

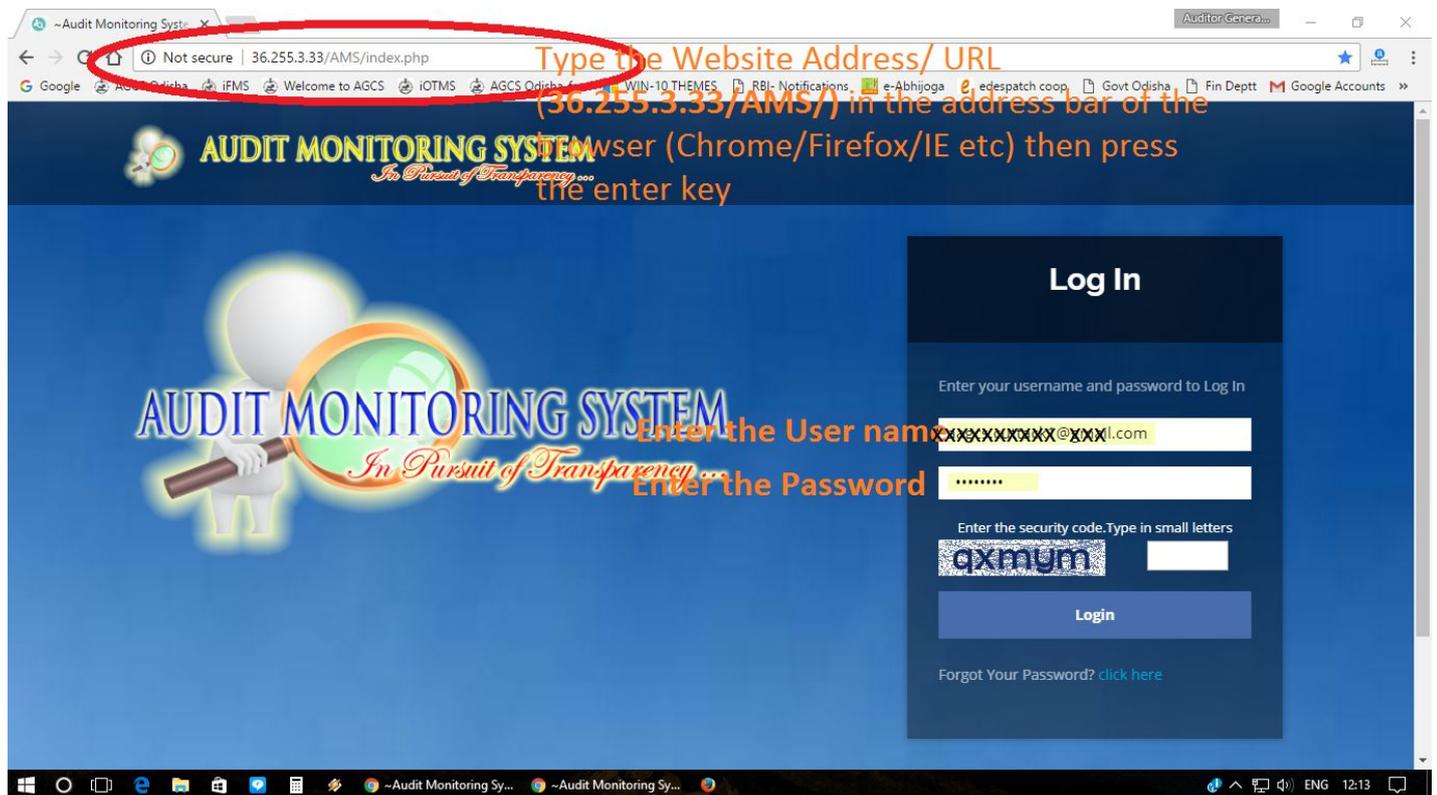
**GUIDELINES FOR ONLINE CHECKING OF PREVIOUSLY UPLOADED DATA AND SUBMISSION OF NEW DATA IN THE 48 COLUMN FORMAT IN THE AUDIT MONITORING SYSTEM, DCA, ODISHA.**

It is to state that, the data sent by the circles as regards 48 Column data were migrated to audit monitoring system after putting up of CS codes by the Circles. But after going through various reports on 48 column data it is observed that there are many mistakes in the said data.

Hence it is advised to download the 48 column data directly from the AMS reconcile/check the same with the audit certificate register of your circle. If any discrepancy noticed then the same may be intimated to this Directorate. So that the concerned data may be made available for edit by your circle or if required may deleted by this Directorate for entry of correct data.

The below mentioned procedure for downloading, entry, edit and final submission for 48 column data through AMS should be followed.

**Step-1:** First type the Website Address/ URL- **36.255.3.33/AMS/** in the address bar of the browser (Chrome/Firefox/IE etc) then press the enter key.

