

GUIDELINES / BOOK LET

ON ONLINE UPLOADING THE DATA OF ALL EP CASES.

Website Address/ URL (for online uploading of EP data): - 36.255.3.33/AMS/

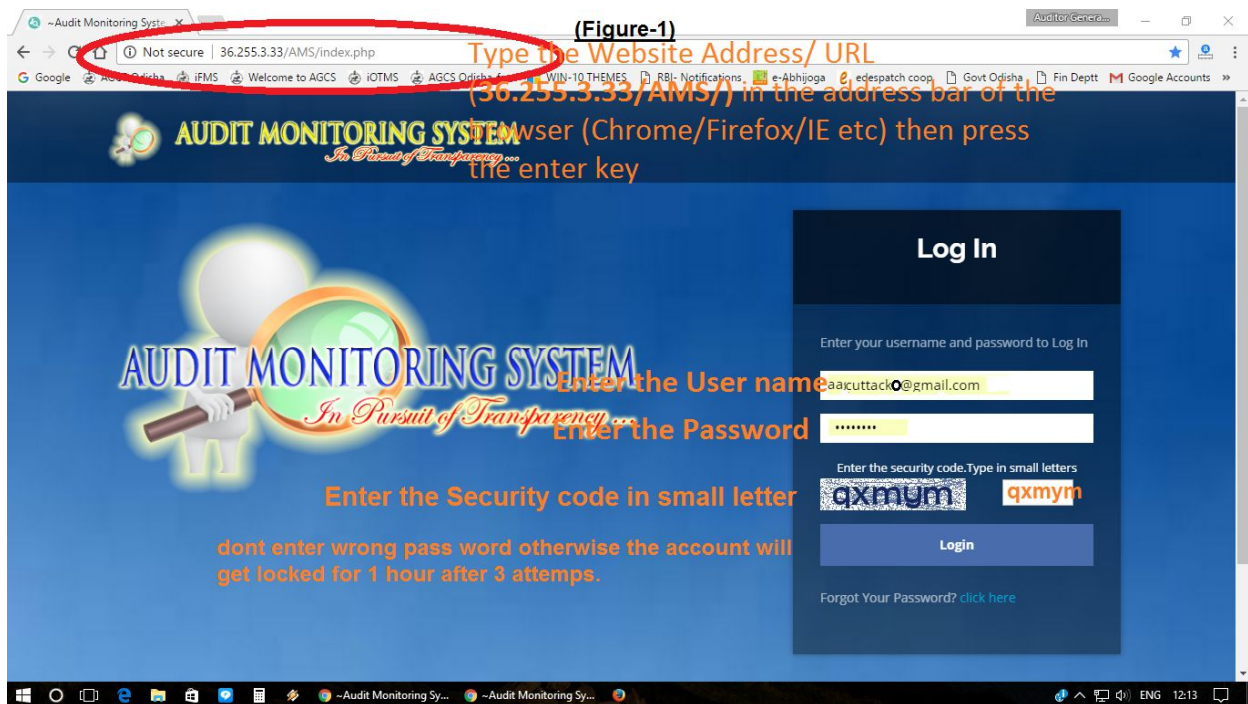
It is to state that, the details of the SP cases have already been uploaded by the concerned Assistant Auditor General of Cooperative Societies in the aforementioned web application i.e. Audit Monitoring System. Hence the data of the concerned EP cases initiated against the orders of such SP cases needs to be uploaded online for the purpose of review and reconciliation as indicated in the Letter No. II Legal 18-2015 -6120/Coop dt.20.08.2015 of Cooperation Deptt.,

So, due care be taken while making the online entry of the EP data, 100% correctness should be ensured. The concerned Administrative Authority 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.

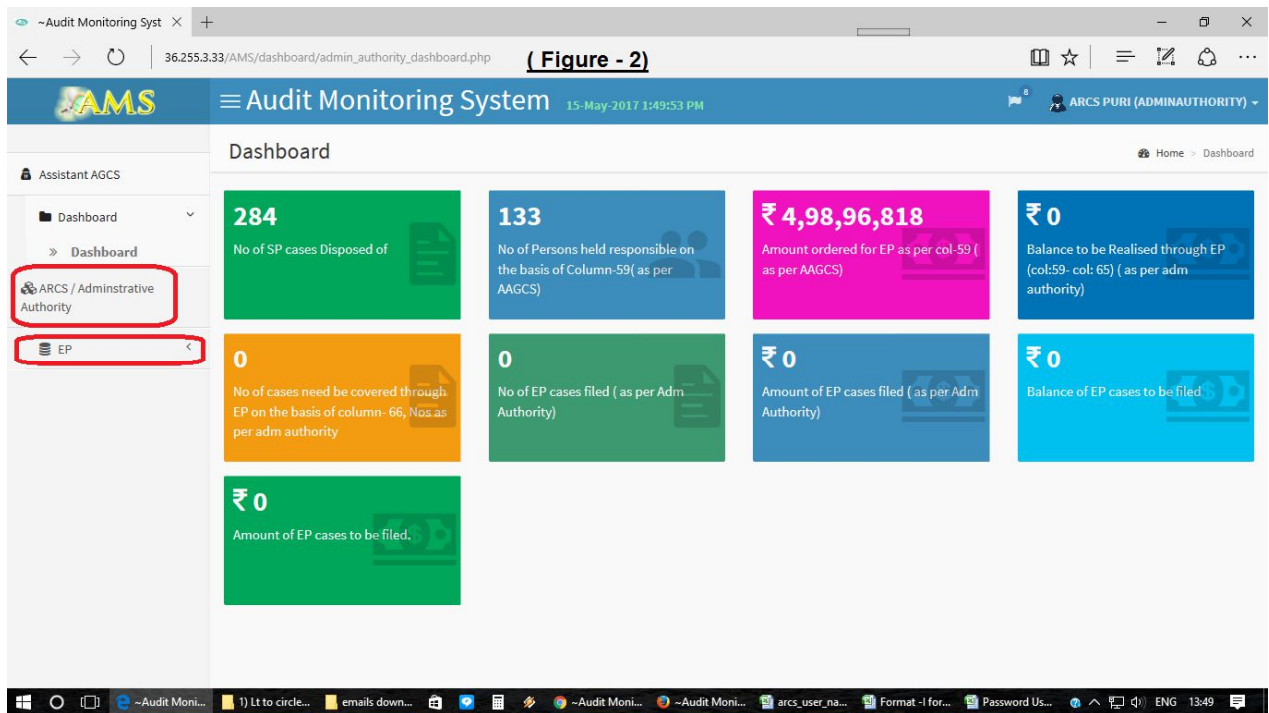
Step-2: Type the User ID, Password and the security code (in small letters) in the box provided and click on Login tab.

