount as may be prescribed;
- (e) a person or a firm who, whether directly or indirectly, has business relationship with the company, or its subsidiary, or its holding or associate company or subsidiary of such holding company or associate company of such nature as may be prescribed;
- (f) a person whose relative is a director or is in the employment of the company as a director or key managerial personnel;
- (g) a person who is in full time employment elsewhere or a person or a partner of a firm holding appointment as its auditor, if such persons or partner is at the date of such appointment or reappointment holding appointment as auditor of more than twenty companies;
- (h) a person who has been convicted by a court of an offence involving fraud and a period of ten years has not elapsed from the date of such conviction;
- (i) any person whose subsidiary or associate company or any other form of entity, is engaged as on the date of appointment in consulting and specialised services as provided in section 144.

As per sub-section (4) of section 141 of Companies Act, 2013 where a person appointed as an auditor of a company incurs any of the

disqualifications mentioned in sub-section (3) after his appointment, he shall vacate his office as such auditor and such vacation shall be deemed to be a casual vacancy in the office of the auditor.

64. The qualification for appointment as an auditor as prescribed in law are the minimum qualifications and a regulatory authority (or an individual bank) may lay down further conditions to determine the eligibility of a chartered accountant or a firm of chartered accountants for appointment as an auditor. The further conditions (which, of course, must be reasonable) may relate to such matters as experience of the chartered accountant /firm/partners of the firm, staff strength, etc. and may be laid down to ensure that the chartered accountants/firms of chartered accountants appointed as auditors possess the requisite skills and resources to carry out the audit effectively.

Appointment of Auditor

65. As per the provisions of the relevant enactments, the auditor of a banking company is to be appointed at the annual general meeting of the shareholders, whereas the auditor of a nationalised bank is to be appointed by the bank concerned acting through its Board of Directors. In either case, approval of the RBI is required before the appointment is made. The auditors of the State Bank of India are to be appointed by the Comptroller and Auditor General of India in consultation with the Central Government. The auditors of the subsidiaries of the State Bank of India are to be appointed by the State Bank of India. The auditors of regional rural banks are to be appointed by the bank concerned with the approval of the Central Government.

66. As mentioned earlier, the State Bank of India Act, 1955, specifically provides for appointment of two or more auditors. Besides, nationalised banks and subsidiaries of State Bank of India also generally appoint two or more firms as joint auditors.

Remuneration of Auditor

67. The remuneration of auditor of a banking company is to be fixed in accordance with the provisions of sub-section (1) & (2) of section 142 of the Companies Act, 2013 (i.e., by the company in general meeting or in such manner as the company in general meeting may determine). As per proviso of sub section (1) of section 142 remuneration of the first auditor may be fixed by the Board. Further remuneration under sub-section (1) shall, in

addition to the fee payable to an auditor, included the expenses, if any, incurred by the auditor in connection with the audit of the company and any facility extended to him but does not include any remuneration paid to him for any other service rendered by him at the request of the company. The remuneration of auditors of nationalised banks and State Bank of India is to be fixed by the RBI in consultation with the Central Government. The remuneration of auditors of subsidiaries of State Bank of India is to be fixed by the latter. In the case of regional rural banks, the auditors' remuneration is to be determined by the bank concerned with the approval of the Central Government.

Powers of Auditor

68. The auditor of a banking company or of a nationalised bank, State Bank of India, a subsidiary of State Bank of India, or a regional rural bank has the same powers as those of a company auditor in the matter of access to the books, accounts, documents and vouchers. He is also entitled to require from the officers of the bank such information and explanations as he may think necessary for the performance of his duties. In the case of a banking company, he is entitled to receive notice relating to any general meeting. He is also entitled to attend any general meeting and to be heard thereat on any part of the business, which concerns him as an auditor.

69. It is important to note that under section 10 of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970/1980, the auditor of a nationalised bank may employ accountants or other persons at the expense of the bank to assist him in audit of accounts. Similar provisions exist in section 41 of the State Bank of India Act, 1955 and the State Bank of India (Subsidiary Banks) Act, 1959. These provisions are aimed at facilitating the work of auditors of these banks by empowering them to appoint the auditors of branches and are particularly important in the context of the fact that the above enactments do not contain any specific provisions for audit of branches of these banks. This is unlike banking companies where audit of branches is required under sub-section (8) of section 143 of the Companies Act, 2013. It may be noted that the Regional Rural Banks Act, 1976, does not contain any provisions relating to audit of branches. Accordingly, in the case of such banks, audit of branches is also carried out by the auditors appointed for the bank as a whole.

Accounting Systems

01. An accounting information system (AIS) is a system of collecting, storing and processing financial and accounting data. Accounting information systems are designed to support all accounting functions and activities including auditing, financial accounting & reporting. The accounting systems of different banks vary in terms of hardware configuration, software capabilities, levels of hardware and software security, and nature of transactions processed. It is, therefore, not possible to identify a single accounting system that would describe all the features of such systems in operation in different banks.

02. SA 315, "Identifying and Assessing the Risks of Material Misstatement Through Understanding the Entity and Its Environment" lays down that the use of Information Technology (IT) affects the way control activities are implemented. From the auditor's perspective, controls over IT system are effective when they maintain the integrity of the information and the security of the data such systems process, and includes effective IT controls and application controls. In recent years, many banks have moved towards computerisation of their operations. The degree of computerisation, however, varies among different banks and also among various branches of the same bank. While some branches have been fully computerised, some others have been partly computerised while many others are non-computerised.

03. The auditor of a bank needs to obtain an adequate understanding of the accounting system of the bank to assess the relevance and reliability of the accounting records and other source data underlying the financial statements. He should gain an understanding of the books of account and other related records maintained by the auditee including an understanding of the flow of various kinds of transactions. He can gain such understanding through enquiries of appropriate personnel, corroborated by making reference to documents such as accounting and procedures manual, flow charts, underlying documentary evidence and by observing the actual conduct of operations.

Salient Features of Accounting Systems of Banks

04. Banks, like most other large-sized entities, follows the mercantile system of accounting. Thus, the system of recording, classifying and summarising the transactions in a bank is in substance, no different from that followed in other entities having similar volume of operations. However, in the

case of banks, the need for the ledger accounts, especially those of customers, being accurate and up-to-date on a real time basis is much stronger than in most other types of enterprises. A bank cannot afford to ignore its ledgers particularly those containing the accounts of its customers and has to enter each and every transaction in its ledgers as soon as it takes place.

05. Banks follow the accounting procedure of 'voucher posting' under which the vouchers are straightaway posted to the individual accounts in the subsidiary ledgers. Simultaneously, the debit and credit vouchers relating to particular type of transactions (e.g., savings bank accounts, current accounts, demand loans, cash credit accounts, etc.) get posted to the respective control account in the General Ledger. The trial balance of the general ledger is prepared every day.

06. It is imperative to note that most of the banks in the private and public sector have now networked all or most of their branches in the country which has over a period of time led to operational and financial efficiencies. Accordingly the traditional practice of maintaining manual records has largely been discontinued by online processing of transactions.

07. The accounting system in an enterprise is designed keeping in view the nature and volume of operations and information needs of management, regulators and third parties with whom the enterprise has dealings. With the advent of technology every big bank has customized banking software as per its own requirement and as such, the accounting systems differ amongst different banks. The following discussion should, therefore, be construed, as generic in nature and the auditor should ascertain the exact design of the accounting system in each auditing situation.

Accounting and Financial Control Manual ('AFCM')

08. The General Ledger ('GL') is the comprehensive repository of the Bank's financial information and prime source of data for internal and external reporting. It is imperative that the GL be complete, accurate and all its data valid. Banks should be encouraged to frame and adopt an AFCM, the primary objective of which should be to set out comprehensive, unified and standardised GL controls, standard accounting and financial operating procedures, accounting policies with the ultimate objective of strengthening the financial reporting and monitoring processes.

09. The manual should be reviewed centrally at the Head office level on an on-going basis at-least annually.

10. The salient features of the AFCM should include:

- Defining roles and responsibilities for the accounting and finance reporting team across key departments/ branches;

- Laying out the process controls to be applied to processes, procedures and practices followed by accounting and finance teams; and
- Outlining escalation requirements for reconciliations and process exceptions.

Reconciliation of sub-systems and suspense accounts

11. A Bank uses multiple sub-systems managing certain instruments, products and offerings for recording business transactions. These subsystems are electronically interfaced and need to be reconciled with the GL on a daily basis. There has to be adequate process to review the reconciliation between GL and the sub-systems highlighting significant unreconciled items, if any, to the Head office.

12. A sundry suspense account is an account in the general ledger in which amounts are temporarily recorded. All Sundry Suspense accounts should also be tracked by the Bank on a regular basis. The Bank should have defined procedures for reconciling and monitoring sundry/suspense accounts at periodical intervals and escalating issues, if any, to the concerned departments/branches for speedy resolution of open items. Suspense account should be cleared at some point, because they are for temporary use. Suspense accounts are a control risk which could lead to frauds, errors, issues, etc.

Regulatory reporting to the Reserve Bank of India ('RBI')

13. Large banks generally have a dedicated regulatory reporting team for the purpose of ensuring appropriate reporting to the RBI. The information for the purpose of regulatory reporting is sourced from the GL and other subsystems of the Bank. In case of specific disclosure requirement, information is sourced from the respective business divisions. The reporting team should maintain an RBI reporting schedule based on which various reports are compiled and submitted to the RBI daily, fortnightly, monthly, quarterly and annually after being subject to a maker-checker process.

Audit Considerations

Information Produced by the Entity ('IPE') and used as Audit Evidence

14. Audit evidence is all the information used by the auditor in arriving at the conclusions on which the audit opinion is based and includes the information contained in the accounting records underlying the financial statements and other information. Accounting records generally include the records of initial entries and supporting records, such as cheques and records of electronic fund transfers; invoices; contracts; the general and subsidiary ledgers, journal entries,

and other adjustments to the financial statements that are not reflected in formal journal entries; and records such as worksheets and spreadsheets supporting cost allocations, computations, reconciliations, and disclosures. The entries in the accounting records are often initiated, authorized, recorded, processed, and reported in electronic form. In addition, the accounting records may be part of integrated systems that share data and support all aspects of the entity's financial reporting, operations, and compliance objectives.

15. Management is responsible for the preparation of the financial statements based on the accounting records of the entity. The auditor should obtain audit evidence by testing the accounting records, for example, through analysis and review, reperforming procedures followed in the financial reporting process, and reconciling related types and applications of the same information. Through the performance of such audit procedures, the auditor may determine that the accounting records are internally consistent and agree to the financial statements. However, because accounting records alone do not provide sufficient appropriate audit evidence on which to base an audit opinion on the financial statements, the auditor should obtain other audit evidence. Other information that the auditor may use as audit evidence includes minutes of meetings; confirmations from third parties; industry analysts' reports; information obtained by the auditor from such audit procedures as inquiry, observation, and inspection; and other information developed by or available to the auditor that permits the auditor to reach conclusions through valid reasoning.

16. IPE is not only used for testing controls relating to assertions on material classes of transactions, account balances and disclosures but is also used when performing procedures to evaluate the operating effectiveness of general IT controls. When evaluating the IPE, it is important to first obtain an appropriate understanding of the IPE. The auditor should begin with understanding what the IPE is, how the IPE is generated, and how it is intended to use as audit evidence. This allows the auditor to design the most appropriate testing approach to determine whether the IPE is sufficient and appropriate for purposes of the audit. The auditor should also consider the matters referred in SA 500 – Audit Evidence while testing IPE.

Elements of IPE

17. Information Produced by the Entity (IPE) typically consists of three elements:

- (1) *Source data*: The information from which the IPE is created. This may include data maintained in the IT system (e.g., within an application system or database) or external to the system (e.g., data maintained in an Excel spreadsheet or manually maintained), which may or may not be subject to general IT controls.

- (2) *Report logic*: The computer code, algorithms, or formulas for transforming, extracting or loading the relevant source data and creating the report. Report logic may include standardized report programs, user-operated tools (e.g., query tools and report writers) or Excel spreadsheets, which may or may not be subject to the general IT controls.

For example, for the Advances Aging report, the report logic is typically a program in the advances application that contains the code and algorithms for creating the advances Aging (report) from the individual advances accounts detail (source data).

- (3) *Report parameters*: Report parameters allow the user to look at only the information that is of interest to them. Common uses of report parameters including defining the report structure, specifying or filtering data used in a report or connecting related reports (data or output) together. Depending on the report structure, report parameters may be created manually by the user (user-entered parameters) or they may be pre-set (there is significant flexibility in the configuration of parameters, depending on the application system), and they may or may not be subject to the general IT controls.

Understanding the IPE

18. The following questions may assist the auditor in understanding the IPE:

- What is the purpose of the IPE?
 - If in connection with the operation of a control, does the user depend on the accuracy and completeness of the information? If not, how is the user able to validate that the information is accurate and complete?
- What is the nature of the IPE?
 - Is it a standard or custom report?
 - Is the IPE system-generated or manually created? If manually created, what is the process for creating it?
- How is it created?
 - What is the relevant source data and where does the source data reside? Is the source data subject to the general IT controls (e.g., access controls)?
 - Where does the report logic reside? If system-generated, is the report logic subject to the general IT controls (e.g. access and program change controls)?
 - Is the report generated through a report writer tool? Is the report writer tool subject to the general IT controls (e.g. access and program change controls)?

- What functions are being performed by the report logic, including:
 - How is the data extracted, transformed or loaded?
 - Are algorithms or calculations performed on the source data?
 - Is the information further manipulated after the IPE is generated by the system?
 - Is there additional information that is manually added to the report?
- Does the user enter parameters when the IPE is generated? If so what are the user-entered parameters?
- Have any errors been identified in the IPE? If so, what type of errors?

19. When using information produced by the entity the auditor has to evaluate whether the information is sufficiently reliable for audit purposes, including as necessary in the circumstances obtaining audit evidence about the accuracy and completeness of the information. Obtaining audit evidence about the accuracy and completeness of such information may be performed concurrently with the actual audit procedure applied to the information when obtaining such audit evidence is an integral part of the audit procedure itself. In other situations, the auditor may have obtained audit evidence of the accuracy and completeness of such information by testing controls over the preparation and maintenance of the information. In some situations, however, the auditor may determine that additional audit procedures are needed.

Segregation of Duties

20. A standard approach for preventing fraud and effective control governance mechanism is to separate employee responsibilities in such a way that the opportunity to commit fraudulent activities is not available. For particularly vulnerable functions, it is common to require at least two employees participate in the functions of initiating, authorizing, recording, processing, and reporting of transactions. Application owners are responsible for determining who should have access, and what access privileges are granted. When determining a user's access privileges, the application owner should validate that segregation of duties is maintained and that job requirements are fulfilled.

21. The bank may use procedures such as a manual review of access listings and spreadsheets to compare the access rights granted to users, or alternatively, may use complex application systems and databases built to extract, analyse, and identify potential segregation of duties conflicts within the organization. When new users are added or when current users' change responsibilities within the organization, these procedures and/or application systems should be used to evaluate that the user's new access capabilities do not include the combination of two or more job functions that should be

segregated (representing a segregation of duties conflict). The configuration of the access privileges within segregation of duties applications and spreadsheets, and any changes to these privileges, should be approved by management. Management should periodically review access to these applications. Any issues noted during the review should be remediated on a timely basis.

22. The auditor can obtain the System Access Report, for each of the responsibilities defined for the General Ledger module to identify the functions, menus, and sub-functions by responsibility. The segregation of duties for a specific client should be determined by obtaining an understanding of the entity's business processes, including related manual processes and controls.

Journal Entry Testing

23. The term 'journal entry' usually refers to "journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements". Journal entry testing is frequently associated with tests for management override. SA 240 "The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements" requires testing for management override, which includes:

- Testing appropriateness of journal entries.
- Reviewing accounting estimates for biases.
- Understanding the business rationale for significant transactions that are outside the normal course of business for the entity.

24. Journal entries may be tested as part of tests of controls or substantive procedures at assertion level or as part of audit procedures relating to financial closing process.

25. The auditor should use professional judgment to determine the nature, timing, and extent of testing of journal entries and other adjustments.

26. For the purposes of identifying and selecting journal entries and other adjustments for testing and determining the appropriate method of examining the underlying support for the items selected, the following matters are relevant:

- The assessment of the risks of material misstatement due to fraud.
- Controls that have been implemented over journal entries and other adjustments.
- The entity's financial reporting process and the nature of evidence that can be obtained.
- The characteristics of fraudulent journal entries or other adjustments.

- The nature and complexity of the accounts.
- Journal entries or other adjustments processed outside the normal course of business.

27. SA 315, "Identifying and Assessing the Risks of Material Misstatement Through Understanding the Entity and Its Environment" lays down that the use of Information Technology (IT) affects the way control activities are implemented. From the auditor's perspective, controls over IT system are effective when they maintain the integrity of the information and the security of the data such systems process, and includes effective IT controls and application controls. Chapter 3, "Special Considerations in a CIS Environment" of Part II contains further guidance on this.

Principal Books of Account

28. The principal books of account, subsidiary books and statistical records generally maintained by banks are described in the following paragraphs. It may, however, be emphasised that the exact nature of such books may differ from one bank to another, depending upon the individual requirements of each bank.

General Ledger

29. The general ledger contains control accounts of all personal ledgers, the profit and loss account and different asset and liability accounts. There are certain additional accounts also (known as contra accounts) which are kept with a view to keeping control over transactions which have no direct effect on the assets and liabilities of the bank, and represent the agency business handled by the bank on which it earns service charges, e.g., letters of credit opened, bills received or sent for collection, guarantees given, etc.

Profit and Loss Ledger

30. For managerial purposes, the account heads in the profit and loss ledgers are more detailed than those shown in the published profit and loss accounts of banks. For example, there are separate accounts for basic salary, dearness allowance and various other allowances, which are grouped together in the published accounts. Similarly, various accounts comprising general charges, interest paid, interest received, etc., are maintained separately in the profit and loss ledgers.

Subsidiary Books

Personal Ledgers

31. Each control account in the general ledger is supported by a

subsidiary ledger. Thus, in respect of control accounts relating to accounts of customers, subsidiary ledgers are maintained for:

- (a) Various types of deposit accounts (savings bank, current account, recurring deposits, etc.) which contains accounts of individual customers. Each account holder is allotted a separate folio in the ledger;
- (b) Various types of loan and related accounts (cash credit, term loans, demand loans, bills purchased and discounted, letters of credit opened, bank guarantees issued) wherein the liability of each customer is reflected.

32. Separate registers are maintained to record the particulars of term deposits (including derivatives like call deposits, certificates of deposits, etc.). Banks generally do not allot separate folios to each customer. The register is divided into various sections, each section for a particular period of deposit and/or the rate of interest payable on deposits. As mentioned earlier, postings to these registers are made directly from vouchers and all the vouchers entered in each ledger/register in a day are summarised into voucher summary sheets. The voucher summary sheets are prepared in the department which originates the transactions, by persons other than those who write the ledgers. They are subsequently checked with the vouchers by persons generally unconnected with the writing of ledgers/registers or the voucher summary sheets. However, most of the banks are now under Core Banking and, hence, all the deposits received are automatically recorded in the respective registers.

Bills Registers

33. Details of different types of bills are kept in separate registers which have suitable columns. For example, bills purchased, inward bills for collection, outward bills for collection etc., are entered serially on a daily basis in separate registers. In the case of bills purchased or discounted, party-wise details are also kept in normal ledger form. This is done to ensure that the sanctioned limits of parties are not exceeded.

34. Entries in these registers are made with reference to the original documents. A voucher for the total amount of the transactions of each day is prepared in respect of each register. This voucher is entered in the day book. When a bill is realised or returned, its original entry in the register is marked off. A daily summary of such realisations or returns is prepared in separate registers whose totals are taken to vouchers which are posted in the day book.

35. In respect of bills for collection, contra vouchers reflecting both sides, i.e., debit and credit, are prepared at the time of the original entry, and

this entry is reversed on realisation.

36. Outstanding entries are summarised at stipulated intervals and their totals agreed with the balances of the respective control accounts in the general ledger.

Other Registers/Records

37. There are different registers/records to record detailed particulars of various types of transactions. These registers/records do not form part of books of account but support the entries/balances in the various accounts. Some of the important registers/records relate to the following:

- (a) Drafts issued (separate registers may be maintained for drafts issued by the branch on other branches of the same bank and those on the branches of its correspondents in India or abroad).
- (b) Drafts paid (separate registers may be maintained on the same pattern as in the case of drafts issued).
- (c) Issue and payment of –
 - (i) Telegraphic transfers.
 - (ii) Mail transfers.
 - (iii) Bankers' cheques/pay orders/Traveller's cheques/gift cheques
- (d) Letters of credit.
- (e) Letters of guarantee.

38. Entries in these registers are made from original documents which are also summarised on vouchers every day. These vouchers are posted into the day book.

39. Outstanding entries are summarised at stipulated intervals and their totals agreed with the respective control accounts in the general ledger.

40. There are frequent transactions amongst the branches of the bank which are settled through the mechanism of inter-office accounts. The examples of such transactions include payment/realisation of bills/cheques, etc., sent for collection by one branch to the other, movement of cash between them, transfer of funds where one branch acts as an agent of the other, e.g., for government-related business. All such transfers of funds are channelised through a nodal account (this account has different names in different banks, e.g., Head Office Account, Inter-office Account, and so on). This is a crucial account both for banks as well as the auditors for two reasons – first, many frauds have been perpetrated on banks through this account and second, banks are now required to make provision for entries routed through this account which remain unreconciled beyond a time period

specified by the RBI. For a detailed discussion on this aspect, reference may be made to Chapter 11 of Part III.

41. Banks maintain a Suspense Ledger to record various suspense accounts. Sometimes, transactions of a transitory nature, e.g., travel advances to employees, are recorded in a suspense account pending their adjustment in the related expense/income account. Some banks maintain separate ledgers for suspense accounts and sundry deposits accounts. The amounts lying in these accounts need regular monitoring to clear them.

42. Suitable registers with back-up registers to record classification under numerous sub-heads are maintained for:

- (a) Establishment expenses.
- (b) Interest and discount income.
- (c) Incomes by way of commission.
- (d) Interest expenditure.
- (e) Provision for interest accrued but not due on deposits.
- (f) Fixed assets.
- (g) Stationery consumed/in hand.
- (h) Interest payable to, and receivable from head office, in respect of advances and deposits respectively. A peculiar feature of accounting systems of banks is that the branches, notionally, have no funds of their own. All deposits accepted at the branch are deemed to have been passed on to the bank's head office and all loans made at the branch are deemed to have been made out of funds received from the head office. The head office pays interest to the branch for its deposits and charges interest from the branch for its advances. The rates of such interest charged and paid by head office are decided by the head office during the course of the year and are an important factor in calculating the profit or loss of a branch. The mechanism may be known by different names in different banks. All calculations in this regard are done at the branches only and suitable entries are passed, generally at the year-end. These entries, however, get offset in the process of consolidation of accounts and have no effect on the financial statements of the bank as a whole.
- (i) Instruments received from customers for payment/collection by the branch. Clearing of locally payable instruments is an important function of banks. Some banks maintain separate registers to record details of various types of instruments lodged by customers whereas some other banks use a common book to record all kinds of instruments lodged by customers.

43. Separate registers are maintained to record and summarise the transactions relating to a particular head of account like Current Account, Savings Bank, Cash Credit, and Term Loans. Such books may be called Log Books, Day Books, etc. The totals in this book are carried over to the Cash Book.

Departmental Journals

44. Each department of a bank maintains a journal to note the transfer entries passed by it. These journals are memoranda books only, as all the entries made there are also made in the day book through voucher summary sheets. The purpose of such a journal is to maintain a record of all the transfer entries originated by the department. For example, the loans and overdrafts department will pass transfer entries for interest charged on various accounts every month, and as all these entries will be posted in the journal of that department, the officer concerned can easily find out the accounts in respect of which the interest entry has been passed. Since all the vouchers passed during the day are entered into the day book only in a summary form, it may not be possible to get this information from the day book without looking into the individual vouchers.

45. As has been mentioned earlier, a 'composite voucher' (or two separate vouchers for debit and credit) is generally prepared for each transfer entry. The composite voucher is generally prepared by and entered into the journal of the department which is accordingly credited to the other department. For example, if any amount is to be transferred from current account of a customer to his savings bank account, the voucher will be prepared by the current accounts department and entered in the journal of that department.

46. Besides the books mentioned above, various departments of a bank have to maintain a number of books to facilitate their work. Some of the important departmental books are described below.

Cash Department

47. The following books are usually maintained by the cash department:

- (a) Receiving cashiers' cash book
- (b) Paying cashiers' cash book
- (c) Head cashier's book
- (d) Cash balance book

48. Cash Book may have one column, or two or three columns, depending upon the system adopted by the bank to record cash, transfer and clearing transactions separately or to treat all of them as cash transactions. Two points may be noted here:

- (a) 'Transfer' relates to only those transactions where both debit and credit transactions are made in the accounts at the same branch and includes operations on non-customer accounts also. Clearing transactions essentially relate to customer accounts and the branch handles either payment or receipt of the underlying amount.
- (b) Banks generally maintain a register (commonly called Transfer Scroll) wherein brief particulars of the debit and credit sides of a transaction are entered. At the end of the day, the register shows the total value of transfer transactions handled which has to agree with the 'Transfer' column of the Cash Book, if there is such a system. In the case of a single-column Cash Book, the total of the day's transactions must agree with the total of cash and transfer transactions, as per the cash and transfer scrolls of the branch.

49. Banks have introduced different systems to facilitate quick payments to customers. The most prevalent system is the teller system. Under this system, the tellers keep both cash as well as ledger cards and the specimen signature cards of each customer in respect of current and savings bank accounts. The teller is authorised to make payment up to a particular amount. On receipt of the cheque, he checks it, passes it for payment, enters in the ledger card and makes the payment to the customer.

Outward Clearing Department

50. The following books are usually maintained by the outward clearing department:

- (a) Clearing cheques received book for entering cheques received from customers for clearing;
- (b) Bank-wise list of the above cheques, one copy of which is sent to the clearing house along with the cheques.

Inward Clearing Department

51. The inward clearing department maintains a memorandum book to record the number of cheques given to each department. Most of the banks have centralised debiting of inward clearing cheques at the respective service branches. In such cases, the inward cheques will be retained at the service branch itself.

Loans and Overdrafts Department

52. The Loans and Overdrafts Department usually maintains the following books:

- (a) Registers to record details of documents executed by the borrowers and guarantors in respect of credit facilities
- (b) Securities registers for recording details of securities in respect of credit facilities
- (c) Pending documents and document deficiency register
- (d) Godown registers maintained by the godown-keepers of the bank
- (e) Price register giving the wholesale prices of commodities pledged with the bank
- (f) Overdraft sanction register
- (g) Drawing power book
- (h) Delivery order books
- (i) Storage books
- (j) Stock statements registers for loan accounts
- (k) Suit filed register
- (l) Inspection register for loan accounts

Deposits Department

53. The Deposits Department usually maintains the following books:

- (a) Account opening and closing register
- (b) Fixed Deposits, Rate Register giving analysis of fixed deposits rates
- (c) Due date diary
- (d) Specimen signature cards, containing specimen signatures of deposit account holders.

Establishment Department

54. The Establishment Department usually maintains the following books:

- (a) Salary and allied registers, such as, attendance register, leave register, overtime register, etc.
- (b) Register of fixed assets, e.g., furniture and fixtures, vehicles, etc.
- (c) Registers to record receipt, issue and balance of stationery including security papers, e.g., draft forms, cheque books, etc.
- (d) Old records registers.

General

55. Besides the above, banks also maintain the following books:
- (a) Specimen signature book (of the bank's officers).
 - (b) Private telegraphic code and cyphers.
 - (c) Back up registers for various types of returns/statements.
 - (d) Safe Deposit Lockers / Safe Custody registers.
 - (e) Registers to record particulars of lost instruments (drafts, cheques, etc.) based on details received from the head office.
 - (f) Transit books through which instruments are sent to the cash department for payment by the official authorising such payment.
 - (g) Registers to record particulars of outstanding inter-office entries received from the reconciliation department of the bank which are to be responded to by the branch.
 - (h) Cheque books issued register.
 - (i) Token register.
 - (j) Stop payment register.

Flow of Transactions

56. The books of account and other books and records maintained by banks have been described above. It is necessary for the auditor to understand how various kinds of transactions executed by a bank get reflected in various books. The following paragraphs accordingly provide a brief overview of the flow of transactions commonly carried out by banks. The emphasis is on transactions carried out at the branch level since it is at this level that banking business and most other types of transactions usually take place.

Customers' Accounts

57. Transactions with customers (both depositors as well as borrowers) generally account for a substantial proportion of the total transactions at the branch level. These transactions involve either a credit or a debit to the respective customer accounts.

Credits to Customers' Accounts

58. The customers may deposit cash, instruments payable at the branch itself (e.g., cheques issued by other customers of the branch/drafts issued by another branch of the bank or another bank as per approved arrangement, which is payable at the branch), or instruments drawn on other branches of

the bank/other banks located within the area of the clearing house of which the branch is a member. Generally, clearing houses are managed by the RBI or branches of State Bank of India having currency chest. In some cases, the clearing house may be managed by other banks also. Besides, there may be separate clearing houses managed by the same or by different banks for MICR (Magnetic Ink Character Recognition) and non-MICR instruments. Deposits in a customer's account can be made by any other person also (besides the customer himself).

59. All deposits are made by filling-in the relevant pay-in-slips. All pay-in-slips have two portions – one becomes the voucher for the bank and the other (the counterfoil) is returned to the depositor as acknowledgement of deposit.

60. For deposit of cash, the amount is deposited with the cashier authorised to receive cash who puts a scroll number and his initials on the voucher as also on the counterfoil. The counterfoil, duly signed and stamped, is handed over to the depositor and the voucher is eventually sent to the official responsible for maintaining the customer's account. The official enters the voucher in the account and puts his initials on it in token of having posted it in the customer's account. After posting, the voucher is sent to the cash book section or other section, as per the bank's procedure, which supervises the work relating to Day Books, at the end of the day.

61. For deposits of 'transfer' instruments, there is a designated counter which receives the pay-in-slips²⁷, tallies the particulars filled in the slip with the enclosed instruments, returns the duly signed, stamped and dated counterfoil to the depositor and records the particulars of the customer's account and the instrument in a register maintained for the purpose. This register is generally supervised by an official who sends both the pay-in-slip and the instrument to the desk where the instrument is to be handled, against

²⁷ The concept of having cheque drop boxes has also come into vogue wherein banks have almost done away with the system of having a separate counter for receiving cheques. Instead banks now maintain a locked cheque drop box in their premises alongwith a receiving acknowledgment stamp of the bank. The customers now fill up the cheque deposit slip and themselves put the bank's cheque receiving acknowledgement stamp on the bank's copy of the deposit slip as well as their own counterfoil and drop the cheque in the box. However, both the options are available to the customer as RBI Circular No. RPCD.CO.RF.BC.NO./40/07.40.06/2006-07 dated December 26, 2006 on "Cheque Drop Box Facility and the facility for acknowledgement of cheques" requires the banks to invariably display on the Cheque Drop-Box itself that "Customers can also tender the cheques at the counter and obtain acknowledgement on the pay-slips". Further, RBI vide its circular no.DPSS.CO.CHD.No. 485 / 03.06.01 / 2010-11 dated September 1, 2010 on "Dishonour / Return of Cheques - Need to Mention the 'Date of Return'in the Cheque Return Memo" mandates the banks to indicate the 'date of return' in the Cheque Return Memo.

the acknowledgement of the receiving official. (It may be clarified that a number of instruments can be tendered with one pay-in-slip provided they are all 'transfer' transactions, i.e., payable at the branch). The debit instrument is posted in the account concerned by the official handling the desk who then marks it with a 'Transfer' stamp with date and sends both the debit and the credit vouchers to the passing officer (details given later in the chapter). The officer puts his initials or signatures (as per the procedure in the bank) on both the vouchers. Thereafter, the credit voucher is sent to the Transfer Scroll in-charge who records brief particulars of both the debit and the credit vouchers in the scroll and sends the credit voucher to the desk where the customer's account is handled. Only the credit voucher 'passed' by the competent official is posted in the account. In case the debit instrument cannot be paid for some reasons (insufficient funds/post-dated/different signatures/stale/ payment stopped by the drawer, etc.), the counter clerk records the particulars in a register, usually called 'Cheques Returned' register and seeks instructions from the branch manager or officer designated by the bank to deal with such matters. The competent official records his decision (to either pay or return the instrument) on the register. Normally, in case of payment of such instruments, the official records 'Pay' on the instruments also. If unpaid, the instrument is returned to the customer.