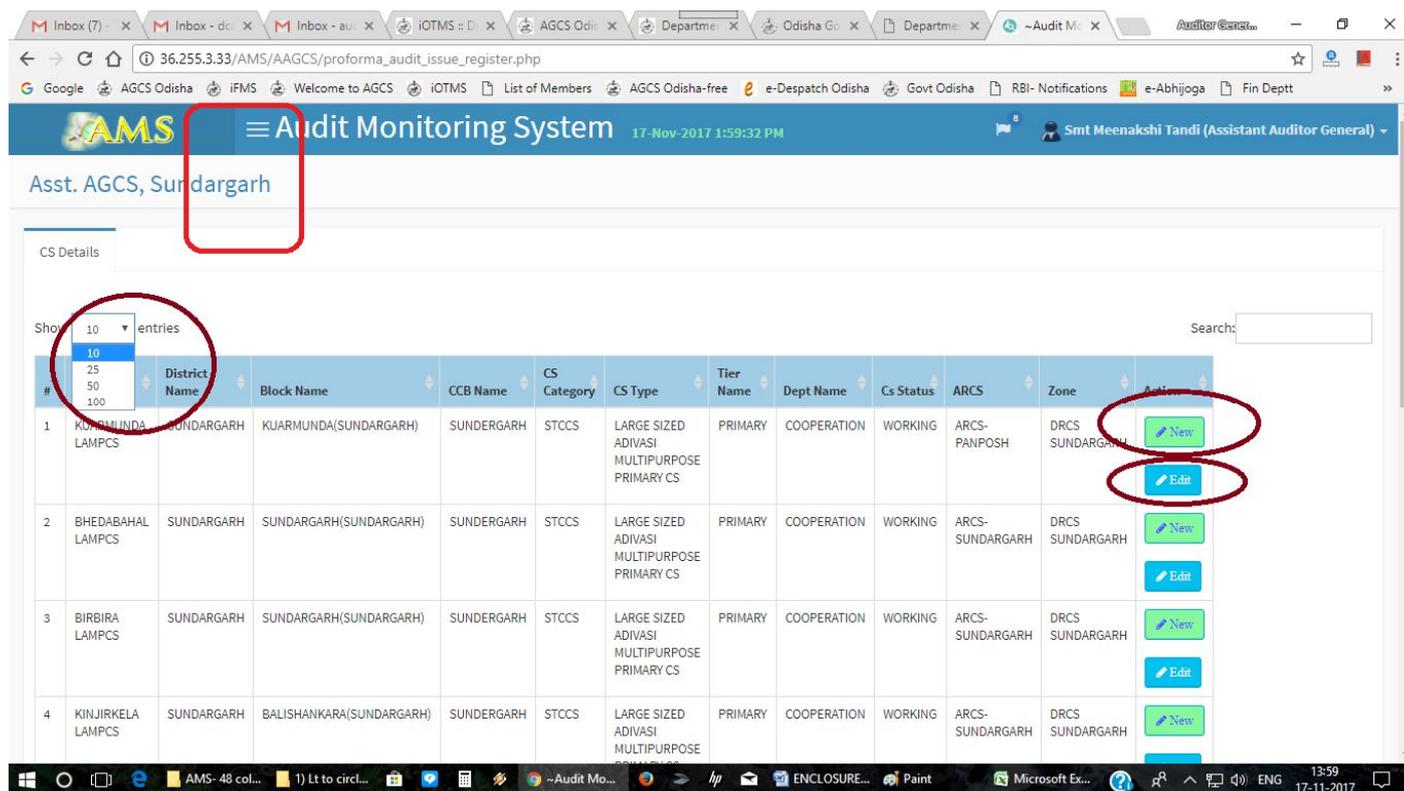


**(Figure-1)**

**Step-2:** Type the User ID, Password and the security code (in small letters) in the box provided and click on Login tab. **(Figure-1)**

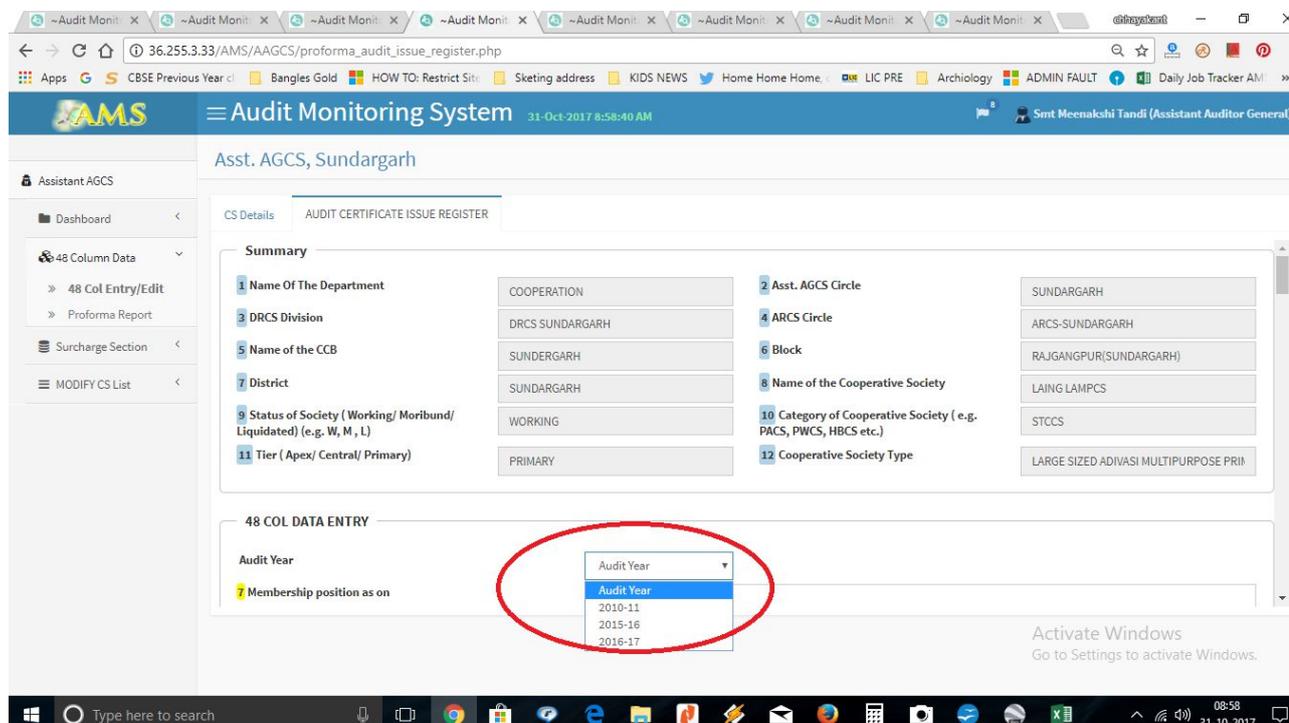
Click the “menu tab” placed at the top of the screen to hide the menu bars and again click on “menu tab” to show/hide the menu bars as mentioned in **(Figure-2)**.

You may also click on the show entries to view the CS list on 10, 25, 50 and 100 row as per your convenience as circled in the **(Figure-2)**.

