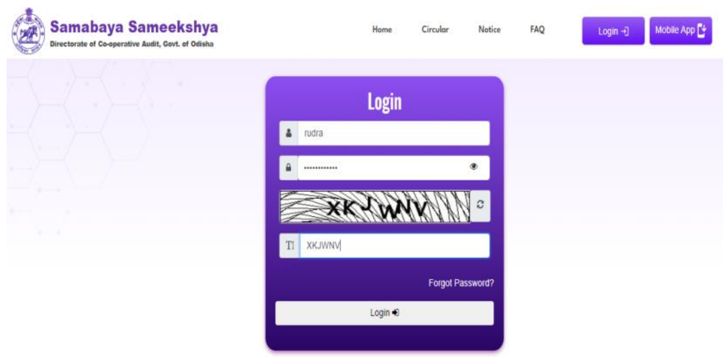
GUIDELINES FOR COOPERATVE SOCIETIES

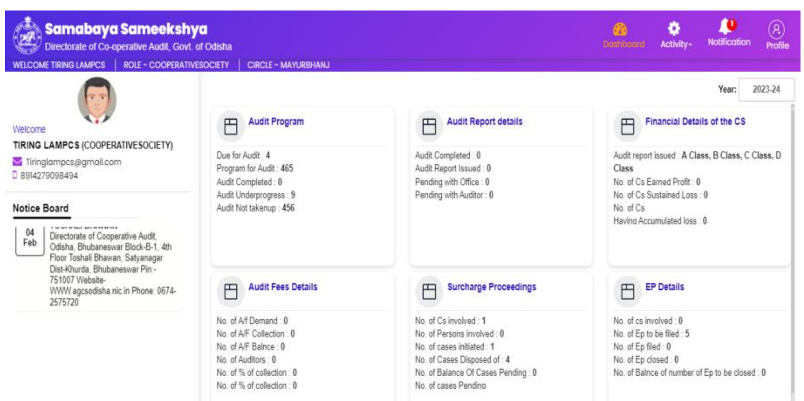
"SAMABAYA SAMEEKSHYA", DCA, ODISHA.

Process for Cooperative Societies:

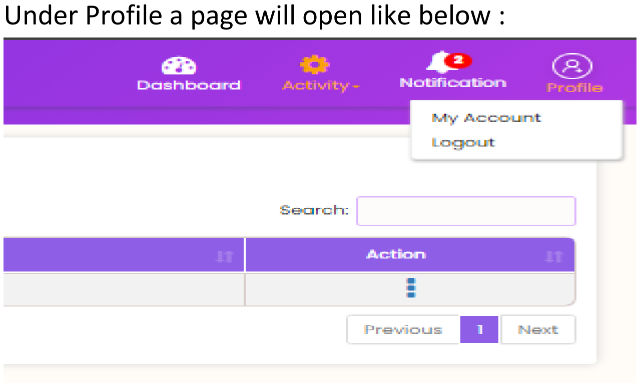
- To log in to the Samabaya Sameekshya portal use the url : https://samabayasameekshya.odisha.gov.in/



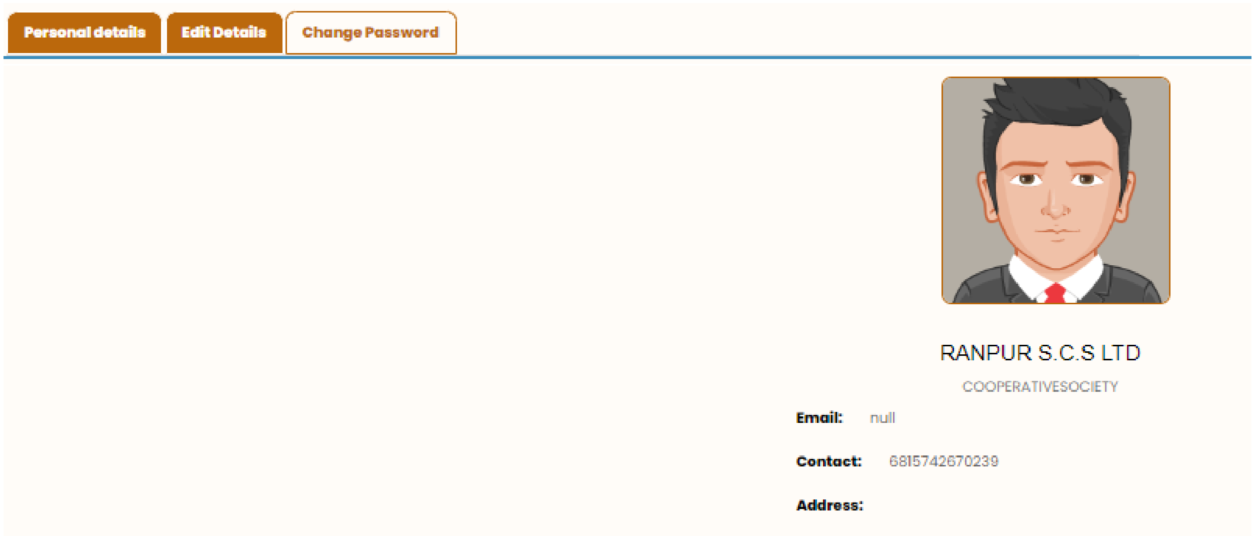
- Then entering to dashboard part of CS:



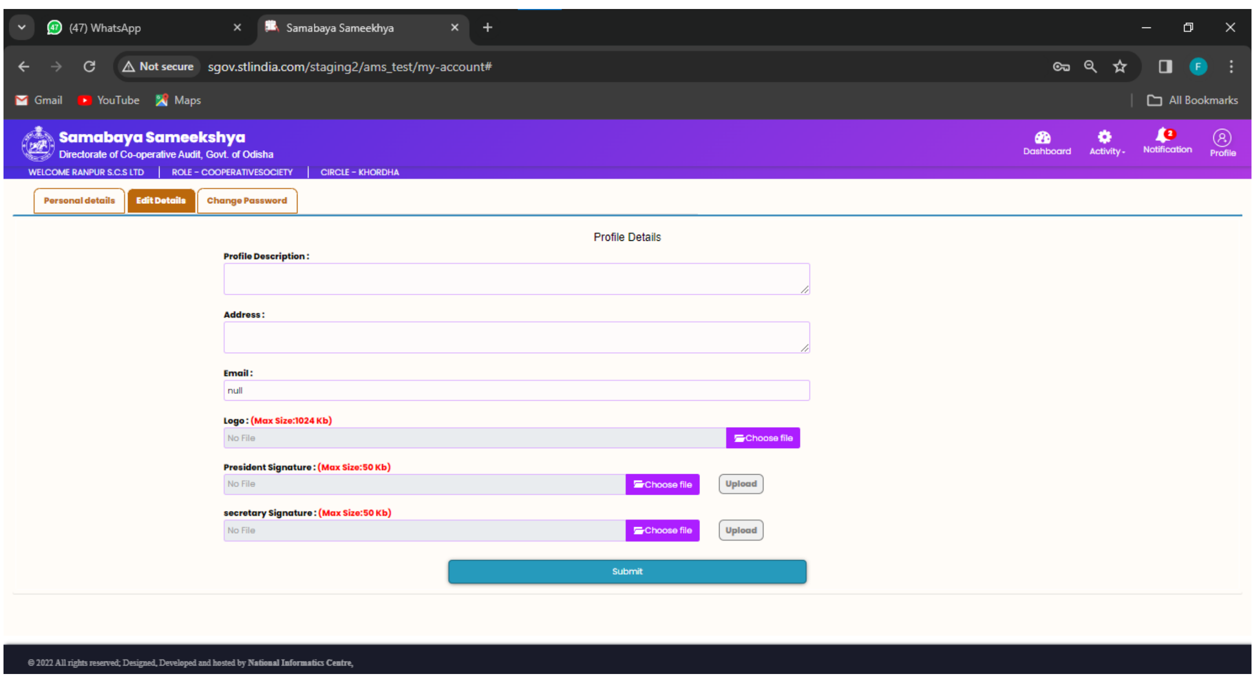
- Under Profile a page will open like below :



Under Profile menu a page is opened when my account option is clicked:

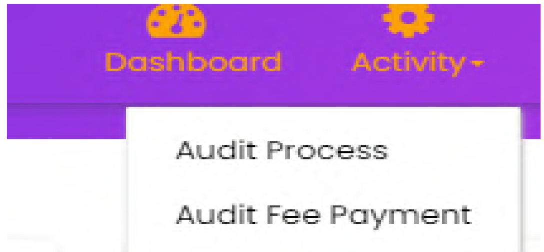


- By clicking the personal details tab the CS can see its personal information like Email ID, contact no. and address
- When the edit details tab is clicked the following page is opened :

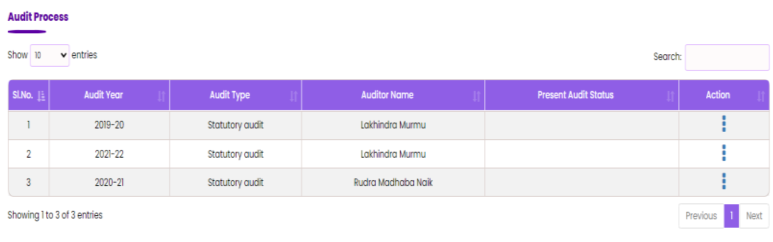


Here the CS can edit his profile details, also can upload signature of secretary, president and profile photo.