62. It is possible that there is more than one instrument along with a single pay-in-slip and these instruments are handled at different desks. In such cases, though the procedure outlined above is followed for passing the debit vouchers, the credit voucher may be authenticated, generally, by the official who passes the last debit voucher. Besides, it is also possible that out of many debit instruments, only a few are paid and the others returned. This would mean that the customers' account cannot be credited with the amount shown in the pay-in-slip. In such cases, banks generally credit the account with the amount mentioned in the slip and separately raise a debit for the amount of instruments returned. This is because the banks, on their own, cannot change the amount in the slip after having given the counterfoil to the depositor.

63. The customer can also deposit the 'clearing' instruments with the bank. When a customer deposits a clearing instrument with his bank, the designated desk in-charge checks the voucher and the instruments, gives stamped, signed and dated counterfoil to the depositor, enters the particulars in a register maintained for recording the pay-in-slips received from the customers, and sends the credit voucher along with the instrument to the clearing section in the branch. Once the clearing section receives confirmation of payment of an instrument lodged by it in the clearing house

(local clearing usually takes 1-4 days and an instrument is generally deemed to be cleared if it is not received back within a certain time stipulated for the purpose, by the clearing house rules), its in-charge passes the credit vouchers which are sent to the section where the customer's account is handled, for posting in the customer's account. As regards the instruments received back unpaid, there are two ways of dealing with them. One is to credit the customer's account with the amount of pay-in-slip and then to debit the account with the amount of instruments returned. The other method is not to post the credit voucher at all and treat it as cancelled; this is, however, done only in cases where all the instruments lodged along with a particular pay-in-slip are returned unpaid. Credits also may come from RTGS (Real Time Gross Settlement), NEFT (National Electronic Fund Transfer) or ECS (Electronic Clearing System) which do not involve physical movement of cheques/payment instruments.

64. The customers also deposit various kinds of bills (including cheques), as under, payable in India or abroad:

- Bills for collection (against which the bank does not grant any advance to the customer).
- Bills for negotiation (against which the bank provides advance to the customers) – purchase of demand bills and discounting of usance bills.

65. Bills for collection are generally tendered along with a pay-in-slip whereas those for negotiation are tendered along with a letter from the customer. Where the instruments are for collection, these are handled by the Bills Collection Section. This section or any other designated desk in the branch accepts the pay-in-slip and the enclosed bills and gives acknowledgement (counterfoil) to the depositor. The details of the bills are entered in a Bill Collection Register. Each bill is allotted a distinctive number which is recorded on all vouchers/documents pertaining to the transaction. A forwarding schedule (or collection schedule) is prepared giving details of the instruments like drawee, date of instrument, any special instructions given by the drawer, etc. The bill is enclosed to this schedule and sent to the branch which has to collect the proceeds from the drawee. On receipt of the advice of the payment of the bill, the originating branch credits the customer's account with the amount of the bill paid (less any charges deducted by the collecting branch) and simultaneously recovers its own commission for handling the transaction by debit to the customer's account. The procedure stated above is common to both the demand and usance bills, though nomenclature of the registers and the forwarding schedules used for the purpose may be different.

66. As regards the bills tendered for negotiation, the transaction may

relate to either the customers who have been granted regular limits for the facility or those who need this facility only occasionally. In the latter case, the bank would have prescribed an authority to approve the negotiation. Generally, bills are submitted by customers along with a forwarding letter while the cheques are submitted with a pay-in-slip, along with a request to negotiate the same. The cases of regular limits are handled by the Loan Section and the official dealing with the accounts or other designated authority approves the bills for negotiation after ensuring that the limit can accommodate the bills or that, in case of any overdrawing, these have been permitted by a competent authority. The bills negotiated are entered in the Purchase/Discount registers and the customer's bill account. Like the collection schedule, the Purchase/ Discount schedules are prepared and sent along with the bills to the branch concerned for realisation. The amount of the bills negotiated is immediately credited to the customer's account, after deducting the prescribed bank charges. In due course, on receipt of payment of the bills, along with overdue interest (if the bills are paid by the drawees after the due dates) or on return of the bills, if unpaid, the entry in the customer's account is reversed. In case of return, the amount of the bill, together with overdue interest at the rates prescribed by the bank, is recovered from the customer. The negotiation of the bills can also be done under the letters of credit (LCs) issued by a bank in favour of the customer. The accounting procedure in case of negotiation under LC is the same as explained above, however, the recording of such bills may be done in a separate set of registers. The negotiating branch also maintains a record of the due dates of bills negotiated and follows up with the realising branches if the proceeds are not received in time.

67. The accounting procedure for export bills – whether for collection or for negotiation – is essentially the same as that for domestic bills as discussed above; the books and registers may, however, have different names and columns, as these transactions involve conversion of a foreign currency into Indian rupees.

68. Some credits are made in customers' accounts by the bank itself, the most common example being the periodic interest on a deposit account and refund of any excess recoveries made earlier. In such cases, the bank may prepare either the pay-in-slip or the plain credit voucher. These vouchers also follow the same route as for those tendered by the customers except that such vouchers are not entered in the register meant for recording the instruments lodged by customers.

69. The cardinal principle followed by banks is that the credit is given to

the customer only after the corresponding debit has been approved by an authorised official at the branch.

Debits to Customers' Accounts

70. In respect of a running account (mainly current/savings bank/cash credit), the most common source of debit is the cheque (or withdrawal form in the case of a savings bank account) or a letter of authority signed by the customer or RTGS/NEFT. In case the customer or the holder of the instrument wants to withdraw cash against this instrument, he presents it to the designated counter which maintains the ledger containing the drawer's account and, in acknowledgement, is given a token bearing a distinctive number. The counter staff records the token number on the instrument and obtains the presenter's signatures on the reverse of the instrument. He then verifies the balance in the account (credit balance in deposit accounts and limit sanctioned in advances accounts). If it is sufficient to meet the amount mentioned in the instrument, he posts it in the account, puts his initials on the instrument in token of having posted it and marks it with a 'pay cash' stamp. The instrument is then sent to the official in charge of that particular counter for authorising the payment. He authorises the payment of the instrument by signing it which serves as an instruction to the cash department to pay the amount to the presenter of the instrument. Each passing official maintains a payment scroll in which he records the account no., token no. and amount of the instrument passed by him. The serial number at which a particular instrument is noted in the official's scroll is recorded on the instrument also. Thereafter, duly passed instrument is sent for payment to the cash department in a 'passed voucher book' or 'transit voucher book'. The paying cashier acknowledges the receipt of the instrument by initialling the relative entry in the book which is returned to the passing official. The cashier obtains the token from the presenter as also his signatures on the reverse of the instrument which is an acknowledgement of receipt of amount by the presenter and makes payment to him. The particulars of payment including the denomination of notes/coins given in payment are recorded in the cashier's scroll. The serial number in the scroll at which the payment is entered is also recorded on the instrument and the 'cash paid' stamp affixed on it under signatures or initials of the cashier.

71. The customer may want to purchase an instrument/receipt like Demand Draft, Mail Transfer, Telegraphic Transfer, Pay Order, Banker's cheque, Term Deposit, Call Deposit, Travellers' cheque, Gift cheque, or any other similar product of the bank, or make any payment to the government. For the purpose, he tenders the debit instrument (cheque/authority letter,

etc.) at the counter where his account is maintained, along with the appropriate credit voucher duly filled in (application form, pay-in-slip, challan, etc.). The counter staff verifies that the vouchers are in order and that sufficient balance is available in the account. He then posts the instrument in the account and the same procedure, as in case of cash payments, is followed upto the stage of authorisation by the official concerned except that instead of a 'Pay Cash' stamp, a 'Transfer' stamp is put by the counter staff on both the instrument and the credit voucher there against. After passing the debit and the credit vouchers, the official sends all the vouchers to the transfer scroll desk where the particulars of all the debit and credit vouchers are recorded and the credit vouchers sent to the respective desks which handle those products.

72. Customer's accounts are debited on account of instruments received in clearing also. All the instruments received through the clearing house, which are payable at the branch, are received by the clearing section and handed over to the desks concerned against acknowledgement. Subsequent procedure is the same as for transfer instruments except that there is no credit voucher with the instrument. The passing official has only to pass the debit instruments which bear the clearing stamp of the bank presenting them. The consolidated credit voucher is passed by the clearing section in-charge.

73. In case the counter staff notices that the balance in the account is inadequate to pay the instrument or the instrument is defective, he has to seek the instructions of the designated authority through the Cheques Returned Register.

74. Paragraphs 70 to 72 above deal with cases where the customer's account is debited on account of the instruments signed by him. In addition, there are cases in which the bank raises the debits to the customer's account on its own (though, of course, under intimation to the customer). The examples of such debits are:

- Carrying out the standing instructions received from the customer (including charges for executing these instructions).
- Payment of bills under letters of credit opened by the branch on behalf of the customer.
- Payment for guarantees issued at the request of the customer, which are duly invoked by the beneficiary.
- Periodic interest on loan accounts.
- Rectification of any erroneous entry in the account.

- Recovery of bank charges for which the bank holds an express or implied authority like loan application processing charges, ledger fees, inspection charges, locker rent, ATM annual charges, bill handling charges, issue of duplicate drafts etc., noting of 'stop payment instructions' given by the customer, return of cheques issued by the customer due to insufficiency of funds in the account, and so on.

75. A separate mention deserves to be made of the bills received by the branch for collection from its customer (being the drawee of the bill). On receipt of such a bill, the branch sends intimation to the drawee giving the details of the bill. The drawee presents a debit instrument for the amount to be paid (bill amount plus bank charges plus overdue interest, if applicable) to the Bills Section at the branch, along with the intimation received by him from the branch. He does not submit any credit voucher to the branch in such cases. The credit vouchers are internal to the branch and are prepared by the branch itself. The debit instrument given by the customer is processed like any other 'transfer' instrument, as discussed above.

76. Two points should be kept in view with regard to debits to the customers' account:

- Only the customers or their duly constituted attorneys can authorise a debit to the account (unlike a credit which can be made by any person).
- Debit instrument has to be passed first and the credit voucher only thereafter.

Issue of Drafts

77. Each bank has its own standard application form which has to be filled in by the applicant. Many banks have opened service branches at important centres. Wherever such branches exist, the outstation branches are instructed to draw the drafts only on them. In some cases, the drafts may be made payable on other banks also if there is such an arrangement between the issuing bank and the paying bank. Such type of transactions are quite common in international banking area.

78. If the customer wants to tender cash for purchase of the draft, he tenders the draft application and the required amount of cash (amount of draft and the bank commission) to the cashier concerned. The cashier, after making necessary entries in his books, releases the voucher which is sent to the drafts issue desk. The counter staff prepares the draft as per the customer's instructions, enters it in the Drafts Issued register, gets it signed by an authorised official, and hands it over to the applicant against his acknowledgement.

79. If the customer wants a draft against a transfer transaction (generally, a cheque drawn on his account), the voucher is prepared after the customer's account has been debited.

80. The branch may, at times, need to issue drafts (or banker's cheque or pay order) on its own account, e.g., for remittance of proceeds of a bill received for collection directly from the drawer of the bill. In such cases, the draft application is signed on behalf of the bank, giving particulars of the Bill No. paid; the remaining procedure is the same as described above.

81. In respect of drafts issued, an advice is generally sent to the drawee branch. Besides, some banks have a system whereby issue of drafts above a prescribed amount is also confirmed to the drawee branch by a coded telegram/by telephone or in any other mode.

82. Some important points to be noted with regard to issue of drafts are as follows:

- For drafts of small value (based on the cut-off level fixed by the bank), the advice regarding issue of draft may not be sent to the drawee branch.
- Some banks also fix a ceiling upto which the draft may be signed by a single official. Beyond this level, normally two officials have to sign the draft. Besides, the specimen signature, number of the official(s) signing the draft has to be mentioned on the draft.
- There is generally a ceiling (fixed by the RBI in consultation with the Central Government) upto which the drafts can be issued against deposit of cash. The ceiling may undergo revision from time to time.

83. At the end of the day, the counter staff works out the total amount of drafts issued on that day and the commission earned thereon. This figure is carried over to the Cash Book.

Issue of Mail Transfer/Telegraphic Transfer

84. These are two other modes of remittance of funds from one place to the other. The difference between the two is in the manner of transmission. Mail Transfer (MT) is sent by post to the paying branch whereas Telegraphic Transfer (TT) is sent by telegram (these days, some banks use fax also). MTs and TTs differ from drafts only in one respect. MTs/TTs are sent to the paying centre by the branch itself (under intimation to the customer) whereas draft is handed over to the customer who arranges to send it to the beneficiary. In terms of procedure, MTs/TTs are similar to draft.

Issue of Pay Orders/Banker's Cheques

85. These instruments are normally issued for local payments including local payments to be made by the issuing branch itself. The procedure is basically the same as for issue of drafts except that no advice is required.

Issue of Term Deposit/Call Deposits and Receipts and Similar Instruments

86. These instruments are issued in favour of the customers only and are akin to other accounts of the customers except that these are not running accounts (these days, however, some banks have developed hybrid products which contain features of term deposit, saving bank account and current account. For example, many banks have now started offering a facility of automatic transfer of the amount standing to the credit of the savings account of a customer to a fixed deposit account, subject to a certain minimum balance left therein. As and when the customer needs to withdraw an amount or issues an instrument of a value higher than the minimum balance in his account, the bank automatically transfers amount from the fixed deposit account to his savings account). Upto the point of receipt of credit voucher in the TDFR section, the procedure is same as that for credit to any other account of a customer. After receipt of the credit voucher, the procedure is generally on the following lines:

- (a) The receipt is prepared in the bank's pre-printed standard format and contains the name of the account holder, the mode of payment of proceeds on maturity, the term of deposit, the interest rate, and the due date.
- (b) In case the amount has been deposited under Re-investment Scheme, this fact is mentioned on the receipt. The maturity amount is also mentioned.
- (c) Banks normally have separate sections in their Term Deposit registers, interest rate-wise and/or maturity period-wise, to record the issue of term deposit receipts in a chronological order.
- (d) The official in charge of the term deposit section verifies the particulars on the receipt with reference to the deposit voucher, and signs the receipt which is then delivered to the depositor against acknowledgement.
- (e) The banks maintain a Daily List to record the due dates of deposits as also the dates of payment of periodic interest on deposits, wherever applicable. Necessary entries are made in the list upon issuance of a term deposit receipt.

87. Instruments other than term deposit receipts (e.g., cash certificates) are entered in the relevant register in a similar manner.

Opening of Letters of Credit

88. Generally, this facility is provided by banks to their regular borrowers but there is no bar on extending this facility to other applicants also. The procedure for opening of letters of credit in either case is generally on the following lines:

- (a) The applicant submits an application in the prescribed format to the branch wherein he mentions the name of the beneficiary, documents required from the beneficiary, and the expiry date of the validity of the letter of credit (LC) for the purpose of shipment as well as negotiation of documents by a bank.
- (b) In case the bank agrees and issues the LC, it makes contra entries in its books. Necessary vouchers are prepared by the LC section. Normally, a composite voucher is used for these entries.
- (c) The transaction is recorded in the LC Issued Register. In the case of customers who have been sanctioned regular LC limits (like a cash credit limit), to ensure that the outstanding LCs do not exceed the sanctioned limit, all issues of LCs are debited to the account (all payments or cancellations of LC are credited).
- (d) LC opening charges are recovered from the customer, either by debit to his account or in cash.
- (e) Banks generally maintain margin for each LC. It may be retained in any form – in current account, term deposit, lien on drawing power, etc.
- (f) LC is prepared by the bank on pre-printed formats of the bank. Each LC has a distinctive number. The original (which is a negotiable copy) and one or two non-negotiable copies of the LC are sent to a bank (known as 'advising bank') for transmitting it to the beneficiary. Copies of the LC are given to the applicant also and at least one copy is retained on the branch records.
- (g) The number of officials who have to sign the LC may differ from bank to bank.

89. In terms of issue procedure, there is hardly any difference between an inland LC and a foreign LC. However, foreign LCs can be issued only by branches authorised to undertake foreign exchange transactions. Also, foreign LCs outstanding at the year-end require re-statement in rupee terms.

90. On 13th March, 2018 RBI vide Notification RBI/2017-18/139 A.P. (DIR

Series) Circular No. 20 decided to discontinue the practice of issuance of LOU's/ LoCs/guarantees for Trade Credit for imports into India by AD-Category Banks with immediate effect. Letters of Credit and Bank Guarantees for Trade Credits for imports into India may continue to be issued subject to compliance with the provisions contained in Department of Banking Regulation Master Circular No. DBR. No. Dir. BC.11/13.03.00/2015-16 dated July 1, 2015 on "Guarantees and Co-acceptances", as amended from time to time.

Issue of Bank Guarantees

91. In terms of procedure, bank guarantees are similar to LCs. However, the original guarantee is also handed over to the applicant who submits it to the beneficiary. Also, bank guarantees are issued on non-judicial stamp papers whereas LCs are issued in bank's pre-printed formats.

Issue of Traveller's Cheques/Gift Cheques

92. There are prescribed application forms for these cheques and the procedure for issue is similar to issue of banker's cheques. However, in the case of Traveller's Cheques, the applicant has to sign on the cheque once in the presence of the bank's authorised official. The branch may issue Travellers' Cheques of its own bank and/or those of its correspondents in terms of an approved arrangement.

93. In each bank, there is a nodal office for Traveller's Cheques. Particulars of all cheques issued by the branch are required to be advised by the branch to the nodal office through the inter-office accounting system. The Branches do not normally have a Traveller's Cheques account in their General Ledger as they act merely as agent of the nodal office in issuing (and paying) Traveller's Cheques.

94. Gift cheques are payable by the issuing branch only. Each branch maintains a Gift Cheques account. All issues are credited to the account and details of the cheques entered in a register. Payments are debited to this account. For the sake of operational convenience, the Gift Cheques register is divided into separate sections, denomination-wise.

Payment of Drafts

95. The drafts issued by banks are invariably payable 'to order' and never 'to bearer' since the issuance of drafts as 'payable to bearer' would tantamount to issuing currency, which banks are not authorised to do.

96. When a draft is presented to the branch on which it is made payable (whether for payment in cash or transfer to an account at the same branch or through the clearing house), the instrument is sent to the Drafts Payment

Section. The section usually maintains two kinds of Drafts Paid Registers:

- (a) To record payment of drafts for which no advice is required from the issuing branch as per the bank's procedure.
- (b) To record payment of drafts for which the aforesaid advice is required.

97. The counter staff enters the particulars in the relevant register after ensuring the *prima facie* correctness of the draft, particularly the drawee branch code number. In respect of drafts falling in category (b) above, though the advice from the issuing branch is required, the branch has to make payment of the draft even if it has not received its advice from the issuing branch till the time of payment. The advices received are marked off in the drafts paid register at the time of payment if advice has been received, or later, on receipt of the advice. For those entries in the register in respect of which the advice is not received, the matter is followed up with the issuing branch. After recording the particulars of the draft in the register, it is sent to the official in-charge along with the draft for verification of the correctness and for authorising the payment (in cash or by credit to the customer's account). The subsequent procedure is the same as that for other payment instruments. It may be mentioned here that separate registers are maintained for payment of drafts drawn by the correspondent banks.

98. Banks generally have a Drafts account to which all drafts issued are credited and all payments debited. Some banks have separate accounts for 'Drafts Issued' and 'Drafts Paid'.

99. Sometimes, the buyer of the draft may want to have it cancelled. This can be done only by the issuing branch. In addition to the usual procedures for payment of drafts, the following steps are also required to be taken:

- (a) The fact that it is a case of cancellation is mentioned in the Drafts Paid Register and against the relative entry in the Drafts Issued Register.
- (b) It is a common practice amongst banks to obtain a receipt from the buyer of the draft by endorsement on its reverse.

100. At the end of the day, a summary of the total drafts paid is prepared. This figure is carried over to the Cash Book.

Payment of MTs/TTs

101. As soon as the MTs are received by the branch, these are paid by crediting the account mentioned in the MT. These are entered in an MT paid register and the day's total of the register is debited to an inter-office account. The treatment of TTs is slightly different. The advice of remittance

sent by telegram is followed by a written advice signed by the authorised officials of the issuing branch. Payment of TTs is also routed through the inter-office account. As the signed advices are generally not available when the telegraphic advice reaches the paying branch, the payment may be effected by debit to the Suspense Account or an Items in-Transit Account and the account of the beneficiary, stated in the TT, credited. Besides the above, the transaction is also recorded in TTs Paid Register. All entries in this register show the date of receipt of the signed advice from the issuing branch.

102. MTs and TTs are not paid in cash; they are credited to the accounts of the payees maintained at the branch; in case the payee does not maintain account with the branch, a Pay Order is issued in his favour.

103. The entry in Suspense Account/Items in-Transit Account is adjusted on receipt of advice from the issuing branch.

Payment of Banker's Cheques/Pay Orders

104. The procedure followed is similar to payment of any other cheque drawn on the branch, except that the date of payment is recorded against the original issue entry.

Payment of Term Deposit Receipts and Similar Instruments

105. These instruments are 'Not Transferable' and have to be paid strictly in accordance with the mandate of the deposit-holder received at the time of acceptance of the deposit or as modified subsequently by the deposit-holder. The deposit may be repaid before maturity (at the request of the account holder), on the date of maturity, or after the date of maturity. The salient features of the payment procedure are as under:

- (a) The deposit receipt, duly discharged, has to be presented for payment. In case the receipt is in the custody of the branch (under lien for any loan or as margin for any facility), it is withdrawn by making necessary entries in the Safe Custody Ledger/Register.
- (b) The deposit may be repaid in cash (subject to any ceiling on such cash payments, under statutory or regulatory requirements) or by way of a 'transfer' transaction. As these receipts are not negotiable, these are not routed through the clearing house but sent to the issuing branch for collection of proceeds.
- (c) The 'transfer' transaction is either for renewal of the deposit or for credit in

full or part to any account maintained at the branch, or for issue of draft /MT/TT/Pay order, etc.

- (d) The payment is recorded as a debit to the relevant deposit account and the date of payment recorded against the original entry of issue. The principal amount of the deposit is debited to the deposit account to which it was credited at the time of issue. Interest paid is debited to the concerned provision account for the deposit if such an account is created by the bank or to the account in which such provision is held (amount of interest paid is net of TDS, if applicable). In this regard, it may be noted that generally, the branches create an Interest Provision Account for all interest-bearing deposits to which the amounts calculated at the rates advised by the Head Office are credited every month. This is done to arrive at the profit/loss of the branch and to calculate the bank's liability on an ongoing basis. All payments during the day are totalled and carried over to the Cash Book.
- (e) Banks generally do not hold the matured deposits in their regular deposit accounts. On the due dates, those deposits which remain unpaid are transferred in a separate account, usually called as 'Overdue Deposits Account'. These deposits are eventually paid or renewed.
- (f) For deposits paid before their scheduled maturity, interest is paid only for the actual period of deposit and not the contracted period. Also, banks may decide to levy some penalty for premature payment.
- (g) Normally, for each renewal of the original deposit, banks issue a fresh deposit receipt. Of late, however, some banks have started the facility of automatic renewal of deposits on the due dates and may not issue any fresh receipt but just record the fact of renewal on the original receipt.
- (h) The deposits are freely transferable at the request of the depositors from one branch of the bank to another. In such cases, the issuing branch transfers the deposit amount, together with the accrued interest amount held in its books, to the transferee branch along with an advice of transfer (the funds may be remitted by draft/TT/any other mode as per the Bank's procedure).

Payment of Recurring Deposits

106. Banks provide a Pass Book to the depositor wherein entries are made at the time of deposit or later, as demanded by the account holder. At the time of payment (before/on/after maturity), the depositor has to produce this Pass Book to the branch to record the fact of closure of the account.

Generally, banks have a provision to recover from the interest payable on the deposit a specified sum for late deposit of any instalment under the scheme. At the time of payment, the principal amount deposited is debited to the Recurring Deposit Account and the interest paid is debited to the concerned interest provision account. The procedure for payment in cash/by transfer is the same as in the case of Term Deposits.

Payment of Call Deposits

107. Most of the call deposits are required by the customers for submission to various authorities like Excise & Customs, PWD, Railways, etc., in connection with their tenders/orders. The deposits are in the names of these authorities only and not in the names of the customers. For payment of such deposits to the customers, the banks demand a release letter or an authority letter from the authority in whose favour the deposit was issued. These deposits are, generally, non-interest bearing. The procedure for payment is the same as in the case of Term Deposits.

Payments under Letters of Credit

108. Payments under letters of credit involve:

- (a) Payment of the bills by the branch named in the LC as the 'negotiating bank'. Such payment may be made even in a case where no such name is mentioned in the LC.
- (b) Eventual payment of the bills by the LC opening branch to the negotiating bank.

109. In some cases, the same branch may act as both the LC opening bank and the negotiating bank, i.e., it opens the LC for customer 'A' in favour of 'B' and also negotiates bills under the same LC when presented by 'B' who may or may not be an existing customer of the branch. The procedure for payment of the bills, described below, is equally applicable to both the cases. However, for the sake of clear understanding, the terms 'Opening Bank' (OB) and the 'Negotiating Bank' (NB) have been used though it is recognised that in some cases, the same branch may perform the functions of both of them.

- (a) The original LC is in the custody of the customer, i.e., the beneficiary of the LC. He may approach any bank to negotiate the documents if there is no NB designated in the LC. The bank may agree to the request or may refuse it. In case the NB has been designated, the customer has to approach that bank only. This bank cannot generally refuse negotiation because its name would have been mentioned only in accordance with an approved arrangement.

- (b) The customer has to produce the original LC and all the documents stipulated in the LC to the NB.
- (c) NB examines all the documents and compares them with what has been stipulated in the LC. NB also ensures that the shipment took place within the validity mentioned in the LC and that the documents have been presented for negotiation within the validity stipulated in the LC. If there is any difference in compliance with the terms and conditions mentioned in the LC, the OB may refuse to make payment to NB.
- (d) In case NB observes certain discrepancies in the documents submitted by the customer, it may still decide to negotiate them at the risk of the customer. Such negotiations are referred to as 'negotiations under reserve' in the banking parlance. In such cases, NB obtains a written undertaking from the customer to make good the amount (together with bank charges) if payment is ultimately refused by OB. Another common practice for such bills is that before negotiation, NB brings the discrepancies to the notice of OB and seeks instructions. In turn, OB seeks the customer's instructions which are conveyed to NB.
- (e) Once a decision to negotiate has been taken by the branch, it enters the particulars of the bills in a Bill Negotiation Register (generally, banks maintain a separate register for negotiation under LCs). A distinctive number is allotted to each negotiation which is recorded on each document of the bill. The date and amount of negotiation are mentioned on the reverse of the LC and signed by an authorised official. Charges on negotiation are to be borne by the party mentioned in the LC – it may be either the beneficiary or the opener of the LC. In case the beneficiary has to bear the charges, the bank will deduct these charges from the bill amount and pay only the net amount to the customer. In case the charges are to the opener's account, the NB will pay the bill amount to the customer and claim the bill amount plus the negotiation charges from OB. The account to be debited by NB at the time of negotiation is different in different situations, as under:
 - (i) In case of demand LCs, where OB and NB are the same bank, the LC would generally state that NB should debit the OB through the inter-office account on negotiation. For usance LCs in this situation, the LCs normally authorise NB to debit the OB, through the inter-office account, on due date of the bill. In the latter case, the NB normally debits its own Bills account (may be called Bills Discounted account) at the time of negotiation – the entry is reversed on the due date by debiting OB through the inter-office account.

- (ii) In case of LCs (both demand and usance) where OB and NB are different banks, the LC itself states the manner in which the NB should obtain reimbursement of the bills negotiated from the OB. The NB acts accordingly. Pending receipt of reimbursement, the NB generally keeps the debit in its own Bills Account.

110. After negotiation, the documents are sent by NB to OB for final payment. When the documents are received at the OB, the procedure followed is on the following lines:

- (a) The designated section at the branch records receipt of bills in a specified register.
- (b) The documents received from NB are compared with the terms of the LC. In case of any discrepancy, it is immediately brought to the notice of the NB as well as the opener. The branch seeks instructions of the customer whether he wants to accept the documents despite these discrepancies or not.
- (c) In case the documents are discrepant and are not acceptable to the customer, OB returns the entire set of documents unpaid to NB. In turn, NB recovers the amount of bill, its own charges as also the charges levied by OB, if any, from the beneficiary of the LC. The fact of return is recorded by the OB in its registers.
- (d) In case the bill is in order or the discrepancies are acceptable to the customer, OB recovers the amount of bill and the other charges, if any, from the customer.
- (e) In addition to the above debit and credit entries, the contra entries made at the time of issue of LC are also reversed by the amount of LC utilised on payment of bills. This is done by way of a composite voucher. Besides, the amount and date of payment are recorded in the LC register and the Bill register.
- (f) On expiry of the validity of the LC, the OB waits for a reasonable period from that date for receipt of negotiated documents from NB. In case no documents are received, the OB reverses the amount of unutilised LC in its contra accounts.
- (g) In case the beneficiary does not want the bills to be negotiated and instead, wants these to be sent for collection by his bank, he may do so. The accounting procedure at OB in this case is broadly similar to negotiated bills.

Payments Under Bank Guarantees

111. The following procedure is followed where the customer fails to discharge his contractual obligations and the beneficiary invokes the guarantee:

- (a) The section handling the guarantees business at the branch examines the notice of invocation to ascertain that it is strictly in accordance with the terms of the guarantee. The branches generally seek legal opinion on the issue either from inside or outside.
- (b) In case the invocation is not in order, suitable reply is sent to the beneficiary.
- (c) In case the invocation is in order, the amount demanded by the beneficiary, not exceeding the amount guaranteed, is remitted to the beneficiary. The contra entry in the Bank Guarantee Account, made at the time of issue of the guarantee, is reversed by the total amount of the guarantee if the guarantee has been treated as fully discharged by the beneficiary, notwithstanding that the amount actually paid is different. The branch, in turn, recovers the amount from the customer.
- (d) In case the beneficiary does not want the bills to be negotiated and instead, wants these to be sent for collection by his bank, he may do so. The accounting procedure at OB in this case is broadly similar to that followed in the case of negotiated bills.

Payments Under Deferred Payment Guarantees

112. On due dates of instalments, the bank remits the principal and the interest due to the beneficiary. Procedurally, payments under deferred payment guarantees are similar to payments under the bank guarantees or under LC. One distinctive feature is that the bank's liability to the beneficiary and the corresponding liability of the customer to the bank get reduced with each payment. On each such payment, the contra entries are reversed by the amount paid.

Payment of Gift Cheques

113. These cheques are honoured by all branches of a bank irrespective of the branch which has issued them. In case the cheque is presented to the issuing branch for payment, the branch records the payment in its Gift Cheques Register. The date of payment is mentioned against the relative issue entry also. The other procedures are the same for as payment of any other cheque. The amount of gift cheques paid during a day is debited to the Gift Cheques Account.

114. In case the cheque is presented to any other branch of the bank, it is paid by that branch by way of a debit to the issuing branch through the inter-office account.