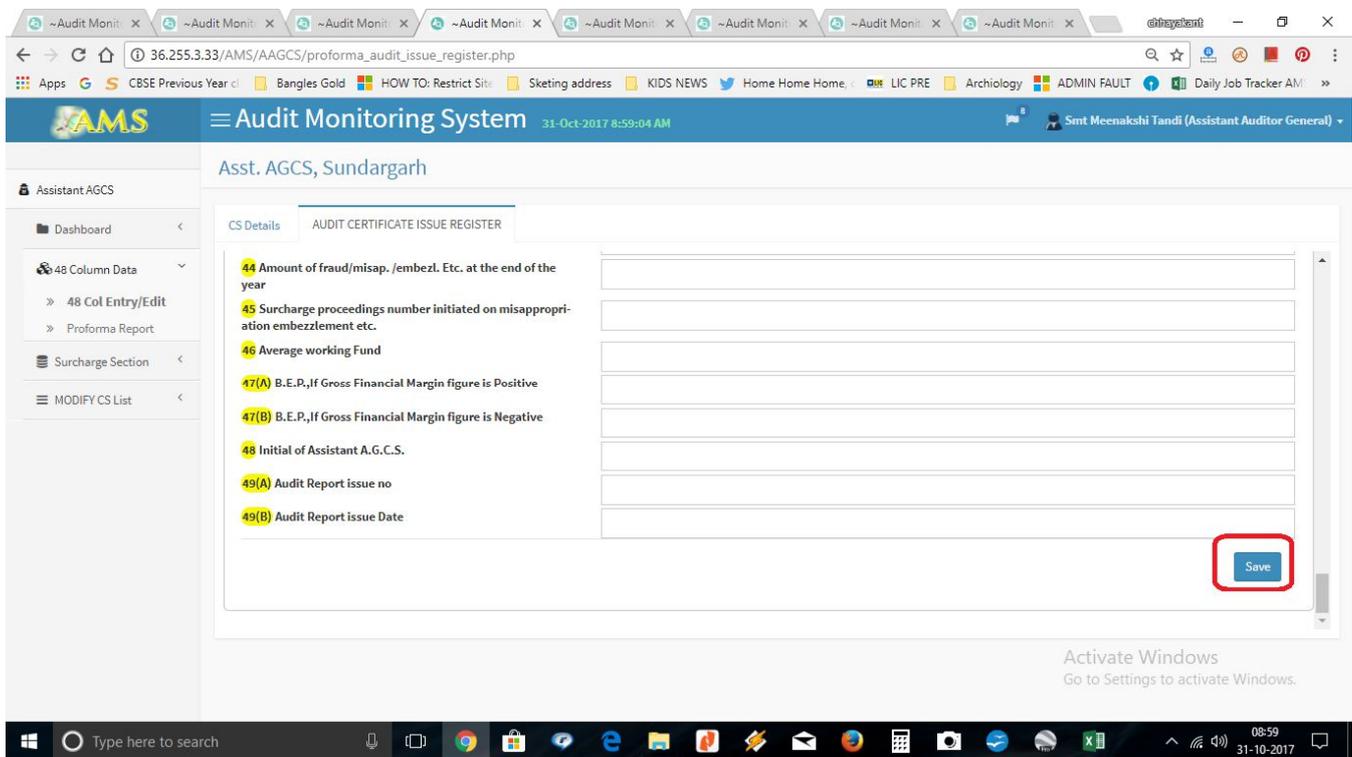


**(Figure-2)**

**Step-3:** In the Dashboard screen click “48 Col Entry/Edit” placed on the left side of the screen. Then the “CS details” tab will appear then click on the “New” button as mentioned in the **(Figure-2)**. Then the menu as per **(Figure-3) & (Figure-4)** will appear where.

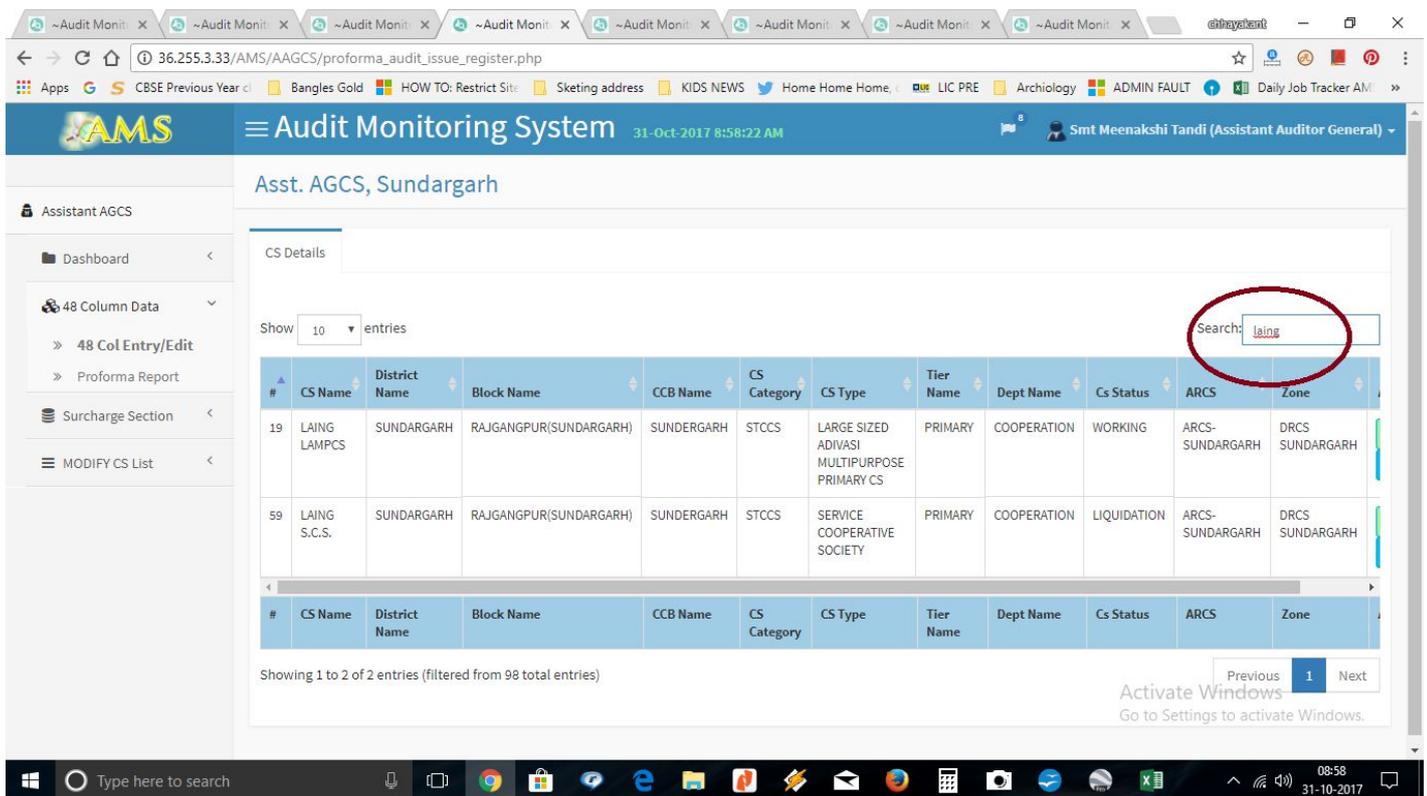


**(Figure-3)**



(Figure-4)

You may also type the name of the CS or 3 characters in the search box to find the name of the CS instantly. (Figure-5).