- There is a sub menu of audit process and audit fee payment options under Activity Menu:



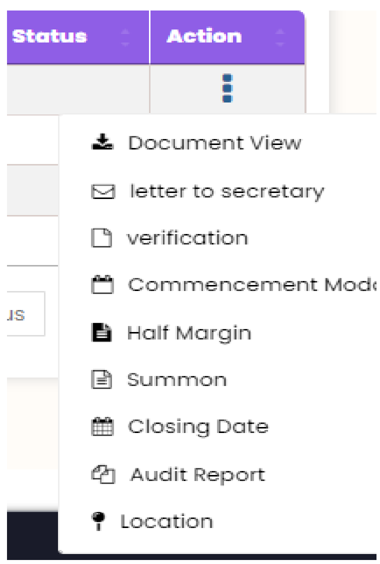
- Entering the Audit process:



Sl.No.	Audit Year	Audit Type	Auditor Name	Present Audit Status	Action
1	2019-20	Statutory audit	Lokhindra Murmu		
2	2021-22	Statutory audit	Lokhindra Murmu		
3	2020-21	Statutory audit	Rudra Madhaba Naik		

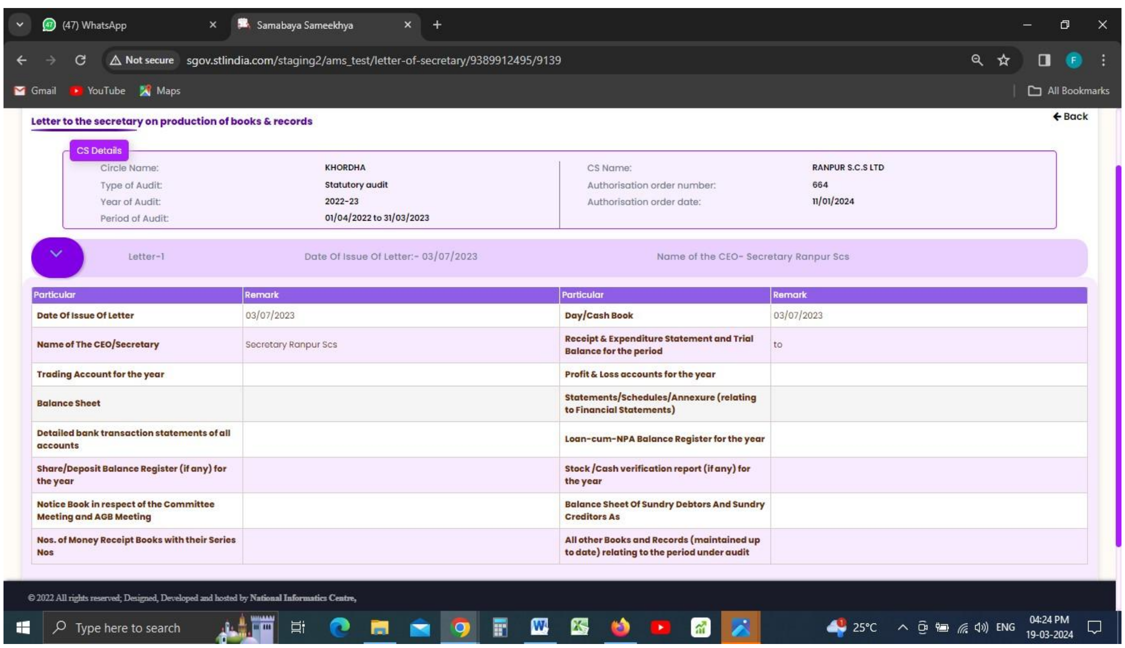
- Click on action button:

- User can select any one of the Auditor/CA FIRM corresponding to the year from allotted cs list. After that clicking on action button the page will display like:

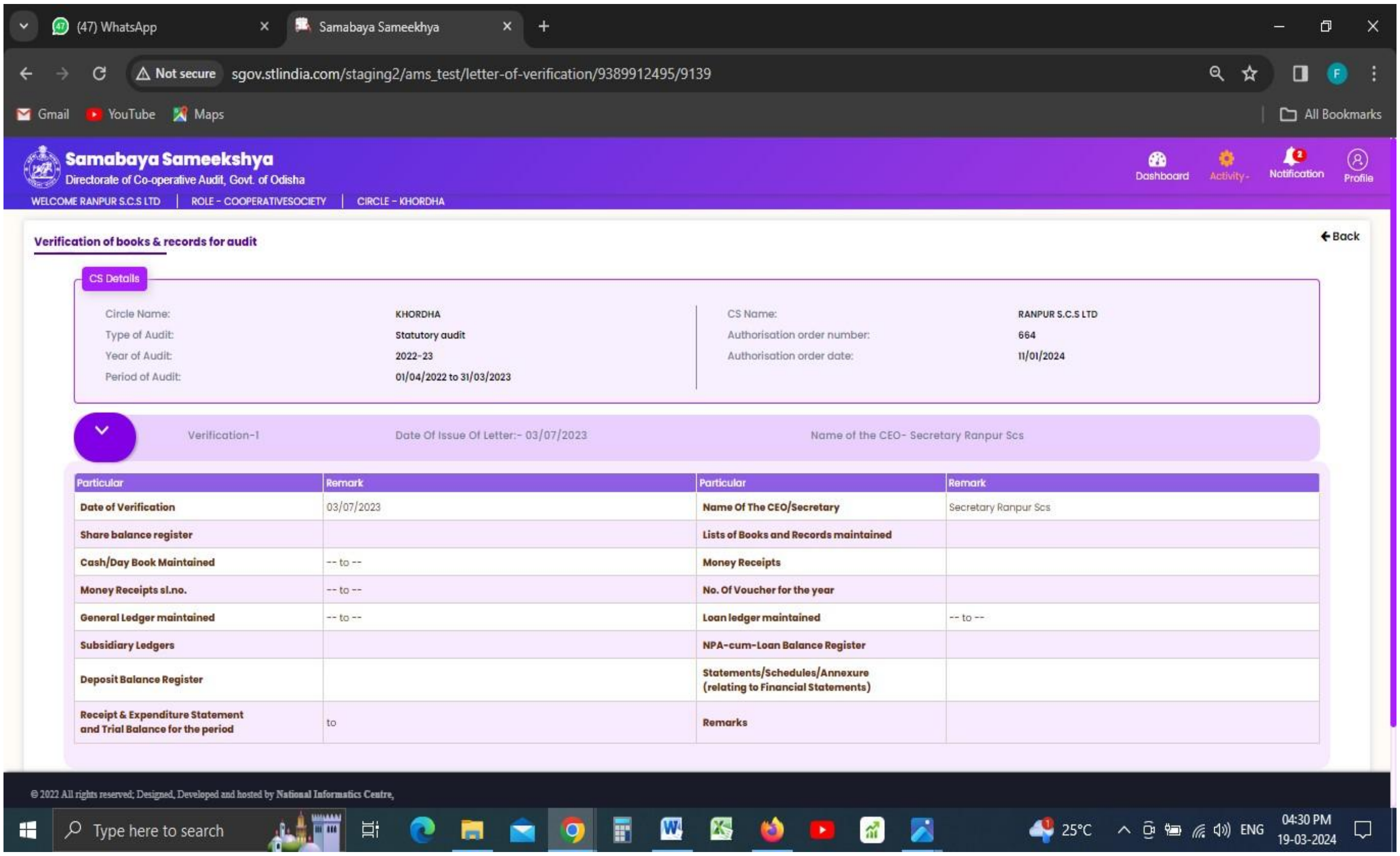


- Document view will display list of document to be uploaded by the CS. Here the CS can upload documents by choosing saved files under different heads :

- Letter to Secretary:



- Verification of books and records:
  Here the Secretary can see the entries made by the auditor at the time of commencement of audit.


Samabaya Sameekshya
Directorate of Co-operative Audit, Govt. of Odisha
WELCOME RANPUR S.C.S LTD | ROLE - COOPERATIVESOCIETY | CIRCLE - KHORDHA

Verification of books & records for audit

CS Details

Circle Name:	KHORDHA	CS Name:	RANPUR S.C.S LTD
Type of Audit:	Statutory audit	Authorisation order number:	664
Year of Audit:	2022-23	Authorisation order date:	11/01/2024
Period of Audit:	01/04/2022 to 31/03/2023		

Verification-1 Date Of Issue Of Letter:- 03/07/2023 Name of the CEO- Secretary Ranpur Scs

Particular	Remark	Particular	Remark
Date of Verification	03/07/2023	Name Of The CEO/Secretary	Secretary Ranpur Scs
Share balance register		Lists of Books and Records maintained	
Cash/Day Book Maintained	-- to --	Money Receipts	
Money Receipts sl.no.	-- to --	No. Of Voucher for the year	
General Ledger maintained	-- to --	Loan ledger maintained	-- to --
Subsidiary Ledgers		NPA-cum-Loan Balance Register	
Deposit Balance Register		Statements/Schedules/Annexure (relating to Financial Statements)	
Receipt & Expenditure Statement and Trial Balance for the period	to	Remarks	

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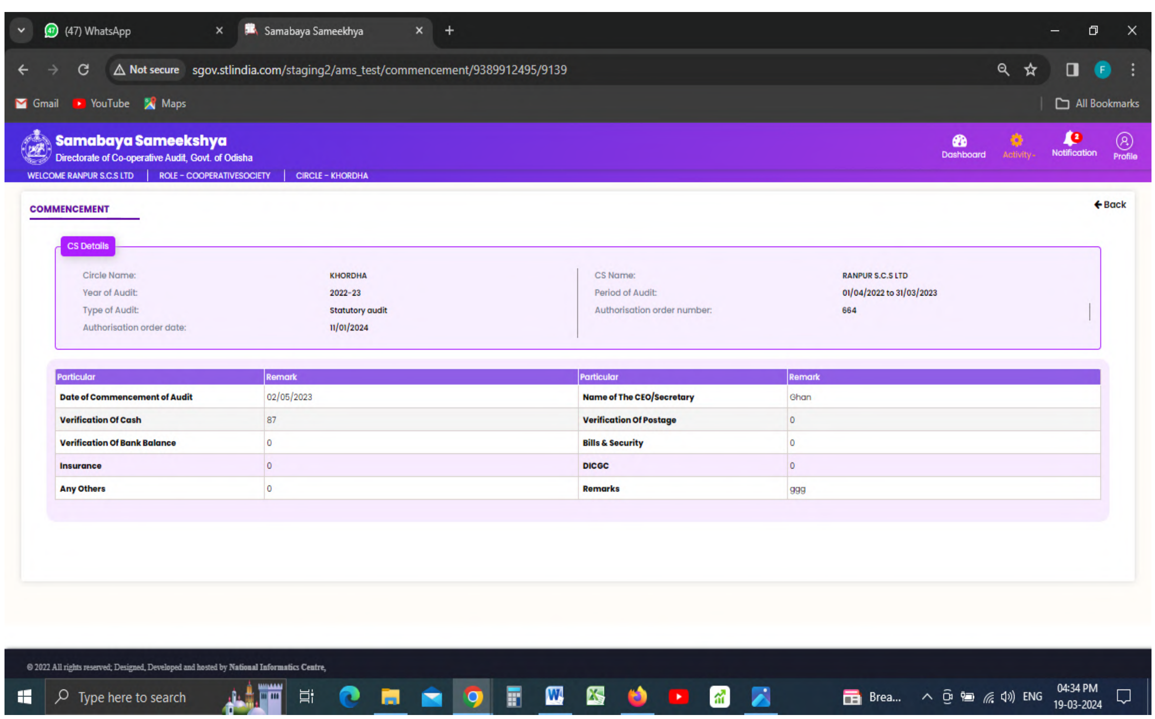
- Letter of commencement of Audit:
  A page like below will open after the letter of commencement option is clicked when the auditor commences audit of the concerned CS. Here the secretary can see the details entered by auditor at the time of commencement of audit.