Note: If the wrong password is entered 3 times continuously then the account gets blocked for 1 hour. Hence you have to wait for 1 hour. **(Pl refer to Figure-1)**

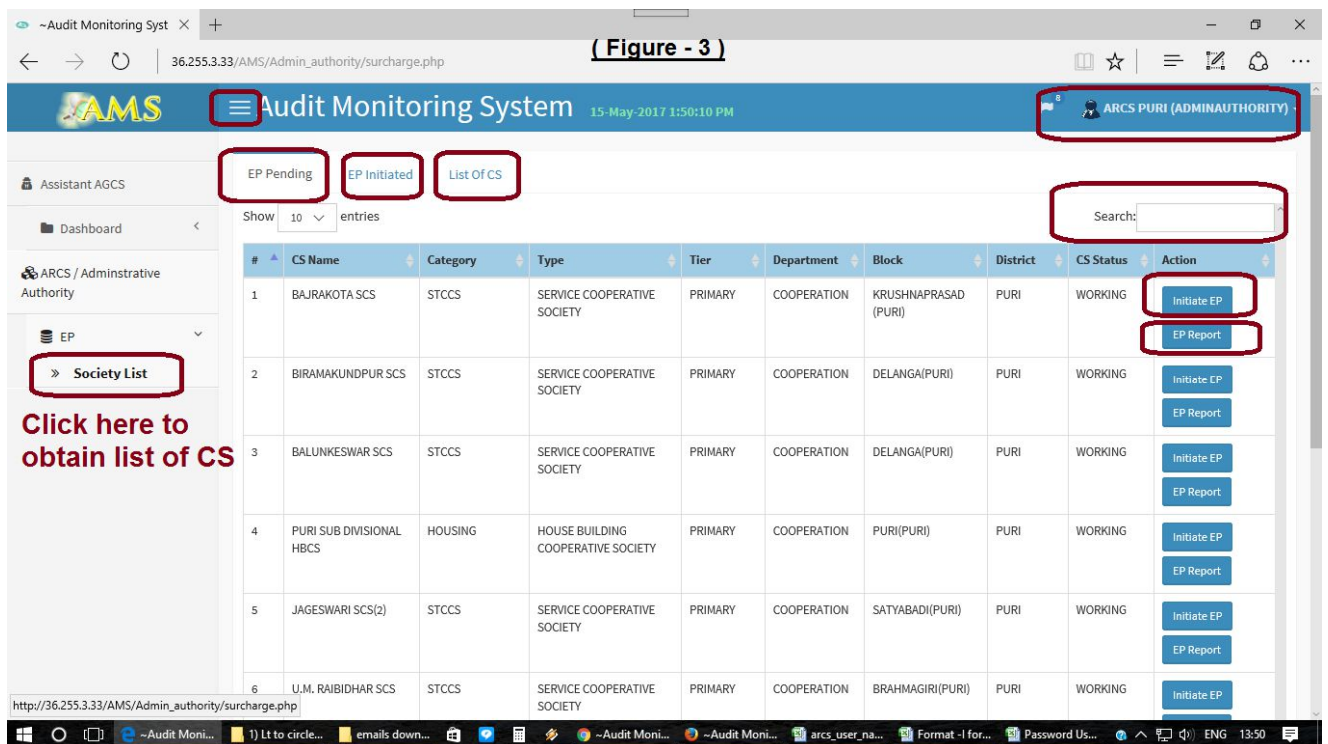


(Figure-1)

Step-3: In the Dashboard screen click “EP button” placed on the left side of the screen. Then “Society list” tab will appear then click on it. Then three nos. of list will appear, **(PI refer to Figure- 2 & 3).**