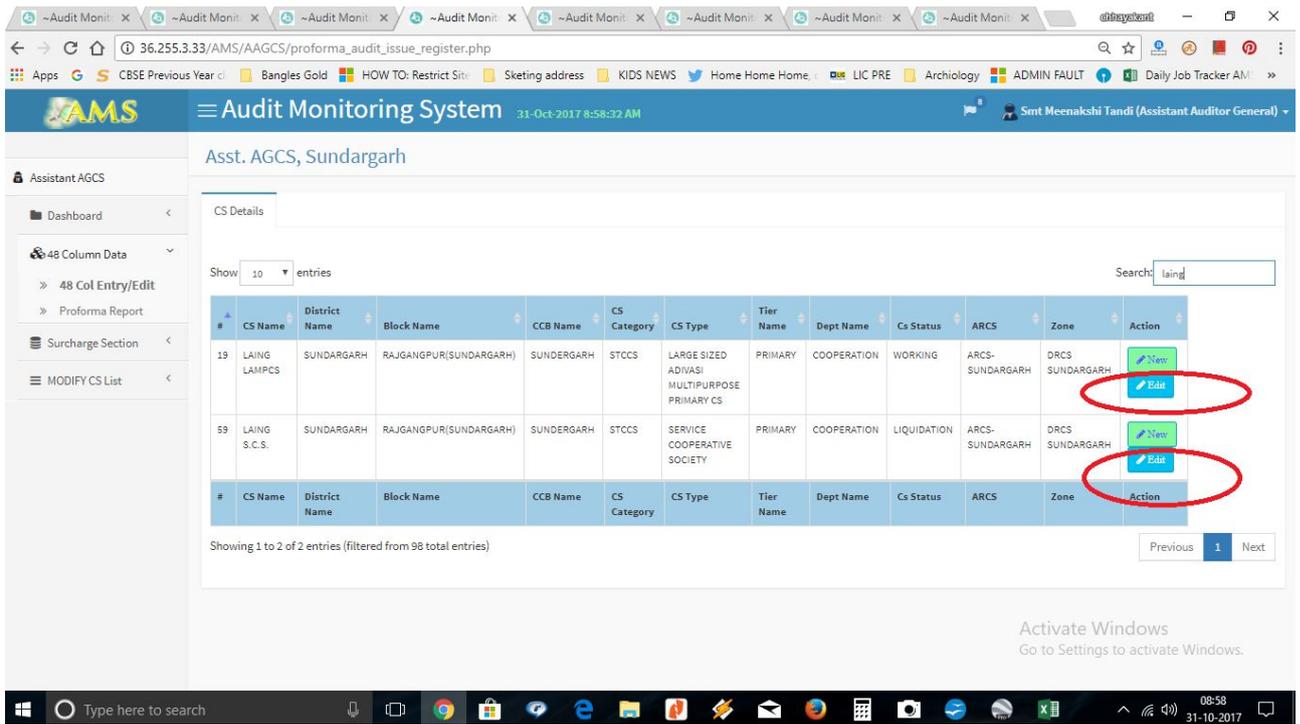


(Figure-5)

It is mandatory to fill up all east two data i.e. Audit year and Audit Classification (col no-41) before saving the data.

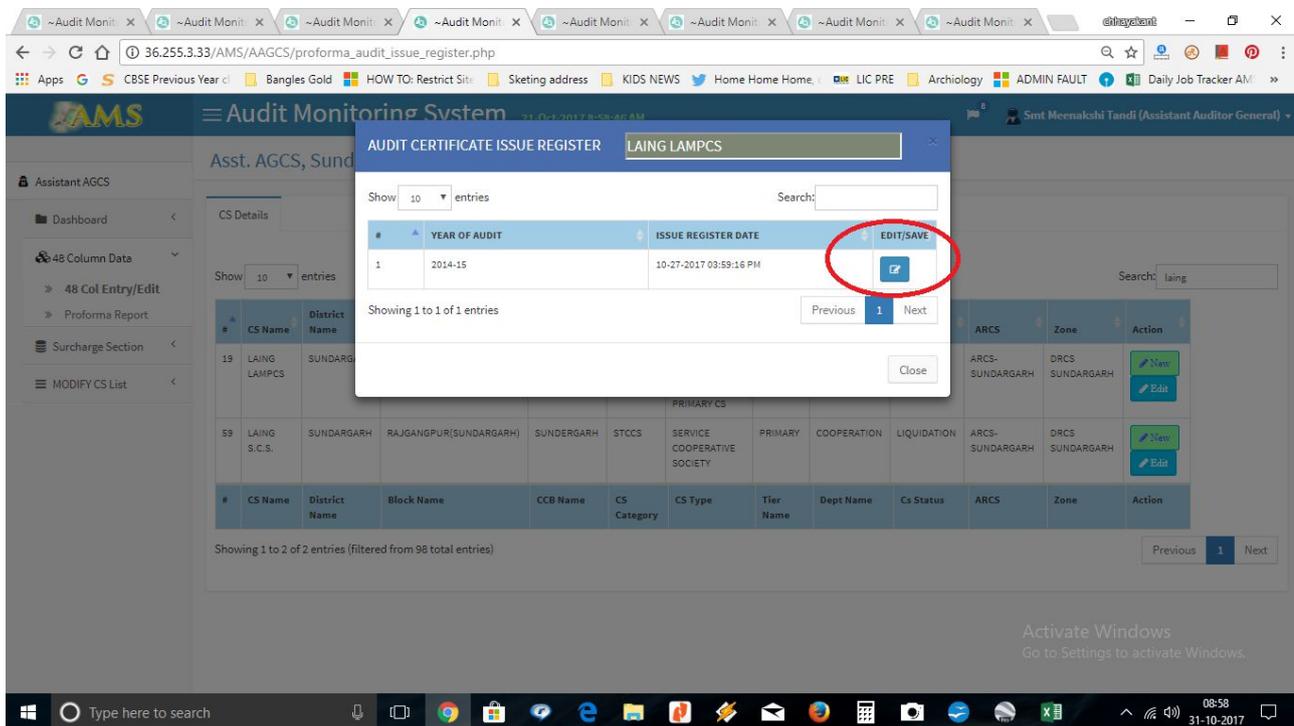
Now click the Save button as mentioned in Figure-4.

