DIRECTORATE OF COOPERATIVE AUDIT: ODISHA: BHUBANESWAR.

Letter No. VI (I) 1/2016 377/ / Audit-8 Dated. 26/5/16

To

The Assistant Auditor General of Cooperative Societies of circles.

Sub:

Concurrent Audit of PACS.

Madam/Sir,

You are aware that Government of India package for revival of the Short Term Cooperative Credit Structure (STCCS) was implemented with a view to bringing the PACS to an acceptable level of health through financial restructuring alongwith legal and institutional reforms to ensure that they function as strong, vibrant medium to meet the financial needs of the members, particularly small and marginal farmers. Hence, to achieve these objectives it is essential that the PACS should remain profitable by making the best use of the administrative and financial autonomy given to them. The reforms put a lot of emphasis on continued financial soundness and operation of the system. But on study of the financial position and operational function of PACS through audit, it is observed that in most cases, the affairs of PACS are not conducted in a manner, envisaged in the reformation. Lack of internal control, proper monitoring and close supervision may be attributed as the reason of such deficiencies.

In order to ensure transparency in functioning of the PACS and to ensure that the transactions of PACS are carried out in accordance with the provisions of Act & Rule, Bye-Laws, Accounting standards set by ICAI and other administrative and executive circulars issued by administrative authorities and financing banks, it has been decided in a state level committee meeting held under the Chairmanship of the Principal Secretary, Cooperation Department on 17.12.2015 that Concurrent audit shall be taken up on a sample basis covering ten percent of the PACS in the state every year by the auditors under Directorate of Cooperative Audit.

As per referred decision of the committee, it is, therefore, now decided that concurrent audit will be taken up in 270 PACS from the year 2016-17 beginning from April under the close supervision of the AAGCS of Circles. The Circle/ CCB wise list of PACS where concurrent audit will be carried out is attached herewith. The AAGCS of circles are required to observe the following instructions for the purpose of conducting concurrent audit of PACS scrupulously.

- 1. The concurrent audit is to be conducted in the selected PACS on monthly basis starting from 01.04.2016.
- 2. The AAGCS of circles are required to prepare annual Audit programme for the year 2016-17 covering concurrent audit of PACS selected for the purpose and

- so as to minimize wastage of mandays in transit.
- 5. One or two days will be allotted each month for vouching and ledgering depending upon the volume of transactions.
- 6. The performance of the concurrent auditors will be reviewed by the concerned AAGCS in the staff meeting held every month.
- 7. The concurrent auditors have to submit their reports for each month by tenth of the succeeding month to the concerned AAGCS alongwith defect sheet and monthly RE statement.
- 8. The AAGCS of circles are to make scrutiny of the Audit Reports and in case of defects/ objections, if any, the same should be complied by the concerned auditor(s).
- 9. The monthly concurrent audit reports for the year are to be compiled by the respective audit circles and kept ready for reference in the Annual audit for the year.
- 10. The auditor entrusted with the concurrent audit of a particular PACS is to be authorized to conduct annual audit of that PACS. in case of transfer of the auditor or other reasons, another auditor should be authorized in his place to take up statutory audit of that PACS.

- 11. The statutory auditor has to complete his assignment by checking at least ten percent of the transactions in case audit is entrusted to an auditor other than the concurrent auditor.
- 12. The mandays for statutory audit of such PACS where concurrent audit will be introduced, is to be determined by the AAGCS concerned on the basis of actual requirement.
- 13. The concurrent audit of a particular PACS will not be allotted to the same auditor for two consecutive years.
- 14. The provisions of Act & Rules as applicable to statutory audit of accounts shall also apply for such concurrent audit. The duties and responsibilities of the concurrent auditors are the same as that of statutory auditors as per provisions laid down under various subsections of section 62 of the OCS Act (as amended) and Rules-58 & 59 of OCS Rules (as amended).
- 15. Local administrative authorities and concerned DCCBs are to be kept in contact so as to ensure up-to-date maintenance of books and records of the PACS selected for the purpose to facilitate conduct and completion of concurrent audit within the time frame without hassle and the DCCBs are to be contacted for furnishing monthly statement of accounts to PACS for use by Auditors.
- 16. The auditors should use "Green" colour pencil for the purpose of concurrent/statutory audit of PACS as prescribed vide this Directorate letter No.899 dtd.15.02.2016.