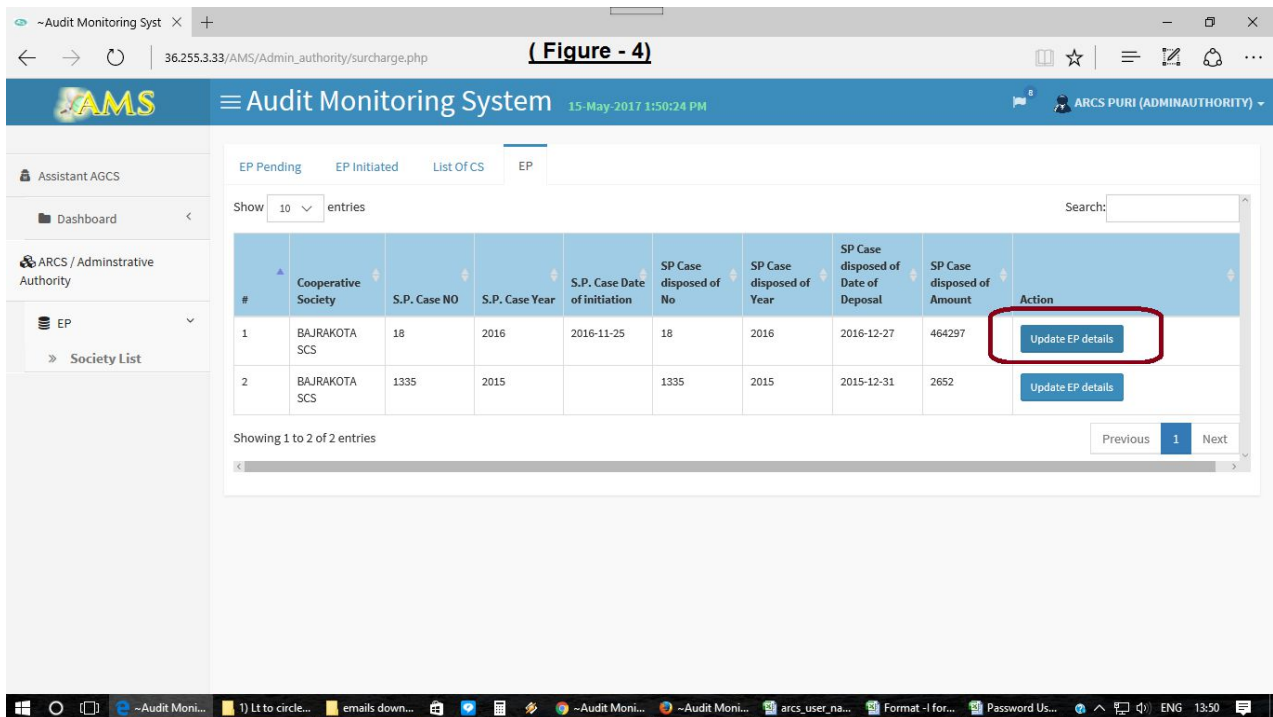


(Figure-2)



(Figure-3)

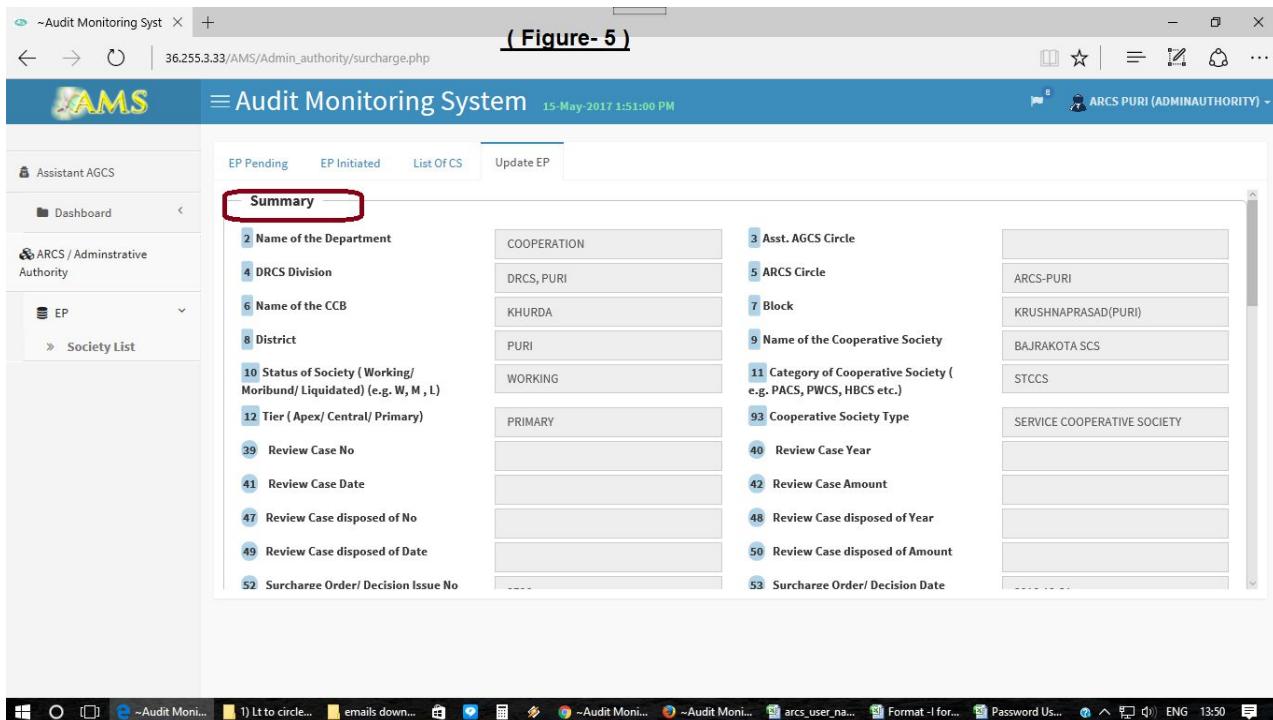
- a. **EP Pending.** - This list contains name of the Societies whose EP cases are pending to be initiated. So you have to click on Initiate EP button and after that a new menu will appear (having some details of SP cases against which EP needs to be initiated) then click on “update EP details”. After clicking this a new menu will appear having three parts. **(PI refer to Figure- 4)**



