



Directorate of Local Fund Audit Government of Odisha

Accounts Review Programme Online Software User Manual

Technical Assistance by



Odisha Modernising Economy, Governance
and Administration (OMEGA) Programme

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1. Generating Password

STEP 1:

Directorate of Local Fund Audit
Government of Odisha

Accounts Review Programme
An online application for submission of proposals by the aided college across the State for Accounts Review by the empanelled CA Firms.

LOGIN:
USERNAME

PASSWORD

[I want to generate my password](#)

To Generate password, click on **<I want to generate my password>**

STEP 2:

Directorate of Local Fund Audit
Government of Odisha

Accounts Review Programme
An online application for submission of proposals by the aided college across the State for Accounts Review by the empanelled CA Firms.

GENERATE PASSWORD:

SELECT DISTRICT
ANGUL

SELECT COLLEGE
Janata College-Boinda, Kishorenagar

[To get a user name and password through an SMS on mobile, Please enter 10 digit mobile number of the **Principal/Nodal Officer** of the College, which is registered with the Directorate of Higher Education, Odisha]

MOBILE NUMBER

(1) Select the Name of the District of the College from drop down list

(2) Select the Name of the College from drop down list

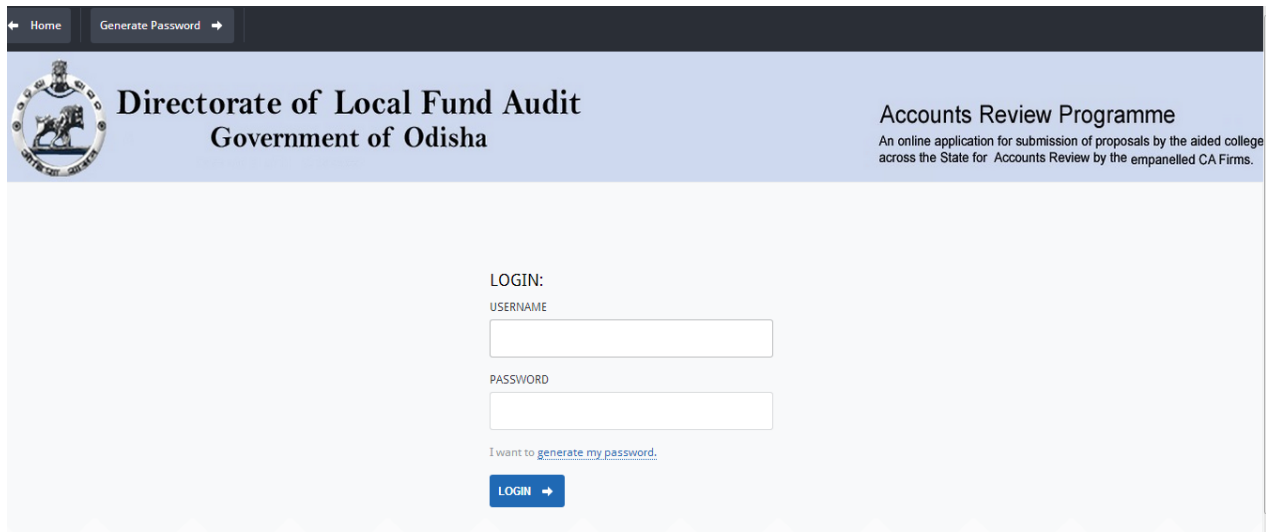
(3) Enter the **mobile number of the Principal/ Nodal Officer of the College**

Once the mobile number entered is matched with the data base, an Username and Password will be sent to the same Mobile number as an SMS.

On non receipt of username and password, a mail should be sent to the dirlfaodisha@gmail.com or help1fa@gmail.com from College official email Id.

2. Log-In

Enter [**Username**] and [**Password**], which has been sent to the Mobile Number of Principal or Nodal Officer of the College



