

**GUIDELINES FOR UPDATING THE DATA OF LIST OF CS,  
FOR AUDIT MONITORING SYSTEM OF DCA, ODISHA.**

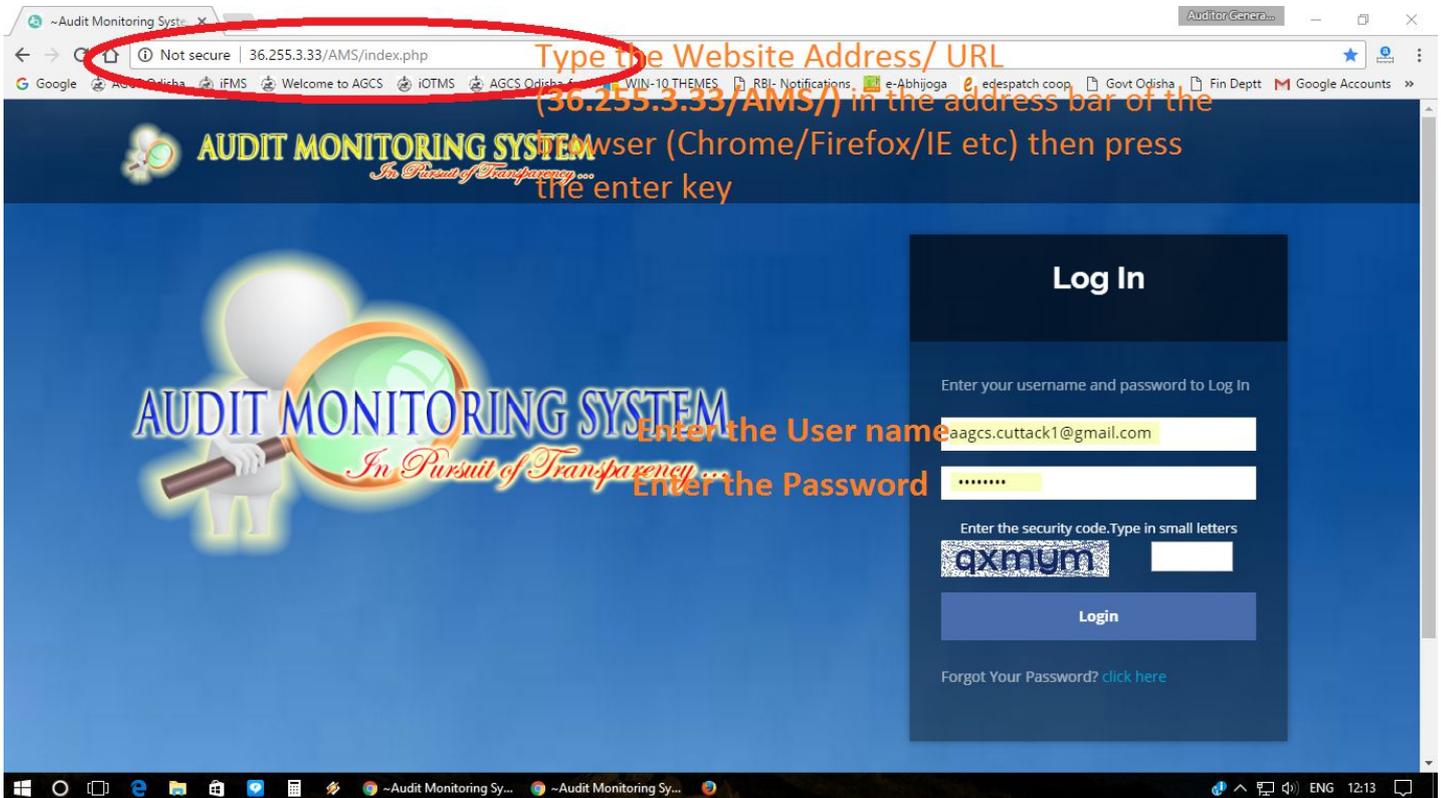
It is to state that, the data sent by the circles as regards to the list of the CS were in unorganized manner. Lot of exercise was made to migrate the data to the Audit Monitoring System. After going through the list of CS in the Audit Monitoring System it was found that there are many mistakes in the list of CS, hence an online interface has been developed to rectify such mistakes. Through which one can easily edit and rectify the mistakes within a short span of time.

The list of CS will be seen by the ARCS/DRCS/JRCS/Addl. RCS/Directors of following departments,

Agriculture & Farmers' Empowerment/Cooperation Department/Fisheries & Animal Resources Dev/Handlooms, Textiles & Handicrafts/Industries/Micro, Small & Medium Enterprise/ST & SC Development, Minorities & Backward Classes Welfare/Women & Child Development & RCS, Odisha.