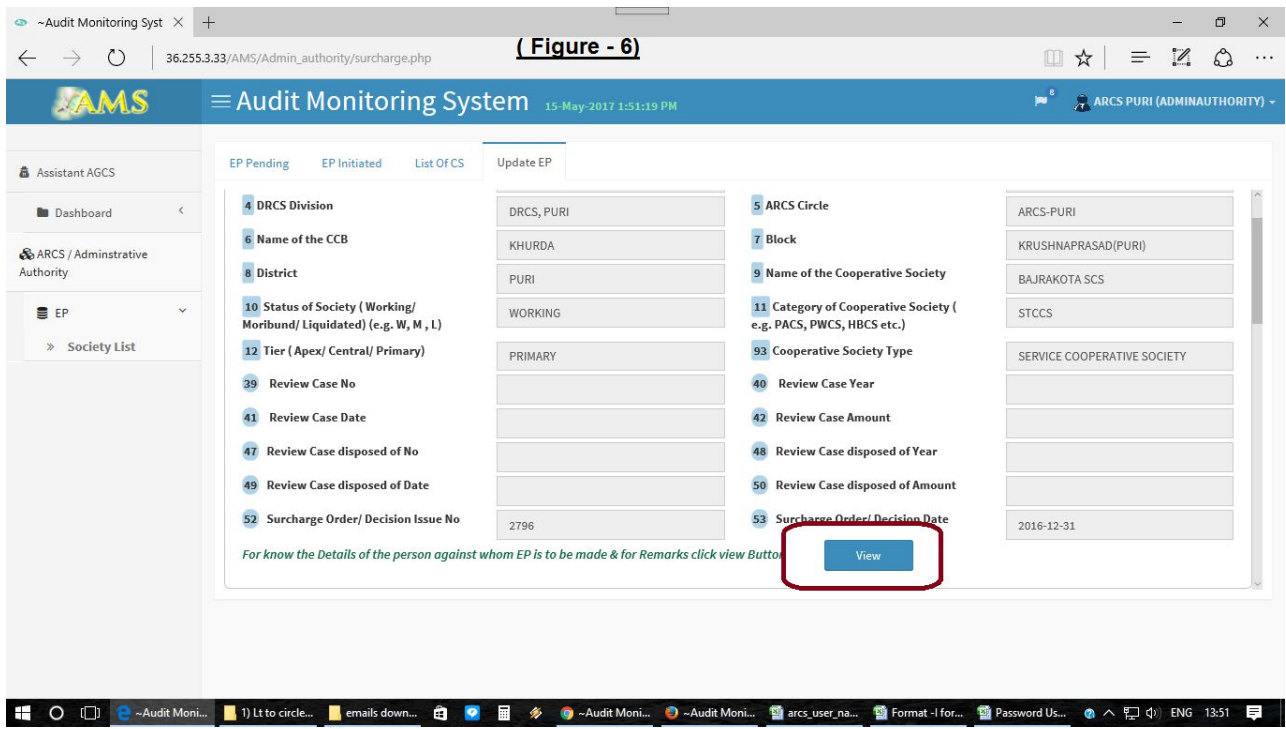
(Figure-4)

To find the name of the CS you may type the name of the CS in the Search box.

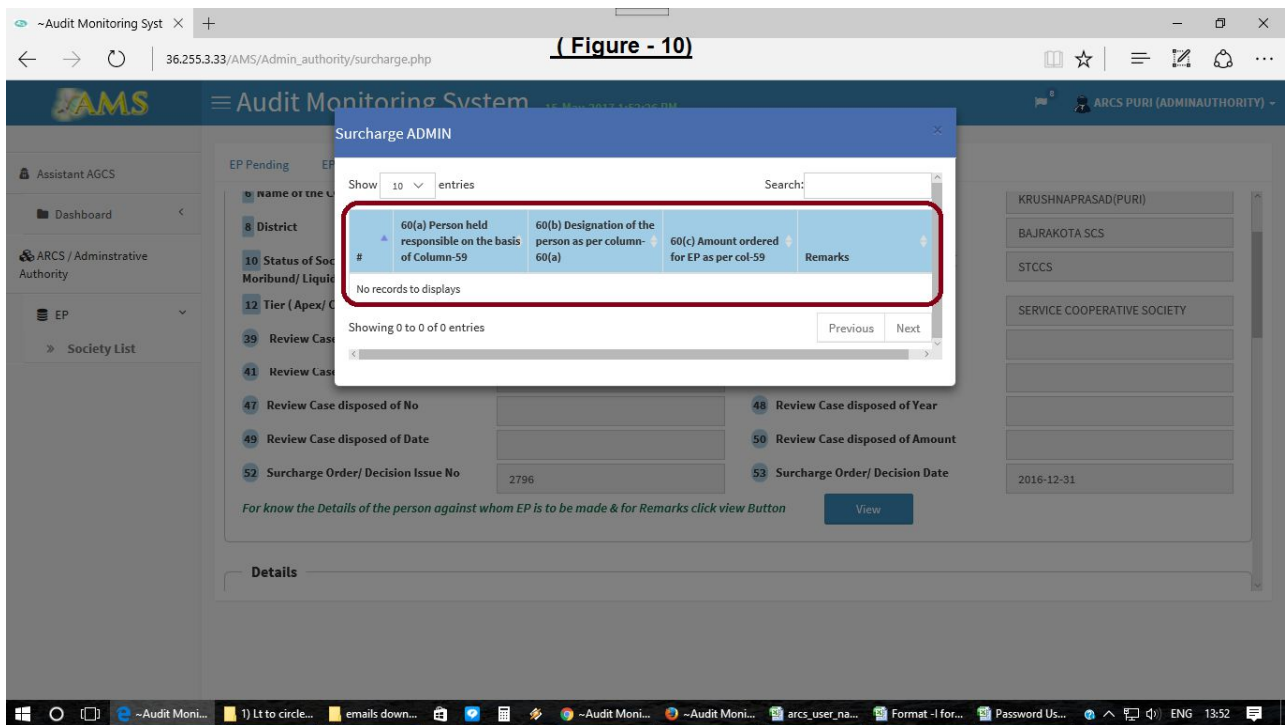
- i. Summary: - This part contains all the details of the CS and SP case details. In this part you have to do nothing this is only for view. You have to also click on View button placed in this part to view the Details of the person against whom EP is to be made & for Remarks. (Pl refer to Figure- 5, 6 & 10)