Payment of Traveller's Cheques

115. Mostly, these cheques are presented for payment in cash by the purchaser of the cheque. In some cases, where the hotels, merchant establishments, etc., accept these cheques in payment of their bills, they obtain signatures along with date from the customers and then deposit these cheques with their bank for payment.

116. When presented for payment in cash, these are presented to the paying cashier in whose presence the customer has to put his signatures with date. The cashier tallies these signatures with the first signatures appearing on the cheque (which were obtained in the issuing branch) and, on being satisfied about the genuineness of the transaction, makes the payment. In the process, he may also refer to the list of lost/stolen Traveller's Cheques available at the branch, which is received from the head office. The amount of all cheques paid during the day is debited to the nodal office designated for these cheques. In case payment of cheques is by way of a transfer transaction, the desk concerned records the particulars of payment in a register and the official in-charge authorises the credit voucher; the debit voucher is normally prepared at the end of the day for all Traveller's Cheques paid on that day.

117. It is possible in some cases that the customer may deposit the unused Traveller's Cheques with the issuing branch itself. In such cases also, the procedure is similar to that for other 'transfer' transactions.

Cash Transactions

118. Many of the transactions described above involve receipt or payment of cash by the bank. In describing such transactions above, the emphasis has been on the other aspect of each transaction rather than on cash receipt/payment. The following paragraphs deal with flow of cash transactions – receipts as well as payments – primarily from the angle of accounting for, and controls over, cash receipts and payments irrespective of the nature of transaction giving rise to cash receipt or cash payment.

119. 'Receipt' and 'payment' of currency are two of the most important functions of a bank. 'Cashiers' and 'tellers' perform these functions. The

tellers provide only limited services (types of services and monetary ceiling may differ from bank to bank) while cashiers have no such limitations. The tellers do not generally make payments out of loan accounts. Cash and other valuable items like security forms are kept in the strong room and held in the joint custody of two or more officials of the branch, one of whom is the Head Cashier and the other, normally, the Accountant.

120. Currency notes are packed in packets of 100 pieces each, irrespective of the denomination. A slip is put on each packet which carries the initials or signatures of the staff members who have verified and re-verified the quality and quantity of the notes, along with the date of such checking (the procedure may vary slightly among different banks). Coins are stocked in bags. These are weighed and then valued according to a specific weight-value ratio for each type of coin.

121. Depending upon the possession and ownership of cash, branches are divided into three categories:

- (a) **Currency Chest Branches:** These branches hold cash as an agent of RBI. Each chest branch is linked to a currency office of RBI through a link branch of its own bank. Loose packets are not kept in the chest. Every day, the branch withdraws cash from and deposits cash into the chest according to its requirements. At the end of the day, the branch works out the net position as compared to the previous day's closing balance in the chest and sends an advice to link branch (the position of the repository branches is also included, as explained later). The balances in the chest are periodically verified by the bank's officials as well as by RBI officials. Even in a currency chest, the branch will maintain some cash in hand on its own account, though such balance may be nominal.
- (b) **Repository Branches:** These branches carry smaller cash holding than the chest branches but act as a part of the chest. They are linked to a chest branch and report the net withdrawal/net deposit position each day to the link branch.
- (c) **Hand Balance Branches:** These branches carry cash only as their own hand balances. The limit for peak holding at such branches on any day is fixed by their controlling authorities. Whenever the branch has any surplus cash, it deposits the amount with a currency chest branch.

Receipts

122. The steps involved in physical receipt of cash and its accounting are as follows:

- (a) The cash tendered by the depositor is checked by the cashier for the genuineness of the notes and to cross check the number of notes as mentioned by the depositor in the pay-in-slip.
- (b) If found in order, the cashier records the particulars of notes received and the account to be credited in the book maintained by him (usually called Cashier's Receipt Scroll). He then puts 'Cash Received' stamp on the pay-in-slip and the counterfoil and signs them; the counterfoil is returned to the depositor.
- (c) The pay-in-slips are sent from the cash department to a desk which notes down all receipts of cash in the department in a jotting book. The total of this book thus reflects the total cash received at the branch during the day.
- (d) After noting in the jotting book, the voucher is sent to the concerned desk for credit to the relevant account.
- (e) After the day's transactions are over, all the receiving cashiers hand over the cash, which should agree with the total of cash receipt scroll, to the Head Cashier.
- (f) Banks also deposit cash with other banks, usually for credit to their accounts. At times, the receiving branch is unable to cope up with the volume of work and does not count all the notes on the same day. In such circumstances, the uncounted amount is held as a 'Bond' system in which the depositing bank gives a written confirmation of the correctness of the amount and undertakes to make good the shortage, if found during the actual counting later. This amount may be counted at the convenience of both the banks in due course.

123. The steps involved in making cash payments and their accounting are as follows:

- (a) All paying cashiers (including tellers) are given some amount of cash at the start of the day by the Head Cashier against acknowledgement for their expected requirements during the day. They may be given cash in instalments also during the course of the day. They receive instruments for payment either directly at the counter (for tellers) or instruments authorised for payment through the voucher books (for cashiers). They obtain the signatures/thumb impression of the person receiving the payment. Each payment is recorded in a payment scroll maintained by each paying cashier and teller. The instruments paid by the tellers are then sent to the concerned desks for debiting the relevant accounts and authorisation by the officials' in-charge of the desks. The instruments paid by cashiers are sent to the desk which carried out the Day Book related work at the end of the day.

- (b) After the day's transactions are over, the cashiers return the cash balance with them to the Head Cashier. The balance should agree with the books, i.e., cash received by the cashier less the total of his payment scroll.

124. The 'receipts' and 'payments' have been discussed above separately for the sake of a clear understanding. In practice, a single cashier may perform both the activities. Likewise, a single teller may receive cash, pay cash, issue drafts, pay Traveller's Cheques, and so on.

125. After accounting for all the cash received from the cashiers, the Head Cashier prepares a summary of the day's transactions and the cash balance register and signs them. If any excess cash is found during counting, the amount is held in a special account and is refunded to the genuine claimant on demand or if there is no such claimant, the bank treats it as income. However, shortage in cash has to be made good by the cashiers concerned and the matter has to be reported to the higher authorities.

126. The currency chest branches meet their requirement of notes by remittances from the RBI. They also send remittances of soiled notes in their custody to RBI from time to time. In case RBI comes across any shortage in the remittance sent to it during counting in the presence of a cashier from the remitting branch, it informs the branch which has to make good the amount.

Incomplete Records

127. In some situations, the auditor may find that certain accounting and other records are not up-to-date. In such a situation, the auditor should first ascertain the extent of arrears in house-keeping, and the areas in which accounting and other records are not up-to-date. In case it is found that the General Ledger, the main cash book, or the trial balances are in arrears or that they do not tally, the auditor should consider expressing a qualified opinion, adverse opinion or disclaimer of opinion, as may be appropriate in the circumstances. In case any subsidiary ledgers are in arrears, the auditor should consider the impact of such arrears on the financial statements of the bank. It may be pointed out that in the absence of balanced and up-to-date subsidiary ledgers, verification of transactions or of year-end balances may become difficult. In such cases also, the auditor should consider expressing a qualified opinion, adverse opinion or disclaimer of opinion, as may be appropriate in the circumstances. It may also be noted that in Long Form Audit Report (LFAR), the auditor has to make detailed observations on such arrears of house-keeping. Therefore, from this point of view also, it is important for the auditor to satisfy himself about the completeness of all records before submitting his audit report.

CIS Systems in Banks

128. CIS(Computer Information Systems) systems of different banks differ in terms of hardware configuration, software capabilities, levels of hardware and software security, and nature of transactions processed. It is, therefore, not possible to identify a single CIS system that would describe all the features of such systems in operation in different banks. However, the following description of the CIS system of a large bank illustrates the usual manner of computerised information processing and the various controls built into the CIS system. Auditor should check the accuracy, correctness of data and also see that data has been correctly transferred from the previous years audited statements and for this he need to go through the audit trail of modifications/change made. Most of the Banks are working on Core banking now a days and hence the accounting system under the same and the control in place for the same are very important from the bank's perspective as well as from auditors perspective.

Controls

129. The system provides for a number of controls which seek to ensure that the system is not put to unauthorised use, the transactions entered in the system are valid and accurate, and exceptional matters as well as other significant matters are reported on a timely basis or preferably on a daily basis to ensure early prevention of error and frauds. For example, the following controls seek to ensure that the system is not put to unauthorised use:

- A valid login name and password are essential to enter the system.
- A user can login from a specified workstation only.
- A minimum password length is required.
- The password needs to be changed at least once during a prescribed period.
- The maximum number of attempts to enter the system from a workstation is specified. Thus, if an incorrect password(s) is entered from a workstation, as soon as the number of attempts reaches the specified limit, the user is locked out and a message to this effect, identifying the workstation, is flashed on the system administrator's console/other workstations.
- Access to the system is available only between stipulated hours and specified days only.
- Individual users can access only specified directories and files.

- The access to various menus (such as opening of an account, closing of an account, change in limit or drawing power in a cash credit account, interest rate change, cheque book issue, etc.) is controlled through passwords. Thus, while an operator may enter the system using his login name and password, he cannot access the menus that have been password protected for use by systems administrator only.
- The access to systems software is restricted through password protection. (*The systems software contains several utilities such as copy, delete, etc. that can be used for unauthorised copying or deletion of files.*)
- Exception situations such as limit excess, reactivating dormant accounts, etc., can be handled only with a valid supervisory level password.
- A user timeout is prescribed. If the keyboard of a workstation remains inactive for the specified duration (say 30 seconds), the user has to re-enter the system using his password. This control prevents any unauthorised use when a workstation is left unattended.
- Wherever any rectification or alteration is carried out by more than one level of the officers, such alterations or changes are made as an additional entry and not by changing or deleting an existing recorded entry.
- Once the end-of-the-day process is over, the ledgers cannot be opened without a supervisory level password.
- The system maintains a record of all log-ins and log-outs. The access to this record is not possible without the systems administrator's password.

130. Similarly, the following controls seek to ensure the validity and accuracy of transactions entered in the system.

- The operation instructions such as single operation, joint operation, either or survivor operation, are flashed on the screen when the account is accessed.
- The system checks for cheque number range and stop payment instructions before processing a transaction.
- The system checks whether the amount to be withdrawn is within the drawing power.
- The system flashes a message if the balance in a lien account would fall below the lien amount after the processing of the transaction. The transaction processing is halted and can be proceeded with only with a supervisory password.

- If the transaction is sought to be posted to a dormant (or inoperative) account, the processing is halted and can be proceeded only with a supervisory password.

131. The branch manager is required to send a certificate to the controlling authority at stipulated intervals regarding the functioning of the entire computerised system including compliance with prescribed procedures and processes.

Structure

132. The system is multi-currency, on-line real time system which allows accounts to be maintained in a number of currencies. A separate General Ledger is maintained for each currency.

133. While the General Ledger (GL) provides the topmost level in aggregation of transactions and balances, the lowest level is a detail account which may be a customer's account or other account such as commission on drafts, locker rent, bill handling charges, etc. The number of levels between the GL and detail accounts is dependent on the requirements of the management and may differ from system to system. In the system under discussion, the GL (for each currency) is divided into a number of 'controls' each of which in turn is divided into a number of the 'memos'. A 'control' is similar to a General Ledger Account in a manual system, with the difference that unlike a GL account in the manual system to which debit and credit transactions can be posted directly, a control is merely a sub-division of the GL and is not an account. For example, 'Current Account' is one of the 'controls'. 'Memos' provide sub-divisions of a 'control'. For example, separate memos under 'Current Accounts' may be maintained for commercial and institutional customers' Current Accounts, agriculture-sector current accounts, and so on. The number of 'controls' that can be opened under General Ledger for each currency and the number of memos that can be opened under a control may differ from system to system (in the system under discussion, the maximum number of controls is 36 while the maximum number of memos under each control is 1296.). Detail accounts are opened under a memo. For example, all current accounts of C & I will be opened under the memo 'Current Account (C & I)'.

134. A transaction is posted to a detail account only. The detail account balances are updated as the transactions take place, i.e., on a real-time basis. The control and memo balances are updated only at the end of the day. All the books are balanced every day.

'Start-of-the-Day' Process

135. Each computerised branch has one or two designated officials to perform the role of the Systems Administrator. The computer operations every day begins with a 'start-of-the-day' (SOD) process carried out by the System Administrator. Unless SOD is completed, the system cannot be used for data entry. Among the major activities undertaken by the system as part of SOD are changing the date, clearing the log files, diary processing interest application in those accounts where it is due on that day, deposits due for payment on the day, standing orders²⁸, and list of stopped cheques/drafts²⁹.

Recording of Transactions

136. As already stated, the transactions are processed on a real-time based on vouchers. The debit and credit aspects of a transaction have to be posted to the respective ledger accounts simultaneously in all cases. The accounts to which the credit aspect of a transaction is to be posted get updated simultaneously when the account to which the debit pertains is posted.

Single Transaction Update of Multiple Computer Files

137. A single transaction input into a CIS system may automatically update all records associated with the transaction. For example, if credit voucher for issue of a Fixed Deposit is input, information in the following types of records will get entered simultaneously and automatically:

- FD day book
- Customer's account (if a running account for issue of FDs is maintained in terms of the Bank's system)
- Daily list (to record payment of periodic interest and repayment of principal)
- Classification of deposit into proper interest rate profile and maturity profile
- FD interest account

²⁸ Some customers give standing instructions to the bank to make certain remittances on pre-determined dates. The system will generate a list of those standing instructions which are to be carried out on that day.

²⁹ In some cases, the customers may have advised the bank not to make payments of certain cheques issued by them. These instructions are duly recorded in the system upon receipt from the customers. Besides, it may happen that the bank itself may stop payment of certain instruments, in particular drafts, if some draft forms are lost or stolen. Particulars of such instruments are entered in the system and these are treated as stopped instruments.

138. Single transaction update of multiple files ensures that all relevant records are kept up-to-date. However, it also implies that if one erroneous input is made, many records will contain errors.

Vulnerability of Data and Program Storage Media

139. Floppy disks, magnetic tapes, hard disks, etc. – the usual media on which data and programs are stored –are susceptible to intentional or accidental destruction. Portable media are also particularly prone to theft, loss, etc., as well as to computer virus. The vulnerability of CIS systems requires extensive internal controls against thefts, loss, and destruction or unauthorised alteration of programs and data.

On-line Checking

140. All transactions posted at a terminal by an operator need to be checked by a supervisor on-line as soon as practicable after its entry to ensure that the data has been correctly fed into the system. All checked transactions are marked by the supervisory with his ID. (Usually, the operator, while posting the voucher, indicates the ID of the supervisor who has to authenticate the entry. When the supervisor opens the screen, he will find 'yes/no' command against the entry under a suitable heading for authenticating it. If he presses 'y' the entry is taken as passed.)

'End-of-the-Day' Process

141. After all the transactions for the day have been inputted and passed by the supervisor concerned; the 'end-of-the-day' (EOD) process begins. EOD involves the following major activities:

- Verification of the integrity of all the transactions entered in the system by comparing the total of balances in detail accounts under each memo with the aggregate of the opening balance of memo and the transactions for the day. Similar checking is done for integrity of memos by comparing the total of all memos under a control with the updated balance of the control.
- Diary processing.
- Interest re-calculation and interest accrual.
- Standing orders.
- Generating statements of account.
- Generating various types of reports, including exception reports.
- Printing of logs.
- Daybook printing.

While the SOD or EOD processes are on, the system does not allow any data entry.

Backups

142. After EOD, the stipulated numbers of backups are taken on the prescribed media. The system provides for off-site backup of at least one copy of the updated data. The backup is required to be retained as part of the branch records as per the policy formulated by the bank for retention of records.

Exception Reports and Other Reports

143. The generation of exception reports is an important aspect of the system. These reports relate to cases which deserve the attention of appropriate levels of branch management. While most of these reports relate to operational aspects of transactions, some relate to the functioning of the CIS system. Besides, some other reports are also generated for the purposes of record. Some of the major reports generated by the system daily are:

- Debit/credit balance change
- Value dated before last rate change
- Value dated before last interest application date
- Maturity record deleted
- Automatically generated accounts
- Inactive accounts
- Dormant accounts reactivated
- Excess allowed over the limits/drawing power
- Irregular term loan accounts with number of arrears of instalments and interest with amounts
- Debits to income head account
- Debits to head office accounts
- Overdue pre-shipment and post-shipment accounts
- Overdue bills and bills returned
- Withdrawals against clearings
- Time barred demand promissory notes
- Unchecked transactions
- Sign-on attempt from two terminals
- Exit to operating system
- Password errors
- Sign-on report

- Sign-off report
- Deposit accounts – debit balances
- Zero balance and non-zero accrued interest accounts³⁰
- Debit balance accounts without interest rate
- Loans and advances – credit balances
- Temporary overdrafts allowed beyond the sanction period.
- Items pending in clearing.
- Inter-branch transactions with age-wise details.³¹

Computerised Accounting and Core Banking Solutions

144. In the preceding paragraphs, the conventional book keeping and manual accounting practises were discussed. The developments in the field of user-friendly systems and solutions have brought a sea change in the accounting atmosphere in the banking industry. Systems and solutions have been developed to cater to the banking requirements without compromising on the basic principle of integrity of information and recording of each and every transaction at any stage. Banks cannot afford to have an error level of even 0.0001% and hence the solutions have been developed to maintain the sterile levels.

145. These systems and solutions are generally audited, reviewed and examined at frequent intervals by the banks to ensure correctness of the data. The banks generally document such reviews and these documents would throw light on the effectiveness of the accounting system of the bank and reliability of its accounting data.

146. SA 315, “Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and Its Environment” lays

³⁰ This relates to closed advances account. Whenever an account is closed, it should be squared off together with the interest due thereon till the date of closure. It may sometimes happen that the account may be brought to nil balance but the accrued interest may remain unrealised. As the system calculates the accrued interest everyday as part of the SOD process, it will show the accounts of the above type as unusual.

³¹ Banks have an ‘inter-branch-items-in-transit’ account wherein the entries are parked when a telegraphic advice is received from the other branch. These entries are reversed in the IBIT account by debit to ‘Branch Clearing General Account’ when the normal advice in the bank’s prescribed format, duly signed, is received from the other branch by post. Such advices must be received within a reasonable time after the telegraphic advice. The intention behind the report in question is to keep a check on the receipt of written advices for such items kept in IBIT account. The age-wise details will show whether the entry has been outstanding in the IBIT account for less than 15 days, more than 30 days, more than 90 days or so on. Such entries require special attention because non or delayed receipt of advices may indicate fraud or other malpractices.

down that the use of Information Technology (IT) affects the way control activities are implemented. From the auditor's perspective, controls over IT system are effective when they maintain the integrity of the information and the security of the data such systems process, and includes effective IT controls and application controls. In recent years, many banks have moved towards computerisation of their operations. The degree of computerisation, however, varies among different banks and also among various branches of the same bank. While some branches have been fully computerised, some others have been partly computerised while many others are non-computerised. In fully computerised branches, all the customers' transactions as well as internal transactions of the bank, which enter the books of the account of the branch, are routed through a computer system, which may comprise either a computer network or stand-alone personal computers.

147. It may be stated here that even in a fully computerised branch, some work is presently carried out manually, e.g., preparation of vouchers, preparation of letters of credit and guarantees, preparation of some returns and statements, etc. In partly computerised branches, generally the back-office work (i.e., the internal processing of transactions of the branch) is carried out on computers whereas the customers' transactions (i.e., the front-office work) are processed manually. Many of the banks in the private sector have networked all or most of their branches in the country; this has given them the capability of handling most of the transactions of their customers at any of the branches.

4

Legal Framework

01. There is an elaborate legal framework governing the functioning of banks in India. The principal enactments which govern the functioning of various types of banks are:

- Banking Regulation Act, 1949.
- State Bank of India Act, 1955.
- Companies Act, 2013.
- State Bank of India (Subsidiary Banks) Act, 1959.
- Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970.
- Regional Rural Banks Act, 1976.
- Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980.
- Information Technology Act, 2000.
- Prevention of Money Laundering Act, 2002.
- Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002.
- Credit Information Companies Regulation Act, 2005.
- Payment and Settlement Systems Act, 2007.
- Insolvency and Bankruptcy Code, 2016.

02. Besides, the above enactments, the provisions of the Reserve Bank of India Act, 1934, also affect the functioning of banks. The Act gives wide powers to the RBI to give directions to banks which also have considerable effect on the functioning of banks.

Salient Provisions of the Banking Regulation Act, 1949³²

03. Of the above Acts, the Banking Regulation Act, 1949 (hereinafter referred to as “the Act”), is the most important as it affects the functioning of all institutions carrying on banking business whereas the other enactments relate only to certain specific type(s) of banks. Some of the important provisions of the Act are briefly described below, since familiarity with them is essential for the performance of the duties of an auditor. It may, however, be emphasised that the ensuing discussion is not an exhaustive discussion on all the relevant provisions of the Act. It may also be noted that some of the provisions discussed hereunder are not applicable to certain types of banks in view of there being specific provisions with regard to the relevant matters in the respective principal statutes governing their functioning.

Sec 4: Power to Suspend Operation of the Act

04. On a representation made by the RBI in this behalf, the Central Government may suspend the operation of the Act or of any provision thereof for a period up to 60 days either generally or in relation to any specified banking company. In case of a special emergency, the Governor of the RBI or, in his absence, any authorised Deputy Governor may also, similarly, suspend such operation for a period up to 30 days. In either case, the Central Government has a power to extend the period of suspension, from time to time, but the said extension should not exceed a period of 60 days at any one time. The total period of suspension cannot, however, exceed one year.

Sec 5(b): Banking

05. ‘Banking’ is defined as “the accepting, for the purpose of lending or investment, of deposits of money from the public, repayable on demand or otherwise, and withdrawable by cheque, draft, order or otherwise”.

Sec 5(c): Banking Companies

06. A *banking company* means “any company which transacts the business of banking in India”. The term ‘company’ for this purpose covers companies registered in India as well as foreign companies. It has been clarified that any company which is engaged in the manufacturing of goods or carries on any

³² RBI *vide* its Circular No. DBOD.NO.PSBD.BC.62/16.13.100/2013-14 on “Amendments to Banking Regulation Act, 1949 –Banking Laws (Amendment) Act, 2012- Applicability to private sector banks” dated October 23, 2013 advised that amendments by Banking Laws (Amendment) Act, 2012 are binding on banks notwithstanding any clauses to the contrary contained in the Memorandum of Association (MoA) and Articles of Association (AoA) of the banks. Banks are therefore, advised to make necessary amendments in the MoA and AoA.

trade, and which accepts deposits of money from the public merely for the purpose of financing its business as such manufacturer or trader, shall not be deemed to transact the business of banking [*Explanation* to section 5(c)].

Sec 6: Forms of Business

07. Section 6 of the Act permits a banking company to engage in certain forms of business in addition to the business of banking. Besides the forms of business specifically listed in clauses (a) of sub-section (1) of section 6, a banking company may do “all such other things as are incidental or conducive to the promotion or advancement of the business of the company” [clause (n) of sub-section (1) of section 6]. Under clause (o), a banking company may engage in any other form of business (besides those covered by other clauses), which the Central Government may, by notification in the Official Gazette, specify as a form of business in which it is lawful for a banking company to engage.

08. Under sub-section (2) of section 6, a banking company is prohibited from entering into any form of business other than those covered by sub-section (1) of the said section. Section 8 specifically prohibits a banking company from buying, selling or bartering of goods except in connection with the realisation of a security held by it. It also prohibits a banking company from engaging in any trade of buying/selling or bartering of goods for others except in connection with collecting or negotiating bills of exchange or in connection with undertaking the administration of estates as executor, trustee or otherwise. However, the above prohibitions are not applicable to any business specified by the Central Government in pursuance of clause (o) of sub-section (1) of section 6.

Sec 11, 12 and 13: Requirements as to Minimum Paid-up Capital and Reserves and Regulation of Capital

09. Section 11 of the Act lays down the requirements as to minimum paid-up capital and reserves. Different limits have been laid down for banking companies incorporated outside India and other banking companies. Under section 12, the capital of a banking company can consist of ordinary (i.e., equity) shares only, except where preference shares have been issued prior to July 1, 1944 or where the banking company has been incorporated before January 15, 1937³³. Section 13 restricts the pay out; either directly, or indirectly, of commission, brokerage, discount or remuneration in any form in respect of any shares issued by a banking company to two and one-half percent of the paid-up value of the said shares.

³³ The attention of the members is also invited to RBI's circular no. DBOD.BP.BC.42/21.01.002/2007-08 of October 29, 2007 on “Guidelines for issuing preference shares as part of regulatory capital”.

Sec 14 and 14A: Prohibition on Creation of Charge on Unpaid Capital

10. A banking company is prohibited from creating any charge on their unpaid shares. A banking company is also prohibited from creating floating charge on the undertaking or any property of the company or any part thereof unless the creation of such floating charge is certified in writing by the RBI as not being detrimental to the interest of the depositors of such company.

Sec 15: Restriction on Payment of Dividend

11. No banking company shall pay any dividend on its shares until all its capitalised expenses (including preliminary expenses, organisation expenses, share-selling commission, brokerage, amount of losses incurred and any other item of expenditure not represented by tangible assets) have been completely written off. A banking company may, however, pay dividends on its shares without writing off:

- a. Depreciation, if any, in the value of Investments in approved securities where such depreciation has not been capitalised or otherwise accounted for as loss,
- b. Depreciation, if any, in the value of its investments in shares, debentures or bonds where adequate provision for such depreciation has been made to the satisfaction of the auditors,
- c. Bad debts, if any, where adequate provision for such bad debts has been made to the satisfaction of the auditors.

Sec 17: Reserve Fund

12. Every banking company incorporated in India is required to transfer out of the balance of profit of each year as disclosed in the Profit and Loss account to reserve fund, a sum equivalent to not less than 20% of its profit before declaration of dividend. Central Government may on recommendation of the RBI having regard to adequacy of its paid up capital and reserves declare in writing that the provisions of Section 17(1) shall not apply to the banking company. Where a banking company appropriates any sum or sums from the reserve fund or the share premium account, it shall report the fact to the RBI.

Sec 18: Cash Reserve

13. Every banking company, other than a schedule bank, is required to maintain in India a cash reserve with itself or by way of balance in a current account with the RBI, or by way of net balance in current accounts or in one or more of the aforesaid ways, a sum equivalent to at least three per cent of the

total of its demand and time liabilities in India as on the last Friday of the second preceding fortnight.

14. Such companies are also required to submit to the RBI before the twentieth day of every month, a return showing the amount so held on alternate Fridays during a month with particulars of its demand and time liabilities in India on such Fridays or if any such Friday is a public holiday under the Negotiable Instruments Act, 1881 (26 of 1881), at the close of business on the preceding working day.

Sec 19: Restriction on Nature of Subsidiary Companies

15. A banking company is prohibited from forming a subsidiary company except for the following purposes:

- a. For undertaking any of the businesses which, under clauses (a) to (o) of Section 6(3), is permissible for a banking company,
- b. With the previous approval of RBI in writing for carrying on of the business of banking exclusively outside India,
- c. For undertaking of such other business, which RBI may, with the prior approval of the Central Government, consider conducive to the spreading of banking in India or to be otherwise useful or necessary in public interest.

16. A banking company shall not hold shares in any other company other than the subsidiary, whether as pledgee, mortgagee or absolute owner of an amount exceeding 30% of the paid up share capital of that company or 30% of its own paid up share capital and free reserves, whichever is less. No shares shall be held as pledgee, mortgagee or absolute owner in any company, other than a subsidiary company, in the management of which any managing director or manager of the banking company is in any manner concerned or interested.

Sec 20 and 21: Restriction on Loans and Advances

17. Section 20 of the Banking Regulation Act, 1949, (hereinafter referred to as 'the Act') lays down restrictions on loans and advances by banks. Apart from banking companies, nationalised banks, State Bank of India, its subsidiaries, and regional rural banks are also covered by this section. Accordingly, none of these banks can grant loans and advances in the following circumstances:

- (a) on the security of its own shares;
- (b) to or on behalf of any of its directors;
- (c) to any firm in which any of its directors is interested as a partner, manager, employee or guarantor;

- (d) any company of which, or of a subsidiary of the holding company of which, any of the directors of the bank is a director, manager, employee or guarantor or in which he holds substantial interest. This restriction, however, does not apply to the following companies:
- (i) a subsidiary of the banking company;
 - (ii) a company registered under section 8 of the Companies Act, 2013; and
 - (iii) a government company.
- (e) any individual in respect of whom any of its directors is a partner or guarantor.

18. Under section 20(5) of the Act, the RBI has been empowered to clarify whether any transaction is a loan or advance for the purpose of this section and the decision of RBI thereon shall be final. In doing so, the RBI would consider the nature of the transaction, the period within which and the manner and the circumstances in which, any amount due on account of the transaction is likely to be realised, the interest of the depositors and other relevant considerations. In exercise of this power, the RBI has, vide its circulars DBOD.No.Dir.BC.4/13.03.00/2012-13 dated July 2, 2012 and DBR.Dir.BC.No.38/13.03.00/2015-16 dated September 16, 2015 excluded certain loans to directors from the purview of section 20.

19. Under section 20A of the Act, a banking company is prohibited from remitting, wholly or partly, the debts due to it by certain persons without obtaining the prior approval of the RBI. Any such remission made without the prior approval of the RBI is void and ineffective. The persons specified in this behalf are:

- (a) any director of the banking company;
- (b) any firm or company in which any director is interested as director, partner, managing agent or guarantor; and
- (c) any individual if any director of the bank is his partner or guarantor.

The above prohibition also applies to nationalised banks, State Bank of India, its subsidiaries, and regional rural banks.

20. Under section 21 of the Act, the RBI has the power to determine the policy in relation to advances to be followed by banking companies generally, or by any banking company in particular. In particular, the RBI can give directions to banking companies regarding:

- (a) the purposes for which advances may or may not be made;
- (b) the margins to be maintained in respect of secured advances;
- (c) the maximum amount of advances or other financial accommodation which may be made by a banking company to any one company, firm, association of persons or individual;
- (d) the maximum amount up to which guarantees may be given by a banking company on behalf of any one company, firm, association of persons or individual; and
- (e) the rate of interest and other terms and conditions on which advances or other financial accommodation may be made or guarantees may be given.

21. Every banking company (as also a nationalised bank, State Bank of India, a subsidiary of State Bank of India, and a regional rural bank) is bound to comply with the policy determined, and directions given, by the RBI.

Sec 22: Licensing of Banking Companies

22. Section 22 of the Act prohibits a company from carrying on banking business in India unless it holds a license issued by the RBI. The licence may be a conditional licence. The licence may be cancelled if the company ceases to carry on banking business in India or fails to comply with the conditions imposed upon it under sub-section (1) of this section or fails to fulfil any other condition laid down in the section.

Sec 23: Restrictions on Opening and Transfer of Places of Business

23. Under section 23, prior permission of the RBI is required for opening of new, or transfer of existing, places of business in India. Similarly, prior permission from RBI is required by a banking company incorporated in India for opening a new, or transferring an existing, place of business outside India. The above restrictions, however, do not cover the change of location of an existing place of business within the same city, town or village. Further, opening of a temporary place of business for a period not exceeding one month is also exempted provided the conditions laid down in this behalf are satisfied. The term 'place of business' includes any sub-office, pay office, sub-pay office and any place of business at which deposits are received, cheques are encashed or monies are lent.

24. It may be noted that the RBI has permitted banks to open new places of business or transfer existing ones without obtaining specific permission from it provided certain conditions specified by the RBI in this behalf are satisfied.

Sec 24: Maintenance of a Percentage of Assets (SLR)

25. Section 24 mandates that a scheduled bank, in addition to the average daily balance required to be maintained under Section 42 of the Reserve Bank of India Act, 1934 every other banking company, in addition to the cash reserve required to be maintained under section 18, shall maintain in India, assets of the value which shall not be less than such percentage not exceeding forty percent of the total of its demand and time liabilities in India as on the last Friday of the second preceding fortnight, in such form and manner as the RBI may by notification in the Official Gazette, specify from time to time.