So, due care be taken while editing the data. 100% correctness should be ensured. The Asst. AGCS of circles requested to look personally into the matter.

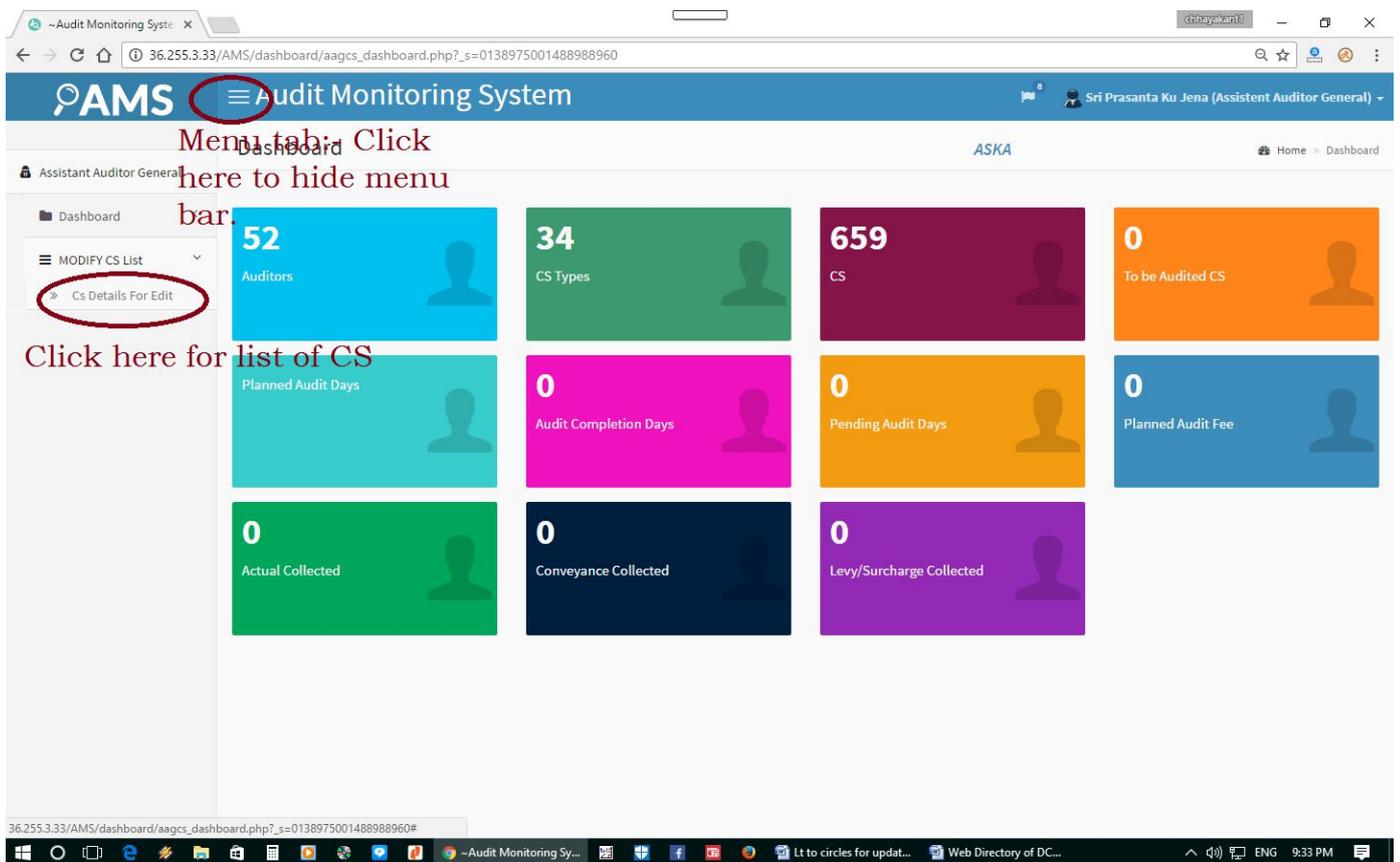
**Step-1:** First type the Website Address/ URL- **36.255.3.33/AMS/** in the address bar of the browser (Chrome/Firefox/IE etc) then press the enter key.



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

**Step-3:** In the Dashboard screen click “Modify CS list” placed on the left side of the screen. Then “CS details for Edit” tab will appear then click on it. Then the list of CS having 13 column will appear and go to end column of each row by moving arrow key or Horizontal scroll bar placed below the list.

