

URGENT & MANDATORY

DIRECTORATE OF COOPERATIVE AUDIT: ODISHA: BHUBANESWAR

Letter No: VI (11) 40/2021 (P-4) 6375 /Computer Cell Date: 25/9/2024

To

The Secretaries/CEOs
of all CCBs under 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-2119 dt-21.03.2024 training to the CCB, BM, Field Supervisor and Accounts Manager.
(ii) 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 under 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 below 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.

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 Acquittance 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.	

As the PACS audit report made online it is mandatory to upload the aforesaid documents in the PACS login of the Samabaya sameekshya portal soon after completion of the accounting year i.e. during the month of April each year.

Treat this as important.

Yours faithfully

Enclosures:

Guidelines PACS login.

Additional Auditor General
Cooperative Societies, Odisha

Memo No: 6376

Date: 25/9/2024

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

Memo No: 6377

Additional Auditor General
Cooperative Societies, Odisha

Date: 25/9/2024

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

Memo No: 6378

Additional Auditor General
Cooperative Societies, Odisha

Date: 25/9/2024

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

Memo No: 6379

Additional Auditor General
Cooperative Societies, Odisha

Date: 25/9/2024

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.

Additional Auditor General
Cooperative Societies, Odisha

Memo No: 6380

Date: 25/9/2024

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.

brp
25/9/24
Additional Auditor General
Cooperative Societies, Odisha

Memo No: 6381

Date: 25/9/2024

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.

brp
25/9/24
Additional Auditor General
Cooperative Societies, Odisha

Memo No: 6382

Date: 25/9/2024

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.

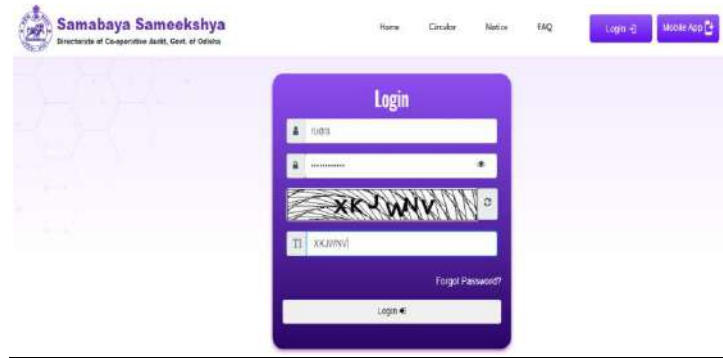
brp
25/9/24
Additional Auditor General
Cooperative Societies, Odisha

GUIDELINES FOR COOPERATIVE SOCIETIES

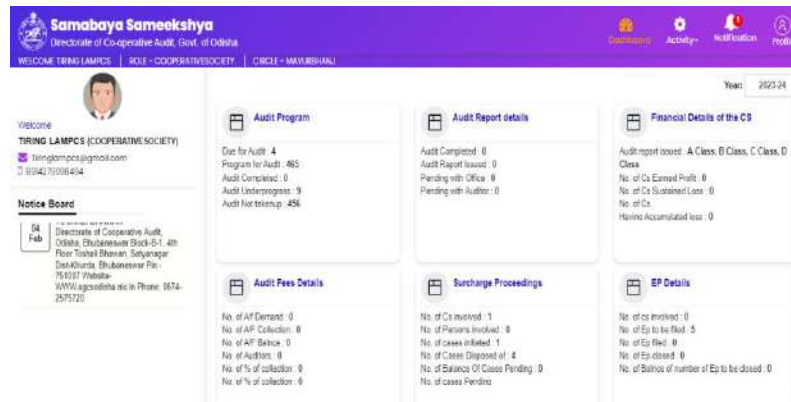
“SAMABAYA SAMEEKSHYA”, DCA, ODISHA.