26. Section 25 requires that the assets in India of every banking company at the close of business on the last Friday of every quarter or if that day is a public holiday, at the close of the preceding working day, shall not be less than 75% of its demand and time liabilities in India.

Returns to be Submitted to the RBI

27. The Banking Regulation Act, 1949 requires banking companies, nationalised banks, State Bank of India, its subsidiaries, and regional rural banks to furnish the following returns to the RBI:

- (a) Monthly return of assets maintained in India in accordance with section 24 and demand and time liabilities in India at the close of business on each alternate Friday during the month. [Section 24]
- (b) Quarterly return of assets and liabilities in India at the close of business on the last Friday of every quarter. [Section 25]
- (c) Annual return of unclaimed accounts which have not been operated for 10 years. [Section 26]
- (d) Monthly return of assets and liabilities in India at the close of business on the last Friday of every month. [Section 27]

28. The above types of banks also have to furnish such other statements or information as may be required by the RBI under section 27 of the Act. In exercise of its powers under the aforesaid section, the RBI requires a large number of returns to be furnished to it. Some of the important returns required to be furnished to the RBI are as enumerated below, with their periodicity indicated in parentheses.

- (a) Report on Non-performing Advances (annual).
- (b) Statement showing the position of reconciliation of investment account (annual).
- (c) Statement on compromises and settlements involving write off (half-yearly).

- (d) Statement on bad debts written off (annual).
- (e) Details of Doubtful or Loss Assets and also Suit Filed accounts with outstandings aggregating Rs. one crore and above (half-yearly).
- (f) Details of remittance of profits/surplus retained in India (annual).
- (g) Particulars of provisions held on problem credits of overseas branches (half-yearly).
- (h) Inter-branch reconciliation (quarterly).
- (i) Reconciliation of outstanding inter-branch accounts (annual).
- (j) Reconciliation of clearing differences (annual).
- (k) Position of balancing of books (quarterly).
- (l) Returns relating to frauds, robbery, etc., including fraud involving Rs. one crore and above (quarterly).
- (m) Return of Capital Adequacy (quarterly).
- (n) Return on Asset Quality (quarterly).
- (o) Asset-liability management (monthly).
- (p) Return in respect of Statutory Liquidity Ratio (monthly).

Sec 29-33: Provisions Relating to Accounts and Audit

29. Section 29 of the Act lays down requirements as to profit and loss account and balance sheet. Section 30 deals with audit of profit and loss account and balance sheet prepared in accordance with section 29. Section 31 deals with publication of profit and loss account and balance sheet and their submission to RBI, whereas section 32 deals with submission of profit and loss account and balance sheet along with the auditor's report to the Registrar of Companies. Section 33 deals with display of audited balance sheet and profit and loss account by companies incorporated outside India and carrying on banking business in India. These provisions are discussed in detail in Chapter, '*Accounting and Auditing Framework*' given in CD of the Guidance Note. It may be noted that some of the above provisions are not applicable to nationalised banks, State Bank of India, subsidiaries of State Bank of India, regional rural banks, and co-operative banks (this aspect is discussed later in this Chapter).

Other Important Provisions of the Banking Regulation Act, 1949

30. Besides the above provisions, a number of other provisions of the Act are relevant to the work of the auditor. Some of the important provisions are as follows:

Section 9	Disposal of non-banking assets (Banks are prohibited to hold any immovable property other than assets for its own use and should dispose off the assets held in satisfaction of claim within 7 years or such extended period as RBI allows.)
Section 36A	Certain provisions of the Act do not apply to certain banking companies
Section 49A	Restriction on acceptance of deposits, withdrawable by cheque
Section 45Y	Power of Central Government to make rules for the preservation of records

31. Further, the provisions of the Banking Regulation Act, 1949, except as provided for in the said Act, will override anything to the contrary contained in the:

- memorandum or articles of the banking company or
- in any agreement executed by it or
- in any resolution passed by the banking company in a general meeting or its Board of Directors.

Pursuant to Banking Regulation (Amendment) Act, 2017 which has come into effect from May 4, 2017 has inserted two new section 35AA & Section 35AB by which the central government may authorise the Reserve Bank of India to direct banks to initiate recovery proceedings against loan defaulters under the Insolvency and Bankruptcy Code, 2016.

Reserve Bank of India Act, 1934

32. As per section 42, every bank included in the Second Schedule of the Reserve Bank of India Act shall maintain with the RBI an average daily balance of not less than 4% of its total demand and time liabilities. RBI has power to increase the said rate by issuing notification in the Gazette of India but the increased rate shall not exceed 20% of its total demand and time liabilities.

Inspection by the RBI

33. Wide powers have been given to the RBI under section 35 of the (Banking Regulation Act, 1949) for inspection of any banking company and its books and accounts. The Central Government can also direct the RBI to cause such an inspection. RBI has embarked on a transformatory journey towards Risk Based Supervision (RBS) approach from the earlier transaction-centric CAMELS (capital adequacy, asset quality, management, earnings, liquidity, and systems)

and CALCS (capital adequacy, asset quality, liquidity, compliance and systems and controls) approaches. Significant improvements is being made in terms of the quality of data provided to RBI and understanding of the data requirements.

Power of the RBI to Give Directions

34. The RBI is empowered to issue such directions to banking companies generally or to any banking company in particular as it deems fit in public interest, or in the interest of banking policy, or to prevent the affairs of any banking company from being conducted in a manner detrimental to the interests of the depositors or in a manner prejudicial to the interests of the banking company, or to secure the proper management of any banking company generally (section 35A of the Banking Regulation Act, 1949). The RBI is also empowered to caution or prohibit banking companies generally or any particular banking company against entering into any particular transaction or class of transactions, and generally give advice to any banking company [Clause (a) of sub-section (1) of section 36 of the Banking Regulation Act, 1949].

Applicability of Various Enactments to Different Types of Banks

35. As mentioned in paragraph 01 above, a number of enactments govern the functioning of banks in India. While the Banking Regulation Act, 1949 is applicable to all types of banks (though some of its provisions may not be applicable to certain types of banks or may be applicable with certain modifications), the other enactments are relevant only to particular type(s) of banks. The enactments applicable to different types of banks are discussed below.

Nationalised Banks

36. Nationalised banks are governed by –

- (a) Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970/1980; and
- (b) specified provisions of the Banking Regulation Act, 1949.

37. Fourteen banks were nationalised under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 while another six were nationalised under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980. The provisions of these two enactments are identical and deal, *inter alia*, with such matters as the following:

- Authorised and paid-up capital.

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- Annual accounts.
- Qualifications, appointment, powers and duties of auditor (including contents of audit report).
- Disposal of profits.
- Special audit at the instance of the Central Government.
- Time and place of annual general meeting and business to be transacted thereat.
- Restrictions on payment of bonus to officers and other employees.
- Powers of the Board of Directors to make regulations in consultation with the RBI and with the previous sanction of the Central Government.

38. Apart from all the provisions of the aforesaid Act of 1970/1980, the following provisions of the Banking Regulation Act, 1949, also apply to nationalised banks by virtue of section 51 of the latter Act:

Section 10	Prohibition of employment of managing agents and restrictions on certain forms of employment
Section 13	Restriction on commission, brokerage, discount, etc., on sale of shares
Section 14	Prohibition of charge on unpaid capital
Section 14A	Prohibition of floating charge on assets
Section 15	Restrictions as to payment of dividend
Section 17	Reserve Fund
Section 19	Restriction on nature of subsidiary companies
Section 20	Restrictions on loans and advances
Section 20A	Restriction on power to remit debts
Section 21	Power of Reserve Bank to control advances by banking companies
Section 21A	Rate of interest charged by banking companies not to be subject to scrutiny by Courts
Section 23	Restrictions on opening of new, and transfer of existing, places of business
Section 24	Maintenance of a percentage of assets
Section 25	Assets in India
Section 26	Return of unclaimed deposits

Section 27	Monthly returns and power to call for other returns and information
Section 28	Power to publish information
Section 29 [excluding sub-section (3)]	Accounts and balance sheet
Section 30 [excluding sub-sections (1B), (1C) and (2)]	Audit
Section 31	Submission of returns
Section 34	Accounting provisions of the Act not retrospective
Section 35	Inspection
Section 35A	Power of the Reserve Bank to give directions
Section 36 [excluding clause (a) of sub-section (1)]	Further powers and functions of Reserve Bank
Section 45Y	Power of Central Government to make rules for the preservation of records
Section 45Z	Return of paid instruments to customers
Section 45ZA	Nomination for payment of depositors' money
Section 45ZB	Notice of claims of other persons regarding deposits not receivable
Section 45ZC	Nomination for return of articles kept in safe custody with banking company
Section 45ZD	Notice of claims of other persons regarding articles not receivable
Section 45ZE	Release of contents of safety lockers
Section 45ZF	Notice of claims of other persons regarding safety lockers not receivable
Section 46	Penalties
Section 46A	Chairman, director, etc., to be public servants for the purposes of Chapter IX of the Indian Penal Code
Section 47	Cognisance of offences

Section 47A	Power of Reserve Bank to impose penalty
Section 48	Application of fines
Section 50	Certain claims for compensation barred
Section 52	Power of Central Government to make rules
Section 53	Power to exempt in certain cases

State Bank of India and its Subsidiaries

39. State Bank of India and its subsidiaries are governed by –

- (a) State Bank of India Act, 1955/State Bank of India (Subsidiary Banks) Act, 1959, as the case may be; and
- (b) specified provisions of the Banking Regulation Act, 1949.

40. The provisions of the Banking Regulation Act, 1949, applicable to State Bank of India and its subsidiaries are specified in section 51 of the said Act and are the same as those applicable to nationalised banks (described in paragraph 38 above).

Regional Rural Banks

41. Regional rural banks are governed by –

- (a) Regional Rural Banks Act, 1976; and
- (b) specified provisions of the Banking Regulation Act, 1949.

42. The provisions of the Banking Regulation Act, 1949, applicable to regional rural banks are specified in section 51 of the said Act and are the same as those applicable to nationalised banks (described in paragraph 38 above).

Co-operative Banks

43. Co-operative banks are governed by –

- (a) The Co-operative Societies Act, 1912, or the Co-operative Societies Act of the state concerned, as the case may be; and
- (b) Part V of the Banking Regulation Act, 1949.

44. Part V of the Banking Regulation Act, 1949, modifies certain provisions of the Act in their application to co-operative banks and omits certain others. The sections which have been significantly modified in their application to co-operative banks are sections 2, 5-A, 6, 7, 8, 9, 11, 18, 19, 20, 21, 22, 23, 24, 27, 29, 31, 35, 35A, 36, 36A, 49A, 52, 54 and 55. Besides, the First Schedule to the Act is not applicable to co-operative banks while the Third and the Fourth Schedules to the Act have been replaced by a schedule

applicable only to co-operative banks.

Scheduled Banks

45. These are the banks included in the Second Schedule to the Reserve Bank of India Act, 1934. The RBI includes a bank in the said Schedule if it fulfils certain conditions.

46. The RBI gives certain facilities to scheduled banks including the following:

- (a) Purchase, sale and rediscounting of certain bills of exchange (including foreign bills of exchange) or promissory notes.
- (b) Purchase and sale of foreign exchange.
- (c) Making of loans and advances to scheduled banks.
- (d) Maintenance of the accounts of scheduled banks in its banking department and issue department.
- (e) Remittance of money between different branches of scheduled banks through the offices, branches or agencies of the RBI free of charge or at nominal charges.

Companies Act, 2013

47. Section 2 of the Banking Regulation Act, 1949, provides that the provisions of the Act shall be in addition to, and not, save as expressly provided there under, in derogation of the Companies Act, 2013, and any other law for the time being in force. Thus, banking companies attract the provisions of both the Banking Regulation Act, 1949, as well as the Companies Act, 2013. In case the provisions of these enactments are at variance, the provisions of the Banking Regulation Act, 1949, shall prevail.

Regulatory Directives

48. Section 35A of the Banking Regulation Act 1949 empowers the RBI to issue directions to banking companies generally or in particular, from time to time and such directions shall be binding on all the banking companies. Vested with such power, RBI has issued various circulars regarding banking supervision, banking operations, etc. The circulars issued by RBI deal with issues among other things, accounting, accounting standards, financial statement disclosures, etc. It is mandatory for every banking company to follow the RBI's directions and RBI closely monitors such compliances. The circulars issued by RBI cover every facet of banking business.

49. RBI issues Master Circulars every year by consolidating the earlier

circulars on the subject and the latest circulars issued are updated. The master circulars and other circulars are hosted on RBI website (www.rbi.org.in) in respect of various matters concerning banking business, valuation of investments, revenue recognition, para-banking activities, capital adequacy, frauds classification and reporting, risk management, classification of advances, etc. Recently, RBI has started issuing Master Directions on all regulatory matters beginning January 2016. Some of these master circulars/master Directions have been provided in the CD enclosed with this Guidance Note.

Appendices

APPENDIX I

Text of Section 6 of the Banking Regulation Act, 1949

- (1) In addition to the business of banking, banking company may engage in any one or more of the following forms of business, namely:
- (a) the borrowing, raising, or taking up of money; the lending or advancing of money either upon or without security; the drawing, making, accepting, discounting, buying, selling, collecting and dealing in bills of exchange, hundis, promissory notes, coupons, drafts, bills of lading, railway receipts, warrants, debentures, certificates, scripts and other instruments, and securities whether transferable or negotiable or not; the granting and issuing of letters of credit, traveller's cheques and circular notes; the buying, selling and dealing in bullion and specie; the buying and selling, of foreign exchange including foreign bank notes; the acquiring, holding, issuing on commission, underwriting and dealing in stock, funds, shares, debentures, debenture stock, bonds, obligations, securities and investments of all kinds; the purchasing and selling of bonds, scrips or other forms of securities on behalf of constituents or others, the negotiating of loans and advances; the receiving of all kinds of bonds, scrips or valuables on deposit or for safe custody or otherwise; the providing of safe deposit vaults; the collecting and transmitting of money and securities;
 - (b) acting as agents for any Government or local authority or any other person or persons; the carrying on of agency business of any description including the clearing and forwarding of goods, giving of receipts and discharges and otherwise acting as an attorney on behalf of customers, but excluding the business of a [managing agent or secretary and treasurer "managing agent" (w.e.f. 1st October, 1959)] of a company;
 - (c) contracting for public and private loans and negotiating and issuing the same;
 - (d) the effecting, insuring, guaranteeing, underwriting, participating in managing and carrying out of any issue, public or private, of State, municipal or other loans or of shares, stock, debentures, or debenture stock of any company, corporation or association and the lending of money for the purpose of any such issue;

- (e) carrying on and transacting every kind of guarantee and indemnity business;
 - (f) managing, selling and realizing any property which may come into the possession of the company in satisfaction or part satisfaction of any of its claims;
 - (g) acquiring and holding and generally dealing with any property or any right, title or interest in any such property which may form the security or part of the security for any loans or advances or which may be connected with any such security;
 - (h) undertaking and executing trusts;
 - (i) undertaking the administration of estates as executor, trustee or otherwise;
 - (j) establishing and supporting or aiding in the establishment and support of association, institutions, funds, trusts and conveniences calculated to benefit employees or ex-employees of the company or the dependents or connections of such persons; granting pensions and allowances and making payments towards insurance; subscribing to or guaranteeing moneys for charitable or benevolent objects or for any exhibition or for any public, general or useful object;
 - (k) the acquisition, construction, maintenance and alteration of any building or works necessary or convenient for the purposes of the company;
 - (l) selling, improving, managing, developing, exchanging, leasing, mortgaging, disposing of or turning into account or otherwise dealing with all or any part of the property and rights of the company;
 - (m) acquiring and undertaking the whole or any part of the business of any person or company, when such business is of nature enumerated or described in this sub-section;
 - (n) doing all such other things as are incidental or conducive to the promotion or advancement of the business of the company;
 - (o) any other forms of business which the Central Government may by notification in the Official Gazette, specify as a form of business in which it is lawful for a banking company to engage.
- (2) No banking company shall engage in any form of business other than those referred to in sub-section (1).

APPENDIX II

The Third Schedule to the Banking Regulation Act, 1949

(See Section 29)

FORM 'A'

Form of Balance Sheet

Balance Sheet of _____ (here enter name of the Banking Company)

Balance Sheet as on 31st March – (Year) _____ (000's omitted)

	Schedule	As on 31.3__ (current year)	As on 31.3__ (previous year)
Capital & Liabilities			
Capital	1		
Reserves & Surplus	2		
Deposits	3		
Borrowings	4		
Other liabilities and provisions	5		
Total		_____	_____
Assets			
Cash and Balances with Reserve	6		
Bank of India			
Balances with banks and money at call and short notice	7		
Investments	8		
Advances	9		
Fixed Assets	10		
Other Assets	11		
Total		_____	_____
Contingent Liabilities	12		
Bills for Collection			

**Schedule I
Capital**

	As on 31.3__ (current year)	As on 31.3__ (previous year)
I. For Nationalised Banks		
Capital (Fully owned by Central Government)		
II. For Banks Incorporated Outside India		
Capital (The amount brought in by banks by way of start-up capital as prescribed by RBI should be shown under this head.)		
Amount of deposit kept with RBI under section 11(2) of the Banking Regulation Act, 1949	_____	_____
Total	_____	_____
III. For Other Banks		
Authorised Capital (..... shares of Rs.... each)		
Issued Capital (..... shares of Rs..... each)		
Subscribed Capital (.....shares of Rs..... each)		
Called-up Capital (..... shares of Rs... each)		
Less: Calls unpaid		
Add: Forfeited shares		
Total	_____	_____

**Schedule 2
Reserves & Surplus**

	As on 31.3__ (current year)	As on 31.3__ (previous year)
I. Statutory Reserves		
Opening Balances		
Additions during the year		
Deductions during the year		
II. Capital Reserves		
Opening Balances		
Additions during the year		

	Deductions during the year		
III.	Share Premium		
	Opening Balances		
	Additions during the year		
	Deductions during the year		
IV.	Revenue and Other Reserves		
	Opening Balance		
	Additions during the year		
	Deductions during the year		
V.	Balance in Profit and Loss Account	_____	_____
	Total (I, II, III, IV and V)		

**Schedule 3
Deposits**

		As on 31.3__ (current year)	As on 31.3__ (previous year)
A.	I. Demand Deposits		
	(i) From banks		
	(ii) From others		
	II. Savings Bank Deposits		
	III. Term Deposits		
	(i) From banks		
	(ii) From others		
	Total (I, II and III)	_____	_____
B.	(i) Deposits of branches in India	_____	_____
	(ii) Deposits of branches outside India	_____	_____
	Total	_____	_____

**Schedule 4
Borrowings**

		As on 31.3__ (current year)	As on 31.3__ (previous year)
I.	Borrowings in India		
	(i) Reserve Bank of India		
	(ii) Other banks		
	(iii) Other institutions and agencies		

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II. **Borrowings outside India**

Total (I & II)

Secured borrowings included in I & II above – Rs.

Schedule 5
Other Liabilities and Provisions

	As on 31.3__ (current year)	As on 31.3__ (previous year)
I. Bills payable		
II. Inter-office adjustments (net)		
III. Interest accrued		
IV. Others (including provisions)		
Total		

Schedule 6
Cash and Balances with Reserve Bank of India

	As on 31.3__ (current year)	As on 31.3__ (previous year)
I. Cash in hand (including foreign currency notes)		
II. Balances with Reserve Bank of India		
(i) in Current Account		
(ii) in Other Accounts		
Total (I & II)		

Schedule 7
Balances with Banks and Money at Call & Short Notice

	As on 31.3__ (current year)	As on 31.3__ (previous year)
I. In India		
(i) Balances with banks		
(a) in current accounts		
(b) in other deposit accounts		
(ii) Money at call and short notice		
(a) with banks		

	(b) with other institutions		
	Total (i & ii)		
II.	Outside India		
	(i) in current accounts		
	(ii) in other deposit accounts		
	(iii) Money at call and short notice		
	Total		
	Grand Total (I & II)		

**Schedule 8
Investments**

		<i>As on 31.3__ (current year)</i>	<i>As on 31.3__ (previous year)</i>
I.	Investments in India in		
	(i) Government securities		
	(ii) Other approved securities		
	(iii) Shares		
	(iv) Debentures and bonds		
	(v) Subsidiaries and/or joint ventures		
	(vi) Others (to be specified)		
	Total		
II.	Investments Outside India in		
	(i) Government securities (including local authorities)		
	(ii) Subsidiaries and/or joint ventures abroad		
	(iii) Other investments (to be specified)		
	Total		
	Grand Total (I & II)		

**Schedule 9
Advances**

		<i>As on 31.3__ (current year)</i>	<i>As on 31.3__ (previous year)</i>
A.	(i) Bills purchased and discounted		
	(ii) Cash credits, overdrafts and loans repayable on demand		

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(iii)	Term loans		
	Total	_____	_____
B.	(i) Secured by tangible assets	_____	_____
	(ii) Covered by bank/ Government guarantees		
	(iii) Unsecured	_____	_____
	Total	_____	_____
C.	<i>I. Advances in India</i>		
	(i) Priority sectors		
	(ii) Public sector		
	(iii) Banks		
	(iv) Others	_____	_____
	Total	_____	_____
	<i>II. Advances outside India</i>		
	(i) Due from banks		
	(ii) Due from others		
	(a) Bills purchased and discounted		
	(b) Syndicated loans		
	(c) Others	_____	_____
	Total	_____	_____
	Grand Total (C.I. & C.II)		

**Schedule 10
Fixed Assets**

	As on 31.3__ (current year)	As on 31.3__ (previous year)
I. Premises		
At cost as on 31 st March of the preceding year		
Additions during the year		
Deductions during the year		
Depreciation to date		
II. Other Fixed Assets (including furniture and fixtures)		
At cost as on 31 st March of the preceding year		
Additions during the year	_____	_____

Deductions during the year

Depreciation to date

Total (I & II)

**Schedule 11
Other Assets**

	<i>As on 31.3__ (current year)</i>	<i>As on 31.3__ (previous year)</i>
I. Inter-office adjustments (net)		
II. Interest accrued		
III. Tax paid in advance/tax deducted at source		
IV. Stationery and stamps		
V. Non-banking assets acquired in satisfaction of claims		
VI. Others*		
Total	_____	_____

* In case there is any unadjusted balance of loss the same may be shown under this item with appropriate footnote.

**Schedule 12
Contingent Liabilities**

	<i>As on 31.3__ (current year)</i>	<i>As on 31.3__ (previous year)</i>
I. Claims against the bank not acknowledged as debts		
II. Liability for partly paid investments		
III. Liability on account of outstanding forward exchange contracts		
IV. Guarantees given on behalf of constituents		
(a) In India		
(b) Outside India		
V. Acceptances, endorsements and other obligations		
VI. Other items for which the bank is contingently liable		
Total	_____	_____

Form 'B'
Form of Profit & Loss Account
for the year ended 31st March _____

(000's omitted)

	<i>Schedule</i>	<i>Year ended</i> 31.3__ <i>(current year)</i>	<i>Year ended</i> 31.3__ <i>(previous year)</i>
I. <i>Income</i>			
Interest earned	13		
Other income	14		
Total			
II. <i>Expenditure</i>			
Interest expended	15		
Operating expenses	16		
Provisions and contingencies			
Total			
III. <i>Profit / Loss</i>			
Net profit/loss (-) for the year			
Profit/loss (-) brought forward			
Total			
IV. <i>Appropriations</i>			
Transfer to statutory reserves			
Transfer to other reserves			
Transfer to -			
Government/Proposed dividend			
Balance carried over to balance-sheet			
Total			

Schedule 13
Interest Earned

	<i>Year ended</i> 31.3__ <i>(current year)</i>	<i>Year ended</i> 31.3__ <i>(previous year)</i>
I. Interest/discount on advances/bills		
II. Income on investments		

III. Interest on balances with Reserve Bank of India and other inter-bank funds

IV. Others

Total

**Schedule 14
Other Income**

	<i>Year ended</i>	<i>Year ended</i>
	31.3__	31.3__
	<i>(current year)</i>	<i>(previous year)</i>
I. Commission, exchange and brokerage		
II. Profit on sale of investments <i>Less: Loss on sale of investments</i>		
III. Profit on revaluation of investments <i>Less: Loss on revaluation of investments</i>		
IV. Profit on sale of land, buildings and other assets <i>Less: Loss on sale of land, buildings and other assets</i>		
V. Profit on exchange transactions <i>Less: Loss on exchange transactions</i>		
VI. Income earned by way of dividends etc. from subsidiaries, companies and/or joint ventures abroad/in India		
VII. Miscellaneous income		
Total	_____	_____

Note: Under items II to V, loss figures may be shown in brackets.

**Schedule 15
Interest Expended**

	<i>Year ended</i>	<i>Year ended</i>
	31.3__	31.3__
	<i>(current year)</i>	<i>(previous year)</i>
I. Interest on deposits		
II. Interest on Reserve Bank of India/inter-bank borrowings		
III. Others		
Total	_____	_____

Schedule 16
Operating Expenses

	<i>Year ended</i> 31.3__ <i>(current year)</i>	<i>Year ended</i> 31.3__ <i>(previous year)</i>
I. Payments to and provisions for employees		
II. Rent, taxes and lighting		
III. Printing and stationery		
IV. Advertisement and publicity		
V. Depreciation on bank's property		
VI. Directors' fees, allowances and expenses		
VII. Auditors' fees and expenses (including branch auditors' fees and expenses)		
VIII. Law charges		
IX. Postage, telegrams, telephones, etc.		
X. Repairs and maintenance		
XI. Insurance		
XII. Other expenditure		
Total	_____	_____
	_____	_____

APPENDIX III

Illustrative Format of Report of the Auditor of a Nationalised Bank

Independent Auditor's Report

To the Members of _____ (Name of Bank)

Report on Audit of the Standalone Financial Statements

Opinion

1. We have audited the standalone financial statements of XYZ Bank ('the Bank'), which comprise the Balance Sheet as at 31 March 20XX, the Statement of Profit and Loss, (Statement of changes in equity)³⁴ and the Statement of Cash Flows for the year then ended, and notes to financial statements including a summary of significant accounting policies and other explanatory information in which are included returns for the year ended on that date of _____ branches audited by us and _____ branches audited by statutory branch auditors. The branches audited by us and those audited by other auditors have been selected by the Bank in accordance with the guidelines issued to the Bank by the Reserve Bank of India. Also included in the Balance Sheet, the Statement of Profit and Loss and Statement of Cash Flows are the returns from _____ branches which have not been subjected to audit. These unaudited branches account form _____ percent of advances, _____ per cent of deposits, _____ per cent of interest income and _____ per cent of interest expenses.

2. In our opinion and to the best of our information and according to the explanations given to us, the aforesaid standalone financial statements give the information required by the Banking Regulation Act, 1949 in the manner so required for bank and give a true and fair view in conformity with accounting principles generally accepted in India, of the state of affairs of the Bank as at 31st March, 20XX, and profit / loss, (changes in equity)³⁵ and its cash flows for the year ended on that date

Basis for Opinion

3. We conducted our audit in accordance with the Standards on Auditing (SAs) issued by ICAI. Our responsibilities under those Standards are further described

³⁴ Where applicable

³⁵ Where applicable

in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Bank in accordance with the code of ethics issued by the Institute of Chartered Accountants of India together with ethical requirements that are relevant to our audit of the financial statements in [jurisdiction], and we have fulfilled our other ethical responsibilities in accordance with these requirements and the code of ethics. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Key Audit Matters

4. Key audit matters are those matters that, in our professional judgment, were of most significance in our audit of the financial statements of the current period. These matters were addressed in the context of our audit of the financial statements as a whole, and in forming our opinion thereon, and we do not provide a separate opinion on these matters.

Responsibilities of Management and Those Charged with Governance for the Standalone Financial Statements

5. The Bank's Board of Directors is responsible with respect to the preparation of these standalone financial statements that give a true and fair view of the financial position, financial performance, [changes in equity³⁶] and cash flows of the Bank in accordance with the accounting principles generally accepted in India, including the Accounting Standards issued by ICAI, and provisions of Section 29 of the Banking Regulation Act, 1949 and circulars and guidelines issued by the Reserve Bank of India ('RBI') from time to time. This responsibility also includes maintenance of adequate accounting records in accordance with the provisions of the Act for safeguarding of the assets of the Bank and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial controls, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Bank's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Bank or to cease operations, or has no realistic alternative but to do so.

³⁶ Where applicable

Auditor's Responsibility

6. Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Paragraph 40(b) of this SA explains that the shaded material below can be located in an Appendix to the auditor's report. Paragraph 40(c) explains that when law, regulation or national auditing standards expressly permit, reference can be made to a website of an appropriate authority that contains the description of the auditor's responsibilities, rather than including this material in the auditor's report, provided that the description on the website addresses, and is not inconsistent with, the description of the auditor's responsibilities below.

As part of an audit in accordance with SAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with those charged with governance, we determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

Other Matters

7. We did not audit the financial statements / information of (number) branches included in the stand-alone financial statements of the Bank whose financial statements / financial information reflect total assets of Rs. as at 31st March 20XX and the total revenue of Rs. for the year ended on that date, as considered in the standalone financial statements. The financial statements / information of these branches have been audited by the branch auditors whose reports have been furnished to us, and in our opinion in so far as it relates to the amounts and disclosures included in respect of branches, is based solely on the report of such branch auditors.

Our opinion is not modified in respect of this matter.

Report on Other Legal and Regulatory Requirements

8. The Balance Sheet and the Profit and Loss Account have been drawn up in accordance with Section 29 of the Banking Regulation Act, 1949;
9. Subject to the limitations of the audit indicated in paragraph 1 to 5 above and

as required by the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970/1980, and subject also to the limitations of disclosure required therein, we report that:

- a) We have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of our audit and have found them to be satisfactory;
- b) The transactions of the Bank, which have come to our notice, have been within the powers of the Bank; and
- c) The returns received from the offices and branches of the Bank have been found adequate for the purposes of our audit.

10. We further report that:

- a) in our opinion, proper books of account as required by law have been kept by the Bank so far as it appears from our examination of those books *[and proper returns adequate for the purposes of our audit have been received from branches not visited by us]*³⁷
- b) the Balance Sheet, the Statement of Profit and Loss and the Cash Flow Statement dealt with by this report are in agreement with the books of account *[and with the returns received from the branches not visited by us]*³⁸;
- c) the reports on the accounts of the branch offices audited by branch auditors of the Bank under section 29 of the Banking Regulation Act, 1949 have been sent to us and have been properly dealt with by us in preparing this report; and
- d) In our opinion, the Balance Sheet, Profit and Loss Account and Cash Flow Statement comply with the applicable accounting standards, to the extent they are not inconsistent with the accounting policies prescribed by RBI.

For ABC and Co.
Chartered Accountants
Firm Registration No. _____

Signature
(Name of the Member Signing the Audit Report)
(Designation)³⁹
Membership Number

Place of Signature:

Date of Report:

³⁷ Where applicable.

³⁸ Where applicable.

³⁹ Partner or proprietor as the case may be.

APPENDIX IV

Illustrative Format of Report of the Auditor on the Standalone Financial Statements of a Banking Company

(SA) 700 (Revised) - Forming an Opinion and Reporting on Financial Statements

This Standard on Auditing (SA) deals with the auditor's responsibility to form an opinion on the financial statements. It also deals with the form and content of the auditor's report issued as a result of an audit of financial statements.

The auditor shall express an **unmodified opinion** when the auditor concludes that the financial statements are prepared, in all material respects, in accordance with the applicable financial reporting framework.

If the auditor: (a) concludes that, based on the audit evidence obtained, the financial statements as a whole are not free from material misstatement; or (b) is unable to obtain sufficient appropriate audit evidence to conclude that the financial statements as a whole are free from material misstatement, the auditor shall modify the opinion in the auditor's report in accordance with (SA) 705 (Revised).

