



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: <http://mahasahakar.maharashtra.gov.in> 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.

The screenshot shows the homepage of the Department of Co-Operation, Marketing and Textiles, Maharashtra. The header includes the department name and the state emblem. The navigation menu contains links for Home, About Us, Organization Overview, Notifications, e Governance and IT Systems, Gallery, Institutions, and Contact Us. The main content area is divided into several sections: a 'Congratulations !!' section for SKOCH GROUP, a list of online systems (eSahakar, Online Mandatory Returns Management System, Online Deemed Conveyance Management System, Online Crop Loan Management System, Online Audit Management System), a 'Key person' section for Hon'ble Rajgopal Devara, Secretary Cooperation, and a 'Latest Updates' section with links to various news items. At the bottom, there are three sections: 'Other Links' with links for Registrar Login, Auditor Login, Society Login (highlighted with a red circle and arrow), Key Statistics, CCRCS Website, and Sugar Commissioner Website; 'Social Links' for Facebook and Twitter; and 'Documents' for Downloads and eSahakar.

Step 2 : Login as Auditor

Department of Co-Operation Marketing and Textiles, Maharashtra

User Name

Password

Login

[Forgot Password](#)

[New User Click Here](#)
[Society Registration User Manual](#)

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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.

Last Login At : 21 Sep 2014 12:59:31 Welcome testsoe31 | Log Out | Change Password | English

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General Options

 Update Profile	 Deem Conveyance	 Mandatory Returns	 Auditor Selection
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Step 4 : Search and View Auditor

Last Login At: 21 Oct 2014 16:05:30 Welcome !seeloo31 | Log Out | Change Password | मराठी

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Auditor Selection << Dashboard

Auditor Filter | List of Interests | List of Accepted Auditors

Select Year: 2012-2013
Select District: -- Select District --
Select Taluka: -- Select Taluka --
Select Auditor Type: -- Select Auditor Ty --
Auditor Name:

Search **Reset**

Srn.	Auditor Name	Mobile Number	Auditor Type	Audit Class	Detail
1	raj rathod	981931222	Certified Auditor Individual	Grade A	View
2	rauditor	7208889244	Government Auditor-Special Auditor Class I	Grade A	View
3	hariom	9920088156	Government Auditor-Special Auditor Class II	Grade A	View
4	Kundan ICA	9920088156	Individual Chartered Accountant Firm	Grade A	View
5	Anand ICA	9920088156	Individual Chartered Accountant Firm	Grade A	View
6	Anad Rames	9920088156	Partnership Firm(s)	Grade A	View
7	raj rathod	9172088892	Government Auditor- Joint Registrar	Grade A	View
8	dfygbdugIDFG	9999999999	Partnership Firm(s)	Grade A	View
9	testpf202	1111111111	Partnership Firm(s)	Grade A	View
10	Kundan	9999999999	Government Auditor- Joint Registrar	Grade A	View
11	sauditor	8595558596	Certified Auditor Individual	Grade A	View
12	testca	9920088156	Chartered Accountant Firm	Grade B	View
13	Rameshfg	9920088156	Partnership Firm(s)	Grade B	View
14	clfd	922434346	Government Auditor-Special Auditor Class I	Grade B	View

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



Step 5: Express Interest to the auditor

Last Login At : 21 Oct 2014 19:05:30 Welcome | Logout | Change Password | अरुण

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Auditor Profile Details

Auditor Details

Auditor Image			
Auditor Name	जयश्री कदम	Auditor Type	Government Auditor- Auditor Grade II
Firm Registration No		Registration Date	
PAN Number		Aadhaar Number	3333333333
Voter Id			
Grade	Grade A	Membership No.	
Empanelment Number-2013		Empanelment Number	1000017
Has Experience In Marathi ?	Yes	Affidavit	Document
Email Id	jayashree.kadam@mahaonline.gov.in		
Mobile Number	9421719873		
Phone Number			

Address Details

Address			
Road / Street			
Near / Opposite		Pincode	
District	Solapur	Taluka	Akkalkot

[Express Interest](#) [Back](#)

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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

Last Login At : 21 Oct 2014 16:05:30 Welcome testbac31! | Log Out | Change Password | 



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Auditor Selection

Auditor Filter **List of Interests** List of Accepted Auditors [<< Dashboard](#)

List of Interests Sent by Society

Sr.	Auditor Name	Auditor Type	Grade	Audit Year	Society Resolution	Status	Detail
1	Kundan Kumar Gupta	Government Auditor- Joint Registrar	Grade B	2012-2013	No	In Progress	View
2	अश्वान आशीश रमेश	Government Auditor- Auditor Grade II	Grade A	2012-2013	No	In Progress	View
3	wauditor	Partnership Firm(s)	Grade B	2012-2013	No	In Progress	View

List of Interests Recieved by Society

No data found!

List of Auto Assigned Auditor

No data found!

- Go to Tab and click on List of Interests to view the list of auditor to which interest is expressed or received.

Step 7: Upload Society Resolution

Auditor Profile Details Back

Auditor Details							
Auditor Image							
Auditor Name	Kundan Kumar Gupta	Auditor Type	Government Auditor-Joint Registrar				
Firm Registration No		Registration Date					
PAN Number	AKAPG4564F	Aadhaar Number	123456789123				
Voter Id							
Grade	Grade B	Membership No.	twkand023007				
Empanelment Number-2013	78521216	Empanelment Number	1000049				
Has Experience In Marathi ?	No	Allidavit	Document				
Email Id	nkshs.walhe@mahaonline.gov.in						
Mobile Number	9789288936						
Phone Number	02060606777						
Address Details							
Address	Mumbai						
Road / Street	Mumbai						
Near / Opposite	Mumbai	Pincode	420000				
District	Solapur	Taluka	Akshai				
Qualification Details							
Srn.	Degree	CourseYear	University Name	Class Secured	Proof		
1	MBA - Finance	2013	Jadavpur	First	Document		
Experience Details							
Srn.	Audit Year	Society Name	Audit Start Date	Audit End Date	Audit Submission Date	Proof	
1	2014	hgh	30-07-14	30-07-14	30-07-14	View	
Auditor Review							
Expressed On:	21-10-2014 15:55:20			Action Status:	Approve		
Action Date:				Action By:	twkand023007		
Remark	Remarks			Order Generated Date:			
Srn.	Particulars	Letter Date	Documents				
1	Society Resolution / DOR Audit Order						
2	Auditor Consent Letter						
Society Resolution:	<p>Instructions : Please upload the file in PDF/EPF/JPG/PNG format only. The file size should not exceed 1 MB.</p> <input type="button" value="Choose File"/> No file chosen						
<input type="button" value="Upload Document"/>							

- 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

Last Login At: 21 Oct 2014 17:57:38 Welcome gnat_heights | Log Out | Change Password | 



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Auditor Selection

Auditor Filter | List of Interests | **List of Accepted Auditors** [<< Dashboard](#)

List of Approved Auditor by Auditor

Srn.	Auditor Type	Auditor Type	Audit Class	Audit Year	Order Generated	Audit Order	Status	Detail
1	Kundan Kumar Gupta	Government Auditor- Joint Registrar	Grade A3	2012-2013	Yes	Yes	Approve	View

List of Approved Auditor by Society

No data found!

List of Auto Approved Auditor by DDR

No data found!

- 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

Thank You