Since the main objectives of introduction of Concurrent Audit in PACS are (1) verification of accuracy of books of accounts and financial statements, (2)

Detection and prevention of errors/ MIS-statements, (3) prevention of frauds and (4) examination of the affairs of the PACS to assure that they have been carried out in accordance with the Act, Rules and Regulations and Bye-Laws etc. the duties and responsibilities of the auditors entrusted with concurrent audit of PACS are as under.

- 1. The concurrent auditors should conduct cent percent vouching of all cash and non-cash transactions, receipts and payments with reference to cash book/Journal/ Day Book and such other relevant records and documents for the period of audit.
- 2. Conduct cent percent checking of the postings in the subsidiary ledgers with reference to cash book/journal/Day book and periodical balance of accounts.
- 3. Conduct checking of postings in the General Ledger with reference to cash book/journal/ Day book.
- 4. Attend to reconciliation of accounts with concerned banks, if monthly statement is provided by the concerned DCCB.
- 5. They are to check the General Ledger and prepare Receipts and charges/ Net trial balance statement for the month.
- 6. In auditing the accounts, the auditor shall see that the records and books of accounts have been kept and presented for audit in proper forms, the particulars of receipts and expenditures are stated in sufficient details, payment are supported by authentic/genuine vouchers etc.
- 7. Examine, if all sums received or which ought to have been received have been brought into account, whether expenditures have been made lawfully in accordance with the provisions off Act, Rules, Bye-laws or circular instructions issued to this effect.
- 8. During the course of audit, if the auditors finds any defects/ irregularities, he should issue objection memo to the concerned official of the institution or management, as the case may be for compliance. In case of failure to comply the objection timely and properly, the matter be reported in the report with fixing responsibility on the errants.
- 9. If during the course of audit, the auditor finds any serious nature of irregularity in the transactions causing loss or affecting the interest of the institution, fraud, embezzlement, misappropriation of funds etc. he should apart from mentioning the same in the Concurrent Audit Report, submit a special report containing details of such occurrence with supporting documents immediately to the AAGCS concerned and to the management of the institution. The AAGCS after due scrutiny of the special report should communicate to the concerned administrative authority and financing bank for action.
- 10. The concurrent auditor should present his/her report in the format in

THE ADOVE HISH RELIGIES SHAIL DE TOHOWER MERICULOUSLY AND CHICULARER amongst the auditors under your administrative control besides making discussion on each points thoroughly in the staff meeting for strict compliance in concurrent audit of PACS. Yours faithfully Pragas, 2016 Auditor General Cooperative Societies, Odisha. Dated._ 26/5-116 Copy forwarded to the RCS, Odisha/ Managing Director, OSCB Ltd; Bhubaneswar for information and necessary action with reference to letter No.3833/Coop dtd.17.05.2016 of Joint Secretary to Government, Cooperation Department, Odisha, Bhubaneswar. Praction General Cooperative Societies, Odisha. Memo No. 3773 Dated.__26/5-1/6 / Copy with list of PACS forwarded to the Secretaries of DCCBs for information and necessary action. They are requested to provide monthly statement of accounts/ detailed transactions to the concerned PACS and ensure up-to-date maintenance of books and records of the PACS & reconciliation thereof for smooth conduct of concurrent audit within the allotted days. Cooperative Societies, Odisha. Memo No. 3774 Dated. 26/5/16 Copy submitted to the Principal Secretary to Government of Odisha, Cooperation Department, Bhubaneswar for kind information and necessary action.. Auditor General Cooperative Societies, Odisha. Copy to Audit-3 with list of PACS 5 S.C.

AKS.28.05.2016

Format of Concurrent Audit Report of PACS.