← Home Generate Password →

Directorate of Local Fund Audit
Government of Odisha

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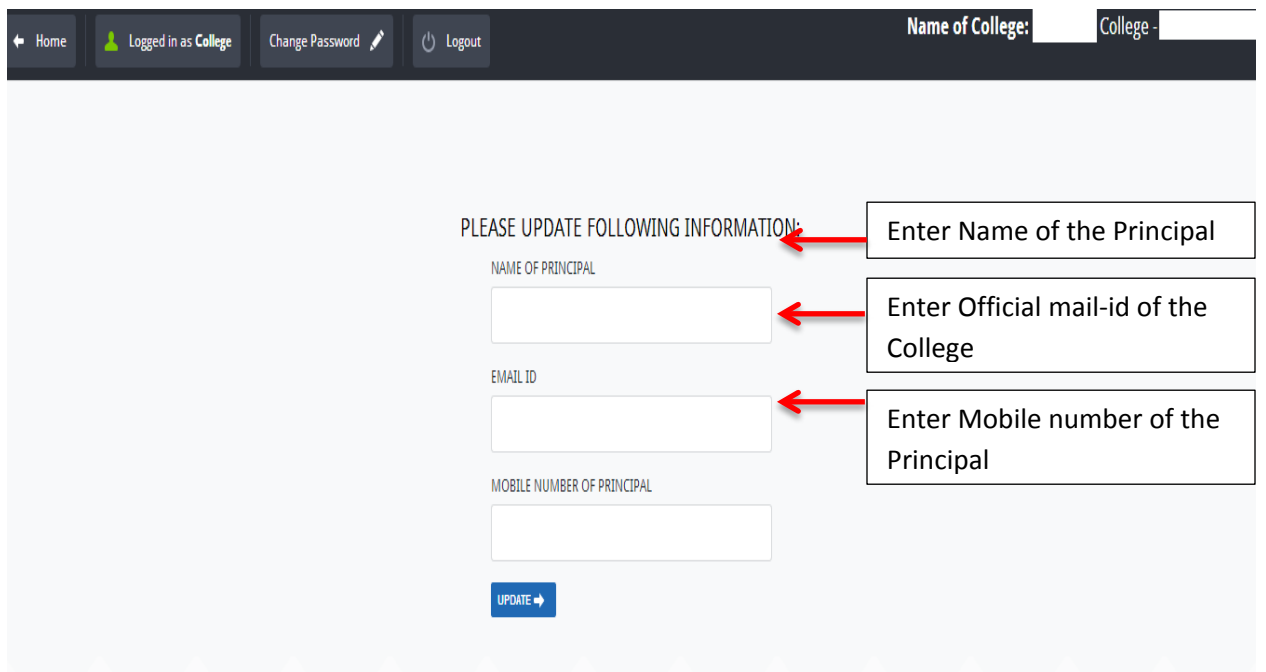
LOGIN:
 USERNAME

 PASSWORD

 I want to [generate my password.](#)

3. Updating College Information

After successful log-in the below mentioned page will open. Here user needs to update the College information for further communication with the College.



← Home Logged in as College Change Password Logout

Name of College: College -

PLEASE UPDATE FOLLOWING INFORMATION:

NAME OF PRINCIPAL

EMAIL ID

MOBILE NUMBER OF PRINCIPAL

Enter Name of the Principal

Enter Official mail-id of the College

Enter Mobile number of the Principal

4. View College Details

After updating the information, the below mentioned page will be displayed, where in the user can view the updated information, Status of Proposals and details of pending audits of the college.

The screenshot shows the 'View College Details' page for Sidhartha College - SUBARNAPUR. The page is divided into several sections:

- Header:** Home, Logged in as College, Change Password, Logout, Name of College: Sidhartha College - SUBARNAPUR
- MENU:** Change Password, Logout
- COLLEGE INFORMATION:**
 - Name of College: Sidhartha College
 - Address of College: Binka (NAC) SUBARNAPUR
 - Name of Principal: Subhash Singh
 - Email ID: singhsubh@gmail.com
 - Mobile: 9437637549
 - Update button
- Pending Audit Details:**
 - Phase - 1:
 - 1992 - 1993
 - 1993 - 1994
 - 1994 - 1995 Status: Proposal submission pending
 - Phase - 2:
 - 2011 - 2012
 - 2012 - 2013 Status: Proposal submission pending
- ACTIONS:**
 - 1. Submit New Proposal for Phase- 1
- NOTIFICATIONS:**
 - 1. Please submit a proposal for Phase-1

5. Proposal Submission

STEP1: For submission of Phase wise proposals, Users shall click on [**Submit New Proposals for Phase-....**]

The screenshot shows the 'Propose CA Firms' page for Sidhartha College - SUBARNAPUR. The page contains the following elements:

- Header:** Home, Logged in as College, Change Password, Logout, Name of College: Sidhartha College - SUBARNAPUR
- PROPOSE CA FIRMS:**
 - Proposal for following 3 Financial Pending Audit Years:
 - 1992 - 1993
 - 1993 - 1994
 - 1994 - 1995
 - Select CA Firms:
 - CHOICE 1: Select
 - CHOICE 2: Select
 - CHOICE 3: Select
 - CONTINUE button

While submitting the proposal, three choices 1, 2 and 3 will be available wherein the list of CA firms who are empanelled with the Directorate of Local Fund Audit and showed interested to work in the area of the College will be displayed.

The College may choose any CA firm name from the drop down lists. After choosing 3 CA firms names, user should click on [**Continue**] button.

STEP 2: It will give a view of submitted proposal as mentioned below: User shall read and agree the conditions by selecting the tick mark at checkbox.

