

PUBLIC NOTICE – EMPANELMENT OF RECOVERY CUM SEIZURE AGENTS

CANARA BANK Circle Office Bhubaneswar invites applications for Empanelment of RECOVERY CUM SEIZURE AGENTS for its branches in all districts of Odisha State for a period of two years, subject to fulfilment of the criteria related to qualifications and experience, mentioned in the Appendix-I (Eligibility Criteria).

Eligible people shall submit Application as per the Appendix-II, along-with the copies of the qualification and experience proofs to the respective Regional Offices of Canara Bank Bhubaneswar, Cuttack, Berhampur, Sambalpur and Bhadrak in address as mentioned in Appendix-V.

Applications will be received from the date of publication of this notice till 20.10.2025 for the current empanelment process.

- Bank reserve the right to consider the application, and the applicant will have no right to raise any complaints if request for empanelment is not considered.
- Bank reserves the Right to amend/modify any terms of empanelment and withdraw the advertisement without any notice.
- The selected applicants shall execute Recovery agent agreement with the Bank within 10 days of receipt of empanelment confirmation from the Bank.
- All the applicants shall submit an Undertaking cum Declaration as per Annexure III

Circle Head
Bhubaneswar

Recovery & Legal Section, Circle Office, Bhubaneswar

Appendix-I

Eligibility Criteria

Individuals, LLP, Partnership, Limited companies with the following eligibility criteria may apply:

- Should be in the panel of recovery agents of any of the Banks/FI.
- The applicant (individual/partners) should undergo 50/100 hours training conducted by Indian Institute of Banking and Finance (IIBF) or their affiliated institutes including the Canara Bank Staff training Centre Bangalore. Copy of training certificate to be submitted along with the application.
- The applicant (individual/proprietors/partners) should have successfully completed Debt Recovery Agent Examination conducted by Indian Institute of Banking and Finance (IIBF). Copy of certificate is to be submitted along with the application. If the applicant is a partnership firm, all partners must have successfully completed the examination.
- Certificate of Non-involvement in offence from the Police Department to be produced by individual/proprietor/partners/directors.
- If the applicant is on the panel of recovery agents for any other bank or financial institution, proof must be submitted with the application.

Recovery & Legal Section, Circle Office, Bhubaneswar

Appendix-II

Application Form for Empanelment as Recovery cum Seizure Agent

Particulars	Details to be furnished for the Particulars
Name of the Applicant*	
Constitution (Individual/Proprietor/Partnership/LLP/Pvt Ltd Company)	
Address of Registered Office*	
Telephone / mobile number	
Date of incorporation of the Applicant (Applicable)	
E mail address	
Number of Staff/ Employees with 50/100 hours Training conducted by IIBF or their affiliated institutes**	
Number of Staff/ Employees who have completed Debt Recovery Agent Examination conducted by IIBF#	
Details of Empanelment with other Banks/Fl##	

Applicant Signature

* Certificate of Incorporation, MOA & AOA, commencement of business or partnership deed etc should be submitted along with Application.

** Name and Particulars of such employees should be submitted as attachment.

Copy of the Certificate to be submitted along with the Application. If applicant is a Partnership Firm, all Partners to have successfully completed the Exam.

Copy of Empanelment letter from Banks/Fl to be attached along with the Application

Confidential

Appendix-III

Undertaking Cum Declaration

We hereby undertake and declare that we fulfil the eligibility criteria prescribed by Canara Bank for the empanelment of Recovery cum Seizure Agent and confirm that there has been no conviction by any Court of Law or indictment/adverse order by a regulatory or governmental authority for any grave offence against us or any of our sister concern(s).

It is certified that we have not been black listed/debarred by any Banks, Regulatory Bodies or authorities in the past and has also never been included the caution list of IBA. It is further certified that there is no investigation pending against us or our Directors/Managers/Employees.

We hereby undertake that the decision taken by the Selection Committee of Canara Bank regarding the empanelment shall be binding upon us

(Signature, name and designation of the authorised signatory)

Appendix-IV

Check List

- ✓ **Duly filled and signed application**
- ✓ **Passport size photo of individual/proprietor/partners/Directors.**
- ✓ **Copy of DRA Certificate**
- ✓ **Police verification certificate.**
- ✓ **Copy of 50/100 hours training certificate.**
- ✓ **Copy of KYC documents (PAN & Aadhar) of individual / proprietor / partners / Directors.**
- ✓ **Copy of partnership deed (In case of partnership firms)**
- ✓ **Copy of registration certificate if the partnership is registered.**
- ✓ **Certificate of incorporation in case of companies.**
- ✓ **Municipality/panchayat license/Udyam registration certificate in case of proprietors.**
- ✓ **Copy of Memorandum of Association, Articles of association, Board resolution etc., in case of limited companies.**
- ✓ **Copy of GSTIN in applicable cases.**
- ✓ **Proof of empanelment with other Banks and FI**
- ✓ **Undertaking letter as per APPENDIX III**

Recovery & Legal Section, Circle Office, Bhubaneswar

Appendix-V

Address of Canara Bank Regional Offices

- 1. Regional Office Bhubaneswar**
F-4, II floor, Indradhanu Market, IRC Village, Nayapalli,
Post office : IRC Village S.O., Bhubaneswar. 751015
- 2. Regional Office Cuttack**
Plot No. 840/858 & 840/859, II Floor, Shreeji Complex, Bhawsinka
Compound, Behind Pantaloons, Cantonment Road,
Post: Cuttack G.P.O. Cuttack- 753001
- 3. Regional Office Berhampur**
Plot No.771, Subham Sai Arcade, I Floor, Trekkar Stand, Near Old Bus
Stand, Post: Berhampur(GM) H.O. Brahmapur- 760001.
- 4. Regional Office Sambalpur**
Modipara, Post: Mudipara S.O. Sambalpur, Odisha-768002
- 5. Regional Office Bhadrak**
Master Baboo Complex, Chhapulia, By-pass Road, Post- Bhadrak Banka
Bazar S.O Dist: Bhadrak. 756100