SA 701 – Communicating Key Audit Matters in the Independent Auditor's Report

This SA applies to audits of complete sets of general purpose financial statements of listed entities and circumstances when the auditor otherwise decides to communicate key audit matters in the auditor's report. This SA also applies when the auditor is required by law or regulation to communicate key audit matters in the auditor's report. However, (SA) 705 (Revised) prohibits the auditor from communicating key audit matters when the auditor disclaims an opinion on the financial statements, unless such reporting is required by law or regulation

SA 705 - Modifications to the Opinion in the Independent Auditor’s Report

Nature of Matter Giving Rise to the Modification	Auditor’s Judgment about the Pervasiveness of the Effects or Possible Effects on the Financial Statements	
	Material but Not Pervasive	Material and Pervasive
Financial statements are materially misstated	Qualified opinion	Adverse opinion
Inability to obtain sufficient appropriate audit evidence	Qualified opinion	Disclaimer of opinion

The auditor shall **disclaim an opinion** when the auditor is unable to obtain sufficient appropriate audit evidence on which to base the opinion, and the auditor concludes that the possible effects on the financial statements of undetected misstatements, if any, could be both material and pervasive.

When the auditor modifies the audit opinion, the auditor shall use the heading “Qualified Opinion”, “Adverse Opinion”, or “Disclaimer of Opinion”, as appropriate, for the opinion paragraph

The format for Audit Report having an unmodified opinion for Banks applicable from FY 2018-19 is indicated below.

The audit report also requires the independent auditors to opine about the internal financial controls over financial reporting of an entity.

The sample format stated below for the said reporting, opines that the bank has an adequate internal financial controls system over financial reporting and such internal financial controls over financial reporting are operating effectively.

Note:

Auditors have no comments under Section 143(3)(f) and (h) of the Companies Act, 2013.

INDEPENDENT AUDITOR’S REPORT

To the Members of _____ Bank Limited (*name of the Bank*)

Report on audit of the Standalone Financial Statements

Opinion

1. We have audited the standalone financial statements of ____ Bank Limited (‘the Bank’), which comprise the Balance Sheet as at 31 March 20XX, the

Statement of Profit and Loss, (Statement of changes in equity)⁴⁰ and the Statement of Cash Flows for the year then ended, and notes to financial statements including a summary of significant accounting policies and other explanatory information [*in which are included the Returns⁴¹ for the year ended on that date audited by the branch auditors of the Bank's branches located at (location of branches)*]⁴²

2. In our opinion and to the best of our information and according to the explanations given to us, the aforesaid standalone financial statements give the information required by the Banking Regulation Act, 1949 as well as the Companies Act, 2013 in the manner so required for banking companies and give a true and fair view in conformity with accounting principles generally accepted in India, of the state of affairs of the Bank as at 31st March, 20XX, and profit / loss, (changes in equity)⁴³ and its cash flows for the year ended on that date.

Basis for Opinion

3. We conducted our audit in accordance with the Standards on Auditing (SAs) specified under section 143(10) of the Companies Act, 2013. Our responsibilities under those Standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Company in accordance with the Code of Ethics issued by the Institute of Chartered Accountants of India together with the ethical requirements that are relevant to our audit of the financial statements under the provisions of the Companies Act, 2013 and the Rules thereunder, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the Code of Ethics. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Key Audit Matters

4. Key audit matters are those matters that, in our professional judgment, were of most significance in our audit of the financial statements of the current period. These matters were addressed in the context of our audit of the financial statements as a whole, and in forming our opinion thereon, and we do not provide a separate opinion on these matters.

⁴⁰ Where applicable

⁴¹ The auditors need to consider mentioning the coverage of branches based on directions, if any, provided by the RBI in their individual appointment letters issued to various Banks.

⁴² Where applicable.

⁴³ Where applicable

[Discription of each key audit matter in accordance with SA 701]

Responsibilities of Management and Those Charged with Governance for the Standalone Financial Statements

5. The Bank's Board of Directors is responsible for the matters stated in section 134(5) of the Companies Act, 2013 ('the Act') with respect to the preparation of these standalone financial statements that give a true and fair view of the financial position, financial performance, [changes in equity⁴⁴] and cash flows of the Bank in accordance with the accounting principles generally accepted in India, including the Accounting Standards specified under section 133 of the Act, and provisions of Section 29 of the Banking Regulation Act, 1949 and circulars and guidelines issued by the Reserve Bank of India ('RBI') from time to time. This responsibility also includes maintenance of adequate accounting records in accordance with the provisions of the Act for safeguarding of the assets of the Bank and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial controls, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Bank's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Bank or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the audit of the Financial Statements

6. Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to

⁴⁴ Where applicable

influence the economic decisions of users taken on the basis of these financial statements.

Paragraph 40(b) of this SA explains that the shaded material below can be located in an Appendix to the auditor's report. Paragraph 40(c) explains that when law, regulation or national auditing standards expressly permit, reference can be made to a website of an appropriate authority that contains the description of the auditor's responsibilities, rather than including this material in the auditor's report, provided that the description on the website addresses, and is not inconsistent with, the description of the auditor's responsibilities below.

As part of an audit in accordance with SAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances. Under section 143(3)(i) of the Companies Act, 2013, we are also responsible for expressing our opinion on whether the company has adequate internal financial controls system in place and the operating effectiveness of such controls.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to

the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with those charged with governance, we determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

Other Matters

7. We did not audit the financial statements / information of (number) branches included in the stand-alone financial statements of the Bank whose financial statements / financial information reflect total assets of Rs. as at 31st March 20XX and the total revenue of Rs. for the year ended on that date, as considered in the standalone financial statements. The financial statements / information of these branches have been audited by the branch auditors whose reports have been furnished to us, and in our opinion in so far as it relates to the amounts and disclosures included in respect of branches, is based solely on the report of such branch auditors.

Our opinion is not modified in respect of this matter.

Report on Other Legal and Regulatory Requirements

8. The Balance Sheet and the Profit and Loss Account have been drawn up in accordance with the provisions of Section 29 of the Banking Regulation Act, 1949 and Section 133 of the Companies Act, 2013 read with Rule 7 of the Companies (Accounts) Rules, 2014.

9. As required by sub-section (3) of section 30 of the Banking Regulation Act, 1949, we report that:

- (a) we have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purpose of our audit and have found them to be satisfactory;
- (b) the transactions of the Bank, which have come to our notice, have been within the powers of the Bank;
- (c) the returns received from the offices; and branches of the Bank have been found adequate for the purposes of our audit.

10. Further, as required by section 143(3) of the Act, we report that:

- a) we have sought and obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit;
- b) in our opinion, proper books of account as required by law have been kept by the Bank so far as it appears from our examination of those books *[and proper returns adequate for the purposes of our audit have been received from branches not visited by us]*⁴⁵;
- c) the reports on the accounts of the branch offices of the bank audited under section 143(8) of the Act by branch auditors of the Bank have been sent to us and have been properly dealt with by us in preparing this report⁴⁶;
- d) the Balance Sheet, the Statement of Profit and Loss and the Cash Flow Statement dealt with by this report are in agreement with the books of account *[and with the returns received from the branches not visited by us]*⁴⁷;
- e) in our opinion, the aforesaid standalone financial statements comply with the Accounting Standards specified under Section 133 of the Act, read with Rule

⁴⁵ Where applicable.

⁴⁶ Where applicable.

⁴⁷ Where applicable.

7 of the Companies (Accounts) Rules, 2014, to the extent they are not inconsistent with the accounting policies prescribed by RBI;

- f) on the basis of written representations received from the directors as on 31 March 20XX and taken on record by the Board of Directors, none of the directors is disqualified as on 31 March 20XX from being appointed as a director in terms of Section 164(2) of the Act; *(or the requirements of section 164(2) of the Act are not applicable considering the Bank is a branch of _____, which is incorporated in _____)*;
- g) with respect to the adequacy of the internal financial controls over financial reporting of the Bank and the operating effectiveness of such controls, refer to our separate Report in “Annexure A”;
- h) with respect to the other matters to be included in the Auditor’s Report in accordance with Rule 11 of the Companies (Audit and Auditors) Rules, 2014, in our opinion and to the best of our information and according to the explanations given to us:
 - i. the Bank has disclosed the impact of pending litigations on its financial position in its financial statements - Refer Schedule XX / Note XX to the financial statements; *(or the Bank does not have any pending litigations which would impact its financial position⁴⁸)*
 - ii. the Bank has made provision, as required under the applicable law or accounting standards, for material foreseeable losses, if any, on long-term contracts including derivative contracts - Refer Schedule XX / Note XX to the financial statements; *(or the Bank did not have any long-term contracts including derivative contracts for which there were any material foreseeable losses.⁴⁹)* and
 - iii. there has been no delay in transferring amounts, required to be transferred, to the Investor Education and Protection Fund by the Bank *(or, following are the instances of delay in transferring amounts, required to be transferred, to the Investor Education and Protection Fund by the Bank or there were no amounts which were required to be transferred to the Investor Education and Protection Fund by the Bank⁵⁰).*

For ABC and Co.
Chartered Accountants

⁴⁸ As may be applicable.

⁴⁹ As may be applicable.

⁵⁰ As may be applicable.

(Firm's Registration No.)

Signature
(Name of the Member Signing the Audit Report)
(Designation)⁵¹
Membership Number

Place of Signature:

Date of Report

⁵¹ Partner or proprietor, as the case may be.

Annexure A to the independent auditor's report of even date on the standalone* financial statements of _____ Bank Limited

Report on the Internal Financial Controls Over Financial Reporting under Clause (i) of Sub-section 3 of Section 143 of the Companies Act, 2013

1. We have audited the internal financial controls over financial reporting of _____ Bank Limited ('the Bank') as at 31 March 20XX in conjunction with our audit of the standalone financial statements of the Bank for the year ended on that date.

Management's Responsibility for Internal Financial Controls over Financial Reporting

2. The Bank's Board of Directors is responsible for establishing and maintaining internal financial controls based on _____ [for example, "the internal control over financial reporting criteria established by the Bank considering the essential components of internal control stated in the Guidance Note on Audit of Internal Financial Controls Over Financial Reporting ('the Guidance Note') issued by the Institute of Chartered Accountants of India ('the ICAI')."] These responsibilities include the design, implementation and maintenance of adequate internal financial controls that were operating effectively for ensuring the orderly and efficient conduct of its business, including adherence to Bank's policies, the safeguarding of its assets, the prevention and detection of frauds and errors, the accuracy and completeness of the accounting records, and the timely preparation of reliable financial information, as required under the Companies Act, 2013 ('the Act').

Auditor's Responsibility

3. Our responsibility is to express an opinion on the Bank's internal financial controls over financial reporting based on our audit. We conducted our audit in accordance with the Guidance Note on Audit of Internal Financial Controls Over Financial Reporting ('the Guidance Note') and the Standards on Auditing ('the Standards'), issued by the ICAI and deemed to be prescribed under section 143(10) of the Act, to the extent applicable to an audit of internal financial controls, both issued by the ICAI. Those Standards and the Guidance Note require that we comply with ethical requirements and plan

and perform the audit to obtain reasonable assurance about whether adequate internal financial controls over financial reporting was established and maintained and if such controls operated effectively in all material respects.

4. Our audit involves performing procedures to obtain audit evidence about the adequacy of the internal financial controls system over financial reporting and their operating effectiveness. Our audit of internal financial controls over financial reporting included obtaining an understanding of internal financial controls over financial reporting, assessing the risk that a material weakness exists, and testing and evaluating the design and operating effectiveness of internal control based on the assessed risk. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error.
5. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion on the Bank's internal financial controls system over financial reporting.

Meaning of Internal Financial Controls Over Financial Reporting

6. A bank's internal financial control over financial reporting is a process designed to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial statements for external purposes in accordance with generally accepted accounting principles. A bank's internal financial control over financial reporting includes those policies and procedures that (1) pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions and dispositions of the assets of the bank; (2) provide reasonable assurance that transactions are recorded as necessary to permit preparation of financial statements in accordance with generally accepted accounting principles, and that receipts and expenditures of the bank are being made only in accordance with authorizations of management and directors of the bank; and (3) provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use, or disposition of the bank's assets that could have a material effect on the financial statements.

Inherent Limitations of Internal Financial Controls Over Financial Reporting

7. Because of the inherent limitations of internal financial controls over financial reporting, including the possibility of collusion or improper management override of controls, material misstatements due to error or fraud may occur and not be detected. Also, projections of any evaluation of the internal financial controls over financial reporting to future periods are subject to the risk that the internal financial control over financial reporting may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.

Opinion

8. In our opinion, the Bank has, in all material respects, an adequate internal financial controls system over financial reporting and such internal financial controls over financial reporting were operating effectively as at 31 March 20XX, based on _____ [for example, “the internal control over financial reporting criteria established by the Bank considering the essential components of internal control stated in the Guidance Note issued by the ICAI”].

For ABC and Co.
Chartered Accountants
(Firm’s Registration No.)

Signature
(Name of the Member Signing the Audit Report)
(Designation)⁵²
Membership Number

Place of Signature

Date of Report

⁵² Partner or proprietor, as the case may be.

Illustrative Format of Report of the Branch Auditor of a Nationalised Bank

Independent Branch Auditor's Report

To,
The Statutory Central Auditors
_____ Bank

Report on Audit of the Financial Statements

Opinion

1. We have audited the Financial Statements of _____ Branch of _____ (*name of the Bank*) which comprise the Balance Sheet as at 31st March 20XX, the Statement of Profit and Loss and the Statement of Cash Flows for the year then ended, and notes to financial statements including other explanatory information [*in which are included the Returns*⁵³ *for the year ended on that date*].
2. In our opinion, and to the best of our information and according to the explanations given to us, read with the Memorandum of Changes (mentioned in para 11 below), the aforesaid financial statements give the information required by the Banking Regulation Act, 1949, in the manner so required for bank and give a true and fair view in conformity with the accounting principles generally accepted in India of the state of affairs of the branch as at March 31, 20XX and profit/loss, and its cash flows for the year ended on that date.

Basis for Opinion

3. We conducted our audit in accordance with the Standards on Auditing (SAs) issued by ICAI. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the bank in accordance with the code of ethics issued by the Institute of Chartered Accountants of India together with ethical requirements that are relevant to our audit of the financial statements in

⁵³ The auditors need to consider mentioning the coverage of branches based on directions, if any, provided by the RBI in their individual appointment letters issued to various Banks.

[jurisdiction], and we have fulfilled our other ethical responsibilities in accordance with these requirements and the code of ethics. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Key Audit Matters

4. Key audit matters are those matters that, in our professional judgment, were of most significance in our audit of the financial statements of the current period. These matters were addressed in the context of our audit of the financial statements as a whole, and in forming our opinion thereon, and we do not provide a separate opinion on these matters.

Management's Responsibility for the Financial Statements

5. The Bank's Board of Directors is responsible with respect to the preparation of these financial statements that give a true and fair view of the financial position, financial performance, and cash flows of the Bank in accordance with the accounting principles generally accepted in India, including the Accounting Standards issued by ICAI, and provisions of Section 29 of the Banking Regulation Act, 1949 and circulars and guidelines issued by the Reserve Bank of India ('RBI') from time to time. This responsibility also includes maintenance of adequate accounting records in accordance with the provisions of the Act for safeguarding of the assets of the Bank and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial controls, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Bank's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Bank or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibility

6. Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Paragraph 40(b) of this SA explains that the shaded material below can be located in an Appendix to the auditor's report. Paragraph 40(c) explains that when law, regulation or national auditing standards expressly permit, reference can be made to a website of an appropriate authority that contains the description of the auditor's responsibilities, rather than including this material in the auditor's report, provided that the description on the website addresses, and is not inconsistent with, the description of the auditor's responsibilities below.

As part of an audit in accordance with SAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with those charged with governance, we determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

Other Matter

7. No adjustments/provisions have been made in the accounts of the Branch in respect of matters usually dealt with at Central Office, including in respect of:

- (a) Bonus, ex-gratia, and other similar expenditure and allowances to branch employees;
- (b) Terminal permissible benefits to eligible employees on their retirement (including additional retirement benefits), Gratuity, Pension, liability for leave encashment benefits and other benefits covered in terms of 'AS 15 (Revised)–Employee Benefits' issued by the Institute of Chartered Accountants of India;
- (c) Arrears of salary/wages/allowances, if any, payable to staff;
- (d) Staff welfare contractual obligations;
- (e) Old unreconciled/unlinked entries at debit under various heads comprising Inter branch/office Adjustments;

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- (f) Interest on overdue term deposits;
- (g) Depreciation on fixed assets;
- (h) Auditors' fees and expenses;
- (i) Taxation (Current Tax and Deferred Tax);
- (j) Any other provision made by Head Office.

8. The following is a summary of Memorandum of Changes submitted by us to the branch management⁵⁴.

Memorandum of Changes (summary)			
	No.	Increase	Decrease
a) In respect of Income			
b) In respect of expenditure			
c) In respect of Assets			
d) In respect of Liabilities			
e) In respect of Gross NPAs			
f) In respect of Provision on NPAs ⁵⁵			
g) In respect of Classification of Advances		XXX	XXX
h) In respect of Risk Weighted Assets			
i) Other items (if any)			

Report on Other Legal and Regulatory Requirements

9. The Balance Sheet and the Profit and Loss Account have been drawn up in accordance with Section 29 of the Banking Regulation Act, 1949;

10. Subject to the limitations of the audit indicated in paragraph 1 to 5 above and as required by the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970/1980, and subject also to the limitations of disclosure required therein, we report that:

- a. We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of the audit and have found them to be satisfactory;
- b. The transactions of the branch which have come to our notice have been within the powers of the Bank.

⁵⁴Where Applicable.

⁵⁵Applicable in cases where banks determine provision at Branch level.

- c. the returns received from the branch have been found adequate for the purposes of our audit
- 11. We further report that:
 - a. in our opinion, proper books of account as required by law have been kept by the Bank so far as it appears from our examination of those books;
 - b. the Balance Sheet, the Statement of Profit and Loss and the Cash Flow Statement dealt with by this report are in agreement with the books of account;
 - c. In our opinion, the Balance Sheet, Profit and Loss Account and Cash Flow Statement comply with the applicable accounting standards, to the extent they are not inconsistent with the accounting policies prescribed by RBI.

For ABC and Co.
Chartered Accountants
Firm Registration No.

Signature
(Name of the Member Signing the Audit Report)
(Designation)⁵⁶
Membership Number

Place of Signature
Date

⁵⁶Partner or proprietor as the case may be.

APPENDIX VI

Illustrative Format of Report of the Branch Auditor of a Banking Company

Independent Bank Branch Auditor's Report

To,
The Statutory Central Auditors
_____ Bank Limited

Report on Audit of the Financial Statements

Opinion

1. We have audited the Financial Statements of _____ Branch of _____ (*name of the Bank*) which comprise the Balance Sheet as at 31st March 20XX, the Statement of Profit and Loss , and the Statement of Cash Flows for the year then ended, and notes to financial statements including other explanatory information [*in which are included the Returns*⁵⁷ for the year ended on that date].
2. In our opinion, and to the best of our information and according to the explanations given to us, read with the Memorandum of Changes (mentioned in para 11 below), the aforesaid financial statements give the information required by the Banking Regulation Act, 1949 as well as the Companies Act, 2013, in the manner so required for banking companies and give a true and fair view in conformity with the accounting principles generally accepted in India of the state of affairs of the branch as at March 31, 20XX and profit/loss, and its cash flows for the year ended on that date.

Basis for Opinion

3. We conducted our audit in accordance with the Standards on Auditing (SAs) specified under section 143(10) of the Companies Act, 2013. Our responsibilities under those Standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Company in accordance with the Code of Ethics issued by the Institute of Chartered Accountants of India together with the ethical requirements that are relevant to our audit of the financial statements under the provisions of the Companies Act, 2013 and the Rules thereunder, and we have fulfilled our other

⁵⁷ The auditors need to consider mentioning the coverage of branches based on directions, if any, provided by the RBI in their individual appointment letters issued to various Banks.

ethical responsibilities in accordance with these requirements and the Code of Ethics. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Key Audit Matters

4. Key audit matters are those matters that, in our professional judgment, were of most significance in our audit of the financial statements of the current period. These matters were addressed in the context of our audit of the financial statements as a whole, and in forming our opinion thereon, and we do not provide a separate opinion on these matters.

[Discription of each key audit matter in accordance with SA 701]

Responsibilities of Management and Those Charged with Governance for the Financial Statements

5. Management of the Branch is responsible for the matters stated in section 134(5) of the Companies Act, 2013 ('the Act') with respect to the preparation of these financial statements that give a true and fair view of the financial position, financial performance and Cash Flows of the Branch in accordance with the accounting principles generally accepted in India, including the Accounting Standards specified under section 133 of the Act and provisions of Section 29 of the Banking Regulation Act, 1949 and circulars and guidelines issued by the Reserve Bank of India ('RBI') from time to time. This responsibility also includes maintenance of adequate accounting records in accordance with the provisions of the Act for safeguarding of the assets of the Branch and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial controls, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Bank's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Bank or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the audit of the Financial Statements

6. Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Paragraph 40(b) of this SA explains that the shaded material below can be located in an Appendix to the auditor's report. Paragraph 40(c) explains that when law, regulation or national auditing standards expressly permit, reference can be made to a website of an appropriate authority that contains the description of the auditor's responsibilities, rather than including this material in the auditor's report, provided that the description on the website addresses, and is not inconsistent with, the description of the auditor's responsibilities below.

As part of an audit in accordance with SAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances. Under section 143(3)(i) of the Companies Act, 2013, we are also responsible for expressing our opinion on whether the company has adequate internal financial controls system in place and the operating effectiveness of such controls.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a

material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with those charged with governance, we determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

Other Matter

7. No adjustments/provisions have been made in the accounts of the Branch in respect of matters usually dealt with at Central Office, including in respect of:

- (a) Bonus, ex-gratia, and other similar expenditure and allowances to branch employees;
- (b) Terminal permissible benefits to eligible employees on their retirement (including additional retirement benefits), Gratuity, Pension, liability for leave encashment benefits and other benefits covered in terms of 'AS 15

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(Revised)–Employee Benefits’ issued by the Institute of Chartered Accountants of India;

- (c) Arrears of salary/wages/allowances, if any, payable to staff;
- (d) Staff welfare contractual obligations;
- (e) Old unreconciled/unlinked entries at debit under various heads comprising Inter branch/office Adjustments;
- (f) Interest on overdue term deposits;
- (g) Depreciation on fixed assets;
- (h) Auditors’ fees and expenses;
- (i) Taxation (Current Tax and Deferred Tax);
- (j) Any other provision made by Head Office.

8. The following is a summary of Memorandum of Changes submitted by us to the branch management⁵⁸.

Memorandum of Changes (summary)			
	No.	Increase	Decrease
a) In respect of Income			
b) In respect of expenditure			
c) In respect of Assets			
d) In respect of Liabilities			
e) In respect of Gross NPAs			
f) In respect of Provision on NPAs ⁵⁹			
g) In respect of Classification of Advances		XXX	XXX
h) In respect of Risk Weighted Assets			
i) Other items (if any)			

Report on Other Legal and Regulatory Requirements

9. The Balance Sheet and the Profit and Loss Account have been drawn up in accordance with the provision of Section 29 of the Banking Regulation Act, 1949 read with Section 133 of the Act read with Rule 7 of the Companies (Accounts) Rules, 2014.

⁵⁸Where Applicable.

⁵⁹Applicable in cases where banks determine provision at Branch level.

10. As required by sub-section (3) of section 30 of the Banking Regulation Act, 1949, we report that:

- a. We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of the audit and have found them to be satisfactory.
- b. The transactions of the branch which have come to my/our notice have been within the powers of the Bank.
- c. the returns received from the branch have been found adequate for the purposes of our audit.

11. Further, as required by section 143(3) of the Act, we report that:

- a. we have sought and obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit;
- b. in our opinion, proper books of account as required by law have been kept by the branch so far as appears from our examination of those books;
- c. The Balance Sheet, the Statement of Profit and Loss, and the Cash flow Statement dealt with by this report are in agreement with the books of account;
- d. in our opinion, the aforesaid financial statements comply with the Accounting Standards specified under Section 133 of the Act, read with Rule 7 of the Companies (Accounts) Rules, 2014, to the extent they are not inconsistent with the accounting policies prescribed by RBI;
- e. with respect to the adequacy of the internal financial controls over financial reporting of the Branch and the operating effectiveness of such controls, refer to our separate Report in "Annexure A";
- f. with respect to the other matters to be included in the Auditor's Report in accordance with Rule 11 of the Companies (Audit and Auditors) Rules, 2014, in our opinion and to the best of our information and according to the explanations given to us:
 - a) the Branch has disclosed the impact of pending litigations on its financial position in its financial statements - Refer Schedule XX / Note

XX to the financial statements; *(or the Branch does not have any pending litigations which would impact its financial position⁶⁰)*

- (b) the Branch has made provision, as required under the applicable law or accounting standards, for material foreseeable losses, if any, on long-term contracts including derivative contracts -Refer Schedule XX / Note XX to the financial statements; *(or the Branch did not have any long-term contracts including derivative contracts for which there were any material foreseeable losses²⁷)* and
- (c) there has been no delay in transferring amounts, required to be transferred, to the Investor Education and Protection Fund by the Branch *(or, following are the instances of delay in transferring amounts, required to be transferred, to the Investor Education and Protection Fund by the Branch or there were no amounts which were required to be transferred to the Investor Education and Protection Fund by the Branch⁶¹)*.

For ABC and Co.
Chartered Accountants
Firm Registration No. _____

Signature
(Name of the Member Signing the Audit Report)
(Designation)⁶²
Membership Number

Place of Signature
Date

⁶⁰As may be applicable.

⁶¹ As may be applicable.

⁶²Partner or proprietor as the case may be.

Annexure A to the independent auditor's report of even date on the financial statements of _____ Branch of _____ Bank Limited [Referred to in Paragraph 8(e)]

Report on the Internal Financial Controls over Financial Reporting under Clause (i) of Sub-section 3 of Section 143 of the Companies Act, 2013

1. We have audited the internal financial controls over financial reporting of _____ Branch of _____ Bank Limited ('the Branch') as at 31 March 20XX in conjunction with our audit of the financial statements of the Branch for the year ended on that date.

Management's Responsibility for Internal Financial Controls over Financial Reporting

2. The Management of the Branch is responsible for establishing and maintaining internal financial controls based on _____ [for example, "the internal control over financial reporting criteria established by the Branch considering the essential components of internal control stated in the Guidance Note on Audit of Internal Financial Controls Over Financial Reporting ('the Guidance Note') issued by the Institute of Chartered Accountants of India ('the ICAI').".] These responsibilities include the design, implementation and maintenance of adequate internal financial controls that were operating effectively for ensuring the orderly and efficient conduct of its business, including adherence to Branch's policies, the safeguarding of its assets, the prevention and detection of frauds and errors, the accuracy and completeness of the accounting records, and the timely preparation of reliable financial information, as required under the Companies Act, 2013 ('the Act').

Auditor's Responsibility

3. Our responsibility is to express an opinion on the Branch's internal financial controls over financial reporting based on our audit. We conducted our audit in accordance with the Guidance Note on Audit of Internal Financial Controls Over Financial Reporting ('the Guidance Note') and the Standards on Auditing ('the Standards'), issued by the ICAI and deemed to be prescribed under section 143(10) of the Act, to the extent applicable to an audit of internal financial controls over financial reporting, both issued by the ICAI. Those Standards and the Guidance Note require that we comply with ethical

requirements and plan and perform the audit to obtain reasonable assurance about whether adequate internal financial controls over financial reporting was established and maintained and if such controls operated effectively in all material respects.

4. Our audit involves performing procedures to obtain audit evidence about the adequacy of the internal financial controls system over financial reporting and their operating effectiveness. Our audit of internal financial controls over financial reporting included obtaining an understanding of internal financial controls over financial reporting, assessing the risk that a material weakness exists, and testing and evaluating the design and operating effectiveness of internal control based on the assessed risk. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error.
5. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion on the Branch's internal financial controls system over financial reporting.

Meaning of Internal Financial Controls Over Financial Reporting

6. A branch's internal financial control over financial reporting is a process designed to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial statements for external purposes in accordance with generally accepted accounting principles. A branch's internal financial control over financial reporting includes those policies and procedures that (1) pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions and dispositions of the assets of the branch; (2) provide reasonable assurance that transactions are recorded as necessary to permit preparation of financial statements in accordance with generally accepted accounting principles, and that receipts and expenditures of the branch are being made only in accordance with authorizations of management and directors of the bank; and (3) provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use, or disposition of the branch's assets that could have a material effect on the financial statements.

Inherent Limitations of Internal Financial Controls Over Financial Reporting

7. Because of the inherent limitations of internal financial controls over financial reporting, including the possibility of collusion or improper management override of controls, material misstatements due to error or fraud may occur and not be detected. Also, projections of any evaluation of the internal financial controls over financial reporting to future periods are subject to the risk that the internal financial control over financial reporting may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.

Opinion

8. In our opinion, the Branch has, in all material respects, an adequate internal financial controls system over financial reporting and such internal financial controls over financial reporting were operating effectively as at 31 March 201X, based on _____ [for example, “the internal control over financial reporting criteria established by the Branch considering the essential components of internal control stated in the Guidance Note issued by the ICAI”].

For ABC and Co.
Chartered Accountants
(Firm’s Registration No.)

Signature
(Name of the Member Signing the Audit Report)
(Designation)⁶³
Membership Number

Place of Signature

Date of Report

⁶³Partner or proprietor, as the case may be.

APPENDIX VII

Illustrative Format of Engagement Letter in case of a Nationalised Bank

{The following letter is for use as a guide and will need to be varied according to individual requirements and circumstances relevant to the engagement.}

To the Board of Directors..... (name of the Bank).

(Address)

[Date]

Subject: Engagement Letter

Dear Sirs,

We refer to the letter No. datedreceived from(Name of the relevant authority) informing us about our (re)appointment/ as the statutory central auditor of the Bank to carry out the statutory audit of the balance sheet, profit and loss account and cash flow ("financial statement) as per section 30 of Banking Regulation Act, 1949 ("the Act") for the financial year(s) beginning April 1, 20XX and ending 31st March 20YY, including Tax Audit, issuance of the Long Form Audit Report and, as a part of the audit, verification and/ or certification of certain specific aspects, as listed in your aforementioned letter. The aforesaid financial statements of the Bank include, where applicable, consolidated financial statements of the Bank and all of its subsidiaries, associate companies and joint ventures. We are pleased to confirm our acceptance and understating of this engagement by means of this letter.

1. Scope and Objective

Our audit of the financial statements will be conducted with the objective of our expressing an opinion if the aforesaid financial statements give the information required by the Act in the manner so required, and give a true and fair view in conformity with the applicable accounting principles generally accepted in India, of the state of affairs of the Bank as at 31st March 20XX, and its profit/loss and its cash flows for the year ended on that date.