- 1. Name of the society
- 2. Full address of the society
- 3. Registration No. and date
- 4. Name of the Administrative Circle
- 5. Name of the financing Bank and its Branch
- 6. Name of the Block
- 7. Area of operation
- 8. Date of functioning
- 9. Year and period of audit
- 10. Name of the Chief executive during the period under audit.
- 11. Name of the president & Board of Directors/MIC/Administrator
- 12. Authority of Audit
- 13. Name and Designation of Auditor
- 14. Days devoted for audit
 - a) Date of commencement of audit
 - b) Date of completion of audit
 - c) Total days devoted for audit
- 15. Physical verification on the Date of commencement of audit.
 - a) Cash
 - b) Bank deposits
 - c) Securities, if any
 - d) Postage
 - e) Other (Specify)
- 16. Insurance and period of coverage
 - a) Cash
 - b) Building and Machinery
 - c) Stocks
 - d) Vehicles
 - e) DFGCC
 - N.B:- 1) Policy No., Amount Coverage, Period of coverage and shortfall, if any with audit observation.
 - 2) Observation of cash retention alongwith other points.
- 17. Cash and Bank Balance, Maintenance of Liquidity.
 - a) Result of verification of cash balance in the period of concurrent audit.
 - b) Verification of current short term deposits with other bank and check the same with verified balance if available. (Absence of certified balance will be an audit comment.
- 18. Expenses incurred by cash payment involving sizable amount whether such expenditure is authorised by the appropriate authority.

were cype or pasifiess carried out by society

be given in brief)

23. Credit appraisal, sanction and disbursement of loan and documentations (whether there was proper credit appraisal, sanction and disbursement of loan within the authority. Major deficiencies, if noticed, be given in details)

24. Deposits

- a) Check the transactions about all type of deposits received and repaid.
- b) Percentage check of interest paid on deposits including calculation of interest of large deposits.
- c) Whether proper procedures connected with opening of accounts have been followed or not.

25.

- a) Inspection by Administrative Authority/Financing bank..
- b) Review/ monetary of activities of staff made or not.

26. Balance and Reconciliation.

a) Whether all subsidiaries and ledgers balanced at the end of previous month and all the accounts including bank accounts reconciled with Day Book and ledgers. If not, responsibility be fixed with details.

27. Compliance to Audit defects.

Audit observations be given.

- 28. Comment on correctness of maintenance of Books and accounts, Day Book, G.L & other subsidiary ledgers.
- 29. Correctness and timeline in submission of reports and returns.
- 30. Whether any memo has been issued. (If the concurrent Auditor finds that the observations are not complied with any reason, he may record and submit the same through Half Margin Memo to concerned officers/ officials with a copy to AAGCS concerned and attach the same to the audit report).
- 31. Defects and Irregularities noticed during the audit be reported under the following heads.

A. Irregularities/ defects of routine nature.

- a) Accounting
- b) Financial
- c) Administrative

B. Major irregularities

Serious nature of defects/irregularities, frauds, misappropriation/misutilisation of funds are to be dealt in the Audit Report. Detailed narration alongwith fixation of responsibility should be spelt out clearly alongwith supporting documents be attached proposing appropriate action.

32. Monthly RE statement/ Net Trial Balance and Half Margin Memo (if issued) with compliance thereon signed by the Auditor, Chief Executive, accountant be attached to the report.

AKS.23.05.2016

BERHAMPUR AUDIT CIRCLE LIST OF PACS CONCURRENT AUDIT TO BE TAKEN UP DURING 2016-17 TO BE INCORPORATED IN THE REVISED AUDIT PROGRAMME FOR THE YEAR 2016-17

