

# Department of Co-Operation, Marketing and Textiles, Maharashtra



# User Manual : Auditor Selection in e-Sahakar

eSahakar: Audit Management System

#### Overview

- This manual is for Registered Society with CCRCS.
- Society need to submit the Audit details of cooperative societies online.
- Society may use the same account to upload the details through which application for online society registration 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.
- Society would be able to express interest for Audit to auditor which are empanelled online.

#### Process Overview

#### **For Auditor**

Process 1: Shortlist and Send Interest to Auditor Online



#### Process 1: Shortlist and Send Interest to Society Online

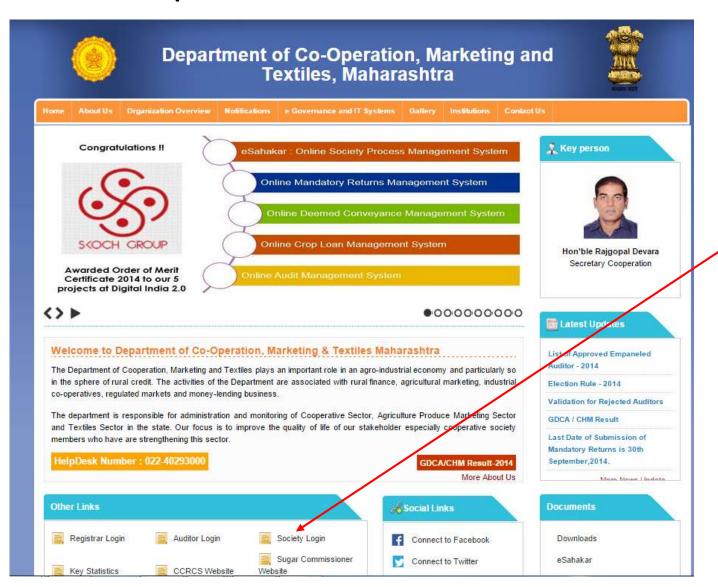
#### **Process Overview:**

- a. Society can send interest for Audit to Empanelled Auditor online
- b. Society now have facility to search the empanelled auditor across Maharashtra online as per applicable business rules specified for Empanelled Auditors.
- c. Society can send the expression of interest online to auditor. If auditor accepts interest, the society could uploads Society Resolution online. Society can send unlimited expression of Interest to empanelled auditor 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: <a href="http://mahasahakar.maharashtra.gov.in">http://mahasahakar.maharashtra.gov.in</a> in the browser

**Step 3**: Go to "Other Link" on the home page of the website

**Step 4:** Click "**Society 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 Society

Step 5: Click "Login"

Note: Only Registered Society can login in the system. Same account username and password is required which was created for submitting application for registration.

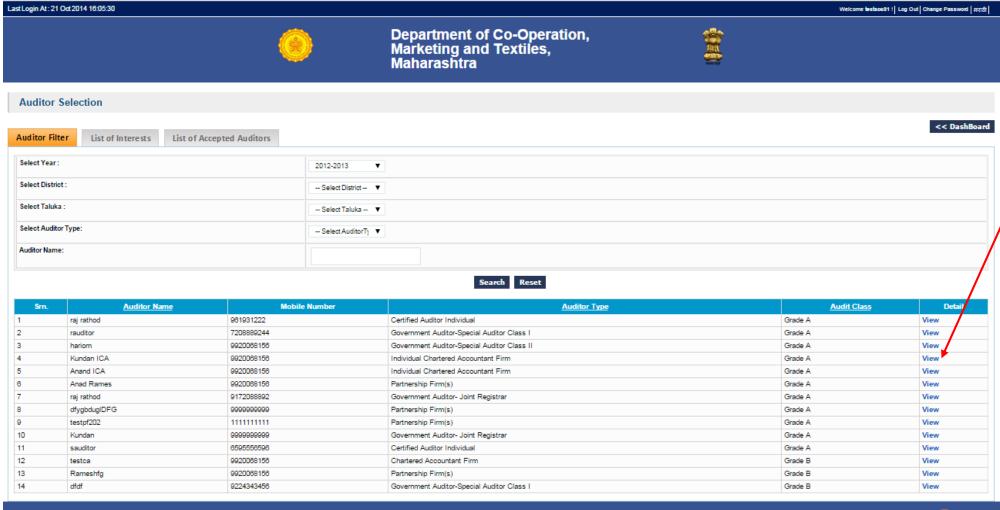


#### Step 3: Select Society Selection

Click "Auditor Selection" as shown in red color in the above figure.