Samabaya Sameekshya
Directorate of Co-operative Audit, Govt. of Odisha
WELCOME RANPUR S.C.S LTD | ROLE - COOPERATIVESOCIETY | CIRCLE - KHORDHA

COMMENCEMENT

CS Details

Circle Name:	KHORDHA	CS Name:	RANPUR S.C.S LTD
Year of Audit:	2022-23	Period of Audit:	01/04/2022 to 31/03/2023
Type of Audit:	Statutory audit	Authorisation order number:	664
Authorisation order date:	11/01/2024		

Particular	Remark	Particular	Remark
Date of Commencement of Audit	02/05/2023	Name of The CEO/Secretary	Ghan
Verification Of Cash	87	Verification Of Postage	0
Verification Of Bank Balance	0	Bills & Security	0
Insurance	0	DICGC	0
Any Others	0	Remarks	ggg

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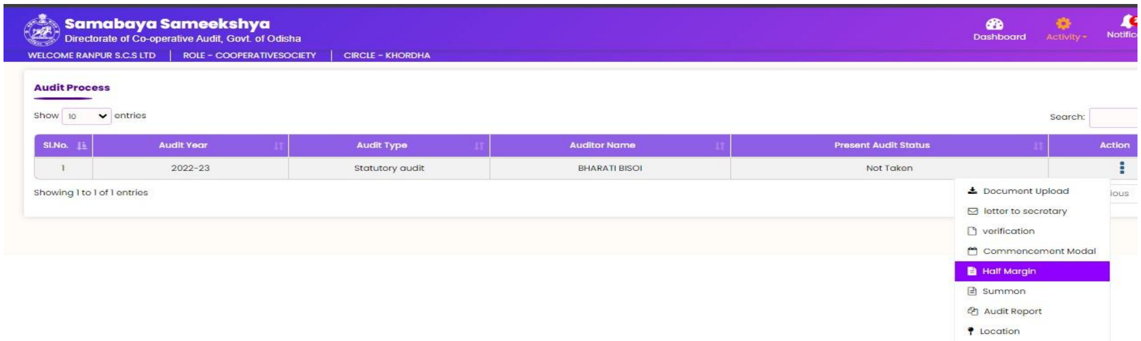
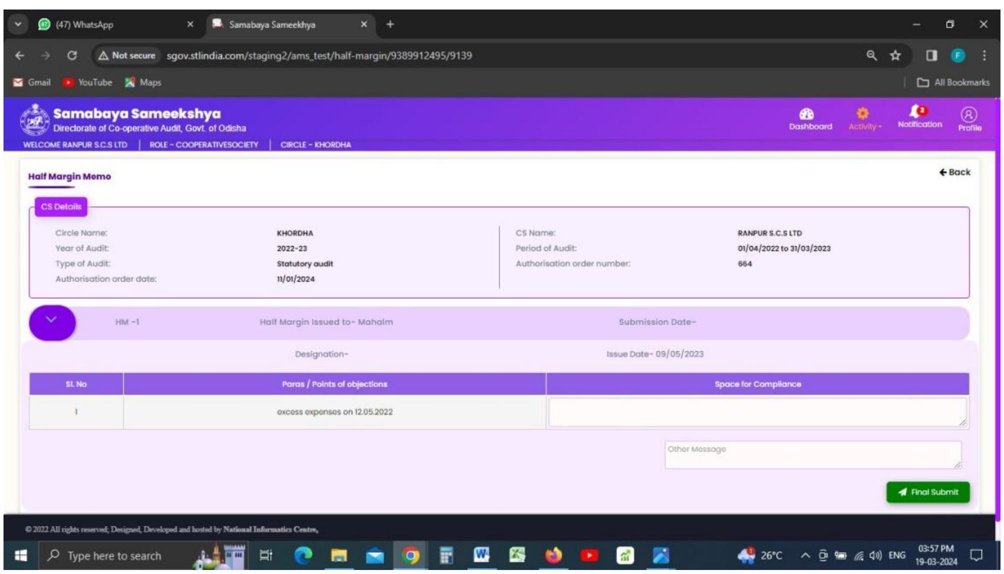
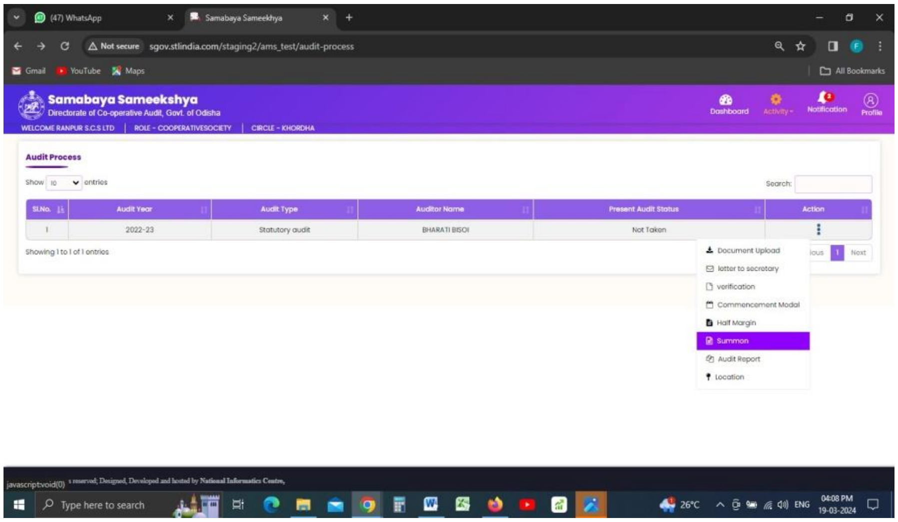
- Half-margin Memo :
  The half Margin memo option will be found after clicking on the 3dots under the action option:



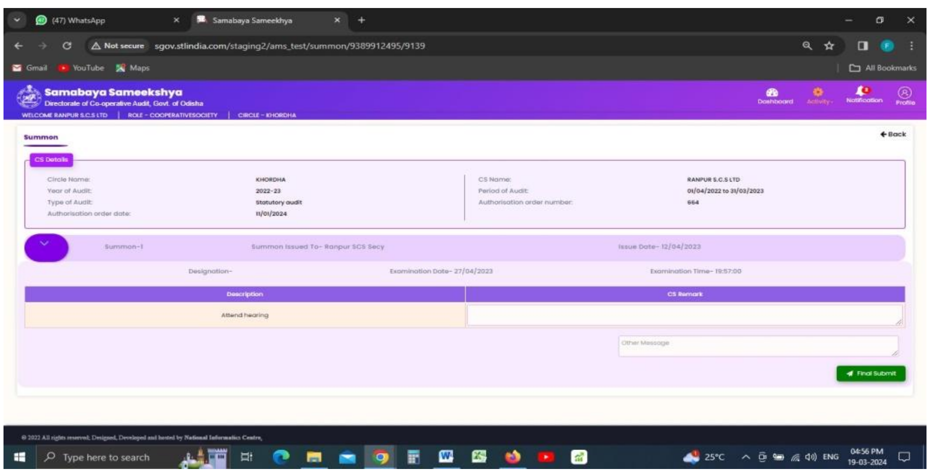
- Here the CS can see the Half Margin memo issued by the auditor during the course of audit from time to time. A PDF copy can be downloaded for record. Any reply pertaining to the subjects in the HMM (Half Margin Memo) can be given in the prescribed box. The same can be viewed by the auditor in his/her login.
- After clicking on Half Margin button:



- Summon:
  The summon option can be found after clicking on the 3 dots under action option.



Here, summons issued by the auditor during the course of audit can be viewed by the CS in its login. A box has been provided for the CS for any remarks.
To View Summon :



- Audit report:
  The CS will be able to view the Audit Report only when the auditor completes the audit and final submission has been made. (By locking the report) Here the CS will be able only to view the Audit Report (PDF). He cannot make any alteration to it.
  Important : A period of 7 days has been given to the CS to approve the AR. Within that period it can agree or disagree with the report. He can make remarks in the box provided and click on the NOD button. If no action is taken by the CS within 7 days of final submission by the auditor then it will be assumed that the Audit report is agreed with and will be moved to the circle for its approval.