We will conduct our audit in accordance with the Standards on Auditing (SAs), issued by the Institute of Chartered Accountants of India (ICAI) and also in accordance with any other applicable pronouncement of the Institute, as well as the requirements of the Banking Regulation Act, 1949, and the guidelines/directions issued by the Reserve Bank of India under the said statutes, from time to time. Those Standards require that we comply with the ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend upon the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of the accounting estimates made by the Management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, including the possibility of collusion or improper management override of controls, there is an unavoidable risk that some material misstatements due to fraud or error may occur and may not be detected, even though the audit is properly planned and performed in accordance with SAs.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

2. Management's Responsibility

Our assignment will be conducted on the basis that the Management and, where appropriate, those charged with governance of the Bank (Audit Committee/Board) acknowledge and understand that they have the responsibility:

- (a) For the preparation of financial statements that give a true and fair view in accordance with the applicable Financial Reporting Framework. This includes:
 - Compliance with the applicable provisions of the Act;
 - Proper maintenance of accounts and other matters connected therewith;

- Preparation of financial statements on a going concern basis;
 - Preparation of annual accounts in accordance with third schedule to the Banking Regulation Act, 1949, the applicable Accounting Standards and providing proper explanation relating to any material departures from those Accounting Standards;
 - Selection of accounting policies and applying them consistently and making judgements and estimates that are reasonable and prudent, so as to give a true and fair view of the state of affairs of the Bank at the end of the financial year and of the profit or loss of the Bank for that period;
 - Taking proper care and sufficient care for the maintenance of adequate accounting records in accordance with the provisions of the Act for safeguarding of assets of the Bank and preventing and detecting frauds and other irregularities;
 - Laying down internal financial controls to be followed by the Bank and that such internal financial controls are adequate and were operating effectively; and
 - Devising proper systems to ensure compliance with the provisions of all applicable laws including compliance with the relevant directions/ circulars of the Reserve Bank of India, including for those aspects which have been specifically listed for verification/ certification by us in your aforementioned letter and that such systems were adequate and operating effectively.
- (b) Informing me / us of facts that may affect the financial statements, of which Management may become aware during the period from the date of my / our report to the date the financial statements are issued.
- (c) to provide us with:
- i. access, at all times, to all information, including the books, account, vouchers, internal circulars and policies, and other records and documentation, of the Bank, whether kept at the Head office or elsewhere, of which the Management is aware, that are relevant to the preparation of the financial statements such as records, documentation and other matters. This will include books of account maintained in electronic mode;
 - ii. Access, at all times, to the records of all the subsidiaries (including associate companies and joint ventures
 - iii. Access to reports, if any, relating to internal reporting on frauds (e.g., vigil mechanism reports etc.),

- iv. additional information that we may request from the management for the purpose of the audit, including any internal audit, concurrent audit, revenue audit, stock audit, Reserve Bank of India's Inspection report; and the latest updated compliance position therein.
- v. unrestricted access to persons within the entity, from whom we determine it necessary to obtain audit evidence. This includes our entitlement to require from the officers of the Bank such information and explanations, as we may think necessary for the performance of our duties as auditor of the Bank;
- vi. As part of our audit process, we will request from the Management, written confirmation concerning representations made to us in connection with the audit, including confirmations in respect of the balances held by the Branch with other banks, and such other items on the financial statements of the Branch, as may be considered necessary by us for the purpose of our assignment. It may also be noted that non submission of a written confirmation containing representations asked for or non provision of any information/ confirmation, requested by us from the branch management, may result in limitation on the scope of our assignment and may possibly invite qualifications in the auditors report

3. Other Matters

My / Our report prepared in accordance with relevant provisions of the Act would be addressed to the shareholders/members of the bank for adoption of the accounts at the Annual General Meeting. In respect of other services, my / our report would be addressed to the Board of Directors. The form and content of my / our report may need to be amended in the light of my / our audit findings.

We also wish to invite your attention to the fact that, our audit process is subject to 'peer review'/ 'quality review' under the Chartered Accountants Act, 1949 to be conducted by an independent reviewer. The reviewer may inspect, examine or take abstracts of our working papers, in the course of the peer review/quality review.

I / We may involve specialists and staff from my / our affiliated network firms to perform certain specific audit procedures during the course of my / our audit.

In terms of Standard on Auditing 720 – “The Auditor's Responsibility in Relation to Other Information in Documents Containing Audited Financial Statements” issued by the ICAI, I / we request you to provide to me / us a Draft of the Annual Report containing the audited financial statements so as to enable me / us to read the same and communicate material inconsistencies, if any, with the audited

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financial statements, before issuing the auditor's report on the financial statements.

{Other relevant information}

{Insert Other information, such as fee arrangements, billings⁶⁴ and other specific terms, as appropriate.}

We look forward to full cooperation from your staff during our audit.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our aforementioned assignment/s including our respective responsibilities. (Kindly also mark a copy of such acknowledgement to the concerned official/s of the respective branch managements.)

Date: _____ (name of the firm)
Place: _____ Chartered Accountants
.....
(Signature)
(name of the member)
(Designation⁶⁵)

Acknowledged on behalf of Bank

.....

(Signature)

Name and Designation

Date

Copy to: Chairman, Audit Committee

Attached: Letter of Acceptance duly signed by us.

⁶⁴For example, "My / Our fees and out-of-pocket expenses for the audit of the financial statements for the year have been fixed by the members at the Annual General Meeting at Rs. _____, plus out-of-pocket expenses and indirect taxes/ will be mutually agreed between the Board of Directors of the Company and me / ourselves.* I / We will bill as the work progresses. I / We will notify you promptly of any circumstances I / we encounter that could significantly affect my / our estimate of fees and discuss with you any additional fees, as necessary."

⁶⁵ Partner or proprietor, as the case may be.

APPENDIX VIII

Illustrative Format of Engagement Letter to be sent to the Appointing Authority of the Banking Company⁶⁶

{The following letter is for use as a guide and will need to be varied according to individual requirements and circumstances relevant to the engagement.}

To the Board of Directors..... (name of the Bank).

(Address)

[Date]

Subject: Engagement Letter

Dear Sirs,

We refer to the letter No. datedreceived from(Name of the relevant authority) informing us about our (re)appointment/ ratification as the auditors of(Name of the Bank) (hereinafter “the Bank”) to carry out the statutory audit of the financial statements of the Bank as defined in section 2(40) of the Companies Act 2013 (“the Act”) for the financial year(s) beginning April 1, 20XX and ending 31st March 20YY, including Tax Audit, issuance of the Long Form Audit Report and, as a part of the audit, verification and/ or certification of certain specific aspects, as listed in your aforementioned letter. The aforesaid financial statements of the Bank include, where applicable, consolidated financial statements of the Bank and all of its subsidiaries, associate companies and joint ventures. We are pleased to confirm our acceptance and understating of this engagement by means of this letter.

1. Scope and Objective

Our audit of the financial statements will be conducted with the objective of our expressing an opinion if the aforesaid financial statements give the information required by the 2013 Act in the manner so required, and give a true and fair view

⁶⁶ Presuming that there is/are no joint auditor/s and no separate branch auditors have been appointed.

in conformity with the applicable accounting principles generally accepted in India, of the state of affairs of the Bank as at 31st March 20XX, and its profit/loss and its cash flows for the year ended on that date.

We will conduct our audit in accordance with the Standards on Auditing (SAs), issued by the Institute of Chartered Accountants of India (ICAI) and deemed to be prescribed by the Central Government in accordance with section 143(10) of the 2013 Act and also in accordance with any other applicable pronouncement of the Institute, as well as the requirements of the Banking Regulation Act, 1949, and the guidelines/ directions issued by the Reserve Bank of India under the said statutes, from time to time. Those Standards require that we comply with the ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend upon the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of the accounting estimates made by the Management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, including the possibility of collusion or improper management override controls, there is an unavoidable risk that some material misstatements due to fraud or error may occur and may not be detected, even though the audit is properly planned and performed in accordance with SAs.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

2. Management's Responsibility

Our assignment will be conducted on the basis that the Management and, where appropriate, those charged with governance of the Bank (Audit Committee/Board) acknowledge and understand that they have the responsibility:

- (a) For the preparation of financial statements that give a true and fair view in accordance with the applicable Financial Reporting Framework. This includes:
- Compliance with the applicable provisions of the 2013 Act;
 - Proper maintenance of accounts and other matters connected therewith;
 - Preparation of financial statements on a going concern basis;
 - Preparation of annual accounts in accordance with the applicable Accounting Standards and providing proper explanation relating to any material departures from those Accounting Standards;
 - Selection of accounting policies and applying them consistently and making judgements and estimates that are reasonable and prudent, so as to give a true and fair view of the state of affairs of the Bank at the end of the financial year and of the profit or loss of the Bank for that period;
 - Taking proper care and sufficient care for the maintenance of adequate accounting records in accordance with the provisions of the 2013 Act for safeguarding of assets of the Bank and preventing and detecting frauds and other irregularities;
 - Laying down internal financial controls to be followed by the Bank and that such internal financial controls are adequate and were operating effectively; and
 - Devising proper systems to ensure compliance with the provisions of all applicable laws including compliance with the relevant directions/ circulars of the Reserve Bank of India, including for those aspects which have been specifically listed for verification/ certification by us in your aforementioned letter and that such systems were adequate and operating effectively.
- (b) Identifying and informing us of financial transactions or matters that may have an adverse effect on the functioning of the Bank.
- (c) Identifying, informing me / us and providing relevant records of:
- All the pending litigations and confirming that the impact of the pending litigations on the Company's financial position has been correctly disclosed in its financial statements;

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- All material foreseeable losses, if any, on long term contracts including derivative contracts and the accrual for such losses as required under any law or accounting standards; and
 - Any delay in transferring amounts, required to be transferred, to the Investor Education and Protection Fund by the Company.
- (d) Informing me / us of facts that may affect the financial statements, of which Management may become aware during the period from the date of my / our report to the date the financial statements are issued.
- (e) Identifying and informing me / us as to whether any director is disqualified as on March 31, 20YY from being appointed as a director in terms of Section 164(2) of the 2013 Act. This should be supported by written representations received from the directors as on March 31, 20YY and taken on record by the Board of Directors.
- (f) to provide us with:
- access, at all times, to all information, including the books, account, vouchers, internal policies and circulars, other records and documentation, of the Bank, whether kept at the Head office or elsewhere, of which the Management is aware, that are relevant to the preparation of the financial statements such as records, documentation and other matters. This will include books of account maintained in electronic mode;
 - Access, at all times, to the records of all the subsidiaries (including associate companies and joint ventures as per Explanation to Section 129(3) of the 2013 Act) of the Company in so far as it relates to the consolidation of its financial statements, as envisaged in the 2013 Act;
 - Access to reports, if any, relating to internal reporting on frauds (e.g., vigil mechanism reports etc.), including those submitted by cost accountant or company secretary in practice to the extent it relates to their reporting on frauds in accordance with the requirements of Section 143(12) of the 2013 Act;
 - additional information that we may request from the management for the purpose of the audit, including any internal audit, concurrent audit, revenue audit, stock audit, Reserve Bank of India's Inspection report and the latest updated compliance position therein;
 - unrestricted access to persons within the entity, from whom we determine it necessary to obtain audit evidence. This includes our entitlement to require from the officers of the Bank such information and explanations, as we may think necessary for the performance of

- our duties as auditor of the Bank; and
- As part of our audit process, we will request from the Management, written confirmation concerning representations made to us in connection with the audit, including confirmations in respect of the balances held by the Branch with other banks, and such other items on the financial statements of the Branch, as may be considered necessary by us for the purpose of our assignment. It may also be noted that non submission of written confirmation to the representations asked for or non provision of any information/confirmation, requested by us from the branch management, may result in limitation on the scope of our assignment and may possibly invite necessary qualifications in the auditors report.

Management's Responsibility on Internal Financial Controls over Financial Reporting

- a. The management is responsible for establishing and maintaining adequate and effective internal financial controls for ensuring the orderly and efficient conduct of its business, including adherence to company's policies, the safeguarding of its assets, the prevention and detection of frauds and errors, the accuracy and completeness of the accounting records, and the timely preparation of reliable financial information.
- b. The management will make available to the auditor their evaluation and assessment of the adequacy and effectiveness of the company's internal financial controls, based on the control criteria.
- c. The management is responsible to inform the auditor of any communications from regulatory agencies concerning non-compliance with or deficiencies in financial reporting practices and the response thereon.
- d. The management will provide its conclusion over the company's internal financial controls based on the control criteria set as of the balance sheet date.
- e. The management is responsible to provide the component auditor's report under section 143(3)(i) in case of components that are covered under Companies Act, 2013 that form part of consolidated financial statements of the parent company.

The terms of reference for our audit of internal financial controls over financial reporting carried out in conjunction with our audit of the Company's financial statements will be as stated in the separate engagement letter for conducting such audit and should be read in conjunction with this letter.

3. Other Matters

My / Our report prepared in accordance with relevant provisions of the 2013 Act would be addressed to the shareholders of the Company for adoption of the accounts at the Annual General Meeting. In respect of other services, my / our report would be addressed to the Board of Directors. The form and content of my / our report may need to be amended in the light of my / our audit findings.

In accordance with the provisions of Section 143(12) and 143(13) of the 2013 Act, if in the course of performance of my / our duties as auditor, I / we have reason to believe that an offence involving fraud is being or has been committed against the Company by officers or employees of the Company, I / we will be required to report to the Central Government, in accordance with the rules prescribed in this regard which, *inter alia*, requires me / us to forward my / our report to the Board or Audit Committee, as the case may be, seeking their reply or observations, to enable me / us to forward the same to the Central Government. Such reporting will be made in good faith and, therefore, cannot be considered as breach of maintenance of client confidentiality requirements or be subject to any suit, prosecution or other legal proceeding since it is done in pursuance of the 2013 Act or of any rules or orders made thereunder.

We also wish to invite your attention to the fact that, our audit process is subject to 'peer review' / 'quality review' under the Chartered Accountants Act, 1949 to be conducted by an independent reviewer. The reviewer may inspect, examine or take abstracts of our working papers, in the course of the peer review/quality review.

I / We may involve specialists and staff from my / our affiliated network firms to perform certain specific audit procedures during the course of my / our audit.

In terms of Standard on Auditing 720 – “The Auditor’s Responsibility in Relation to Other Information in Documents Containing Audited Financial Statements” issued by the ICAI and deemed to be prescribed by the Central Government in accordance with Section 143(10) of the 2013 Act, I / we request you to provide to me / us a Draft of the Annual Report containing the audited financial statements so as to enable me / us to read the same and communicate material inconsistencies, if any, with the audited financial statements, before issuing the auditor’s report on the financial statements.

{Other relevant information}

{Insert Other information, such as fee arrangements, billings⁶⁷ and other specific terms, as appropriate.}

We look forward to full cooperation from your staff during our audit.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our aforementioned assignment/s including our respective responsibilities. (Kindly also mark a copy of such acknowledgement to the concerned official/s of the respective branch managements.)

Date: (name of the firm)
Place: Chartered Accountants
.....
(Signature)
(name of the member)
(Designation⁶⁸)

Acknowledged on behalf ofBank

.....

(Signature)

Name and Designation

Date

Copy to: Chairman, Audit Committee

Attached: Letter of Acceptance duly signed by us.

⁶⁷For example, "My / Our fees and out-of-pocket expenses for the audit of the financial statements for the year have been fixed by the members at the Annual General Meeting at Rs., plus out-of-pocket expenses and indirect taxes/ will be mutually agreed between the Board of Directors of the Company and me / ourselves.* I / We will bill as the work progresses. I / We will notify you promptly of any circumstances. I / we encounter that could significantly affect my / our estimate of fees and discuss with you any additional fees, as necessary."

⁶⁸ Partner or proprietor, as the case may be.

APPENDIX IX

Illustrative Format of Engagement Letter to be Sent to the Appointing Authority of the Banking Company (Separate only for Internal Financial Control u/s 143(3)(i) of Companies Act, 2013)

Date:

The Board of Directors
_____ Bank Limited
(Address)

Dear Sirs,

As per requirement of Section 143(3)(i) of the Companies Act, 2013 ("2013 Act"), we have to express our opinion on internal financial controls over financial reporting of (Name of Bank) (the 'Bank') as at March 31, XXXX in conjunction with our audit of the standalone and consolidated financial statements of the Bank for the year ended on that date.

We are pleased to confirm our understanding of the audit engagement by means of this letter.

Our audits will be conducted with the objective of expressing our opinion under Section 143(3)(i) of the Companies Act, 2013 ("2013 Act") on the adequacy of the internal financial controls system over financial reporting and the operating effectiveness of such controls as at March 31, 20X1 based on the internal control criteria established by you.

Audit of Internal Financial Controls Over Financial Reporting

We will conduct our audit of the internal financial controls over financial reporting in accordance with the Guidance Note on Audit of Internal Financial Controls Over Financial Reporting ("the Guidance Note") and the Standards on Auditing issued by the Institute of Chartered Accountants of India (ICAI) and deemed to be prescribed by the Central Government in accordance with Section 143(10) of the 2013 Act as well as the requirements of the Banking Regulation Act, 1949, and the guidelines/ directions issued by the Reserve Bank of India under the said statutes, from time to time, to the extent applicable to an audit of internal financial

controls over financial reporting. These Guidance Note and Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about the adequacy of the internal financial controls system over financial reporting and their operating effectiveness as at the balance sheet date.

An audit of internal financial controls over financial reporting involves performing procedures to obtain audit evidence about the adequacy of the internal financial controls system over financial reporting and their operating effectiveness.

The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error.

Inherent Limitations in an Audit of Internal Financial Controls Over Financial Reporting

Because of the inherent limitations of internal financial controls over financial reporting, including the possibility of collusion or improper management override of controls, material misstatements due to error or fraud may occur and not be detected. Also, projections of any evaluation of the internal financial controls over financial reporting to future periods are subject to the risk that the internal financial control over financial reporting may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.

Management's Responsibility

Our audit will be conducted on the basis that [management and, where appropriate, those charged with governance] acknowledge and understand that they have responsibility:

- (a) For establishing and maintaining adequate and effective internal financial controls over financial reporting based on the internal control over financial reporting criteria established by the Bank considering the essential components of internal control stated in the Guidance Note on Audit of Internal Financial Controls Over Financial Reporting issued by the Institute of Chartered Accountants of India for ensuring the orderly and efficient conduct of its business, including adherence to Bank's policies, the safeguarding of its assets, the prevention and detection of frauds and errors, the accuracy and completeness of the accounting records, and the timely preparation of reliable financial information, as required under the Act.
- (b) To provide us with:

- (i) Access, at all times, to all information, including the books, account, vouchers, internal policies and circulars and other records and documentation, of the Bank, whether kept at the head office of the Bank or elsewhere, of which management is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - (ii) All information, such as internal policies and circulars, records and documentation, and other matters that are relevant to our assessment of internal financial controls;
 - (iii) Management's evaluation and assessment of the adequacy and effectiveness of the Bank's internal financial controls, based on the control criteria established by the management and all deficiencies, significant deficiencies and material weaknesses in the design or operations of internal financial controls identified as part of management's evaluation;
 - (iv) Additional information that we may request from [management] for the purpose of the audit;
 - (v) Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. This includes our entitlement to require from the officers of the Bank such information and explanations as we may think necessary for the performance of our duties as auditor;
 - (vi) Any communications from regulatory agencies concerning non-compliance with or deficiencies in financial reporting practices and the Bank's response thereon;
 - (vii) Management's conclusion over the Bank's internal financial controls based on the control criteria set above as at the balance sheet date [insert date];
 - (viii) Informing us of significant changes in the design or operation of the Bank's internal financial controls that occurred during or subsequent to the date being reported on, including proposed changes being considered;
 - (ix) Providing us with the component auditors' report under section 143(3)(i) in the case of components that are companies covered under the Companies Act 2013 for the purposes of our reporting in the case of the consolidated financial statements of the Bank.
- (c) As part of our audit process, we will request from (management and, where appropriate, those charged with governance), written confirmation concerning representations made to us in connection with the audit. Non submission of written confirmation to the representations asked for or Non

provision of any information asked for could possibly invite issuance of necessary disclaimers or qualifications in the auditor's report on Internal Financial controls over Financial Reporting.

We also wish to invite your attention to the fact that our audit process is subject to 'peer review' / 'quality review' under the Chartered Accountants Act, 1949 to be conducted by an Independent reviewer. The reviewer may inspect, examine or take abstract of my / our working papers during the course of the peer review / quality review.

Reporting

Our audit report will be issued pursuant to the requirements of Section 143(3)(i) of the Act. The form and content of our report may need to be amended in the light of our audit findings.

Our opinion on the adequacy and operating effectiveness of internal financial controls over financial reporting in the case of the consolidated financial statements of the Bank, in so far as it relates to subsidiary companies, jointly controlled companies and associate companies incorporated in India, will be based solely on the reports of the auditors of such companies.

This letter should be read in conjunction with our letter dated ___ for the audit of the standalone and consolidated financial statements of the Bank under the Act.

We look forward to full co-operation from your staff during our audit.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the internal financial controls over financial reporting including our respective responsibilities.

Date: (name of the firm)
Place: Chartered Accountants
.....
(Signature)
(name of the member)
(Designation⁶⁹)

Acknowledged on behalf of _____ {Insert Bank Name} Limited

Name and Designation:
Date:

⁶⁹ Partner or proprietor, as the case may be.

APPENDIX X

Illustrative Checklist on Audit consideration in a CIS Environment

While carrying out the audit in fully computerised environment, it is important to note that the primary audit objective does not undergo change, it is only the approach and methodology that undergoes a change. For achieving the primary objective in each of the aspects of the financial statements - balance sheet, profit and loss account, financial disclosures, notes to accounts, and special purpose certificates, the auditors must consider the following broad suggestions:

- Clearly identify and document the underlying audit objective and also the significant inherent risks (accounting, compliance, etc.) involved in each of the area.
- Gain an understanding of the IT system in use, flow of activities/processes, data interface, flow of accounting entries, regular and exception reports generated on daily basis, critical manual processes and controls.
- Understand and document the processes involved and IT systems used for month end and year-end financial closures and data extractions.
- Identify sample size and carry out test of controls and substantive checking.
- Document process and results.
- Form an opinion.

The following indicative checklist can be used (centralised and decentralised) while undertaking the audit in fully computerised environment:

Sr. No.	Particulars	Yes/No/NA	Comments
A	Basic Approach and Methodology – Centralised		
i.	Have you understood the overall IT Policy, IT organization structure, IT Governance framework and control environment of the bank and the relation thereof to the preparation and presentation of financial statements?		

Sr. No.	Particulars	Yes/No/NA	Comments
ii.	Have you obtained sufficient appropriate information about the total IT systems in use and the area covered therein?		
iii.	Have you obtained flow charts of activities in relation to data entry, recording, processing, storage and interface in each of the systems? Obtain a list of unprocessed transactions as at the year end.		
iv.	Have you gathered information about the critical IT and manual controls in relation to data processing and data interface, in general, and accounting and preparation and presentation of financial statements in particular?		
v.	Have you reviewed the process documents for all the critical processes having bearing on recording of transactions and preparation and presentation of financial statements? In case the processes are not documented, have you ensured that written representation explaining the whole process has been taken on record?		
vi.	Have you reviewed the work done by other agencies, such as, internal auditors, concurrent auditors, internal inspectors and system auditors in relation to IT processes and systems? Have you documented significant observations, if any, made by any of the above agencies?		
vii.	Have you enquired about the major breakdowns/corruption in system/data, cyber frauds, frauds using computer etc. and root causes during the year having bearing on the preparation and presentation of financial statements and how the same were resolved? Obtain details of unresolved issues, if any, as at the year end.		
viii.	Have you identified the samples for test of controls and substantive checking? Have you documented the process of sampling and the details of sample selected? Have you taken		

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Sr. No.	Particulars	Yes/No/NA	Comments
	screen shots of the relevant accounts/data used in sampling?		
ix.	Have you compared the outcome of testing with the financial records? Are you satisfied with the results of test of controls and substantive checking? If not, have you taken some more samples for further testing?		
x.	If you are not satisfied with the results, has this been escalated to concerned officials and those issues have been resolved.		
xi.	Are there any unresolved issues and have you noted the same for final reporting?		
xii.	Have you documented the entire audit process and significant observation at all stages?		
xiii.	Have you obtained written representations from the management on all the required matters?		
B	System of accounting and record keeping – Centralised		
i.	Have you understood the process of creating head of accounts? Are there adequate controls on creating new heads of accounts and closing unused heads of account? Obtain a list of accounts heads created and closed during the year?		
ii.	Have you understood the nature and title of all the account heads used in preparation and presentation of financial statements? Obtain written note on basic purpose and usage of all head of accounts and their mapping/linkage with main heads of financial statements.		
iii.	Have you understood process of recording transactions in all the heads of accounts including routing/intermediary accounts? Obtain a list of all the routing accounts and purpose and usage thereof? Review the balances held and the ageing of these		

Sr. No.	Particulars	Yes/No/NA	Comments
	accounts as at the year end.		
iv.	Have you understood the concept of out of the book entries passed at the year end for the purpose of financial closure and subsequent accounting/reversal thereof? Obtain a list of common OBE passed the year end. Have you reviewed the OBE passed at year end and also subsequent accounting and reversal thereof till the date of signing?		
v.	Have you ensured that the balances as the general ledger are tallied with the balances as per the sub-systems used for recording primary transactions? In case of significant differences, ensure that the same are reported in the audit report as qualification?		
vi.	In respect of financial information required for disclosures in the notes to accounts and also for special purpose certificate, have you understood the process of compiling information and the underlying systems used? Obtain all the backup papers used for generating such financial information.		
C	Certain specific aspects – Decentralised		
i.	In case of deposits have you understood various types of deposits and carried out test check to ensure interest accrual, application, year end provisions, TDS calculations, etc., are correct? (In view of voluminous records/accounts, many a times, it is not possible to compare the results of test of controls and substantive checking for year end interest accrual with the books of account as individual customer level data is not generated.) Please document the process and test results.		
ii.	In case of advances have you understood various types of facilities being offered, the process of monitoring the limits and interest accrual and application (including year end provisions) in accounts under various types of		

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Sr. No.	Particulars	Yes/No/NA	Comments
	<p>facilities? Special care needs to be taken while monitoring the excesses/over-limits in case of fungible/interchangeable limits. Special care also needs to be taken for new age products being offered by various banks, such as, Channel Financing, Business Banking, Small and Medium Enterprises Financing, Gold Loans, etc. (In view of voluminous records/accounts, many a times, it is not possible to compare the results of test of controls and substantive checking for year end interest accrual with the books of account as individual customer level data is not generated.) Please document the process and test results.</p>		
iii.	<p>In case of advances have you understood the process of identifying non-performing assets (NPA) under various types of facilities (cash credit, overdraft, term loan, packing credit, bill purchase and discounting) and segments (wholesale and retail)? Special care need to be taken while reviewing the overdue or DPD (days past due) reports provided by the banks, as many banks have filtration process before final reports are generated. (In case private sector and foreign banks, the retail assets are categorised under various products and monitored accordingly for asset classification and security-wise classification. Even the NPA norms (which are generally more stringent than RBI norms) and security-wise classification is decided on product level basis and applied accordingly.</p>		
iv.	<p>Have you understood the process of identifying NPA borrower-wise and not facility-wise? (In case of private sector banks and foreign banks, due to voluminous data, such identification is either not done or is done at a time lag and in some case, the customer data in retail portfolio is not matched with wholesale portfolio for this</p>		

Sr. No.	Particulars	Yes/No/NA	Comments
	<p>purpose. Further, special care need to be taken in case of new age products as, in some banks, these facilities may not fall within wholesale and retail portfolio for the purpose of monitoring.) (Understand the process of identification of all the facility of borrower. In few bank, each customer has been identified separately through Unique Customer Code (UCC) whereas in some bank pan number etc used to identify all the facility enjoyed by the borrower. Verify whether the bank run the process to identify all facility of borrower through UCC code or pan number or any other method.) Please document the process and test results.</p>		
v.	<p>In case of foreign currency assets and liabilities, have you understood the process of revaluation (as per Accounting Standard (AS) 11 /FEDAI guidelines) periodically and at the year end, as the case may be? Please document the process and results.</p>		
vi.	<p>In case of sundry assets and liabilities, have you understood the usage, process of clearance of outstanding items, periodic ageing and reporting and provisioning of old items? (In case of fully computerised banks, some of these heads of account are used as routing accounts and have specified frequency for periodic clearance.) Please document the process and test results.</p>		
vii.	<p>In case of day to day operating expenses, have you understood the process of accounting, payments, TDS calculation and year end provisioning? (In case of private sector banks, the accounting and payment of expenses is centralised and there may be substantial time gap between receipt of goods/services, receipt of bill and accounting thereof. Special care need to be taken for</p>		

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Sr. No.	Particulars	Yes/No/NA	Comments
	<p>provision for expenses as at the year end. Further in case of payments to staff, many banks do not provide access to staff records due to confidentiality. In such cases, please ensure that alternate audit approach is used to verify aggregate payments instead of merely relying on representation by the management or outsourced service provider.) Please document the process and test results.</p>		
viii.	<p>In case of fixed assets have you understood the process of the entire process of purchasing fixed assets and the capitalisation and their tagging and amortisation thereof? (Due to voluminous transactions and internal processes involved in purchase of fixed assets, many banks follow the practice of capitalising the assets (largely in case of IT assets) on the date of payment rather than date on which asset is ready for use or date on which asset is put to use. Such practices must be corrected.) Please document the process and test results.</p>		
ix.	<p>Have you understood the process of maturity-wise classification of assets and liabilities of the bank? (In many banks it is not possible to compare the results of test check carried out in this regard with the actual classification, as it is in-built in the basic system and moreover, the account level information is not readily available.) Please document the process and test results.</p>		
x.	<p>In case of data migration from one platform to another platform have you verified that the same was error free and there are no pending issues having bearing on the preparation and presentation of financial statements with migration report?</p>		
xi.	<p>In case of errors spotted during the audit, have you enquired about the primary reason/s and specific pattern/s, if any for the</p>		

Sr. No.	Particulars	Yes/No/NA	Comments
	errors? (In computerised accounting, due to automated data processing, it is quite likely that there are some primary reasons and some patterns behind the errors which, if not detected, could lead to serial misstatement in the financial statements.) Please document the process and test results.		

APPENDIX XI

Illustrative List of Special Purpose / Exception Reports in CBS

The following indicative list of reports will benefit SCAs and SBAs (if shared in advance) while undertaking the audit in fully computerised environment:

Advances

Sr. No.	Report
i.	Advances Snapshot covering all important parameters
ii.	Accounts with overdue in excess of 90 Days and are classified as Standard Assets
iii.	List of LCs devolved during the period / year and current status of account
iv.	List of BGs invoked during the period / year and current status of account
v.	Standalone Non Fund Based Limits granted to customers
vi.	List of SMA / Watchlist / Probable NPA/Weak account accounts as on the last date of Audit period
vii.	Backdated updation of stock and book debt statements (Difference between Date of updation in CBS and Date of Stock Statement updated)
viii.	List of Accounts wherein the facility is not renewed / reviewed
ix.	List of Accounts slipped to NPA during the current period
x.	List of Accounts wherein there is an amendment in Date of NPA
xi.	List of Accounts written off during the period / year
xii.	List of Accounts upgraded (alongwith date of upgrade and the overdues on the date of upgrade)
xiii.	Quick Mortality (NPA within 1 year of Advance)
xiv.	List of NPA Accounts with Security Valuation not carried out within the prescribed period
xv.	List of accounts wherein rephasement (Change in EMI, Tenor, Moratorium period) is carried out in CBS (excluding rephasement due to change in the reference rate)
xvi.	Loan / OD against FD with no linkage to FD (i.e. Security)

Sr. No.	Report
xvii.	Loan to Minor (Excluding Non individual accounts and excluding Education, Loan/OD against Deposit cases)
xviii.	Loans below the benchmark rate (as applicable in each bank)
xix.	Loans above the maximum lending rate (as applicable in each bank)
xx.	Loans where disbursement is made in Cash (Threshold limit may be prescribed)
xxi.	Credit transactions in CC / OD / Loan Accounts with Value Date (Back Date) without Value Date (Back Date) at Debit Leg.
xxii.	Advance accounts where effective interest rate is Zero.
xxiii.	CC Accounts with primary security is "Nil"
xxiv.	Multiple TODs / Adhoc Sanctions for a customer.
xxv.	Non delinking of Adhoc facility sanctioned on expiry

Profit & Loss

Sr. No.	Report
i.	Manual debit to Interest Income and Other Income Account
ii.	Manual credits to Interest Income and Other Income Account
iii.	Manual debit to Interest Expense Account
iv.	Interest Pegging marked as "Y" for loans sanctioned at variable rate i.e. w.r.t. benchmark rates (Pegging may freeze the interest rate at the respective time.)