Then you may enter all the data or few data, the data can be added later by clicking the edit button of the concerned CS as mentioned in **Figure-6**



(Figure-6)

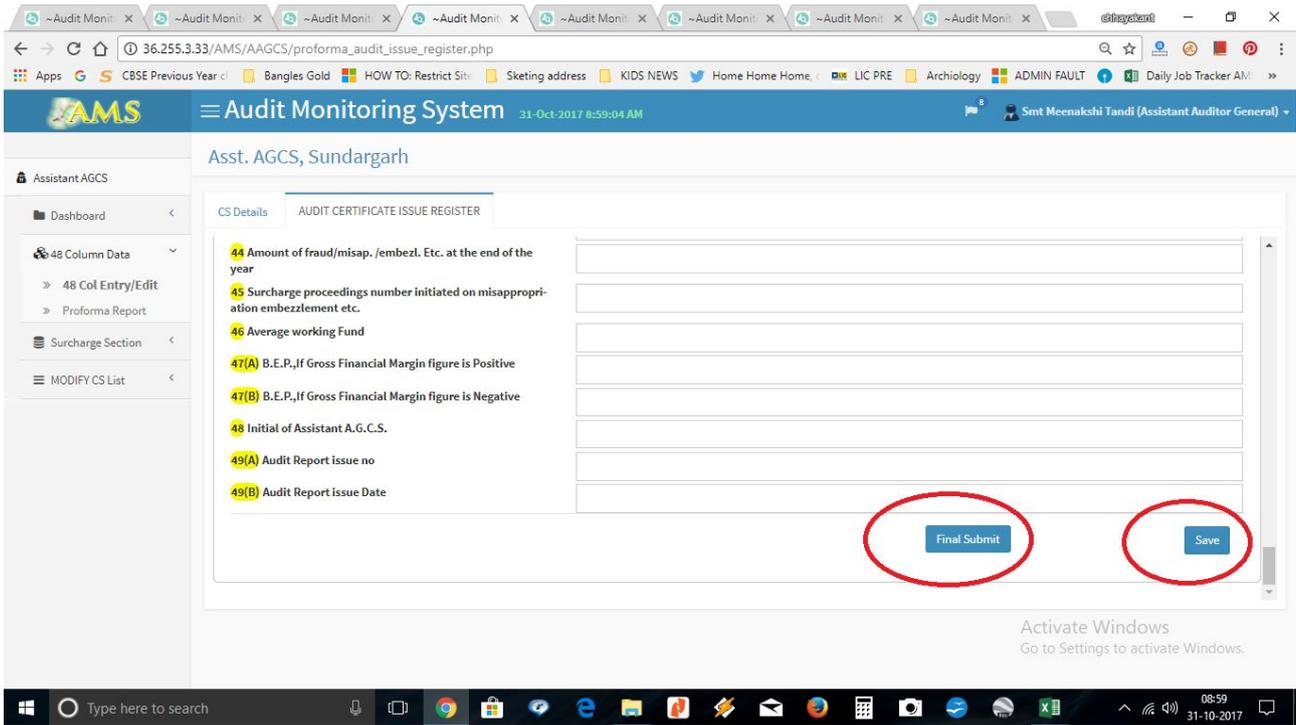
Then after click on the Edit /save button (**Figure-7**) to entry the necessary data further or you may edit the previous data entered by you (**see Figure-8**)



(Figure-7)

Then after confirmation of accuracy of data you may click the final submit button (**see the Figure-8**) to send the 48 column data to DCA, Odisha.

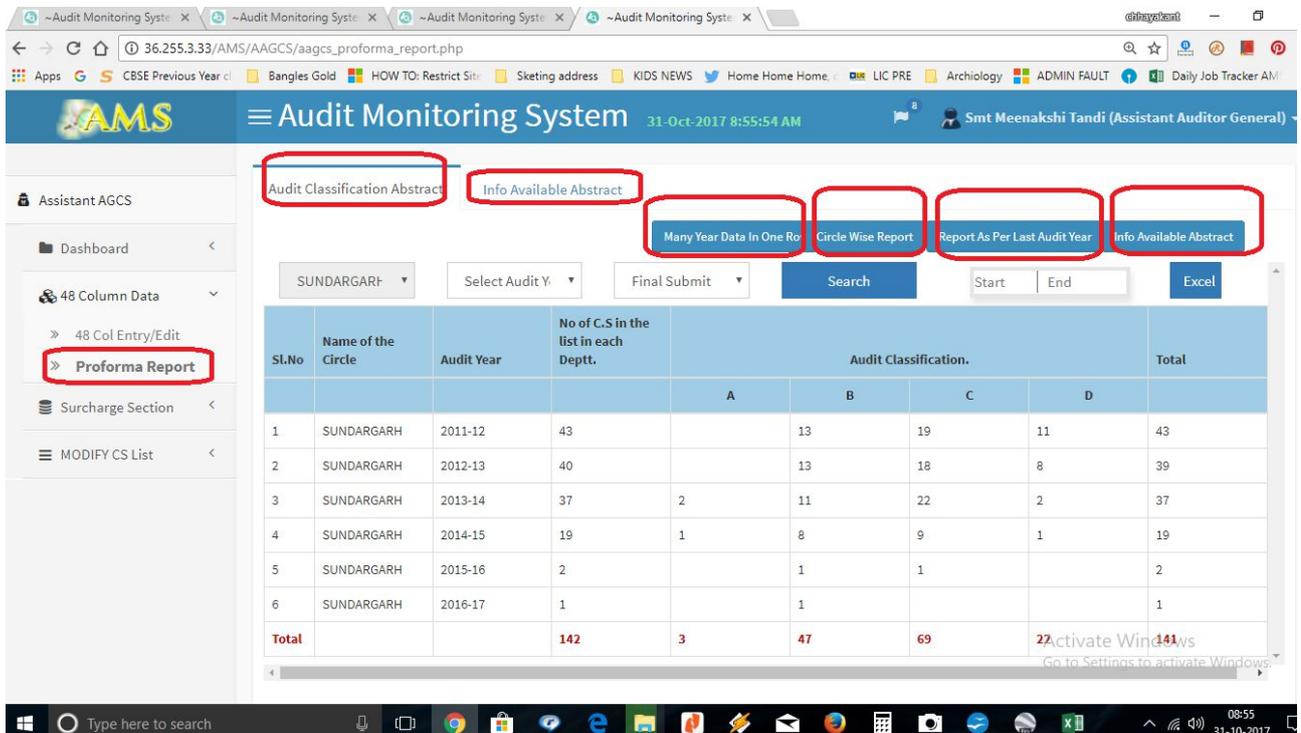
It should be noted that after final submission of data( i.e. clicking of Final Submit button ) you will not be able to edit the data again, hence due care must be taken prior to pressing the Final Submit button.