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	3 REGUNIAPADA	Ganjam		Beguniapada S.C.S.		W	2012-13	
	4 BEGUNIAPADA	Ganjam	*****	Lachipur (DC) S.C.S.		W	2012-13	
	5 PURUSHOTTAMPUR	Ganjam		Srl Gupteswar S.C.S.	_	W	2013-14	
	6 PURUSHOTTAMPUR	Ganjam		Sri Tumbeswar (DC) S.C.S.		W	2013-14	
	PURUSHOTTAMPUR	Ganjam		Tara Tarini S.C.S.	_ _	W	2013-14	
J	8 HINJILI ·	Ganjam		Burupada S.C.S.		W	2013-14	
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LIST OF C.S. PROPOSED FOR CONCURRENT AUDIT OF ASKA AUDIT CIRCLE, ASKA

TO SUMME	20 Gudiali S.C.S.
Sheragada	19 Coenkorada S.C.S.
Digapahand:	18 Bhismagiri S.C.S
Digapahandi	17 Sidheswar S.C.S.
Sanakhamundi	16 Chanameri S.C.S.
Biangar	15 Tilisingi S.C.S.
Shanjanagar	14 Kuljade S.C.S.
Dhar areas.	13/Jillundi S.C.S.
Sorada	12 Gocha S.C.S.
<u>४०। वर्ष</u> क	11 Sadagada S.C.S.
Diarakote	10 Dhabaleswar S.C.S.
Dharakote	9 Mundameral S.C.S.
Purushottemepur	8 Bhutesaresing S.C.S.
Aska	7,Wunigadal S.C.S.
Bellaguntha	5 Beliagratia S.C.S.
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5 Digsira SCS 2013-14	do
6 Rampur SCS 2013-14	Dunguripali
7 Mayabarha SCS 2013-14	do
8 Cherupali SCS 2013-14	do
9 Gajjbandh SCS 2014-15	do
10 Beheramal SCS 2013-14	do
11 Badkarley SCS 2013-14	do
12 Sahala SCS 2013-14	do
13 Ichhapur SCS 2013-14	do
14 Sukha SCS 2013-14	do
15 Nagaon SCS 2014-15	do
16 Badtika SCS 2013-14	Agalpur
17 Roth SCS 2013-14	do
18 Burda SCC 2013-14	do
19 Jogisarda SCS 2013-14	Loisingha
20 Tikrapada SCS 2013-14	do
21 Ghinear SCS 2013-14	Saintala
22 Mahalai SCS 2013-14	do
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BALASORE AUDIT CIRCLE

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ALLAILO PACS	MARSHAGHAI			
S ABHAYAPUR PACS	MAHAKALAPADA			
6 PANIKOILI PACS	DHARMASALA			
/ BARUHAN PACS	KOREI			
8 BARUA PACS	JAJPUR			
	KENDRAPARA			
9 DARPANI PACS	BADACHANAS			
10 DEODA PACS	BADACHANADEODA PACS DHARMASALA			
11 ICHAPUR PACS				
12 GULARHAT	KOREI			
13 INDUPUR PACS	DERABIS			
14 IAMDHARA PACS	KENDRAPARA			
15 MARKANDPUR PACS	KENDRAPARA			
16 KUHUDI PACS	JAJPUR			
17 NAHANA PACS	MARSHAGHAI			
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18 KAPILESWAR PACS	DERABIS			
19 KOREI PACS	KOREI			
20 KAUPADA PACS	DERABIS			
21 MANGALPUR PACS				
22 NADIABAREI PACS	DASARATHAPUR			
23 CHATRAPADA PACS	GARADPUR			
24 PRATHAMAKHANDI PACS	DASARATHPUR			
25 SANAADHANGA PACS	RASALPUR			
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ASST A.G.C.S.CUTTACK CIRCLE-II