Back

P.A.C.S. AUDIT REPORT - TIRING LAMPCS

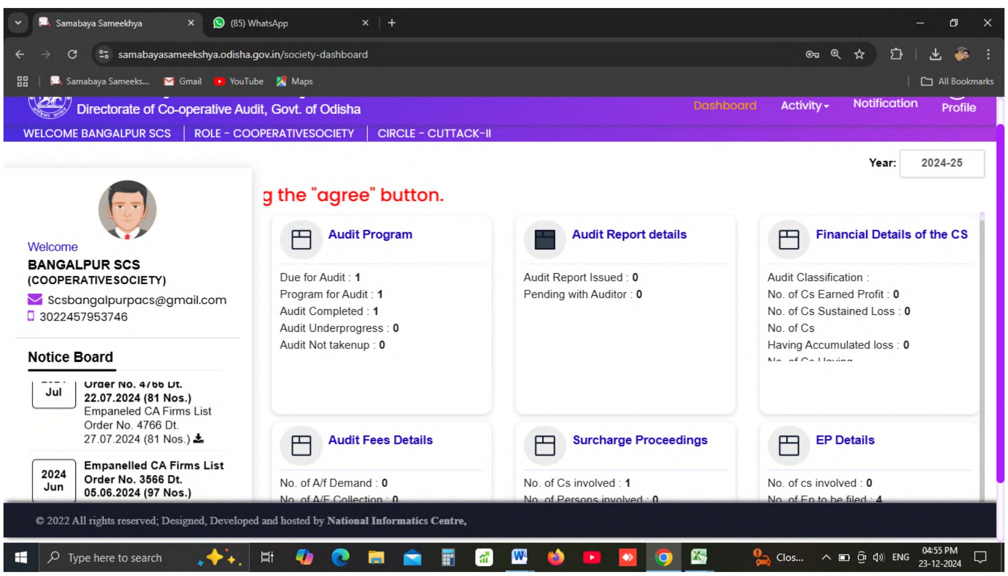
FOR THE YEAR - 2020-21

Client Master | Liabilities & Income | Assets and Expenditure | Upload | Reports

Save Assets & Expenditure

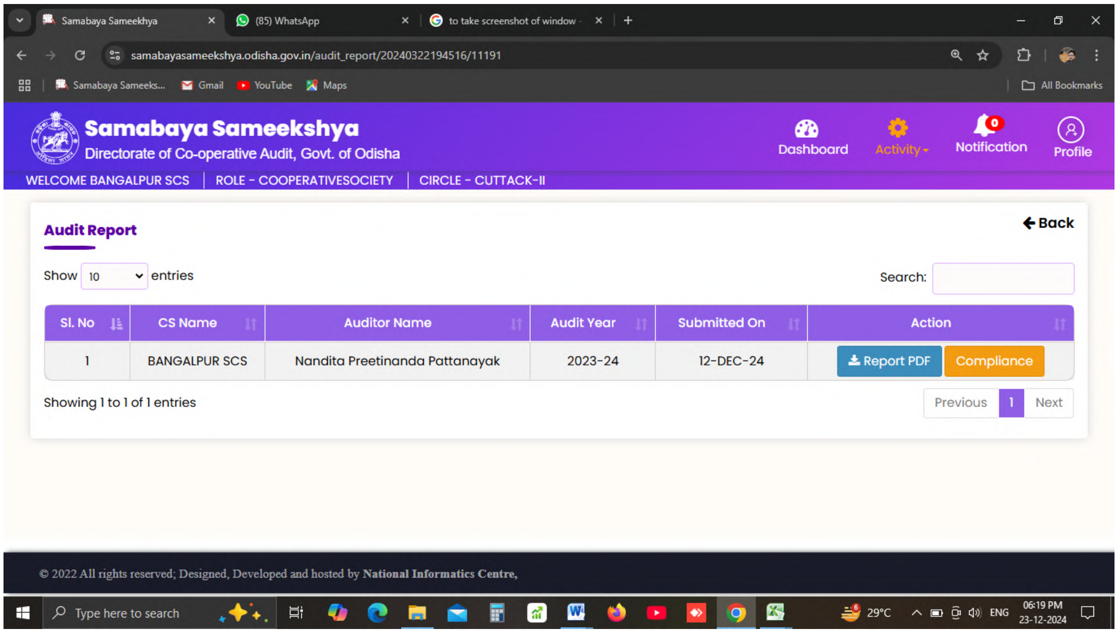
Sl No.		Head of Accounts (as prescribed in CAS)	Opening Balance as on 01.04.2020	Total Debit during the year	Total Credit during the year	Closing Balance as on 01.03.2021
1		CASH AND BANK BALANCES				
	1	Cash on Hand A 21				
	2	Current Account with DCCB/ SCB A 22				
	3	Current Account with Other Banks A 23				
	4	Savings Bank Account with DCCB/ SCB A 24				
	5	Savings Bank Account with Other Banks/ Institutions A 25				
2		INVESTMENTS				
	1	Government and Trustee Securities				
	2	Share in other Coop. Institutions A 26				
	3	Term Deposit with SCB/DCCB representing Reserve Fund A 27				
		TOTAL ASSETS AND EXPENDITURES	0.00	0.00	0.00	0.00

- After audit report is submitted by the auditor, the Society can view the audit report in its log in but cannot make any alteration/modification to it.