Click the “menu tab” placed at the top of the screen to hide the menu bars and again click on “menu tab” to show the menu bars.



**Step-4:** Then please check the list of CS row by row, if you find any mistakes in any row of list of CS then click on Edit tab placed at the end of each row and a menu will appear “Edit CS Details”.

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**AMS** Audit Monitoring System

Asst. AGCS, Aska

Sri Prasanta Ku Jena (Assistant Auditor General)

CS Details Review List

Show 10 entries

Search:

**Click on edit button to edit the data of the CS if required. A menu will be opened.**

| # | CS Name                                | CS Type                              | CS Category | CS Tier | CS Department                    | District Name | Block Name           | Status of CS | CS Size | A.R.C.S./Name of the Administrative Authority | Zone/Administrative Division                           | Action  |
|---|--|--------------------------------------|-------------|---------|----------------------------------|---------------|----------------------|--------------|---------|---|--|---|
| 1 | A.C.S.I.EMPLOYEES C.C.STORE            | RDCS                                 | DAIRY       | CENTRAL | COOPERATION                      | JHARSUGUDA    | KOLABIRA(JHARSUGUDA) | WORKING      | SMALLER | ADT-BERHAMPUR                                 | DDF BERHAMPUR  |    |
| 2 | ALLARIGADA SCS                         | SERVICE COOPERATIVE SOCIETY          | STCCS       | PRIMARY | COOPERATION                      | GANJAM        | ASKA(GANJAM)         | LIQUIDATION  | SMALLER | ARCS-ASKA                                     | DEPUTY REGISTRAR OF C.S., BERHAMPUR DIVISION           |    |
| 3 | AMBILAPALI CS                          | CREDIT COOPERATIVE SOCIETY           | OTHERS      | PRIMARY | COOPERATION                      | GANJAM        | CHATRAPUR(GANJAM)    | LIQUIDATION  | SMALLER | ARCS-CHATRAPUR                                | DEPUTY REGISTRAR OF C.S., BERHAMPUR DIVISION           |    |
| 4 | AMRUTULU SCS                           | SERVICE COOPERATIVE SOCIETY          | STCCS       | PRIMARY | COOPERATION                      | GANJAM        | SORADA(GANJAM)       | WORKING      | SMALLER | ARCS-ASKA                                     | DEPUTY REGISTRAR OF C.S., BERHAMPUR DIVISION           |    |
| 5 | ANUSUYA MAHILA SAVINGS AND CREDIT C.S. | CREDIT COOPERATIVE SOCIETY           | OTHERS      | PRIMARY | COOPERATION                      | GANJAM        | ASKA(GANJAM)         | LIQUIDATION  | SMALLER | ARCS-ASKA                                     | DEPUTY REGISTRAR OF C.S., BERHAMPUR DIVISION           |    |
| 6 | ASKA CENTRAL A.I.M.C.S.                | ARTISANS' MULTIPURPOSE INDUSTRIAL CS | HANDICRAFTS | PRIMARY | MICRO, SMALL & MEDIUM ENTERPRISE | GANJAM        | ASKA(GANJAM)         | MORIBOUND    | SMALLER | ADM-DIC-BERHAMPUR                             | GENERAL MANAGER, DISTRICT INDUSTRIAL CENTRE, BERHAMPUR |   |
| 7 | ASKA COOP.SUGAR INDUSTRIES LCCS        | LABOUR CONTRACT                      | OTHERS      | PRIMARY | COOPERATION                      | GANJAM        | ASKA(GANJAM)         | LIQUIDATION  | SMALLER | ARCS-ASKA                                     | DEPUTY REGISTRAR OF C.S., BERHAMPUR DIVISION           |  |

36.255.3.33/AMS/AAGCS/cs\_details\_aagcs.php?s=0138975001488988960#

**Step-5:** IMPORTANT: please don't edit the "Name of the CS" unless it is required.

**Step-6:** Then, if the CS is not in your circle then click on dropdown menu against the Name of the Circle and choose "Not in our Circle", otherwise you have to do nothing.