(Figure-5)

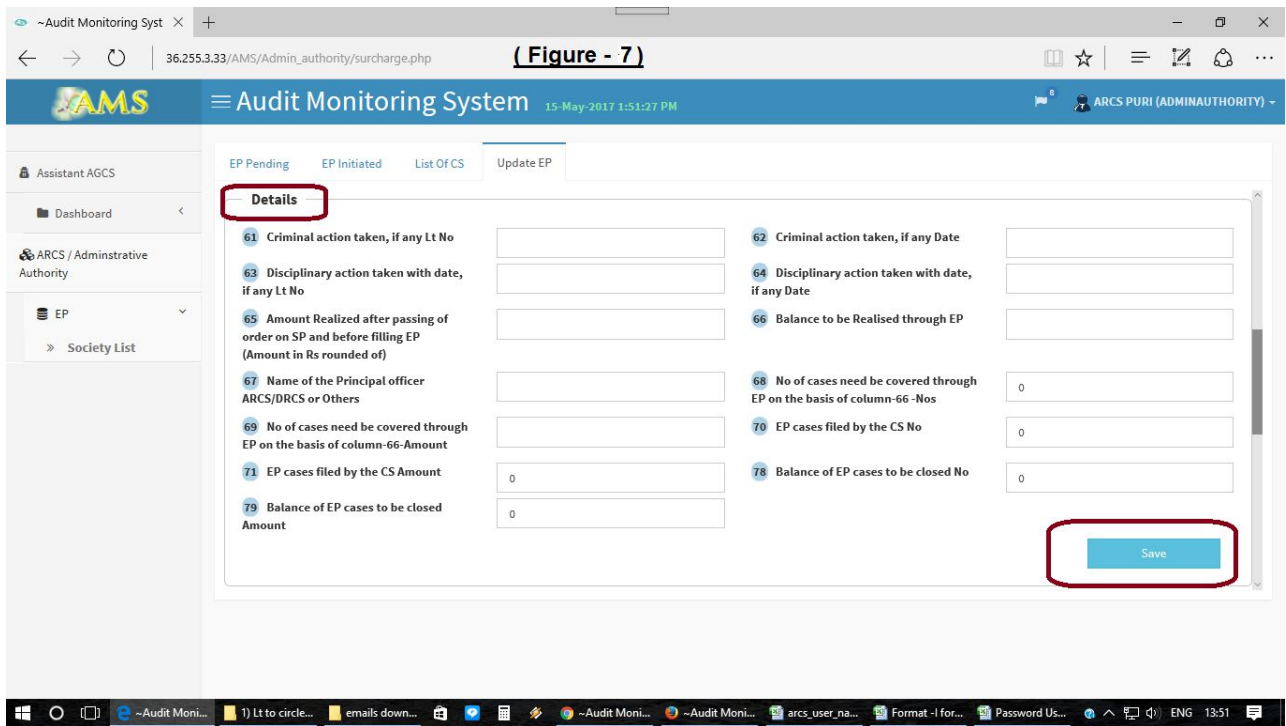


(Figure-6)



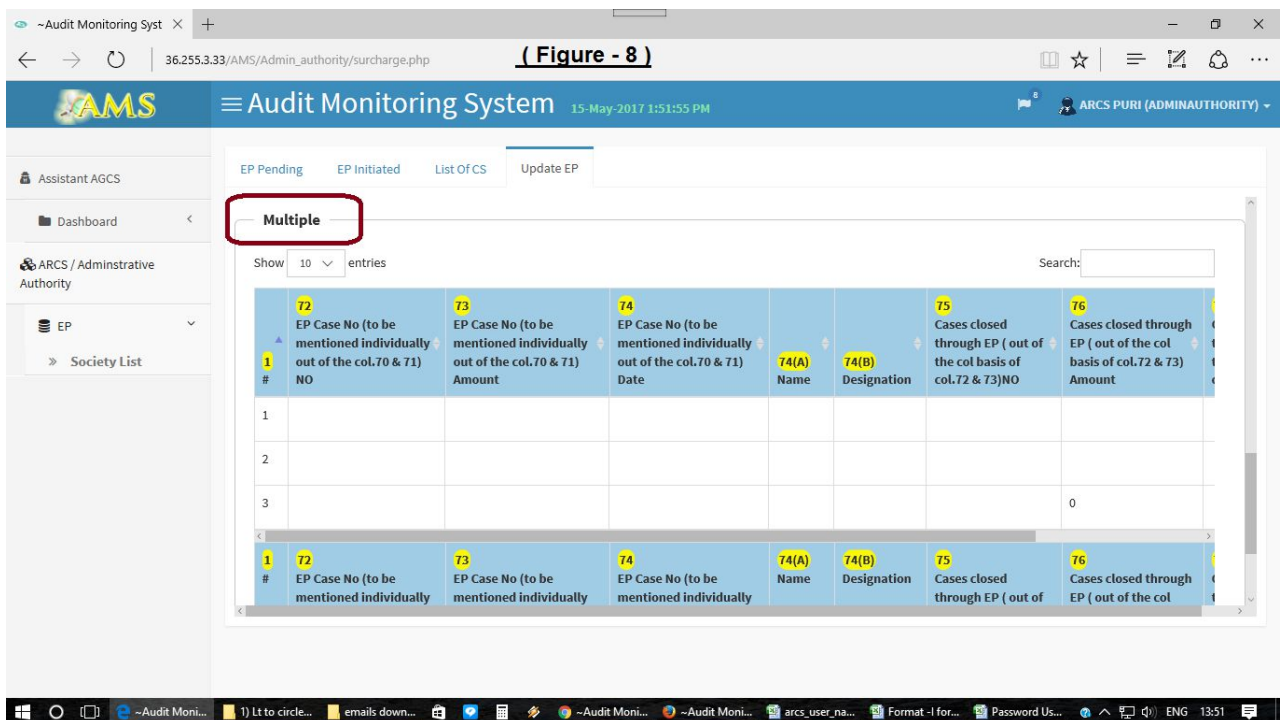
(Figure-10)