Process for Cooperative Societies:

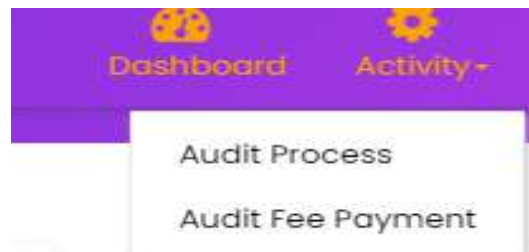
- To log in to the Samabaya Sameekshya portal use the url :
<https://samabayasameekshya.odisha.gov.in/>



- Then entering to **Dashboard** part of CS:



- There is **Activity Menu** under that submenu Audit process:



- Entering to **Audit process**:

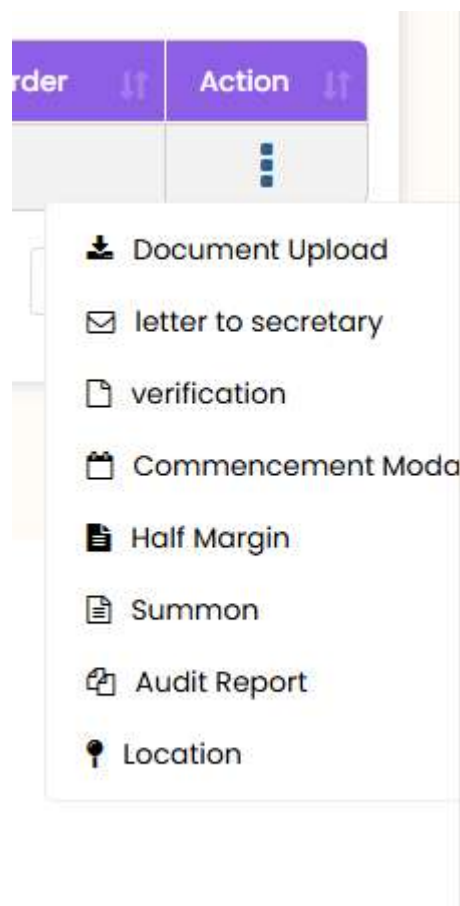
Audit Process

Show 11 entries Search:

S.No	Audit Year	Audit Type	Auditor Name	Present Audit Status	Action
1	2019-20	Statutory audit	Lakhindra Mammu		
2	2020-22	Statutory audit	Lakhindra Mammu		
3	2020-21	Statutory audit	Rudra Mohanbhai Nalk		

Showing 1 to 3 of 3 entries Previous **Next**

- Click on **action button** (3 dots):
- User can select any year of audit from the list after that clicking on action button the page will display like:



IMPORTANT AND MANDATORY :- It is mandatory to upload the following documents in pdf or jpg format online for each accounting year.

- **Document upload** > To upload requisite documents for audit.

CS Document Upload

CS Details

CS Name: CHITRAK-1
Period of Audit: 2019-20
Type of Audit: Statutory audit
Authentication order number: 30/01/2024

CS Name: RAMKIA SC'S
Period of Audit: 01/04/2019 to 31/03/2020
Authentication order number: 3006

Document Upload

Please upload correct data. Once submitted cannot be change.

Balance Register
No file
% (.pdf/.jpg) file upload. File size should be less than 2MB
Choose file Upload

Financial Statement
No file
% (.pdf/.jpg) file upload. File size should be less than 2MB
Choose file Upload

Bank Transactions
No file
% (.pdf/.jpg) file upload. File size should be less than 2MB
Choose file Upload

Day Book Page (last page of the Day book i.e. on 31st March of each year)

Click the add button to add more documents.

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

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23	Stock Verification Report	----- do -----
24	Other Document 1	----- do -----
25	Add button to upload the more documents.	

- **Letter to Secretary**> Correspondence with the Secretary.

Letter to the secretary on production of books & records ← Back

CS Details			
Circle Name:	CUTTACK-I	CS Name:	RANIGOLA SCS
Type of Audit:	Statutory audit	Authorisation order number:	1005
Year of Audit:	2019-20	Authorisation order date:	30/03/2024
Period of Audit:	01/04/2019 to 31/03/2020		

Data Unavailable

- **Verification**>Records verified by the auditor.

Verification of books & records for audit ← Back

CS Details			
Circle Name:	CUTTACK-I	CS Name:	RANIGOLA SCS
Type of Audit:	Statutory audit	Authorisation order number:	1005
Year of Audit:	2019-20	Authorisation order date:	30/03/2024
Period of Audit:	01/04/2019 to 31/03/2020		

Data Unavailable

- **Commencement modal**>Letter of Commencement of audit by the auditor.

COMMENCEMENT ← Back

Data Unavailable

- **Half-margin**>Half margin memo issued by the concerned auditor.

Half Margin Memo ← Back

CS Details			
Circle Name:	CUTTACK-I	CS Name:	RANIGOLA SCS
Year of Audit:	2019-20	Period of Audit:	01/04/2019 to 31/03/2020
Type of Audit:	Statutory audit	Authorisation order number:	1005
Authorisation order date:	30/03/2024		

- **Summon**>If the auditor summoned any person to present before the audit. The Secretary need to convey the summon to the person concerned.