AMS Audit Monitoring System

Asst. AGCS, Aska

CS Details Review List

Show 10 entries

| # | CS Name                                | CS Type                              | CS Category |
|---|--|--------------------------------------|-------------|
| 1 | A.C.S.I.EMPLOYEES C.C.STORE            | RDCS                                 | DAIRY       |
| 2 | ALLARIGADA SCS                         | SERVICE COOPERATIVE SOCIETY          | STCCS       |
| 3 | AMBILAPALI CS                          | CREDIT COOPERATIVE SOCIETY           | OTHERS      |
| 4 | AMRUTULLU SCS                          | SERVICE COOPERATIVE SOCIETY          | STCCS       |
| 5 | ANUSUYA MAHILA SAVINGS AND CREDIT C.S. | CREDIT COOPERATIVE SOCIETY           | OTHERS      |
| 6 | ASKA CENTRAL A.I.M.C.S.                | ARTISANS' MULTIPURPOSE INDUSTRIAL CS | HANDICRAFTS |
| 7 | ASKA COOP.SUGAR INDUSTRIES LCCS        | LABOUR CONTRACT COOPERATIVE          | OTHERS      |

**Edit CS Details**

Name of the CS: A.C.S.I.EMPLOYEES C.C.STORE

Name of the Circle: My Circle

Name of the Block: JHARSUGUDA

Name of the Block: KOLABIRA(JHARSUGUDA)

TIER: CENTRAL

Category of CS: DAIRY

Type of CS: RDCS

Name of the Department: COOPERATION

Zone/Administrative Division: DDF BERHAMPUR

A.R.C.S./Name of the Administrative Authority: ADT-BERHAMPUR

Status of C S(Working/ Moribund /Liquidation): WORKING

Bigger/Smaller C.S.: SMALLER

Save

Click these buttons and select as per requirement.

**Step-7:** Like Step-6 you have to click on other 10 nos of dropdown menu and choose the correct option.

**Step-8:** Then click on save button placed at the bottom of the menu and proceed to next CS for edit as per requirement.

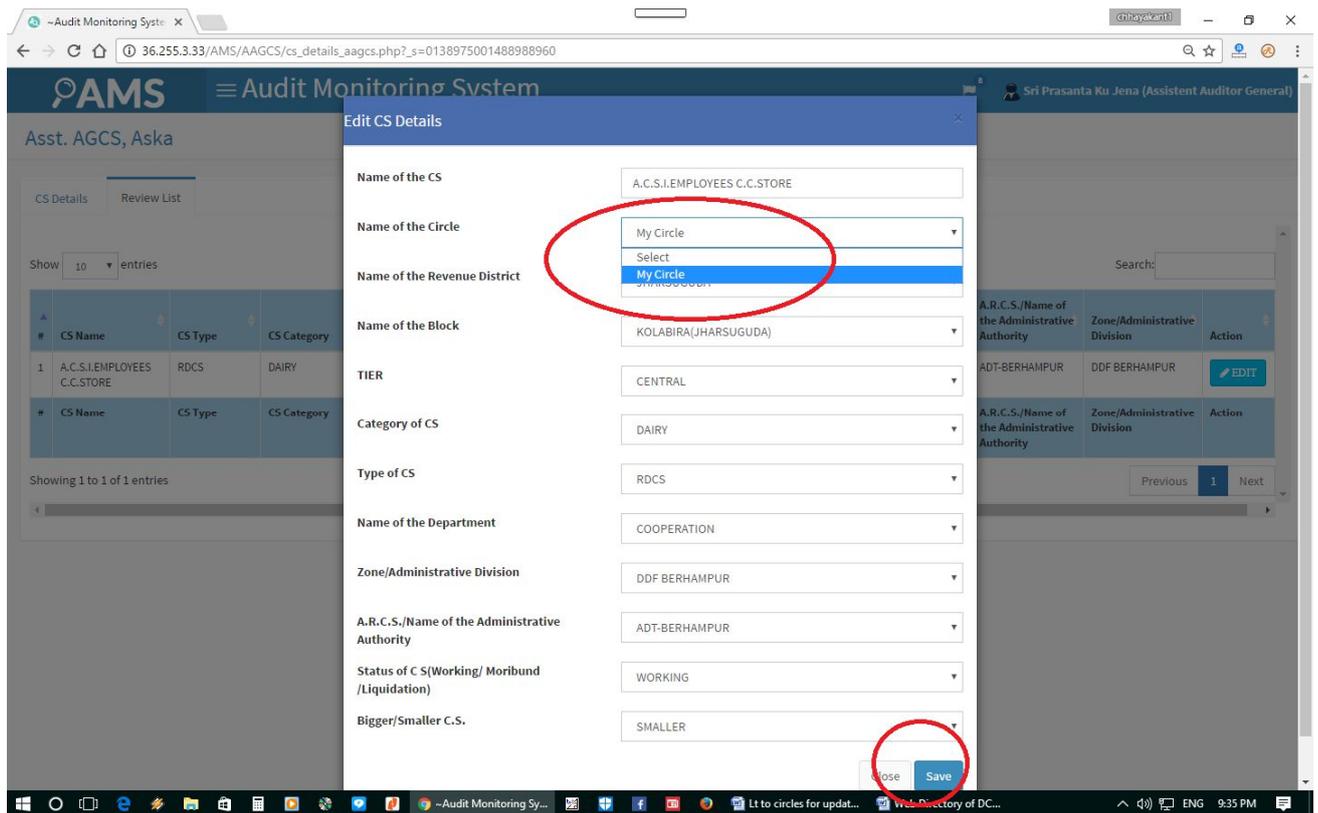
**Step-9:** If you opened the “edit CS details” menu by mistake then simply press the Esc key of close button placed below the menu.