- ii. Details: - In this portion enter the required data in the columns and click on "Save" button. (Pl refer to Figure- 7)

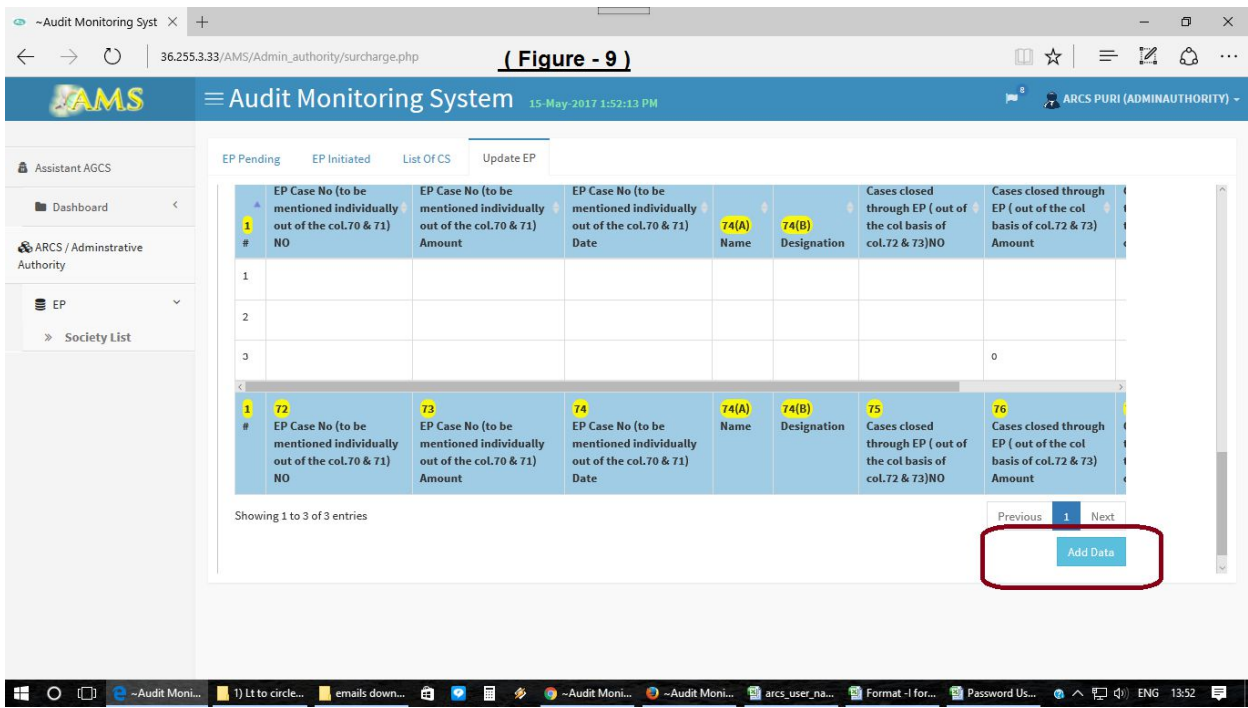


(Figure-7)

