

DIRECTORATE OF COOPERATIVE AUDIT: ODISHA: BHUBANESWARLetter No: VI (11) 40/2021 (P-4) 6717 /IT CellDate: 5/10/2024

To

The Secretaries/CEOs
of all CCBs of the State.

Sub: Regarding uploading of Mandatory Documents relating to Audit in the login ID of the concerned PACS in the "Samabaya Sameekshya" (www.samabaya Sameekshya. odisha.gov.in portal of Directorate of Coop Audit, Odisha).

Ref: (i) Letter no - 6375 dt -25.09.2024 mandatory Document upload by PACS
(ii) Letter no-2119 dt-21.03.2024 training to the CCB, BM, Field Supervisor and Accounts Manager.
(iii) Letter No-2119 dt-21.03.2024 PACS-training- BM- CCB

Sir,

With reference to the subject cited above it is to intimate that the login id of each PACS in the "Samabaya Sameekshya" (www.samabaya Sameekshya. odisha.gov.in portal of Directorate of Coop Audit, Odisha) has already been created and supplied to the concerned PACS in the state by the Asst. AGCS of Circles.

Hence you are requested to inform all Branch Managers, Accountants of the Branch, Field Supervisors & Accounts Manager of Head office of CCB and all the employees of the PACS dealing with accounts under your jurisdiction to upload the mandatory documents as detailed at list-1 in the PACS login for each accounting year unfailingly. Steps need be taken at your level to draw the attention of the Presidents of PACSs on the score.

As the PACS audit report has been made online, it is mandatory to upload the aforesaid documents in the PACS login of the Samabaya sameekshya portal immediately for each accounting year. Further you are hereby requested to send the document, upload status of each PACS as per the format mentioned below to this Directorate for further course of action.

PACS WISE LIST

SL	Name of the CCB	Name of the PACS	Document Uploaded (Yes/ No)	Years for which document uploaded (years to be mentioned)
1	2	3	4	5

ABSTRACT

SL	Name of the CCB	Total No of PACS	No of PACS for which Document Uploaded	No of PACS for which Document not uploaded
1	2	3	4	5

Treat this as important.

Yours faithfully

Enclosures:

Guidelines PACS login.

Memo No: 6718

Copy submitted to the Special Secretary, Govt. of Odisha, Cooperation Department for information and necessary action.

6028 5/10/24
**Additional Auditor General
Cooperative Societies, Odisha**

Date: 5/10/2024

Memo No: 6719

Copy communicated to the Registrar of Cooperative Societies, Odisha, Bhubaneswar for information and necessary action.

6028 5/10/24
**Additional Auditor General
Cooperative Societies, Odisha**

Date: 5/10/2024

Memo No: 6720

Copy communicated to the Managing Director, Odisha State Cooperative Bank Ltd, Pandit Jawaharlal Nehru Marg, Unit- IV, Bhubaneswar-751001, for information and necessary action.

6028 5/10/24
**Additional Auditor General
Cooperative Societies, Odisha**

Date: 5/10/2024

Memo No: 6721

Copy to Asst. Auditor General of Coop Societies, of All Circles for information and necessary action. With a request to circulate this to the all auditors and all PACS for course of action.

6028 5/10/24
**Additional Auditor General
Cooperative Societies, Odisha**

Date: 5/10/2024

6028 5/10/24
**Additional Auditor General
Cooperative Societies, Odisha**

Memo No: 6722

Date: 5/10/2024

Copy communicated to General Manager, NICSI, Odisha, e-Mail- nicSI-ori@nic.in, National Informatics Centre, Orissa State Centre, Pandit Jawaharlal Nehru Marg, Unit- IV, Bhubaneswar-751001, for information and necessary action.

6722
Additional Auditor General

Cooperative Societies, Odisha

Date: 5/10/2024

Memo No: 6723

Copy communicated to Sri Suresh C Nayak, Silicon Techlab Private Limited, 01, Incubation Centre Silicon Institute of Technology Silicon Hills, Patia, Bhubaneswar, Odisha-751024 email- suresh.nayak@stlindia.com for information and necessary action.

6723
Additional Auditor General

Cooperative Societies, Odisha

Date: 5/10/2024

Memo No: 6724

Copy communicated to Sri Niranjana Jyotish, Sri Sukanta Dash, Miss Muskan Mohanty, Miss Itishree Nayak, Silicon Techlab Private Limited, 01, Incubation Centre Silicon Institute of Technology Silicon Hills, Patia, Bhubaneswar, Odisha-751024 email- contact@ stlindia.com / niranjan.jyotish@stlindia.com / sukanta.dash@silicontechlab.com for information and necessary action. They are requested to remain in touch with all concerned for resolving any issues to make the software run flawlessly.

6724
Additional Auditor General

Cooperative Societies, Odisha

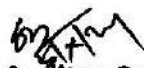
LIST-1

DOCUMENTS NEED TO BE UPLOADED IN THE PACS LOGIN BY THE CONCERNED SOCIETY AGAINST EACH

ACCOUNTING YEAR

Sl.	Documents to be uploaded online in PACS login in Samabaya Sameekshya software	Remarks
1	Balance Registers	For each accounting year
2	Bank Transactions	----- do -----
3	Borrowing & Investment Register	----- do -----
4	Budget	----- do -----
5	Cashbook page (last page of the Day book i.e. 31st March of each year)	----- do -----
6	Day Book Page (last page of the Day book i.e. on 31st March of each year)	----- do -----
7	Dead Stock register	----- do -----
8	Bye-laws	----- do -----
9	Deposit Registers	----- do -----
10	Financial Statements	----- do -----

11	General Ledger	----- do -----
12	Inspection Report	----- do -----
13	Land Registers	----- do -----
14	Loan Balance cum NPA Register	----- do -----
15	Loan ledgers	----- do -----
16	Membership Registers	----- do -----
17	Minute Book	----- do -----
18	Pay Aquittance Roll	----- do -----
19	Receipts & Vouchers	----- do -----
20	Register related to Paddy Procurement	----- do -----
21	Share Registers	----- do -----
22	Stock & Sale Registers(Fertilizer/Seeds)	----- do -----
23	Stock Verification Report	----- do -----
24	Other Document 1	----- do -----
25	Add button to upload the more documents.	


Additional Auditor General
Cooperative Societies, Odisha