User Manual : Generate Audit Order in e-Sahakar

eSahakar : Audit Management System
Overview

• This manual is for Empanelled Auditors with CCRCS.
• Auditors need to submit the Audit details of cooperative societies online.
• Auditor may use the same account to upload the details through which application for empanelment was furnished.
• On Generating Audit Order, concerned registrar would be able to ensure the compliance of Audit of all cooperative societies online.
• It would also help in tracking the compliance real time.
• Auditors would be able to express interest for Audit to cooperative society which are validated online.
Process Overview

For Auditor

• Process 1: Shortlist and Send Interest to Society Online
  
  1. Login
  2. Search Society for Audit and Send Interest
  3. If received Resolution Online, upload Auditor Consent Online
  4. Generate Audit Order Online

• Process 2: Directly Generate Audit Order
  
  1. Login
  2. Upload Society Resolution and Auditor Consent
  3. Generate Audit Order Online
Process 1: Shortlist and Send Interest to Society Online

Process Overview:

a. Auditors can send interest for Audit to Registered and Validated Cooperative society online.

b. Auditor now have facility to search the cooperative society across Maharashtra online as per applicable business rules specified for Empanelled Auditors.

c. Auditor can send the expression of interest online to society. If society accepts interest and uploads Society Resolution online. Auditor can send unlimited expression of Interest to cooperative society online.

d. On receiving the Society Resolution, Auditor need to upload the scanned Auditor Consent online and in order to finalize the Audit generate audit order online.

• Checklist
  a) Validated Cooperative Society Online
  b) Empanelled Auditor Online Account- Username and Password
Step 1: Go to MahaSahakar Site

Step 1: Google: Mahasahakar

Step 2: Open MahaSakahar Website, enter the URL: http://mahasahakar.maharashtra.gov.in in the browser

Step 3: Go to “Other Link” on the home page of the website

Step 4: Click “Auditor Login” as shown in red color circle in the above figure.
Step 2: Login as Auditor

As shown in the figure above

**Step 4:** Enter your User Id and Password as Auditor

**Step 5:** Click "Login"

Note: Only Empanelled auditor can login in the system. Same account username and password is required which was created for submitting application for empanelment.
Step 3 : Select Society Selection

Click “Society Selection” as shown in red color in the above figure.
Step 4: Search and View Society

- Search Society using Filters provided.
- Click on View to view the details of the selected societies.
Step 5: Express Interest to the society

Step 5: To express interest to auditor click “Express Interest” or click “Back”

- Email and SMS notification would be sent to society and Auditor by eSahakar System.
Step 6: View List of Interests

Go to Tab and click on List of Interests to view the list of societies to which interest is expressed or received.
Step 7: Upload Auditor Consent

- If Society accepts the interest and uploads the society resolution, Auditor may choose to upload the Auditor Consent in the system.
- Scanned copy of duly signed auditor consent could be uploaded in the system.
- Email and SMS notification would be sent to society and Auditor by eSahakar System.
Step 8: Generate Audit Order

- Once Society Resolution and Auditor Consent is uploaded in the system, the final stage is to generate the Audit Order to freeze the Audit under the concerned Auditor.
- Auditor needs to go to the List of Accepted Societies Tab to view the societies.
- Go to detail and View the society details.
Step 8: Generate Audit Order

- Click on Generate Order to finalize the Audit.
- Email and SMS notification would be sent to society and Auditor by eSahakar System.
Step 9: Upload the Audit Report

- Click on Upload Report to finalize the Audit.
- Email and SMS notification would be sent to society and Auditor by eSahakar System.
Process 2: Directly Generate Audit Order

Process Overview:

a. Auditors can send interest for Audit to Registered and Validated Cooperative society online.

b. Auditor now have facility to search the cooperative society across Maharashtra online as per applicable business rules specified for Empanelled Auditors.

c. Auditor can send the expression of interest online to society. If society accepts interest and uploads Society Resolution online. Auditor can send unlimited expression of Interest to cooperative society online.

d. On receiving the Society Resolution, Auditor need to upload the scanned Auditor Consent online and in order to finalize the Audit generate audit order online.

• Checklist
  
a) Validated Cooperative Society Online
b) Empanelled Auditor Online Account- Username and Password
c) Society Resolution Scanned Copy
d) Auditor Consent Scanned Copy
Step 1: Go to MahaSahakar Site

Step 1: Google: Mahasahakar
Step 2: Open MahaSakahar Website, enter the URL: http://mahasakahar.maharashtra.gov.in in the browser
Step 3: Go to “Other Link” on the home page of the website
Step 4: Click “Auditor Login” as shown in red color circle in the above figure.
Step 2: Login as Auditor

As shown in the figure above:

Step 4: Enter your User Id and Password as Auditor

Step 5: Click "Login"

Note: Only Empanelled auditor can login in the system. Same account username and password is required which was created for submitting application for empanelment.
Step 3: Select Society Selection

Click “Society Selection” as shown in red color in the above figure.
Step 4: Search and View Society

- Search Society using Filters provided.
- Click on View to view the details of the selected societies

<table>
<thead>
<tr>
<th>Sn.</th>
<th>Registration No.</th>
<th>Society Name</th>
<th>District</th>
<th>Taluka</th>
<th>Society Class</th>
<th>Society Type</th>
<th>Details</th>
<th>By Pr</th>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12345678</td>
<td>Dummy Society</td>
<td>Mumbai</td>
<td>Mumbai</td>
<td>A</td>
<td>A</td>
<td>View</td>
<td>Click</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>98765432</td>
<td>Best Society</td>
<td>Pune</td>
<td>Pune</td>
<td>B</td>
<td>B</td>
<td>View</td>
<td>Click</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>00000000</td>
<td>Worst Society</td>
<td>Bombay</td>
<td>Bombay</td>
<td>C</td>
<td>C</td>
<td>View</td>
<td>Click</td>
<td></td>
</tr>
</tbody>
</table>

Select a filter, search, and view the details of the selected societies.
Step 5: Generate Order using By pass

- In case Auditor already have Society resolution and Auditor consent, Auditor may skip the express interest and directly generate Audit Order directly.
- Search the cooperative society using filters provided and click on By Pass feature
Step 5: Generate Order using By pass

• In case Auditor already have Society resolution and Auditor consent, Auditor may skip the express interest and directly generate Audit Order directly.
• Search the cooperative society using filters provided and click on By Pass feature
Step 5: Generate Order using By pass

- Auditor can upload Society Resolution and Auditor Consent in the system.
- Go to List of Accepted Society tab and click on view details and generate order.
Step 8: Generate Audit Order

- Once Society Resolution and Auditor Consent is uploaded in the system, final stage is to generate the Audit Order to freeze the Audit under the concerned Auditor.
- Auditor need to go List of Accepted Societies Tab to view the societies.
- Go to detail and View the society details
### Step 8: Generate Audit Order

- Click on Generate Order to finalize the Audit.
- Email and SMS notification would be sent to society and Auditor by eSahakar System.
Step 9: Upload the Audit Report

- Click on Upload Report to finalize the Audit.
- Email and SMS notification would be sent to society and Auditor by eSahakar System.
Thank You