(Figure-8)

After clicking the Proforma Report click on the Circle Wise Report tab as shown in Figure-9 then a new page will be opened as shown in Figure-10.

The final submit “YES “option will show the data of final submitted and the “NO” button will show the data which are kept as saved for future edit and not final submitted/sent to DCA, Odisha.



(Figure-9)

In this page i.e. YEAR WISE 48 COLUMN DATA/ AUDIT CERTIFICATE ISSUE REGISTER you can download/ view all the 48 column data sent by your circle year wise, audit classification wise and many more. **(Figure-10)**

Sl.No	Name of the Circle	Name of the DCCB to which it is affiliated.	Name of the District	Name of the Block	Name of the society (Category wise)	Year of Audit	Membership position as on	Total paid up share capital	Govt share capital out of total paid up share capital	% of Govt share capital to total paid up share .	Amount of Deposit, D the year/S
1	2	3	4	5	6	7	8	9	10	11(A)	
1	SUNDARGARH	SUNDERGARH	SUNDARGARH	NUAGAON(SUNDARGARH)	HATIBARI LAMPACS	2012-13	10237	4261193	452000	10.6073580802372	41265009
2	SUNDARGARH	SUNDERGARH	SUNDARGARH	NUAGAON(SUNDARGARH)	HATIBARI LAMPACS	2011-12	9432	3599088	452000	12.56	20244917
3	SUNDARGARH	SUNDERGARH	SUNDARGARH	NUAGAON(SUNDARGARH)	HATIBARI LAMPACS	2013-14	10620	5047236	899000	17.81	31376954

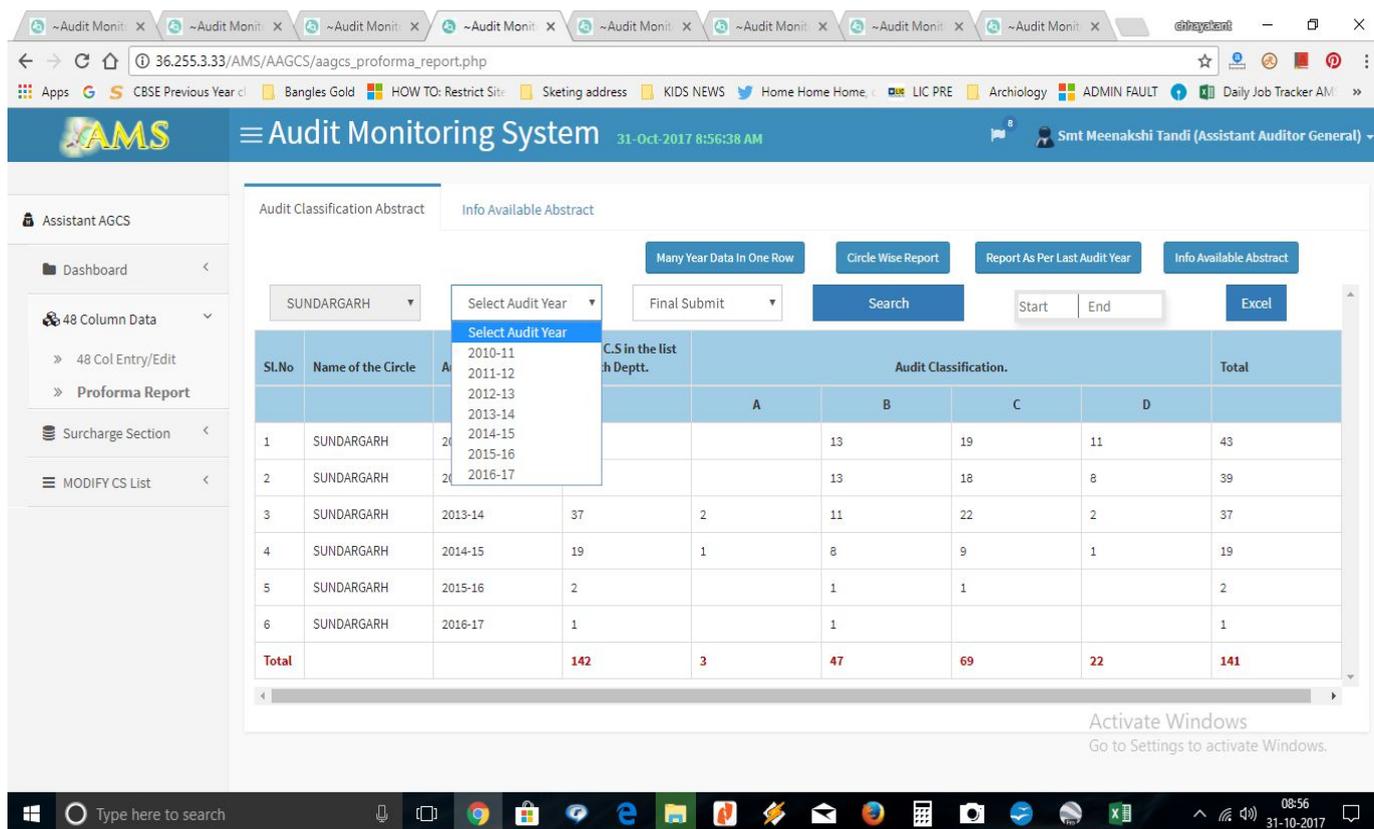
**(Figure-10)**

Figure-10: - The data of same CS for three years can be viewed/ downloaded in a single row. You can download the single/entire list and delete the unnecessary columns and compare three years figure for various purpose.

Sl.No	Name of the Circle	Name of the DCCB to which it is affiliated.	Name of the District	Name of the Block	Name of the society (Category wise)	Year of Audit	Membership position as on	Total paid up share capital	Govt share capital out of total paid up share capital	% of Govt share capital to total paid up share .	Amount of Deposit ,During the year/SBD	Amount of Deposit ,During the year/FD	Amount of Deposit,At the end of the year/SBD	Amount of Deposit,At the end of the year/FD	Borrowings, During the year/Agri	Borrowings, During the year/Non Agri
1	2	3	4	5	6	7	8	9	10	11(A)	11(A1)	11(B)	11(B1)	12(A)	12(A1)	
No data Found																