Foreign Exchange, Internal Controls and Systems

Sr. No.	Report
i.	Bills under LC devolved and not crystallized. / Bills under LC devolved wherein the crystallization account is office account / not of customer.
ii.	Export Bills discounted / purchased and outstanding beyond due dates.
iii.	Packing Credits Accounts outstanding beyond due dates / Running Packing Credit accounts with age of un-utilized orders is more than 365 days.
iv.	Resident Customers having Non Resident Account (under same or multiple customer master)
v.	NRE Account Holder having Resident Savings Account (under same or multiple customer master)

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vi.	FDs / RDs with aggregate balance at customer master level in excess of Rs. 20,000 and closed one / all FDs / RDs in cash
vii.	Cash Payments from Office Accounts in excess of Rs. 10,000
viii.	Non Senior Citizen customers (based on DOB) with Senior Citizen Interest Table code
ix.	Preferential Interest Rate applicable to Staff applied in non staff deposit (Refer the policy of bank w.r.t. extending facility to ex-staff and relatives of staff / ex-staff)
x.	List of Outstanding Office Accounts entries (Pointing type accounts)
xi.	Accounts with invalid PAN (No. of digits, structure, constitution code mapping with 4 th Digit)
xii.	List of Foreign Exchange transactions with Exchange Rates beyond the card rate / Maximum-Minimum Rate during the period

CAPITAL ADEQUACY

Sr. No.	Report
i.	Accounts above threshold limit wherein External Credit Rating is not obtained / updated
ii.	Bank Guarantees and LC Expired and not reversed.
iii.	Accounts with mismatch in Constitution code and BASEL Mapping

The above list of reports is indicative only. There are various other reports that can be generated. However, the generation of reports requires in-depth review of bank's systems, processes and gaps. The reports can be made more effective through continuation review and update mechanism.

APPENDIX XII

Features of the Gold Monetization Scheme

The Broad features of the Gold Monetization Scheme are summarised below:

Acceptance of Deposits and Interest accretion	<ol style="list-style-type: none">1. Deposits under the scheme are to be made at the<ol style="list-style-type: none">a. Collection and Purity Testing Centre (CPTC) -the collection and assaying centres certified by the Bureau of Indian Standards (BIS) and notified by the Central Government for the purpose of handling gold deposited and redeemed under the Scheme, orb. designated bank branches, where, at their discretion, banks may accept the deposit of gold.2. Minimum Deposits -With no maximum limit for deposit, the minimum deposit at any one time shall be raw gold (bars, coins, jewellery, excluding stones and other metals) equivalent to 30 grams of gold (of 995 fineness only).3. Assaying of Gold - All gold deposited under the scheme, whether tendered at the CPTC or designated bank branches, shall, (except standard good delivery gold accepted at the designated branches), be assayed at CPTC for fire assaying.4. Interest on such deposits accrues from the date of conversion of gold deposited into tradable gold bars after refinement or 30 days after the receipt of gold at the CPTC or the bank's designated branch, as the case may be, whichever is earlier.5. Gold deposited to be treated as an item in safe custody - Between the date of acceptance of the gold and till commencement of the date of accretion of interest, the gold deposited shall be treated as an item in safe custody held by the designated bank.
Valuation	On the day the gold deposited starts accruing interest, the designated banks shall translate the gold liabilities and assets in Indian Rupees*. The prevalent custom duty for import of gold will be added to the above value to arrive at the final value of gold. This methodology will also be followed

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	<p>for valuation of gold at any subsequent valuation date(s) and for the conversion of gold into Indian Rupees under the Scheme.</p> <p><i>(*by crossing the London AM fixing for Gold / USD rate with the Rupee-US Dollar reference rate announced by RBI on that day)</i></p>
<p>Reporting to RBI</p>	<p>The designated banks will be required to submit a monthly report on GMS to the RBI in the prescribed format.</p> <p>However, as per RBI Circular No. DGBA GAD No 2294/15.04.001/2016-17 dated March 6, 2017, in order to have uniformity in reporting, reconciliation and accounting, agency banks may report the Gold Monetisation Scheme transactions i.e., receipt, payment, penalty, interest, commission for mobilisation, handing charges, etc., directly through the government account maintained for the purpose at Central Accounts Section, Reserve Bank of India, Nagpur, on a daily basis.</p>
<p>Opening of Gold Deposit Account</p> <p><i>(opened with a designated bank under the Scheme and denominated in grams of gold)</i></p>	<p>Customer identification criteria as applicable to any other deposit accounts (<i>KYC norms</i>), shall apply and non-customers can open a gold deposit account with zero balance at any time prior to tendering gold at the CPTC.</p> <p>The designated banks will credit/record the STBD or MLTGD, as the case may be (with the amount of 995 fineness gold as indicated in the advice received from CPTC), after 30 days of receipt of gold at the CPTC, <i>regardless of whether the depositor submits the receipt for issuance of the deposit certificate or not.</i></p> <p><u>Tendering of gold to CPTC</u></p> <p>Before tendering the raw gold to a CPTC, the depositor shall indicate the name of the designated bank with whom he would like to place the deposit.</p> <p>After assaying the gold, the CPTC will issue a receipt signed by authorised signatories of the centre showing the standard gold of 995 fineness on behalf of the designated bank indicated by the depositor. Simultaneously, the CPTC will also send an advice to the designated bank regarding the</p>

	<p>acceptance of deposit.</p> <p><u>Fee to CPTC</u></p> <p>If in agreement with result of the fire assay test, the customer will exercise his option to deposit the gold with the bank and the fee charged by the CPTC will be borne by the bank. In case of any disagreement with the fire assay result, the customer will have the option to take back the melted gold after paying a nominal fee to the centre.</p> <p><u>Documentation</u></p> <p>Standard documentation (designed by IBA including application form for tendering raw gold to the assaying centers, the description of the physical appearance/ characteristics of gold, recording of the results of XRF by the assaying centre, customer's consent for melting the gold for fire-assaying and for making the final deposit, the final receipt to be issued to the depositor), are to be made known and available to the CPTCs and to the depositor upfront and should include all the terms and conditions of the Scheme including the schedule of charges.</p> <p>-----</p> <p><i>(The 995 fineness equivalent amount of gold as determined by the CPTC will be final and any difference in quantity or quality found after issuance of the receipt by the CPTC including at the level of the refinery due to refinement or any other reason shall be settled among the three parties viz., the CPTC, the refiner and the designated bank in accordance with the terms of the tripartite agreement to be entered into.)</i></p>
<p>Types of deposits</p>	<p>1.Short Term Bank Deposit. (STBD)</p> <p>2.Medium and Long Term Government Deposit. (MLTGD)</p>
<p>Short Term Bank Deposit (STBD)</p>	<p>Duration - for a short term period of 1-3 years <i>(with a roll over in multiples of one year)</i>, to be treated by banks as their on-balance sheet liability; the duration being subject to such minimum lock-in period and penalties, if any, as may be determined by the banks as per their laid down policy.</p> <p>Interest-banks are free to fix the interest rates; and the interest shall be credited in the deposit accounts on the</p>

	<p>respective due dates and will be withdrawable periodically or at maturity as per the terms of the deposit.</p> <p>Redemption of principal and interest at maturity will, at the option of the depositor be either in Indian Rupee equivalent of the deposited gold and accrued interest based on the price of gold prevailing at the time of redemption, or in gold. The option in this regard shall be made in writing by the depositor at the time of making the deposit and shall be irrevocable:</p> <p>Premature redemption, if any, shall be in Indian Rupee equivalent or gold at the discretion of the designated bank.</p> <p><i>Imports permitted by designated banks for redemption</i></p> <p>The designated banks other than the nominated banks shall be eligible to import gold only for redemption of the gold deposits mobilised under the STBD.</p> <p><i>(Nominated bank – A Scheduled Commercial Bank authorized by RBI to import gold in terms of RBI circular A.P.(DIR Series) Circular No.79 dated February 18, 2015)</i></p> <p>CRR and SLR</p> <p>CRR and SLR requirements apply (as per instructions of RBI) from the date of credit of the amount to the deposit account. However, the stock of gold held by banks in their books will be an eligible asset for meeting the SLR requirement in terms of RBI Master Circular - Cash Reserve Ratio (CRR) and Statutory Liquidity Ratio (SLR) dated 1 July 2015.</p> <p><u>End use</u></p> <p>In respect of gold mobilised under the STBD, the designated banks may:</p> <ul style="list-style-type: none"> ○ sell the gold to MMTC for minting India Gold Coins (IGC), to jewellers and to other designated banks participating in GMS; or ○ lend the gold under the GML scheme to MMTC for minting India Gold Coins (IGC) and to jewellers.
<p>Medium and Long Term Government Deposit</p>	<p>Deposits shall be accepted by the designated banks on behalf of the Central Government <i>and shall constitute the liability of Central Government; and the receipts issued by the Collection and Purity Testing Centre (CPTC) - the</i></p>

<p>(MLTGD)</p>	<p>collection and assaying centres certified by the Bureau of Indian Standards (BIS) and notified by the Central Government for the purpose of handling gold deposited and redeemed under the Scheme, <i>and the deposit certificate issued by the designated banks shall clearly state this.</i></p> <p><i>Accordingly,</i> such deposits shall not be reflected in the balance sheet of the designated banks. Reserve Bank of India will maintain the Gold Deposit Accounts denominated in gold in the name of the designated banks that will in turn hold sub-accounts of individual depositors.</p> <p>Control over the gold deposited - The designated banks will hold the gold deposited on behalf of Central Government until it is transferred to such person as may be determined by the Central Government.</p> <p>The gold received under MLTGD will be auctioned by the agencies notified by Government and the sale proceeds will be credited to Government's account held with RBI.</p> <p>The details of auctioning and the accounting procedure will be notified by Government of India.</p> <p>Duration - the deposit can be made for a medium term period of 5-7 years or a long term period of 12-15 years or for such period as may be decided from time to time by the Central Government. (<i>The designated banks may allow whole or part premature withdrawal of the deposit subject to such minimum lock-in period and penalties, if any, as determined by the Central Government.</i>)</p> <p>Redemption of the deposit including interest accrued - Redemption will be only in Indian Rupee equivalent of the value of the gold and accumulated interest as per the price of gold prevailing at the time of redemption.</p> <p>However, as per RBI Circular No. DGBA.GBD.No.1007/15.04.001/2017-18 dated October 17, 2017.</p> <ul style="list-style-type: none"> - Reimbursement of payments made by banks, relating to Medium and Long Term Government Deposit (MLTGD), will be made by Central Account Section (CAS), Nagpur, RBI.
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	<p>- Accordingly, banks are advised to pay immediately the interest amount already due to the depositors and to take note that, in future, payment of interest to the depositors is to be made on the due dates. After making payments, the banks may raise claim to Government through RBI (CAS, Nagpur).</p> <p><u>End Use:</u></p> <p>Gold accepted under MLTGD will be auctioned by MMTC or any other agency authorized by the Central Government and the sale proceeds credited to the Central Government's account with RBI.</p> <p>The entities participating in the auction may include RBI, MMTC, banks and any other entities notified by the Central Government in this regard.</p> <p>Gold purchased by designated bank under the auction may be utilized by them and they may :</p> <ul style="list-style-type: none"> ○ sell the gold to MMTC for minting India Gold Coins (IGC), to jewellers and to other designated banks participating in GMS; or ○ lend the gold under the Gold Metal Loan (GML) Scheme to MMTC for minting India Gold Coins (IGC) and to jewellers.
<p>Tripartite agreement between the designated banks, refiners and CPTCs</p>	<p>The designated bank shall enter into a legally binding tripartite agreement with the refiners and CPTCs with whom they tie up under the Scheme; the refiners being refineries accredited by the National Accreditation Board for Testing and Calibration Laboratories(NABL) and notified by the Central Government for the purpose of handling gold deposited and redeemed under GMS.</p> <p>The agreement shall cover nature of services to be provided, standards of service, arrangements regarding movement of gold, payment of fees and rights and obligations of the parties.</p>
<p>Transfer of gold to the Refiners</p>	<p>The CPTCs will transfer the gold to the refiners as per the terms and conditions set out in the tripartite agreement.</p> <p>The refined gold may, at the option of the designated bank, be kept in the vaults maintained by the refiners or at the</p>

	<p>branch itself.</p> <p>For the services provided by the refiners, the designated banks will pay a fee as decided mutually.</p> <p>The refiners shall not collect any charge from the depositor.</p>
<p>Oversight over the CPTCs and Refineries</p>	<p>1. The Central Government:</p> <ul style="list-style-type: none"> • in consultation with BIS, NABL, RBI and IBA, may put in place appropriate supervisory mechanism over the CPTCs and the refiners so as to ensure observance of the standards set out for these centres by Government (BIS and NABL). • may take appropriate action including levy of penalties against the non-compliant CPTCs and refiners. • may put in place appropriate grievance redress mechanism regarding any depositor's complaints against the CPTCs. <p>2. Complaints against the designated banks regarding any discrepancy in issuance of receipts and deposit certificates, redemption of deposits, payment of interest will be handled first by the bank's grievance redress process and then by the Banking Ombudsman of RBI.</p>
<p>Risk management</p>	<p>The designated banks should put in place suitable risk management mechanisms including appropriate limits to manage the risk arising from gold price movements in respect of their net exposure to gold.</p> <p>The designated banks are allowed to access the International Exchanges, London Bullion Market Association or make use of Over-the-counter contracts to hedge exposures to bullion prices subject to the guidelines issued by RBI.</p>

APPENDIX XIII

Illustrative Audit Checklist for Capital Adequacy

The checklist is only illustrative in nature. Members are expected to exercise their professional judgment while using the checklist depending upon facts and circumstances of each case.

Audit Procedures	
CET 1, AT 1 and Tier II	
1. Tally the balances in the various elements of Capital from the trial balance/ groupings/ draft financial statements.	
2. Check whether various instruments comply with the guidelines as laid down in the Master Circular by referring to the Terms of Offer and whether the same are approved by the Board or other appropriate committee.	
3. Check whether appropriate discounting has been applied in the case of instruments issued.	
4. In case of foreign banks, examine whether the undertaking has been obtained that the bank would not remit abroad the funds received and shown as Capital Reserve or Remittable Surplus.	
5. Examine whether various limits upto which individual elements are to be included in CET1, AT1 and Tier II capital as laid down in the Master Circular are adhered to.	
6. Verify various deductions with the balances in the audited accounts and check the same for limits and eligibility (e.g. securitisation exposure) as laid down in the Master Circular.	
7. Verify the correctness of progressive discount based on the remaining maturity of instruments eligible for AT1 and Tier II.	

<p>Capital Charge on Credit Risk</p>	
<p>The capital charge for credit risk is the sum total of the capital charge to be maintained in respect of the following:</p> <ul style="list-style-type: none"> ● On balance sheet items. ● Off balance sheet items. ● Failed transactions. ● NPAs. ● Securitisation transactions. <p>duly adjusted for haircuts based on the nature of the collateral.</p>	
<p>Risk Weights – On Balance Sheet Items</p>	
<p>The risk weights for all on balance sheet items need to be determined based on the credit ratings assigned by the rating agencies chosen by the RBI.</p>	
<p>1. Reconcile the balances of various advances and other operating receivables where there is a credit risk and which are considered for calculation with the following schedules in the financial statements to ensure completeness:</p> <ul style="list-style-type: none"> ● Schedule 6 – Cash and balances with Reserve Bank of India. ● Schedule 7- Balances with Banks and Money at Call and Short Notice. ● Schedule 9- Advances. ● Schedule 11(vi) – Other Assets – Others. 	
<p>2. Review and document the process of compilation and mapping of the various items on balance sheet based on the categories and their risk weights together with the appropriate ratings and / or other conditions, as applicable.</p>	
<p>3. For a sample of transactions verify the ratings with the letters issued by the rating agencies and accordingly check the correctness of the risk weights assigned.</p>	
<p>4. In cases where the risk weights are dependent</p>	

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<p>on the fulfilment of certain conditions (other than ratings) verify the compliance therewith based on the appropriate documentary evidence. (e.g. claims on banks, regulatory retail portfolio, claims against residential property etc.)</p>	
<p>5. Verify the validity of guarantees issued by Central or State Government. Verify whether the bank has properly classified claims on State Government and claims guaranteed by State Government due to difference risk weight.</p>	
<p>6. Verify the correctness of claims on CGTSI and ECGC.</p>	
<p>7. Verify the classification of loans – restructured loans/ NPAs/ NBFC/ CRE/ CRE-RH etc.</p>	
<p>8. Verify LTV ratio on a test check basis in respect of housing loans.</p>	
<p><i>Risk Weights – Off Balance Sheet Items</i></p>	
<p>The risk weight for all off balance sheet credit exposures is generally calculated as a two step process as under, separately for market and non-market related exposures:</p> <ul style="list-style-type: none"> • The notional amount is converted into a credit equivalent amount by multiplying the amount by the specified credit conversion factor (for non market transactions) or by applying the current exposure method (for market related transactions). • The resulting credit equivalent amount is multiplied by the risk weight applicable to the counterparty or the purpose for which finance is extended or the type of asset, whichever is higher. <p>Where the exposure is secured by eligible collateral or guarantee, the credit risk mitigation guidelines may be applied.</p>	

1. Reconcile the balances of the various off balance sheet exposures which are considered for calculation with the financial statements, especially the schedule of contingent liabilities.	
2. Review and document the process of compilation and mapping of the various off balance sheet item based on the nature of the instruments.	
3. For a sample of non-market transactions, check the calculations of the credit equivalent amount with specified credit conversion factor based on the nature of the instrument. Check the necessary documentation to confirm the nature of the instrument.	
4. For a sample of market related transactions, check the necessary documentation to confirm the nature of the contract and accordingly check the calculations for the current credit exposure and the potential future exposure.	
5. Verify the classification of Financial and Performance Guarantee by perusing the sample guarantee issued by the branches.	
6. Verify whether bills accepted under Letter of Credit is assigned 100% risk weight as CCF.	
7. Verify whether the bank has proper control for accounting Buyer's credit/ Letter of Comfort.	
8. Verify the correctness of undrawn exposures.	
Capital Charge – Failed Transactions	
1. Review and document the procedures for tracking and monitoring the credit risk exposure arising from unsettled transactions, both on Delivery Versus Payment (DVP) and non DVP basis.	
2. For a sample of DVP transactions, examine whether the settlement has taken place on a timely basis. In case of delays, check the calculation of the capital charge by multiplying the positive current exposure by the	

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prescribed factor depending upon the number of days delayed.	
3. For a sample of non-DVP transactions, examine whether the settlement has taken place as per the contracted maturity. In case of delays, ascertain whether any payment made is considered as a loan and the appropriate risk weight is considered. In case of settlement beyond five days ascertain whether the full amount is deducted from the capital.	
Risk weights – NPAs	
1. Review and document the procedures for identifying the unsecured portion of NPAs separately for qualifying residential mortgages and others.	
2. For a sample of residential mortgages which are NPAs, examine whether they meet with the qualifying criteria with regard to the LTV ratio and other factors and accordingly check the assignment of the risk weight for the unsecured portion depending upon the level of provisioning.	
3. For a sample of NPAs other than residential mortgages check the assignment of the risk weight based on the level of provisioning.	
4. In respect of 3 above for identifying the secured portion examine whether only eligible collateral are considered and the same are properly documented and the bank has a clear and marketable title to realise the same.	
5. Verify whether bucketing in difference risk weight in respect of NPAs based on NPA provision is carried out by the system and verify the correctness of classification on a test check basis	
Capital Charge – Securitisation transactions	
Banks are required to hold regulatory capital after	

<p>adjusting the prescribed deductions eligible against all securitisation exposures including those arising from provision of credit mitigants, investment in asset backed securities, retention of subordinated tranche and extension of liquidity facility or credit enhancement.</p>	
<p>Examine whether the securitisation transactions fulfil the requirements as prescribed in Master Circular on “Prudential Guidelines on Capital Adequacy and Market Discipline - New Capital Adequacy Framework” (extract of the ‘Revision to the Guidelines on Securitisation Transactions’, issued vide circular DBOD.No.BP.BC.103/21.04.177/ 2011-12 dated May 07, 2012 on 'Revision to the Guidelines on Securitisation Transactions') to be eligible for deduction from capital.</p>	
<p>1. Based on the above, for a sample of transactions / deals examine whether the prescribed deduction from both CET 1, AT I and Tier II capital has been correctly done based on the rating and the level of provisions. Review the necessary documentation in support of the same.</p>	
<p>2. Based on the above ascertain whether the appropriate risk weights have been assigned.</p>	
<p>Collateral Risk Management and Credit Risk Mitigation</p>	
<p>The objective of collateral risk management is to ensure that only the eligible collateral are considered for netting off which are adjusted for volatility depending upon the nature of the capital and further subjected to various types of haircuts for different categories of mismatches like currency and tenor mismatches.</p>	
<p>1. Review and document the process for collateral risk management as appropriate and relevant including but not limited to:</p> <ul style="list-style-type: none"> ● Ageing reports. ● Confirmation procedures. 	

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<ul style="list-style-type: none"> • Control of documents. • Compliance with covenants. • Audit of collateral by independent agencies. 	
<p>2. Examine whether the bank has complete legal rights to enforce the security including specific lien and is subject to haircuts for residual tenor mismatch and currency mismatch. Check the necessary documentation in respect thereof.</p>	
Capital Charge for Market Risk	
<p>Capital charge for market risk involves computation of the capital charge on interest rate related instruments and equities in the trading book and foreign exchange risk, including gold and other precious metals. Accordingly, the following would be covered:</p> <ul style="list-style-type: none"> • Securities under the HFT and AFS category. • Open gold and FX position limits. • Trading position in derivatives. • Derivatives entered into for hedging trading book exposures. 	
Interest Rate – General Market Risk	
<p>The capital requirement for general market risk is the sum of the following four components:</p> <ol style="list-style-type: none"> (i) Net short (only derivatives) or long position in the trading book. (ii) Small proportion of matched position for each time band. (vertical disallowance) (iii) A larger proportion of the matched positions across different time bands. (horizontal disallowance) (iv) Net change for positions in options where applicable. 	
<p>1. Reconcile the balances considered for calculation of the general interest rate risks trading book positions with the figures reported</p>	

in the financial statements.	
2. Review and document the process for computation of the price sensitivity (modified duration) for each instrument and test check the calculations for a sample of instruments.	
3. Review the process of capturing the above data into different time bands based on the maturity and accordingly apply the prescribed change in yield and check the calculations for the resulting capital charge and the consequential vertical and horizontal disallowances.	
<i>Interest Rate – Specific Risk</i>	
The specific interest rate capital charge for different types of debt securities / issuers is prescribed separately for the following categories: <ul style="list-style-type: none"> • Central, State and Foreign government bonds under HFT and AFS category. • Banks bonds under HFT and AFS category. • Corporate bonds and securitised debt under HFT and AFS category. 	
1. Reconcile the balances of government securities under AFS and HFT considered for computation of specific interest rate capital charge with the financial statements.	
2. Review and document the process of compilation of data in respect of various types of government securities under AFS and HFT based on the type of investment and the residual maturity.	
3. For a sample of transactions in respect of the above, verify the allocation percentage of the specific risk capital based on the type of investment and residual maturity based on the verification of the relevant documentation.	
4. Reconcile the balances of bonds issued by	

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<p>banks under AFS and HFT considered for computation of specific interest rate capital charge with the financial statements.</p>	
<p>5. Review and document the process of compilation of data in respect of various types of bonds issued by banks held as investments under AFS and HFT based on the following parameters:</p> <ul style="list-style-type: none"> • Level of capital adequacy. • Nature of the bank (scheduled or non-scheduled). • Residual maturity. 	
<p>6. For a sample of transactions in respect of the above, verify the allocation percentage of the specific risk capital based on the various parameters based on the verification of the relevant documentation.</p>	
<p>7. Reconcile the balances of corporate bonds and securitised debt under AFS and HFT considered for computation of specific interest rate capital charge with the financial statements.</p>	
<p>8. Review and document the process of compilation of data in respect of corporate bonds and securitised debt instruments held as investments under AFS and HFT based on the following parameters:</p> <ul style="list-style-type: none"> • Rating assigned. • Nature of the investment. • Residual maturity. 	
<p>9. For a sample of transactions in respect of the above, verify the allocation percentage of the specific risk capital based on the various parameters based on the verification of the relevant documentation.</p>	
<p>Equity – General and Specific Market Risk</p>	
<p>A uniform percentage of 9% is currently attracted for the gross equity position for both specific and general risks.</p>	

<p>Foreign Exchange and Gold</p>	
<p>These currently attract a risk weight of 100% which is in addition to the capital charge for credit risk for on and off balance sheet items.</p>	
<p>1. Check the computation of the net open position in each currency as a summation of the following:</p> <ul style="list-style-type: none"> • Net spot position. • Net forward position. • Guarantees and similar instruments. • Net future expenses / incomes not yet accrued but fully hedged. 	
<p>2. Based on the calculations of the market risk for each of the above check the computation of the aggregate capital charge of market risks.</p> <p><i>Interest rate risk</i></p> <p>a) General market risk</p> <ul style="list-style-type: none"> • Net position • Horizontal disallowance • Vertical disallowance <p>b) Specific market risk</p> <p><i>Specific and general market equity risk Foreign Exchange and gold.</i></p>	
<p>Capital Charge for Exposure to Entities with Unhedged Foreign Exchange Exposures (UFCE)⁷⁰</p>	
<p>1. Ascertain the amount of the UFCE: UFCE may exclude items which are effective hedge against each other viz. financial hedge and natural hedge. (On Sample basis, the UFCE considered by the Bank can be verified with the certificates issued by the statutory auditor of the borrower entities, which is usually taken by the Bank from them on a</p>	

⁷⁰ RBI/2013-14/448 DBOD.No.BP.BC. 85 /21.06.200/2013-14 dated January 15, 2014.

<p>quarterly/ half yearly basis.)</p> <p>2. Estimate the extent of likely loss.</p> <p>3. Estimate the riskiness of the unhedged position and provide appropriately:</p>		
Likely Loss/EBID (%)	Incremental Provisioning Requirement on the total credit exposures over and above extant standard asset provisioning	Incremental Capital Requirement
Upto 15 per cent	0	0
More than 15 per cent and upto 30 per cent	20bps	0
More than 30 per cent and upto 50 per cent	40bps	0
More than 50 percent and upto 75 per cent	60bps	0
More than 75 per cent	80 bps	
<p>Banks should calculate the incremental provisioning and capital requirements at least on a quarterly basis . However, during the periods of high USD-INR volatility, the calculations may be done on a monthly basis.</p>		
Capital Charge for Operational Risk		
<p>Currently banks are required to maintain capital charge for operational risk at 15% of the average gross income for the last three financial years</p>		
<p>1. Obtain the computation of the gross total income and verify the same from the respective years audited financial statements.</p>		

2. Examine whether the various deductions from the net profit are appropriately considered.	
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- For computing the gross income for determining the capital to be held against operational risk, there is a clarification that the same should be considered based on the average of the last three financial years. However, there is no clarity as to whether this includes the current financial year though the better practice would be to consider the average of the preceding three years.

Suggested Abbreviations used in the Banking Industry

Abbreviations have often been found to be used by the banking industry and in the Circulars/ guidelines/directions of the Reserve Bank of India. It is appropriate to understand what these abbreviations are:

<u>Abbreviation</u>	<u>Expanded form</u>
AACS	As Applicable to Co-operative Societies
ACF	Auto-Correlation Function
AD	Authorised Dealer
ADB	Asian Development Bank
ADR	American Depository Receipt
AE	Aggregate exposure
AFS	Annual Financial Statement
AFS	Available For Sale
AGM	Annual General Meeting
AICCCA	Association of Independent Consumer Credit Counseling Agencies
AIFI	All-India Financial Institution
AIRCSC	All India Rural Credit Survey Committee
ALM	Asset-Liability Management
AMC	Asset Management Company
AML	Anti-Money Laundering
AO	Additive Outliers
AR	Auto Regression
ARC	Asset Reconstruction Company
ARCIL	Asset Reconstruction Company (India) Ltd.
ARIMA	Auto-Regressive Integrated Moving Average

Suggested Abbreviations used in the banking industry

ASSOCHAM	Associated Chambers of Commerce and Industry of India
ATM	Asynchronous Transfer Mode
ATM	Automated Teller Machine
BCBS	Basel Committee on Banking Supervision
BCP	Business Continuity Planning Process
BCSBI	Banking Codes and Standards Board of India
BFS	Board for Financial Supervision
BG	Bank Guarantees
BIFR	Board for Industrial and Financial Reconstruction
BIS	Bank for International Settlements
BIS	Bureau of Indian Standards
B/L	Bill of Lading
BoE	Bill of Exchange
BoP	Balance of Payments
BOS	Banking Ombudsman Scheme
BOT	Build-Operate-Transfer
BPLR	Benchmark Prime Lending Rate
BPM5	Balance of Payments Manual, 5th edition
BPSD	Balance of Payments Division, DESACS, RBI
BPSS	Board for Payment and Settlement Systems
BR Act	Banking Regulation Act
BSC	Balanced Scorecard
BSCS	Basel Committee on Banking Supervision
BSE	Bombay Stock Exchange Ltd.
BSR	Basic Statistical Return
CAD	Capital Account Deficit
CAG	Controller and Auditor General of India
CALCS	Capital Adequacy, Asset Quality, Liquidity, Compliance and System
CAMELS	Capital Adequacy, Asset Quality, Management, Earnings,

Exposure Draft of Guidance Note on Audit of Banks (Revised 2019)

	Liquidity, Systems and control
CAP	Corrective Action Plan
CBLO	Collateralised Borrowing and Lending Obligation
CBS	Core Banking Solutions
CBS	Consolidated Banking Statistics
CC	Cash Credit
CCCS	Consumer Credit Counseling Service
CCDM	Credit Counseling and Debt Management
CCIL	Clearing Corporation of India Ltd.
CCP	Central Counter Party
CD Ratio	Credit Deposit Ratio
CD	Certificate of Deposit
CDBMS	Central Data-base Management System
CDBS	Committee of Direction on Banking Statistics
CDF	Co-operative Development Fund
CDR	Corporate Debt Restructuring
CDRM	Corporate Debt Restructuring Mechanism
CEO	Chief Executive Officer
CF	Company Finance
CFMS	Centralised Funds Management System
CFRA	Combined Finance and Revenue Accounts
CFS	Consolidated Financial Statements
CFT	Combating Financing of Terrorism
CGFT	Credit Guarantee Fund Trust
CGRA	Currency and Gold Revaluation Account
CGTSI	Credit Guarantee Trust for Small Industries
CRGFTLIH	Credit Risk Guarantee Fund Trust for Low Income Housing
CGTMSE	Credit Guarantee Fund Trust For Micro And Small Enterprises
CIBIL	Credit Information Bureau of India Limited

Suggested Abbreviations used in the banking industry

CII	Confederation of Indian Industries
CIN	Corporate Identity Number
CLCC	Central Labour Co-ordination Committee
CLF	Collateralised Lending Facility
CME	Capital Market Exposure
CMP	Conflict Management Policy
CO	Capital Outlay
COBIT	Control Objectives for Information and related Technology
CP	Commercial Paper
CPC	Cheque Processing Centre
CPI	Consumer Price Index
CPI-IW	Consumer Price Index for Industrial Workers
CPOS	Central Point of Supervision
CPPAPS	Committee on Procedures and Performance Audit on Public Services
CPSS	Committee on Payment and Settlement System
CPTC	Collection and Purity Testing Centre
CR	Capital Receipts
CRAR	Capital to Risk-Weighted Asset Ratio
CRCS	Central Registrar of Co-operative Societies
CRE	Commercial Real Estate
CRE – RH	Commercial Real Estate – Residential Housing Sector
CRILC	Central Repository of Information on Large Credits
CRR	Cash Reserve Ratio
CSA	Co-operative Societies Act
CSD	Customer Service Department
CSGL	Constituent Subsidiary General Ledger
CSIR	Council of Scientific and Industrial Research
CSO	Central Statistical Organisation

Exposure Draft of Guidance Note on Audit of Banks (Revised 2019)