**Step-10:** Then please click on “Review list” tab just placed top of the screen. Here all the CS will appear which has been rejected by the other circles. You have to read the said list **and if you find any CS of your circle, then Click on Edit the CS as stated in “Step-6” and simply choose “My Circle”** tab from drop down menu and save. Then make required edit if changes are necessary.

The screenshot shows the Audit Monitoring System (AMS) interface. At the top, the header includes the AMS logo and the text "Audit Monitoring System". Below the header, the user's name "Sri Prasanta Ku Jena (Assistant Auditor General)" is displayed. The main content area is titled "Asst. AGCS, Aska" and contains a "Review List" tab, which is circled in red. Below the tab, there is a search bar and a table of CS details. The table has the following columns: #, CS Name, CS Type, CS Category, CS Tier, CS Department, District Name, Block Name, Status of CS, CS Size, A.R.C.S./Name of the Administrative Authority, Zone/Administrative Division, and Action. The first row of data shows a CS named "A.C.S.I.EMPLOYEES C.C.STORE" with an "EDIT" button in the Action column, which is also circled in red. Below the table, there is a pagination control showing "Showing 1 to 1 of 1 entries" and buttons for "Previous", "1", and "Next".

| # | CS Name                     | CS Type | CS Category | CS Tier | CS Department | District Name | Block Name           | Status of CS | CS Size | A.R.C.S./Name of the Administrative Authority | Zone/Administrative Division | Action |
|---|-----------------------------|---------|-------------|---------|---------------|---------------|----------------------|--------------|---------|---|------------------------------|--------|
| 1 | A.C.S.I.EMPLOYEES C.C.STORE | RDCS    | DAIRY       | CENTRAL | COOPERATION   | JHARSUGUDA    | KOLABIRA(JHARSUGUDA) | WORKING      | SMALLER | ADT-BERHAMPUR                                 | DDF BERHAMPUR                | EDIT   |

**IMPORTANT-If you find any CS of your circle in the review list, then Click on Edit the CS as stated in "Step-6" and simply choose "My Circle" and save otherwise don't do anything.**



After this if any CS, Block, Category, Type, Deptt, Zone/Adm Division and ARCS/Name of the Adm Authority not appears in the concerned dropdown menu then you have to note down and send the data of the concerned CS whose details are not appearing through email to [agcsodisha@gmail.com](mailto:agcsodisha@gmail.com) in the **FORMAT-1 (enclosed with this letter)** instantly for updating the same in the web application (pl mention the details of the defects in the remarks column).

If you want to search any CS details then simply type any character/number/word in the search box placed just above the list of CS.

- Important: -**
- 1) Keep the Password secret.
  - 2) Don't edit the name of the CS unless it is required.
  - 3) The Asst. AGCS is advised to guide and supervise personally.
  - 4) Click on Sign out tab before leaving the computer.
  - 5) Change the password of office/circle email.
  - 6) Password should be entered correctly, if wrong password entered 3 times the account will be get locked for 6 hours. So password should be entered correctly.

**FORMAT-1**  
**FOR CORRECTION OF DATA**  
**AUDIT MONITORING SYSTEM FOR DCA, ODISHA, BHUBANESWAR.**

| SI No. | Name of the CS | Name of the Circle | Name of the Revenue District | Name of the Block | TIER | Category of CS |
|--------|----------------|--------------------|------------------------------|-------------------|------|----------------|
| 1      | 2              | 3                  | 4                            | 5                 | 6    | 7              |

| Type of CS | Name of the Department | Zone/ Administrative Division | A.R.C.S./ Name of the Administrative Authority | Status of C S (Working/ Moribund /Liquidation) | Bigger/ Smaller C.S. | Remarks. |
|------------|------------------------|-------------------------------|--|--|----------------------|----------|
| 8          | 9                      | 10                            | 11   | 12   | 13                   | 14       |