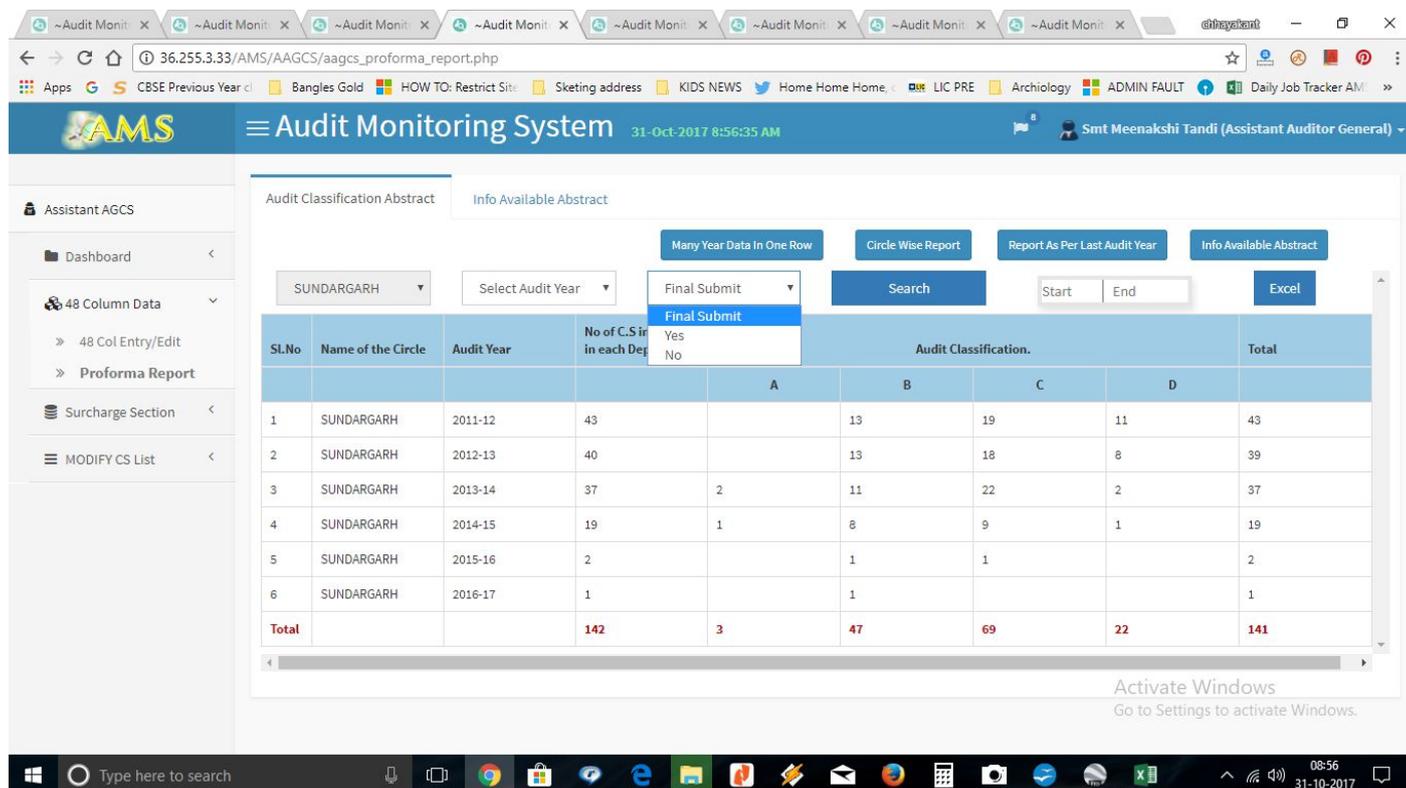
(Figure-11)

Figure-11: - Year wise classification of CS can be viewed.



(Figure-10)

Figure-11: The final submit “YES “option will show the data of final submitted and the “NO” button will show the data which are kept as saved for future edit and not final submitted/sent to DCA, Odisha.



(Figure-11)

Figure-12: This will show the abstract of the data sent to DCA, Odisha.

Sl.No	Name of the Audit Circle	Total CS	PACS for the year 2010-11	PACS for the year 2011-12	PACS for the year 2012-13	PACS for the year 2013-14	PACS for the year 2014-15	PACS for the year 2015-16	PACS for the year 2016-17
1	SUNDARGARH	98		43	40	37	19	2	1

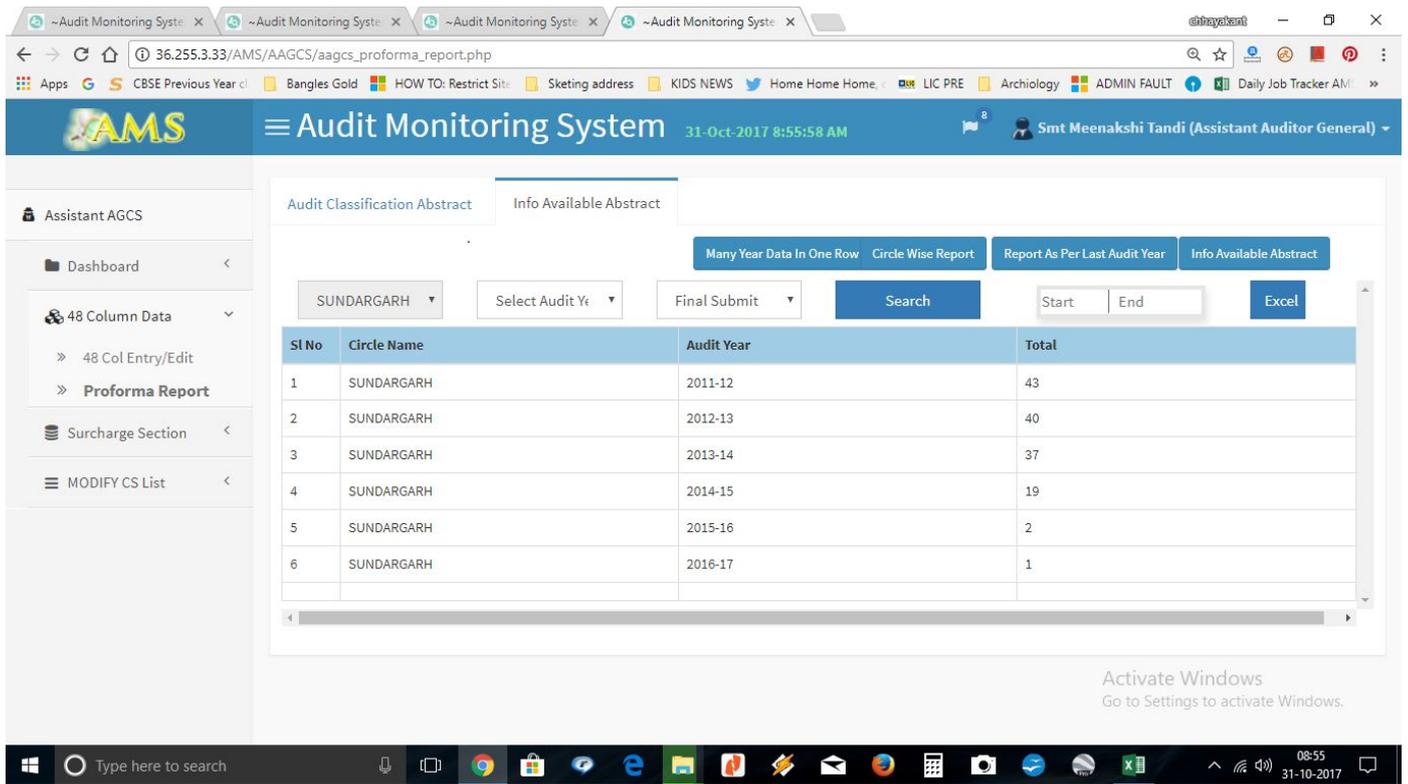
(Figure-12)