Summon ← Back

CS Details

Circle Name:	CUTTACK-1	CS Name:	RANICHA SCS
Year of Audit:	2019-20	Period of Audit:	01/04/2019 to 31/03/2020
Type of Audit:	Statutory audit	Authorisation order number:	1006
Authorisation order date:	30/03/2024		

- **Audit report**>For view and approval of audit report submitted by the auditor.

Audit Report ← Back

Show: 10 entries Search:

Sl. No	CS Name	Auditor Name	Audit Year	Submitted On	Action
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

- **Audit fee payment** > Payment of audit fees

Audit Fee Payment View

Sl. No.	Pending Amount	Fee Paid	Fee Amount	Adjusted amount	Last Paid On	Payment Mode	Action
1	0	0	0	0		Online	Pay

- **Make fee payment:**

	Action
	Pay

Make Payment

Name of Depositor	RANIOLA SCS
Depositor's Address	At/Po-Raniola,Cuttack
District	CUTTACK
Phone Number	8763901600
Email Address	raniolasecy@gmail.com
Total Amount	
Purpose	

Cancel

Proceed To Pay

Fill the amount you want to pay, fill the purpose in the field provided and click proceed to pay button there in. It will direct you to the Odisha treasury web site as follows.

<https://www.odishatreasury.gov.in/echallan/challan-details>

FMS | Odisha

ECHALLAN

1

Challan Details

2

Depositor Details

3

Confirm Details

4

Make Payment

For redressal of any grievances relating to e-payment, kindly call Helpline number 1800 3456735 OR email to cybertreasury2023@gmail.com

Confirm Details

Please check the entered details before proceeding to payment

Challan Purpose

Head of Account	Purpose	Amount
0425-00-101-0010-0002-000	Audit Payment	10000.00

Department Specific Information

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
00000000000000000000			
Additional Information 4	Additional Information 5	Additional Information 6	

Depositor Details

Depositor Name	Address Line1	Address Line2	State
RANIOLA SCS	At/Po-Raniola,Cuttack		Odisha
District	Pincode	Phone Number	Email
CUTTACK	751001	8763901600	raniolasecy@gmail.com

Total Amount

10000.00

Depositor Identification

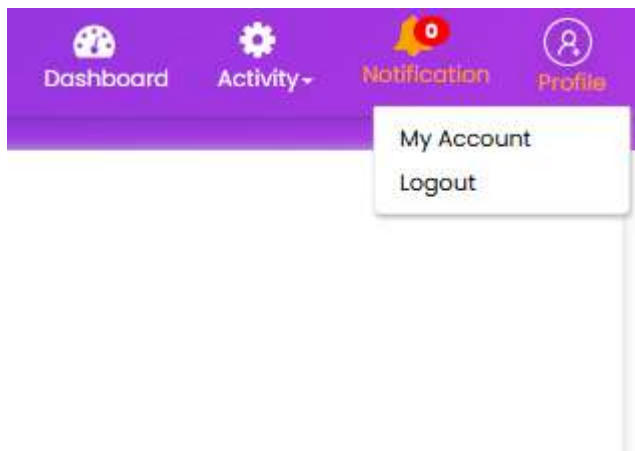
Identification Type	ID number
ID description	

Next

C

Contact Us

- **Profile**> To update photo, signature, change password, change mobile no and email id.



Personal details

Edit Details

Change Password

Profile Details

Profile Description :

Address :

Email :

raniolasecy@gmail.com

Logo: (Max Size:1024 Kb)

No file

Choose file

President Signature : (Max Size:50 Kb)

No file

Choose file

Upload

secretary Signature : (Max Size:50 Kb)

No file

Choose file

Upload

Submit



Samabaya Sameekshya
Directorate of Co-operative Audit, Govt. of Odisha

WELCOME RANIOLA SCS | ROLE - COOPERATIVE SOCIETY | CIRCLE - CUTTACK-I

Personal details

Edit Details

Change Password

Change Password

Old Password

enter your old password

New Password

enter your new password

Confirm Password

confirm password

Submit

* Password Should be between 8 to 25 characters

* It must contain atleast one uppercase letters(A-Z)

* one lower case letter(a-z)

* one numeric value(0-9)

* one special character(Eg:- @, #, !)

-----The End----