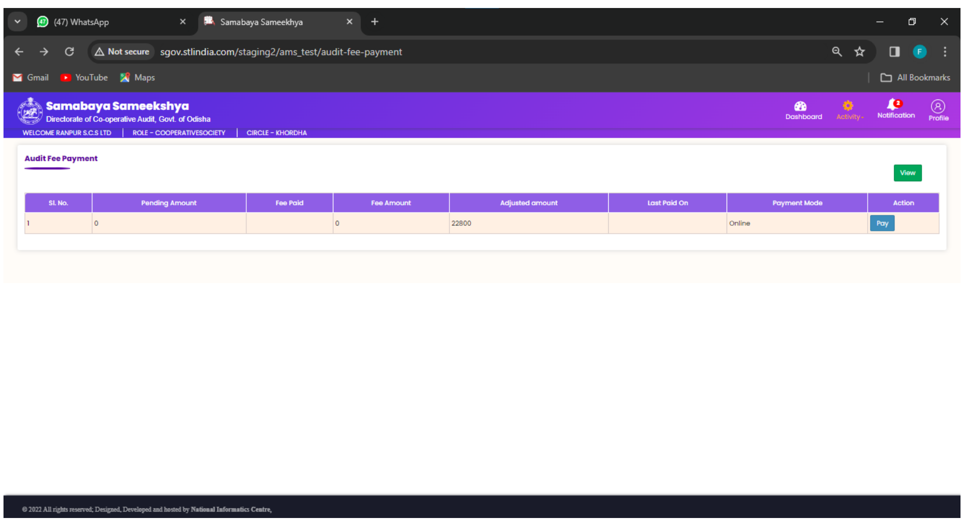


- One notification is found to be scrolling at the top in red lines which says to approve the audit report submitted by the auditor by clicking the "agree " button.
- After audit report is submitted by the auditor the "agree" button is found when the audit report option under the action button 

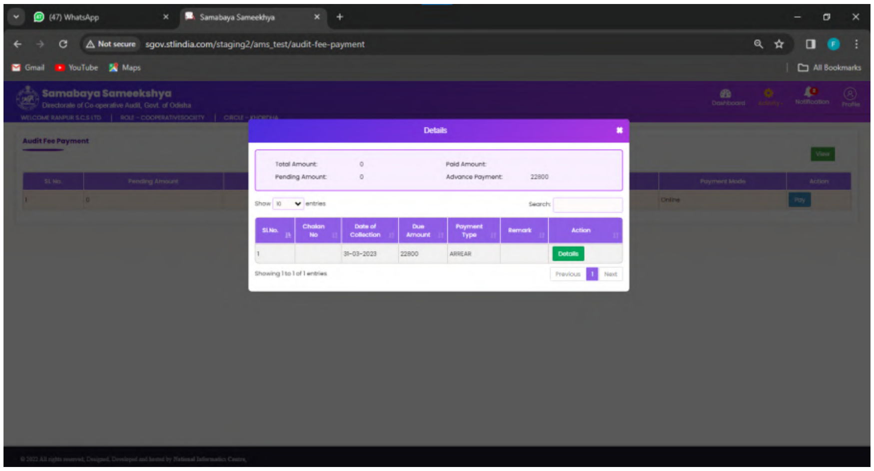
(3 dots) is clicked .
- When audit report is issued by the circle the PDF report is available only to view the report. One compliance button is also there next to it for entry of compliance to any defects, detected by the auditor in the audit report.



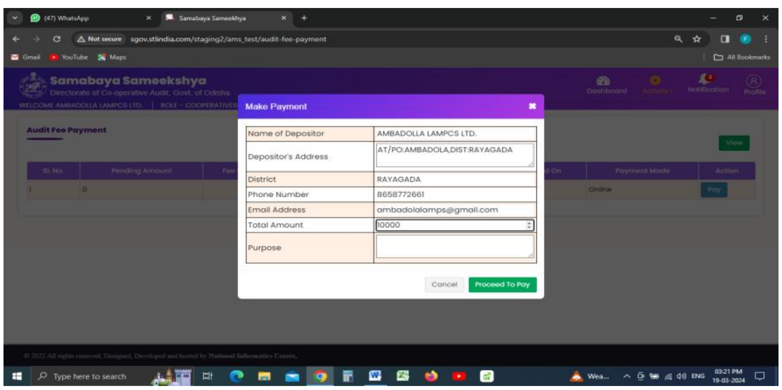
- Then next option (under activity) is Audit fee :



- When the view button in the audit fee payment page is clicked the payment details can be viewed:

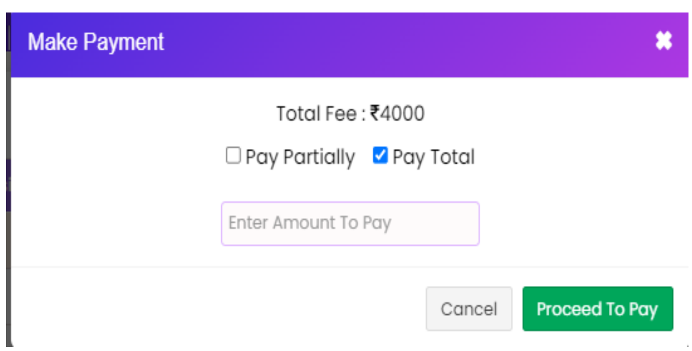


- To make payment of audit fee online the pay button in the audit fee payment page must be clicked and the payment gateway is opened.



Here audit fee can be deposited .

- Make fee payment:



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