Figure-13: This will show the data of all the CS under your circle latest year of audit up to which the CS is audited.

Sl.No	Name of the Circle	Name of the DCCB to which it is affiliated.	Name of the District	Name of the Block	Name of the society (Category wise)	Year of Audit	Membership position as on	Total paid up share capital	Govt share capital out of total paid up share capital	% of Govt share capital to total paid up share .	Amount of Deposit ,During the year/SBD	Amount of Deposit ,During the year/FD
1	2	3	4	5	6	7	8	9	10	11(A)	11(A1)	
1	SUNDARGARH	SUNDERGARH	SUNDARGARH	NUAGAON(SUNDARGARH)	HATIBARI LAMPCS	2013-14	10620	5047236	899000	17.81	31376954	6286913
2	SUNDARGARH	SUNDERGARH	SUNDARGARH	NUAGAON(SUNDARGARH)	NUAGAON LAMPCS	2013-14	12275	2128713	1194000	23.28	57289816.4	8384415
3	SUNDARGARH	SUNDERGARH	SUNDARGARH	LEPHRIPARA(SUNDARGARH)	SARGIPALI LAMPCS	2013-14	8024	8491177	2400220	7.39	2876262.02	2502544

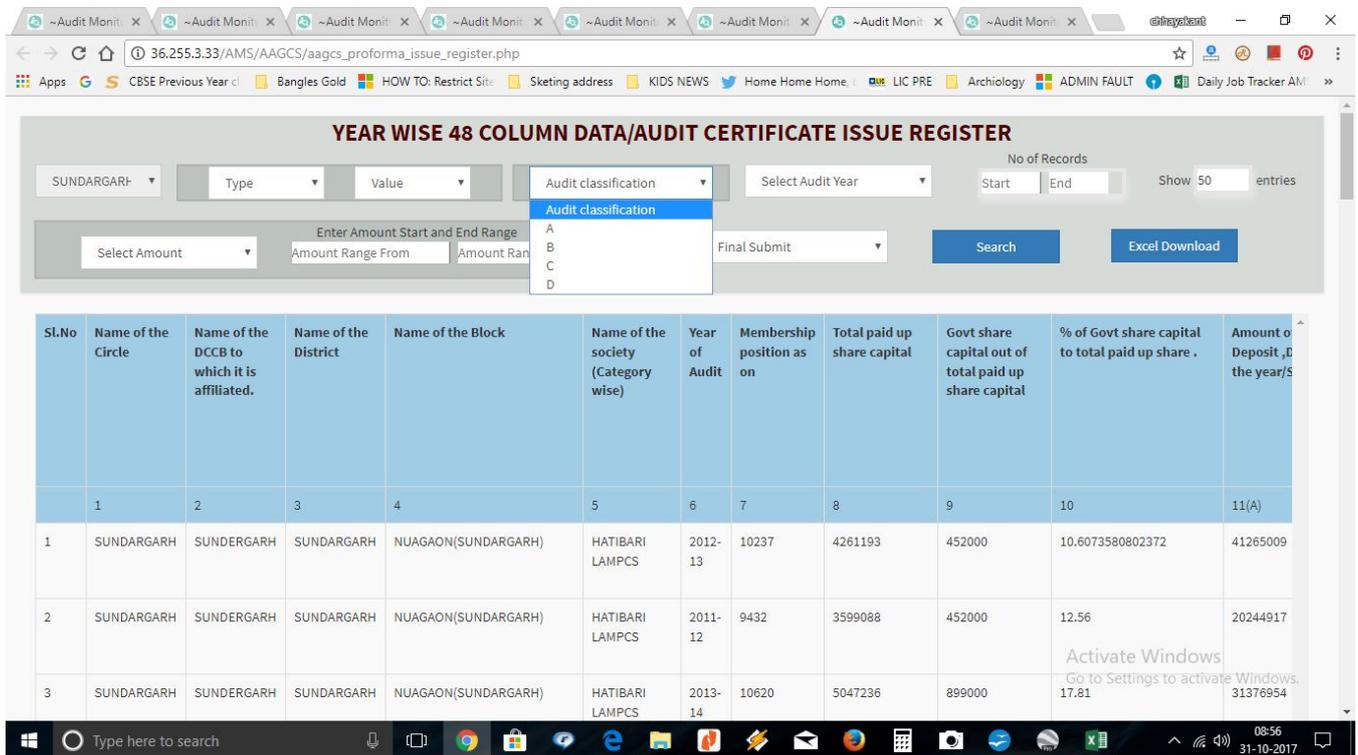
(Figure-13)

Figure-14: This will show the abstract of year wise data submitted to DCA, Odisha.



(Figure-14)

Figure-15: This will show the data classification wise.



(Figure-15)

**The defects so noticed need to be sent as per following details,**

- (a) If the data of one CS has been wrongly posted in another CS then the data needs to be deleted and entry needs to be made newly in the appropriate CS. Hence the data as per **Format-1** needs to be sent to this Directorate for necessary deletion of data.

**FORMAT-1**

**FORMAT FOR DELETION OF 48 COLUMN DATA**

SI No.	Name of the CS	Year	Remarks

- (b) If there are any mistakes in data of any CS then necessary correction is required to be made in the concerned year/CS. Hence the data as per **Format-2** needs to be sent to this Directorate so that this Directorate can provide access to edit at your level.

**FORMAT-2**

**FORMAT FOR CORRECTION OF 48 COLUMN DATA**

SI No.	Name of the CS	Year	Remarks