CTR	Cash Transaction Report
CTS	Cheque Truncation System
CVC	Central Vigilance Commission
D&B	Dun & Bradstreet Information Services India (P) Ltd.
DAPs	Development Action Plans
DBOD	Department of Banking Operations and Development
DBS	Department of Banking Supervision
DCA	Debtor creditor agreement
DCB	Demand Collection and Balance
DCCB	District Central Co-operative Banks
DCCO	Date of Commencement of Commercial Operations
DCM	Department of Currency Management, RBI
DCRR	Department for Co-operative Revival and Reforms
DD	Demand Draft
DDS	Data Dissemination Standards
DEIO	Department of External Investments and Operations
DESACS	Department of Statistical Analysis & Computer Services, RBI
DFI	Development Finance Institution
DGBA	Department of Government and Bank Accounts, RBI
DGCI&S	Directorate General of Commercial Intelligence and Statistics
DI	Direct Investment
DICGC	Deposit Insurance and Credit Guarantee Corporation of India
DID	Discharge of Internal Debt
DLIC	District Level Implementation and Monitoring Committee
DMA	Direct Marketing Agent
DNSS	Deferred Net Settlement System
DP	Drawing Power
DPN	Demand Promissory Note

Suggested Abbreviations used in the banking industry

DPSS	Department of Payment and Settlement Systems
DRI	Differential Rate of Interest
DRT	Debt Recovery Tribunal
DSA	Direct Sales Agent
DSBB	Dissemination Standards Bulletin Board
DSCR	Debt Service Coverage Ratio
DTL	Demand and Time Liability
DvP	Delivery <i>versus</i> Payment
EBR	Export Bills Rediscounted
ECB	External Commercial Borrowing
ECB	European Central Bank
ECGC	Export Credit and Guarantee Corporation
ECS	Electronic Clearing Service
EDI	Electronic Data Interchange
EDMU	External Debt Management Unit
EEA	Exchange Equalization Account
EEC	European Economic Community
EEFC	Exchange Earners Foreign Currency
EFR	Exchange Fluctuation Reserve
EFT	Electronic Funds Transfer
EME	Emerging Market Economy
EMI	Equated Monthly Installment
EPF	Employees Provident Fund
ESOP	Employee Stock Option Plans
ETF	Empowered Task Force
EUR	Euro
EWS	Early Warning System
EXIM Bank	Export Import Bank of India
FAQs	Frequently Asked Questions
FBIL	Financial Benchmarks India Private Limited

Exposure Draft of Guidance Note on Audit of Banks (Revised 2019)

FCA	Foreign Currency Assets
FCAC	Fuller Capital Account Convertibility
FCCB	Foreign Currency Convertible Bond
FC GPR	Foreign Collaboration- General Permission Route
FCNR (B)	Foreign Currency Non-Resident (Banks)
FCNR	Foreign Currency Non-Resident
FCNRA	Foreign Currency Non-resident Account
FCNRD	Foreign Currency Non-Repatriable Deposit
FC TRS	Foreign Currency Transfer of Shares
FDI	Foreign Direct Investment
FDIC	Federal Deposit Insurance Corporation
FEDAI	Foreign Exchange Dealers Association of India
FEMA	Foreign Exchange Management Act
FFI	Foreign Financial Institution
FFMC	Full Fledge Money Changer
FI	Financial Institution
FICCI	Federation of Indian Chambers of Commerce and Industry
FII	Foreign Institutional Investor
FIMMDA	Fixed Income Money Market and Derivatives Association of India
FIPB	Foreign Investment Promotion Board
FISIM	Financial Intermediation Services Indirectly Measured
FITL	Funded Interest Term Loan
FIU-IND	Financial Intelligence Unit – India
FLAS	Foreign Liabilities and Assets Survey
FMC	Forward Market Commission
FMD	Financial Markets Department
FoB	Free on Board
FOF	Flow Of Funds
FPI	Foreign Portfolio Investment

Suggested Abbreviations used in the banking industry

FRA	Forward Rate Agreement
FRB	Floating Rate Bond
FRBM Act	Fiscal Responsibility and Budget Management Act
FRMS	Fraud Reporting and Monitoring System
FRN	Floating Rate Note
FSAP	Financial Sector Assessment Programme
FSR	Financial Stability Report
FSS	Farmers' Service Societies
FST	Financial Sector Technology
FWG	First Working Group on Money supply
GBP	Great Britain Pound
GCC	General Credit Card
GCS	Gold Card Scheme
GDCF	Gross Domestic Capital Formation
GDP	Gross Domestic Product
GDR	Global Depository Receipt
GFD	Gross Fiscal Deficit
GFS	Government Finance Statistics
GIC	General Insurance Corporation
GLS	Generalized Least Squares
GNIE	Government Not Included Elsewhere
Gol	Government of India
GPD	Gross Primary Deficit
G-Sec	Government Securities
HDFC	Housing Development Finance Corporation
HFT	Held For Trading
HICP	Harmonised Index of Consumer Prices
HO	Head Office
HTM	Held to maturity
HUDCO	Housing & Urban Development Corporation

Exposure Draft of Guidance Note on Audit of Banks (Revised 2019)

IBA	Indian Bank's Association
IBRD	International Bank for Reconstruction and Development
IBS	International Banking Statistics
ICA	Inter creditor Agreement
ICAR	Indian Council of Agricultural Research
ICMR	Indian Council of Medical Research
IDB	India Development Bonds
IDD	Industrial Development Department
IDR	Investment Depreciation Reserve
IEC	Independent Evaluation Committee
IFAD	International Fund for Agricultural Development
IFC	International Finance Corporation
IFC(W)	International Finance Corporation (Washington)
IFCI	Industrial Finance Corporation of India
IFSC	Indian Financial System Code
IFR	Investment Fluctuation Reserve Account
IFS	International Financial Statistics
IGC	India Gold Coins
IGLS	Iterative Generalized Least Squares
IIBI	Industrial Investment Bank of India
IIP	Index of Industrial Production
IIP/InIP	International Investment Position
IMD	India Millennium Deposits
IMF	International Monetary Fund
IMPS	Immediate Payment System
IN	India
INR	Indian Rupee
IOTT	Input-Output Transaction Table
IP	Interest Payment
IRAC (Norms)	Income Recognition, Asset Classification and

Suggested Abbreviations used in the banking industry

	Provisioning pertaining to Advances
IRBI	Industrial Reconstruction Bank of India
ISDA	International Swaps and Derivative Association
ISIC	International Standard Industrial Classification
ISO	International Standards Organization
IT	Information Technology
ITGGSM	Internal Technical Group on Government Securities Market
ITGI	IT Governance Institute
ITIL	IT Infrastructure Library
ITRS	International Transaction Reporting System
IWGEDS	International Working Group on External Debt Statistics
JLF	Joint Lenders' Forum
JLG	Joint Liability Groups
JPC	Joint Parliamentary Committee
KCC	Kisan Credit Card
KVIB	Khadi and Village Industries Board
KVIC	Khadi & Village Industries Corporation
KYC	Know your Customer
LAB	Local Area Bank
LAF	Liquidity Adjustment Facility
LAMPS	Large-sized Adivasi Multipurpose Societies
LAS	Loan & Advances by States
LBD	Land Development Bank
LBS	Locational Banking Statistics
LC	Letter of credit
LERMS	Liberalised Exchange Rate Management System
LIBOR	London Inter-Bank Offer Rate
LIC	Life Insurance Corporation of India
LME	London Metal Exchange

Exposure Draft of Guidance Note on Audit of Banks (Revised 2019)

LoC	Letters of comfort
LOLR	Lender of Last Resort
LoU	Letter of Undertaking
LS	Level Shift
LT	Long Term
LTCCS	Long-Term Co-operative Credit Structure
LTO	Long Term Operation
M1	Narrow Money
M3	Broad Money
MA	Moving Average
MAP	Monitorable Action Plan
MCA	Ministry of Corporate Affairs
MCAs	Model Concession Agreements
MEDP	Micro Enterprise Development Programme
MFDEF	Micro Finance Development and Equity Fund
MFI	Micro Finance Institution
MIBOR	Mumbai Inter-Bank Offer Rate
MICR	Magnetic Ink Character Recognition
MIGA	Multilateral Investment Guarantee Agency
MIS	Management Information System
MLRO	Money Laundering Reporting Office
MLTGD	Medium and Long Term Government Deposit
MMBCS	Magnetic Media Based Clearing System
MMSE	Minimum Mean Squared Errors
MNBC	Miscellaneous Non-Banking Companies
MNSB	Multilateral Net Settlement Batch
MOF	Master Office File
MoF	Ministry of Finance
MoU	Memorandum of Understanding
MPLS	Multi-Protocol Layer Switching

Suggested Abbreviations used in the banking industry

MRM	Monitoring and Review Mechanism
MRR	Minimum Retention Requirement
MSF	Marginal Standing Facility
MSS	Market Stabilisation Scheme
MT	Mail Transfer
MTM	Mark-To-Market
NABARD	National Bank for Agriculture and Rural Development
NAC(LTO)	National Agricultural Credit (Long Term Operation)
NAFCUB	National Federation of Co-operative Urban Banks
NAIO	Non Administratively Independent Office
NAS	National Account Statistics
NASSCOM	National Association of Software and Services Companies
NAV	Net Asset Value
NBC	Net Bank Credit
NBC	Non-Banking Companies
NBFC	Non-Banking Financial Company
NBFI	Non-Banking Financial Institutions
NBV	Net Book Value
NDS	Negotiated Dealing System
NDS-OM	NDS Order Matching
NDTL	Net Demand and Time Liability
NEC	Not Elsewhere Classified
NEDFi	North Eastern Development Finance Corporation Ltd.
NEER	Nominal Effective Exchange Rate
NEFT	National Electronic Fund Transfer
NFA	Non-Foreign Exchange Assets
NFCC	National Foundation for Credit Counselling
NFD	Net Fiscal Deficit
NFGBC	Non-food Gross Bank Credit

Exposure Draft of Guidance Note on Audit of Banks (Revised 2019)

NFS	National Financial Switch
NGO	Non-Government Organisation
NHB	National Housing Bank
NHC	National Housing Credit
NIA	New India Assurance Company Limited
NIC	National Industrial Credit
NIC	National Industrial Classification
NIF	Note Issuance Facility
NIM	Net Interest Margin
NIMC	National Implementation Monitoring Committee
NNML	Net Non-Monetary Liabilities
NOC	No Objection Certificate
NOF	Net Owned Fund
NPA	Non-Performing Asset
NPD	Net Primary Deficit
NPFA	Non-Performing Financial Assets
NPL	Non-Performing Loan
NPRB	Net Primary Revenue Balance
NPV	Net Present Value
NR(E)RA	Non-Resident (External) Rupee Account
NR(NR)RA	Non-Resident (Non-Repatriable) Rupee Account
NRE	Non-Resident External
NRG	Non-Resident Government
NRI	Non-Resident Indian
NRNR	Non Resident Non Repatriable (Account)
NRSR	Non Resident Special Rupee (Account)
NSC	National Statistical Commission
NSE	National Stock Exchange
NSSF	National Small Savings Fund
OBS	Off-balance Sheet

Suggested Abbreviations used in the banking industry

OBU	Off-Shore Banking Unit
OD	Over Draft
ODA	Official Development Assistance
OECD	Organisation for Economic Co-operation and Development
OECO	Organisaton for Economic Co-operation
OFI	Other Financial Institutions
OLRR	On-line Reject Repair
OLTAS	On-line Tax Accounting System
OMO	Open Market Operations
ORFS	On-line Returns Filing System
OSCB	Other Indian Scheduled Commercial Bank
OSMOS	Off-Site Monitoring and Surveillance System
OSS	Off-site Surveillance System
OTC	Over the Counter
OTS	One Time Settlement
PACF	Partial Auto-Correlation Function
PACS	Primary Agricultural Credit Society
PAN	Permanent Account Number
PAIS	Personal Accident Insurance Scheme
PCARDB	Primary Co-operative Agriculture and Rural Development Bank
PCR	Provisioning Coverage Ratio
PD	Primary Dealer
PD	Primary Deficit
PDAI	Primary Dealers Association of India
PDO	Public Debt Office
PDO-NDS	Public Debt Office-cum-Negotiated Dealing System
PES	Public Enterprises Survey
PF	Provident Fund

Exposure Draft of Guidance Note on Audit of Banks (Revised 2019)

PIO	Persons of Indian Origin
PIO	Principal Inspection Officer
PKI	Public Key Infrastructure
PLR	Prime Lending Rate
PMLA	Prevention of Money Laundering Act
PMRY	Prime Minister Rojgar Yojna
PO	Principal Office
POS	Point of Sale
PPP	Public-Private Partnership
PRB	Primary Revenue Balance
PSB	Public Sector Bank
PSE	Public Sector Enterprise
PTC	Pass-through certificates
PUC	Paid Up Capital
QIS	Quantitative Impact Study
QRR	Quick Review Report
RBI	Reserve Bank of India
RBIA	Risk-Based Internal Audit
RBS	Risk-Based Supervision
RC	Reconstruction Company
RCS	Registrar of Co-operative Societies
RD	Revenue Deficit
RDBMS	Relational Database Management System
RE	Revenue Expenditure
REC	Rural Electrification Corporation
REER	Real Effective Exchange Rate
RERFA	Reserve for Exchange Rate Fluctuations Account
R-GDS	Revamped Gold Deposit Scheme
R-GML	Revamped Gold Metal Loan Scheme
RFC	Residents Foreign Currency

Suggested Abbreviations used in the banking industry

RIB	Resurgent India Bonds
RIDF	Rural Infrastructural Development Fund
RLA	Recoveries of Loans & Advances
RLC	Repayment of Loans to Centre
RMB	Renminbi (Chinese)
RNBC	Residuary Non-Banking Company
RO	Regional Office
ROC	Registrar of Companies
RPA	Rupee Payment Area
RPCD	Rural Planning and Credit Department, RBI
RR	Revenue Receipts
RRB	Regional Rural Bank
RTGS	Real Time Gross Settlement System
RTP	Reserve Tranche Position
RUF	Revolving Underwriting Facility
RWA	Risk Weighted Asset
SAA	Service Area Approach
SACP	Special Agricultural Credit Plan
SAM	Social Accounting Matrix
SAO	Seasonal Agricultural Operations
SAR	Self-Assessment Report
SARFAESI	Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest
SARS	Severe Acute Respiratory Syndrome
SAS	Statistical Analysis System
SBI	State Bank of India
SBNs	Specified Bank Notes
SC	Securitisation Company
SCARDB	State Co-operative Agriculture and Rural Development Bank

Exposure Draft of Guidance Note on Audit of Banks (Revised 2019)

SCB	Scheduled Commercial Bank
SCB	State Cooperative Bank
SCS	Size Class Strata
SDDS	Special Data Dissemination Standards
SDR	Special Drawing Right
SDS	Special Deposit Scheme
SEB	State Electricity Board
SEBI	Securities and Exchange Board of India
SEEUY	Self Employment for Educated Unemployed Youths
SEFCs	Small Enterprises Financial Centres
SEFT	Special Electronic Funds Transfer
SEZ	Special Economic Zones
SFAC	Small Farmers Agri-Business Consortium
SFC	State Financial Corporation
SFMS	Structured Financial Messaging System
SGL	Subsidiary General Ledger
SGSY	Swarn Jayanti Gram Swarajgar Yojna
SHG	Self-Help Group
SHPI	Self-Help Promoting Institutions
SIDBI	Small Industries Development Bank of India
SIDC	State Industrial Development Corporation
SIPS	Systemically Important Payment System
SI-SPA	Systems Improvement Scheme under Special Project Agriculture
SJSRY	Swarna Jayanti Shahari Rojgar Yojna
SLA	Service Level Agreement
SLAF	Second Liquidity Adjustment Facility
SLBCs	State Level Bankers' Committees
SLEPCS	State Level Export Promotion Committees
SLR	Statutory Liquidity Ratio

Suggested Abbreviations used in the banking industry

SLRS	Scheme for Liberalisation and Rehabilitation of Scavengers
SMA	Special Mention Account
SME	Small and Medium Enterprise
SMG	Standing Monitoring Group
SNA	System of National Accounts
SPV	Special Purpose Vehicle
SRWTO	Small Road & Water Transport Operators
SSC	Special Sub-Committees
SSI	Small Scale Industry
SSSBEs	Small Scale Service & Business Enterprises
ST	Scheduled Tribe
STBD	Short Term Bank Deposit
StCB	State Co-operative Bank
STCCS	Short-Term Co-operative Credit Structure
STP	Straight Through Processing
STR	Suspicious Transaction Report
STRIPS	Separate Trading of Registered Interest and Principal of Securities
SWG	Second Working Group on Money Supply
SWIFT	Society for Worldwide Financial Telecommunication
TAFUCB	Task Force for Urban Co-operative Banks
TBs	Treasury Bills
TC	Temporary Change
TEV	Techno-Economic Viability
TFCI	Tourism Finance Corporation of India
TLI	Term Lending Institutions
TT	Telegraphic Transfer
UBB	Uniform Balance Book
UBD	Urban Banks Department

Exposure Draft of Guidance Note on Audit of Banks (Revised 2019)

UCB	Urban Co-operative Bank
UCIC	Unique Customer Identification Code
UCN	Uniform Code Number
UIA	United India Assurance Company Ltd.
UIDAI	Unique Identification Authority of India
UPI	Unified Payments Interface
US	United States
USD	US Dollars
UTI	Unit Trust of India
UTLBC	Union Territory Level Bankers' Committee
VaR	Value at Risk
VC	Venture Capital
VCF	Venture Capital Fund
VKC	Village Knowledge Centre
VPN	Virtual Private Networks
VRS	Voluntary Retirement Scheme
VSAT	Very Small Aperture Terminal
WADR	Weighted Average Discount Rate
WCDL	Working Capital Demand Loan
WCTL	Working capital term loan
WEO	World Economic Outlook
WGMS	Working Group on Money Supply: Analytics and Methodology of Compilation
WGRFIS	Working Group on Future Role of Financial Institutions
WPI	Wholesale Price Index
WSS	Weekly Statistical Supplement
YTM	Yield to Maturity
ZO	Zonal Office
XBRL	Extensible Business Reporting Language

4

Illustrative Checklist for the verification of the aspects of the Treasury/Investments of the Bank in Statutory Audit

SN	Area	Description
1.	Investment Policy	Verify if the Bank has a Board Approved Investment Policy in place and the same has been reviewed on annual basis. Verify if the Investment policy has been framed in concurrence with RBI guidelines.
2.	Prudential Limits	Verify if the Bank has adhered to the prudential limits relating to investments as prescribed by RBI from time to time and Internal Policies.
3.	Income Calculation & Accounting	Verify if the Income on various Investments has been correctly calculated and recorded in the Books of Account taking into consideration RBI guidelines issued from time to time and Accounting Policies followed by Bank.
4	Verification of Investments	Verify the investments physically and/or with the available holding statements/confirmations.
5.	Classification/ Valuation	RBI Master Circular Prudential Norms for Classification, Valuation and Operation of Investment Portfolio by Banks Classification: Check entire investment portfolio is classified under three categories viz: AFS, HFT & HTM. Sale/Transfer/Shifting: Verify there are no securities held in the HFT for more than 90 days. Verify there has been no shifting of securities to/from HTM Portfolio without the approval of the

		<p>Board beyond the allowed percentage as per the RBI i.e. 5% of the HTM Portfolio is allowed only in the beginning of the year.</p> <p>Shifting in excess of 5% of the HTM Portfolio, the Bank should disclose in the Notes to Accounts the Market Value of Investments held in HTM and also indicate the Book Value in excess of Market Value to the extent not provided for.</p> <p>Profit & Loss from the HFT & AFS Category of Investments is taken to P&L Account.</p> <p>Valuation:</p> <p>Check the Valuation of various securities has been performed in line with the RBI Master Circular – Prudential Norms for Classification, Valuation & Operation of Investment Portfolio of Banks.</p> <ul style="list-style-type: none"> • HTM Portfolio is carried at acquisition cost unless it is more than the face value, in which case the premium should be amortised over the period remaining to. • AFS has to be marked to market on quarterly or frequent intervals. To arrive at Net Appreciation or Net Depreciation in the portfolio, The securities under same classification can be aggregated to arrive at the Net Appreciation or Net Depreciation No set off can be done for the Depreciation of one classification against the other. • Net Depreciation to be provided for and Net Appreciation to be ignored. • HFT also has to be marked to market or monthly or more frequent intervals.
6	Verification of Non-Performing Investments (NPI)	Verify that the investments are classified as NPI as per the extant guidelines issued by RBI from time to time.
7.	Regulatory	Verify the accuracy of all the Regulatory Returns

	Returns	submitted to the RBI and also verify whether the same have been submitted within the deadlines.
8.	Computation of SLR & CRR	Verify the mechanism and accuracy of the Computation of NDLT and SLR & CRR and compliance thereof
9.	Disclosure Requirements	<p>Verify the following disclosures required to be made to the Notes to Accounts have been made and made accurately.</p> <ol style="list-style-type: none"> 1. Details regarding Securities sold under Repo and Purchased against Reverse Repo. 2. Details of the issuer composition of non-SLR investments and the non-performing non-SLR investments. 3. Details of Transfer of Securities from HTM portfolio to AFS in excess of 5%, Banks should disclose the market value of the Investments and Book Value in excess of Market value for which provision is not been made. 4. Details of corporate debt securities lent or acquired under repo or reverse repo transactions. 5. In respect of the Non SLR Securities portfolio, the issuer details in the format prescribed vide RBI Master Circular on Prudential Norms for Classification, Valuation and Operation of Investment Portfolio by Banks. 6. Penalty paid to Reserve Bank of India during the financial year.

5

Illustrative Flow Charts for Use of Core Banking Solution Software in case of Bank Branch Audit

The advances are categorized in different Schemes and each them is codified. The Branch auditor is required to get the understanding of the Scheme code and can generate the report for all account under the Scheme by giving account Number.

The Branch auditor on start of the audit obtain the Balance Report of the advances Facility Wise / Scheme wise to identify the Scheme code of facility. The illustrative Scheme codes are CCAGR – Cash Credit Agriculture, CCOTH – Cash Credit Other and TLEDU – Term loan Education etc.

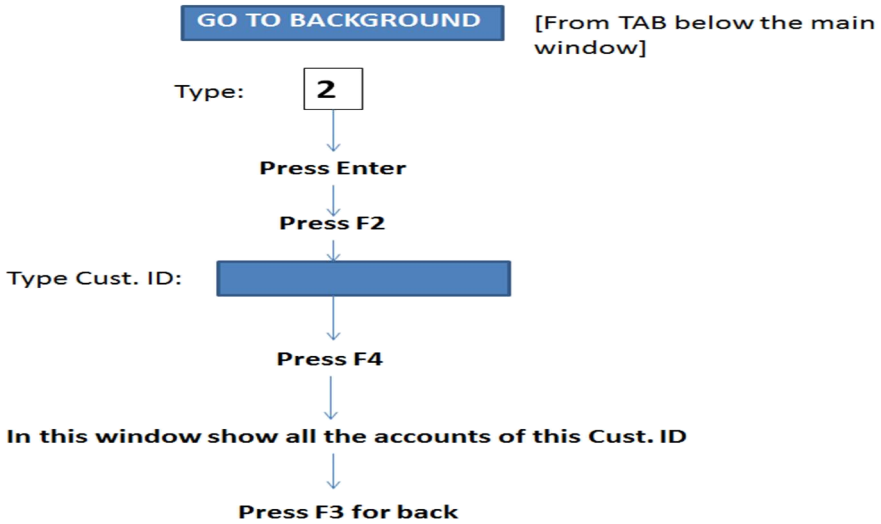
Generally, in Branch audit if the Branch auditor can get the dump of the borrower account for the given period in soft copy, the work of review of the advances can be completed smoothly, the flow chart for Process of Generate A Pass Sheet will be quite helpful to generate Scheme wise borrower account of the branch for a given period (It can be for Four Years – if required in case of Agriculture Advances).

The review of the advances account can be made by generating the report for each of the Scheme account. The report is generated in Text file (with .rpt extension) and can be easily opened in note pad / word pad and easily portable to excel. It's advisable to retain the main copy safe for documentation and conversion to excel may be made coping the file with another name.

Illustrative important process Flow Chart of widely used banking software like Finacle are given hereunder for:

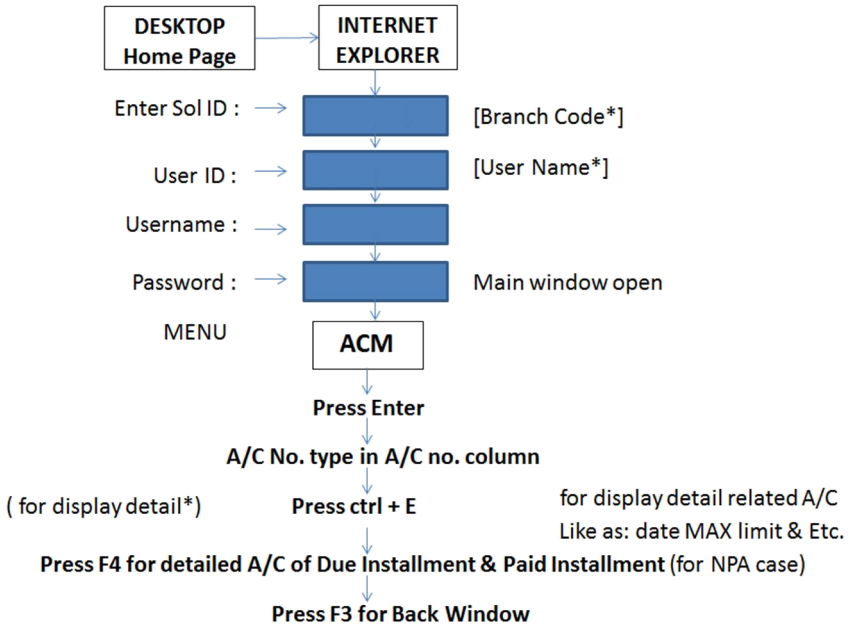
1. How to know account number from Customer ID.
2. Flow Chart for review of the Loan account.
3. Flow chart to generate Text file for of Borrowers Accounts product wise / Individual Account.
4. Flow Chart to Review Fixed Deposit Account – Interest / TDS inquiry etc.

FLOW CHART TO FIND A/C No. FROM CUST. ID



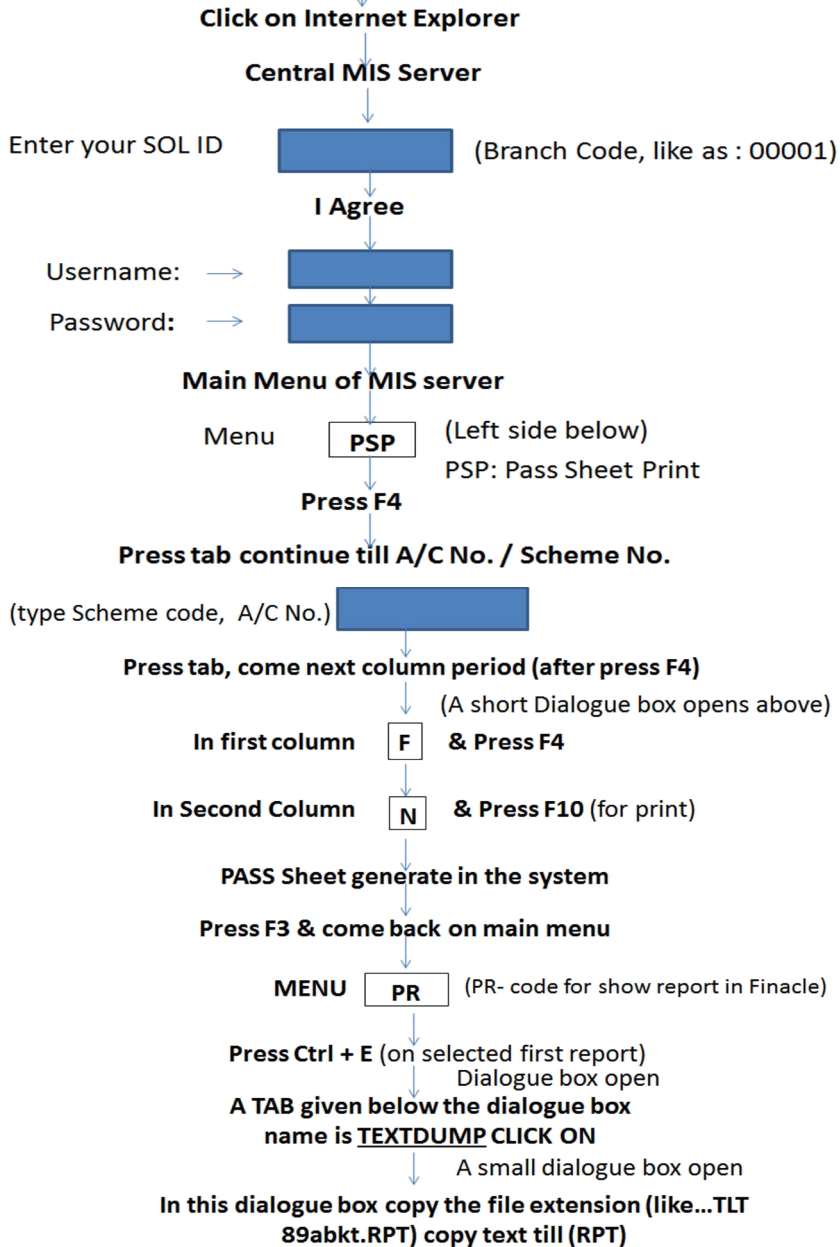
FLOW CHART FOR REVIEW OF THE LOAN ACCOUNT

Checking loan/CC/OD & other A/c in the Finacle, steps are given below.

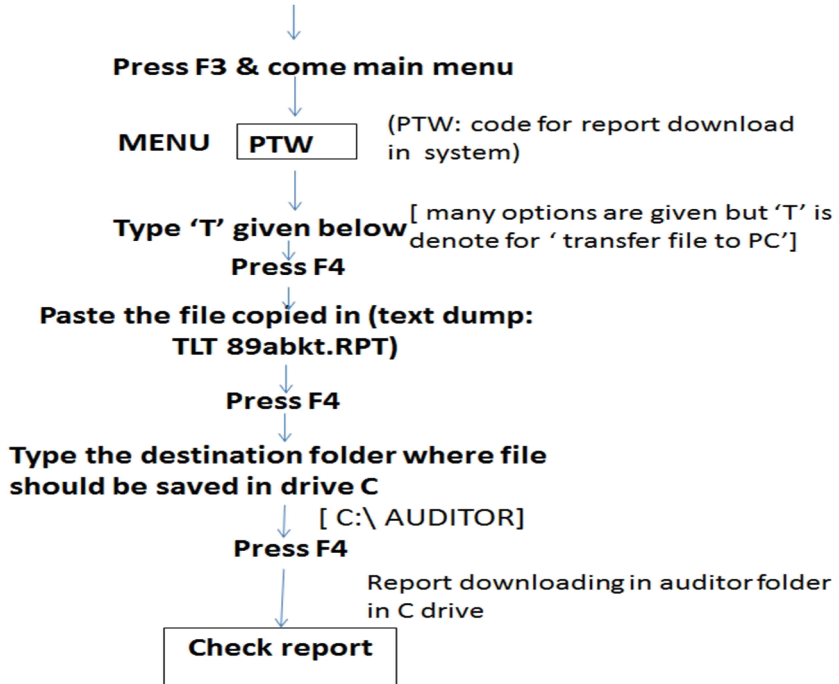


**FLOW CHART - PROCESS OF GENERATE A PASS SHEET
(ACCOUNT STATEMENT)**

[A/C wise, Scheme wise etc.]



Illustrative Flow Charts for Use of Core Banking Solution software



STEPS FOR CHECK FIXED DEPOSIT DETAILS
(Like Interest, TDS on Interest, TDS 15H/15G)

MAIN MENU OF FINACLE