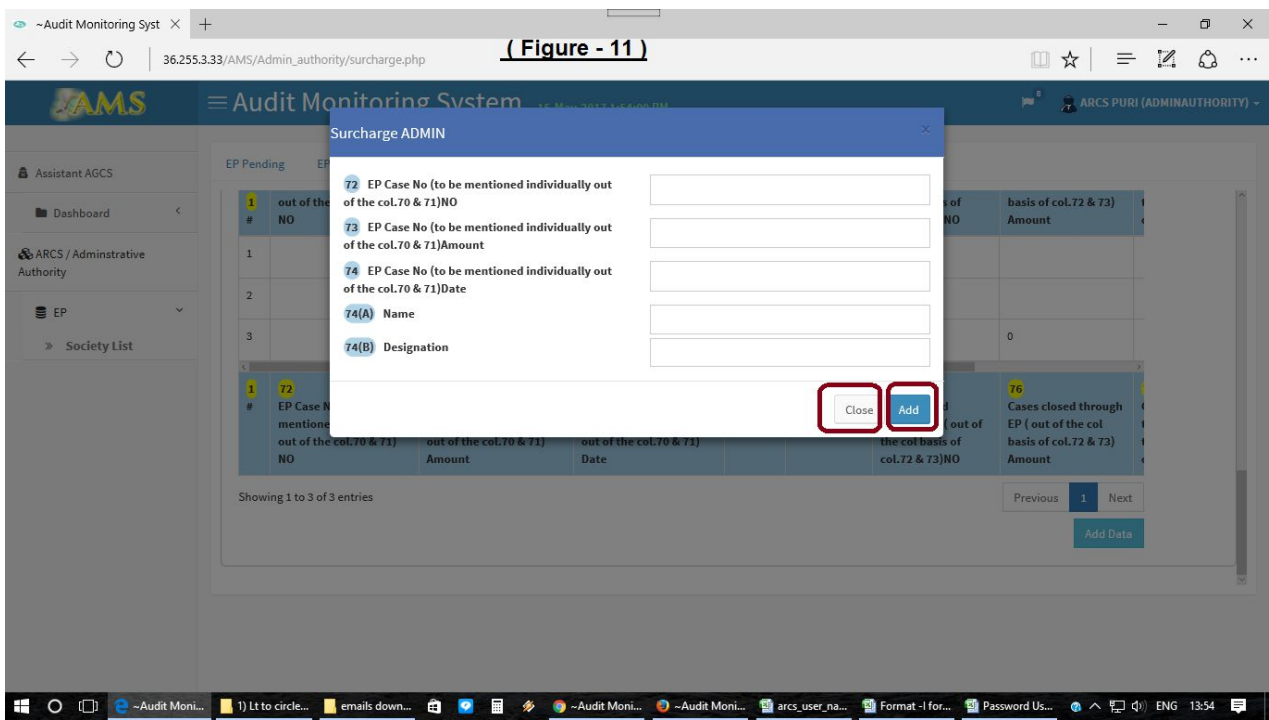
- iii. Multiple:- In this portion go to the end part and click on “Add data” button enter the required data and click on “Add” button placed at the end otherwise you may click on close button. (PI refer to Figure- 8, 9 & 11)



(Figure-8)

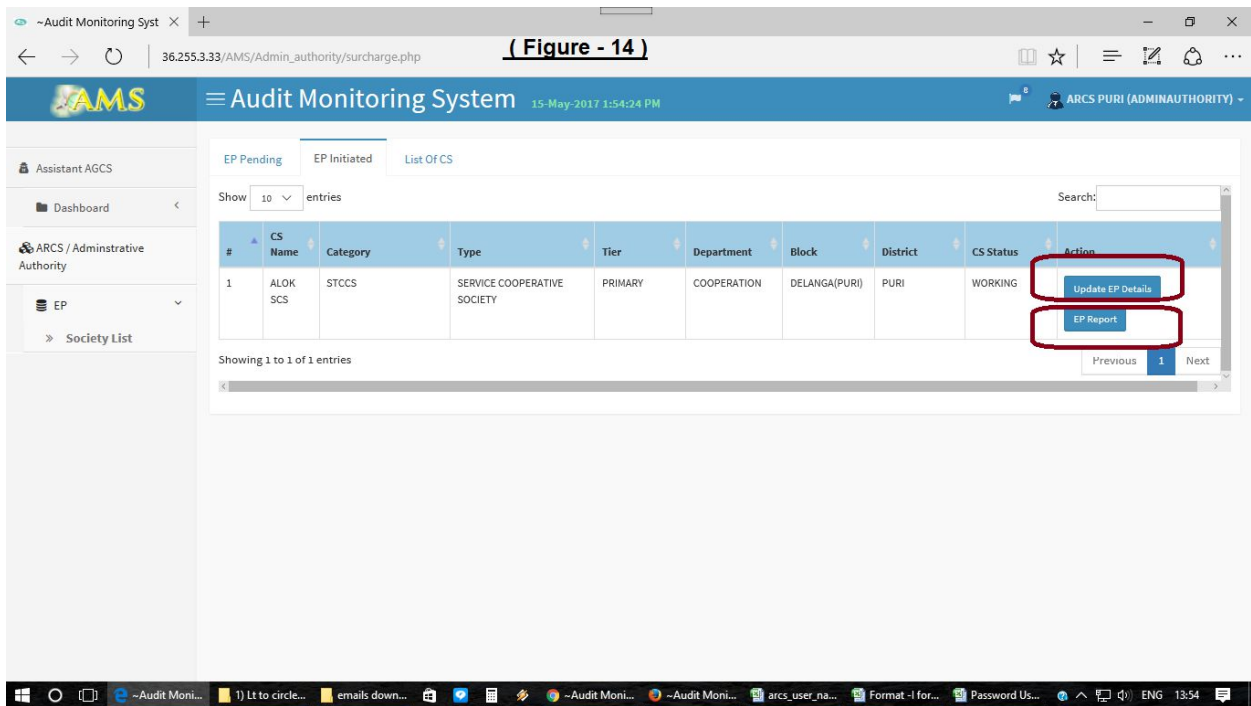


(Figure-9)



(Figure-11)

- b. **EP Initiated**. - After entering the necessary data i.e. after initiation of all the EP the CS will automatically comes to this list. To find the name of the CS you may type the name of the CS in the Search box. **(PI refer to Figure- 14)**