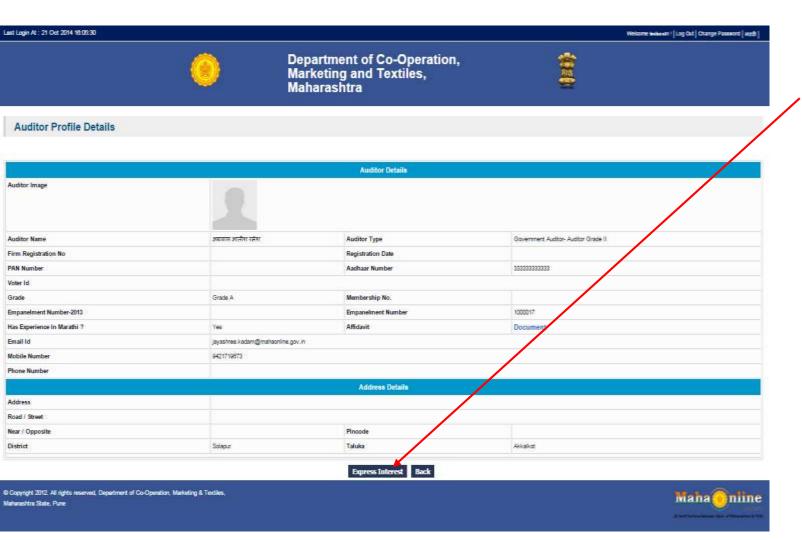


### Step 4: Search and View Auditor



- Search Auditor using Filters provided.
- Click on View to view the details of the selected auditor

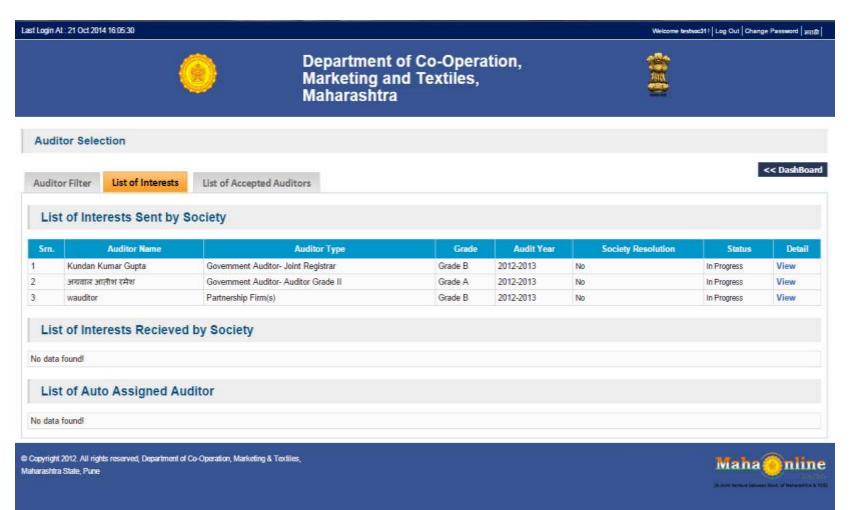
### Step 5: Express Interest to the auditor



**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 t o view the list of auditor to which interest is expressed or received.

### Step 7: Upload Society Resolution



- If Auditor accepts the interest, Society may choose to upload the society resolution in the system.
- Scanned copy of duly signed society resolution could be uploaded in the system.
- Email and SMS notification would be sent to society and Auditor by eSahakar System.

#### Step 8: View Audit Order



- Once the Society uploaded the society resolution the auditor may upload the duly signed Auditor Consent letter and generate the Audit Order to freeze the Audit under the concerned Auditor.
- Society need to go List of Accepted Societies Tab to view the Auditor.
- Go to detail and View the Auditor details

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## Thank You