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3	Dadhapatna PACS	Do	and the second second	
4	Kotasahi PACS	Tangi & Choudwar		
5	Nakhara PACS	Do		
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7	Ráisunguda PACS	Salipur	a company and a second as a	
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9	Mauda PACS	Mahanga		
10	Erancha PACS	Niali		
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12	Salajanga PACS	Do		
1.3	Borikina PACS	Balikuda		
14	Gajarajpur PACS	Naugaon		
15	Paradeep PACS	Kujanga	·	
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17	Erasama PACS Erasama			
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20	Tarjanga PACS	Do		
21	Purunabasanta PACS	R.N.Pur		
22	Adhangagarh PACS	Biridi	and the second s	
23	Kuleilo PACS	Athagarh	The second secon	
24	Sarpeswar PACS	Do		
25	Gopinathpur Sasan PACS	Tigiria		
26	Gopapura PACS	Baramba		
27	ZIIIInda PACS	N.S. Pur		
28	Kendupalli PACS Banki-l			
29	Akhandeswar PACS	Banki-II		
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33	Adaspur PACS	Kantanada		

LAST OF LAMPCE PROGRAMMED TO CONDUCT CONCURRENT AUDIT DURING 2016-17 PERTAINING TO JEYPORE AUDIT CIRCLE, JEYPORE. To yperst praditional series before of the LAMPES

- 01. Borigamma LAMPCS
- 62. Kosagunuda LAMPCS
- 03. Raighur LAMPCS
- 04. Mathili LAMPCS
- 05. Natulapur LAMPCS
- 06. Padmapur LAMPCS

Sd/~ Asst.A.G.C.S, Jeypore. DHENKANAL Avoit Circle

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	Maria of the Live	Name of the Block
1	GENGUTIA SCS	DHENKANAL SADAR
2	BIDHARPUR SCS	GONDIA
3	GUNEIBILLI SCS	KAMAKHYA NAGAR
4	RASOL SCS	HINDOL
5	BHUBAN SCS	BHUBAN
6	SANDA SCS	PARAJANG
7	ODAPADA SCS	ODAPADA
8	. KANKADAHADA SCS	KANKADAHADA
9	KHALARI SCS	ANGUL
10	KUMURSINGHA SCS	ANGUL
1,1	JARADA SCS	KANHIA
12	JARASINGHA SCS	BANARPAL
1.3	KANDHAL SCS	TALCHER
14	KALAMCHHUIN SCS	TALCHER
15	PÁLLAHARA SCS	PALLAHARA
16	SANAHULLA SCS	ATHAMALLIK
17	HONDAPA SCS	
18	NUAGAON SCS	KHISHORENAGAR
		CHHËNDIPADA

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(2022)

KALAHANDI AUDIT CIRCLE,

- 1 Junagarh PSCS
- 2. Kaleigaon PACS
- 1. Baner PACS
- 基 Kalampui PACS
- 5 Utkela PACS
- G. Karlapada PACS
- 7. Sarabong PACS
- 8 Kli.Road PACS
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KEONIHAR AUDIT CIRCLE

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1)4	do	Gabakunda SCS I.td.	do
135	do	Sri Bhairabi SCS Ltd.	Satyabadi
116.	<u>do</u>	Biramakundpur SCS Ltd.	Delang
07.	do	Chandrakota SCS Ltd.	do
08.	do	S. Uttarbad SCS Ltd.	do
99, [do	Mandakini SCS Ltd.	do
10.	do	Shyamakali SCS Ltd.	Kanas
17	do	Titipa SCS Ltd.	do
2.	do	U. M. Raibidhar SCS Ltd.	Krushnaprasad
13.	do	Biratunga SCS Ltd.	Brahmagiri
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MAYURBITAL	Value of the TACS	BangaiposWP	Bankisole LAMP	Udala LAMPCS	Kusalda LAMPCS	Manada LAMPCS	Sankerko LAMPCS
		5	02	03	70	90	90

PHULBANI AUDIT CERCLE

Phulore,

51.No.	Name of the PACS Daringland LAMPCS	Name of the Block.
ğ'.	DaringHeidi LAMPCS	Daringibadi
Źζ	Bantonda, SCs	Purmakatak
3	l Badhigaon, SCS	; Houdh

Revised list of 10% PACS for Concurrent audit of Sambalpur Audit Circle, Bargarii.