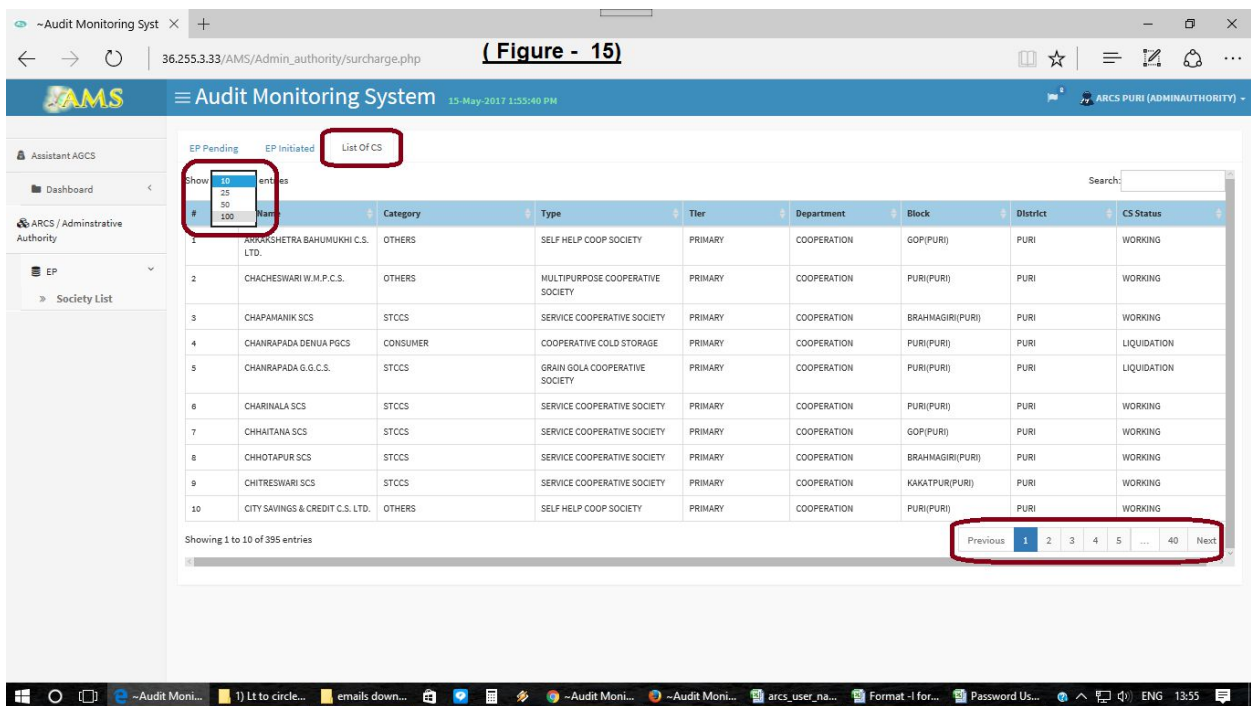


(Figure-14)

If you want to update the data of the EP data already initiated than click on “Update EP Details” button than a new menu will be opened and then click on “Update EP Details” available in this menu and update the necessary data as and when required.

- c. List of CS. - this list is only for view the society names under your circle.

Point-1 : If you want to view the No of CS 10, 25, 50 & 100 then click on show entries. (Pl refer to Figure- 15)



(Figure-15)

Point-2 : If you want to view the report of the EP of concerned CS then you may view the report on EP by clicking the “EP Report” button.

Point-3 : 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. **(PI refer to Figure- 3).**

Point-4 : 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, EP Pending list and EP Initiated list. **(PI refer to Figure- 3)**

- Important: -**
- 1) Keep the Password secret.
 - 2) The Principal Officer is advised to guide and supervise personally.
 - 3) Click on Sign out tab before leaving the computer. **(PI refer to Figure- 12)**

The screenshot shows the Audit Monitoring System (AMS) interface. The browser address bar displays "36.255.3.33/AMS/Admin_authority/surcharge.php" and "(Figure - 12)". The page header includes "AMS Audit Monitoring System" and the user "ARCS PURI (ADMINAUTHORITY)". The main content area features a table with columns for case details and a "Sign out" button highlighted in a red box. The table has the following structure:

#	72 EP Case No (to be mentioned individually out of the col.70 & 71) NO	73 EP Case No (to be mentioned individually out of the col.70 & 71) Amount	74 EP Case No (to be mentioned individually out of the col.70 & 71) Date	74(A) Name	74(B) Designation	75 Cases closed through EP (out of the col basis of col.72 & 73)NO	76 Cases closed through EP (out of the col basis of col.72 & 73) Amount
1							
2							
3							0

(Figure-12)

Point-5 : Click on the report, then the SP EP abstract under your jurisdiction will be displayed here.

If you click on “Action Taken Report on Surcharge Proceeding Cases” button placed at top corner of this page then a report as per the format prescribed by cooperation Department vide order - No. II Legal 18-2015 -6120/Coop dt.20.08.2015. **(PI refer to Figure- 16)**

You can view the details of EP cases and download in excel format for various purpose.

36.255.3.33/AMS/Admin_authority/surchargeReport.php

AMS Audit Monitoring System 27-May-2017 11:23:43 AM ARCS PURI (ADMINAUTHORITY)

Assistant AGCS

Dashboard

ARCS / Administrative Authority

EP

Society List

Report

(Figure- 16)

ABSTRACT ON EP

Action Taken Report on Surcharge Proceeding cases

#	Name of the ARCS / ADMINISTRATIVE AUTHORITY	No of SP cases Disposed of	No of Persons held responsible on the basis of Column-59(as per AAGCS)	Amount ordered for EP as per col-59 (as per AAGCS)	Balance to be Realised through EP (col:59- col: 65) (as per adm authority)	No of cases need be covered through EP on the basis of column- 66, Nos as per adm authority	No of EP cases filed (as per Adm Authority)	Amount of EP cases filed (as per Adm Authority)	Balance of EP cases to be filed	Amount of EP cases to be filed
1	ARCS-PURI	471	347	52125203	2	0	0	0	0	0
Total		471	347	52125203	2	0	0	0	0	0

(Figure-16)