SAMBALDUR MUDIT CARCLE					
SI.	Name of the PACS	Name of the Block			
No					
01.	Lakhmara SCS	Palkmal			
02.	Saipali SC\$	Bijepur			
03,	Narayan SCS	Barpali			
O.I.	Agalpur SCS	-do-			
05.	Adgaon SCS	Bargarh			
06.	Sarsara SCS	-do-			
07.	Tora SCS	-do-			
08.	Govindpur SCS	-do-			
09.	Keshalpali SCS	Bhatli			
10.	Kandapala SCS	Ambabhana			
11,	Attabira SCS	Attabira			
12.	Lahanda SCS	-do-			
13.	Remunda SCS	Bheden			
14.	Sason SCS .	Dhankauda			
15.	Dhama SCS	Maneswar			
[16.]	Badmal SCS	Jharsuguda			

Sd/-Asst. A.G.C.S., Bargarh

Khu who And DE CONCURRENT AUDIT FOR THE YEAR 2016-17 OF ASST. AGCS, KHORDHA

3	Name of the Societies	Category	Name of the B	
	2	3	4	74 Ordin Sugar 11
(1)	CO-OP, DEPTT. SERVICE COOP, SOCIETY			
1	Dibyasingh Prasad S.C.S. Ltd.	101		
2		W	Khordha	
	Palatotapada S.C.S. Ltd @ -	W	Khordha	
3	Kanpur S,C,S, Ltd ©	W	Khordha	
4	Dalatota S.C.S Ltd(M.B) © <	W	Begunia	
5	Badakumari S.C.S Ltd(M.B) © /	W	Bolagarii	
6	Deuli S.C.S Ltd(M.B) @ 🗸	W	Bolagarh	
7	Pichukuli S.C.S Ltd(M.B) © ∠	W	Bolagarh	
8	Fasioda S.C.S Lld /	W	Bolagarh	
9	Kural S.C.S. Ltd(M.B.) ©	W	Odagaon	· · · · · · · · · · · · · · · · · · ·
10	Nachuni S.C.S Ltd(M.B) © ←	W	Banapur	
11	Badakula S.C.S Ltd(M.B.) © 💉	W	Chilika	
12	Kuhudi S.C,S Lld(M.B.) © ✓	W	Tangi	
13	Dahikhai S.C.S Ltd(M.B.) © <	W	Ranapur	in Frysk - same
14	Gourangpur S.C.S Ltd(M.B.) /	W	Ranapur	
15	Nilakantheswar S.C.S Ltd(M.B.) © /	W .	Ranapur	
16	Rajsunakhala S.C.S Ltd(M,B.) @ <	W	Ranapur	
17	Bahadajholla S.C.S Ltd(M.B.) ©	W	Nuagaon	Nuch
18	Sakeri S.C.S. Ltd(M.B.) ©	W	Odagaon	Moces
19	Jagdevpatna S.C.S Ltd(M.B.) ©	W	Dasapalla	Moceg
20	Hanumantia S.C.S. Ltd(M.B.)	W	Odagaon	Hoces
21	Godipada S.C.S. Ltd(M.B.) ©	W	Odagaon	(Muscu.
22	Nandighore S.C.S. Ltd(M.B.) ©	W	Odagaon	Morce is
23	Odagaon S.C.S. Ltd(M.B.) ©	W	Odagaon	Mosca
24	Panchrida Manpur S.C.S. Lld(M.B.) ©	W	Odagaon	Mucen
25	Machhipada S.C.S. Ltd(M.B.) ©	W	Odagaon	Mucce

i gi	Name of the PACS/LAMPCS	ix X	NAME OF THE AUDITOR
0.50	Kahulpai Lampes	1101-0101	Sai D.P. Dash, SAAGCS
ă	Raibogs LAMPCS	2015-2017	Sri P.K. Pradhan, SAAGCS
ð3.	Lathikata LAMPCS	2016-2017	Sh B.C. Mishra, SAAGCS
04.	Lehunipara LAMPCS	2016-2017	Smt. S.K. Toppo, SAAGCS
GE,	Sarsara LAMPCS	2016-2017	SH M.P. Sial, SAAGCS