← Home Logged in as College Change Password Logout **Name of College: Sidhartha College - SUBARNAPUR**

User should verify the details and select the tick box

PROPOSAL YOU SUBMITTED

College Name: Sidhartha College, Binka (NAC), SUBARNAPUR

Proposal for following 3 Financial Pending Audit Years:

1992 - 1993
1993 - 1994
1994 - 1995

PRIORITY	CODE OF CA FIRM	NAME OF CA FIRM	ADDRESS OF CA FIRM
1	AD/001	RAJANI AGARWAL	C/O JAI HANUMAN ENTERPRISES 33 SANJIBANI MARKET, ANGUL
2	AD/007	VANDANA & CO	EMAMI PAPER MILLS LTD, C/O MR A C GUPTA, BALGOPALPUR, BALASORE
3	AD/032	RAJKUMAR ROUTRAY & CO	C/O BIREN ROUTRAY, NEW RAUSHA PATNA, PO BAXI BAZAR, CUTTACK

I hereby agree to pay the CA firm to conduct the Accounts Review for the proposed 3 financial year(s), a professional **Fee ₹ 45000/- and Service tax as applicable along with travel other incidental expenses up to a maximum of ₹ 15,000/-** based on the distance of the College from the location of selected CA firm.

The amount will be paid to the CA firm on approval from the respective District Audit Officer, Local Fund Audit, Government of Odisha.

STEP 3: After marking the checkbox, it will show the details as mentioned below. If user would like to make any changes in the proposal, he/she shall click on [**MODIFY PROPOSAL**]. If there are no changes to be made for the proposal, user shall click on [**CONFIRM**].

PROPOSAL YOU SUBMITTED

College Name: Sidhartha College, Binka (NAC), SUBARNAPUR

Proposal for following 3 Financial Pending Audit Years:

1992 - 1993
1993 - 1994
1994 - 1995

PRIORITY	CODE OF CA FIRM	NAME OF CA FIRM	ADDRESS OF CA FIRM
1	AD/001	RAJANI AGARWAL	C/O JAI HANUMAN ENTERPRISES 33 SANJIBANI MARKET , ANGUL
2	AD/007	VANDANA & CO	EMAMI PAPER MILLS LTD, C/O MR A C GUPTA, BALGOPALPUR , BALASORE
3	AD/032	RAJKUMAR ROURTRAY & CO	C/O BIREN ROURTRAY, NEV RAUSHA PATNA, PO BAKI BAZAR , CUTTACK

I hereby agree to pay the CA firm to conduct the Accounts Review for the proposed 3 financial year(s), a professional **Fee ₹ 45000/- and Service tax as applicable along with travel other incidental expenses up to a maximum of ₹ 15,000/-** based on the distance of the College from the location of selected CA firm.

The amount will be paid to the CA firm on approval from the respective District Audit Officer, Local Fund Audit, Government of Odisha.

Please click "CONFIRM" to submit your proposal. After successful submission you will get a PDF file of your Proposal, which you need to get a printout and duly signed by the Principal and sent it to the Directorate of Local Fund Audit Office, Bhubaneswar by post/courier.

MODIFY PORPOSAL
CONFIRM

STEP 4: On confirmation the below mentioned message will be displayed:

← Home
Logged in as College
Change Password
Logout
Name of College: Sidhartha College - SUBARNAPUR

Your Proposal has been successfully submitted.

Once it is approved it will be communicated to the registered email Id and/or to the registered Mobile number of the Principal.

PRINT PORPOSAL

6. Proposal Print

After click on [**Print Proposal**], it will convert the proposal into PDF format. The user can save the PDF file and take a printout for manual submission to the Directorate of Local Fund Audit, Bhubaneswar.

College Proposal

Reference No: 3 Date & Time: 18-Jun-2013 10:26 AM

<p>To The Directorate of Local Fund Audit Treasury and Accounts Bhawan, 2nd Floor, Unit – III, Kharavela Nagar, Bhubaneswar Email: dirlfaodisha@gmail.com</p>	<p>From Name of the College: XXXXXXXXXX College Name of the Principal: XXXXXXXXXX Address: XXXXXXXXXX Town: XXXXXXXXXX Email Id : XXXXXXXXXX Phone No XXXXXXXXXX</p>
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Subject: Submission of proposal to clear backlog arrear accounts through “Accounts Review” by selected CA firms

Dear Sir,

As per the Government of Odisha Gazette No. FIN-LFA/AUDIT-0002-13-7401/F, Dated 14th March 2013, we have chosen a panel of three eligible Chartered Accountant Firms to entrust “Accounts Review” of our college for the continous backlog of 3 financial year accounts ~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~ 194 - ~~XXXXXXXXXX~~

Details of three eligible CA firms are given below:

Priority	Name of the CA firm	Location of the CA firm (District Name)	CA firm registration No.	Reference No.
1	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXX
2	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXX
3	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXX

As decided by the State Government, our College will pay fee and other expenses to the CA firm upon the approval of the Accounts Review report by the concerned District Audit Officer.

We hereby seek your approval and further communication to extend our cooperation to the selected CA firm for the assignment.

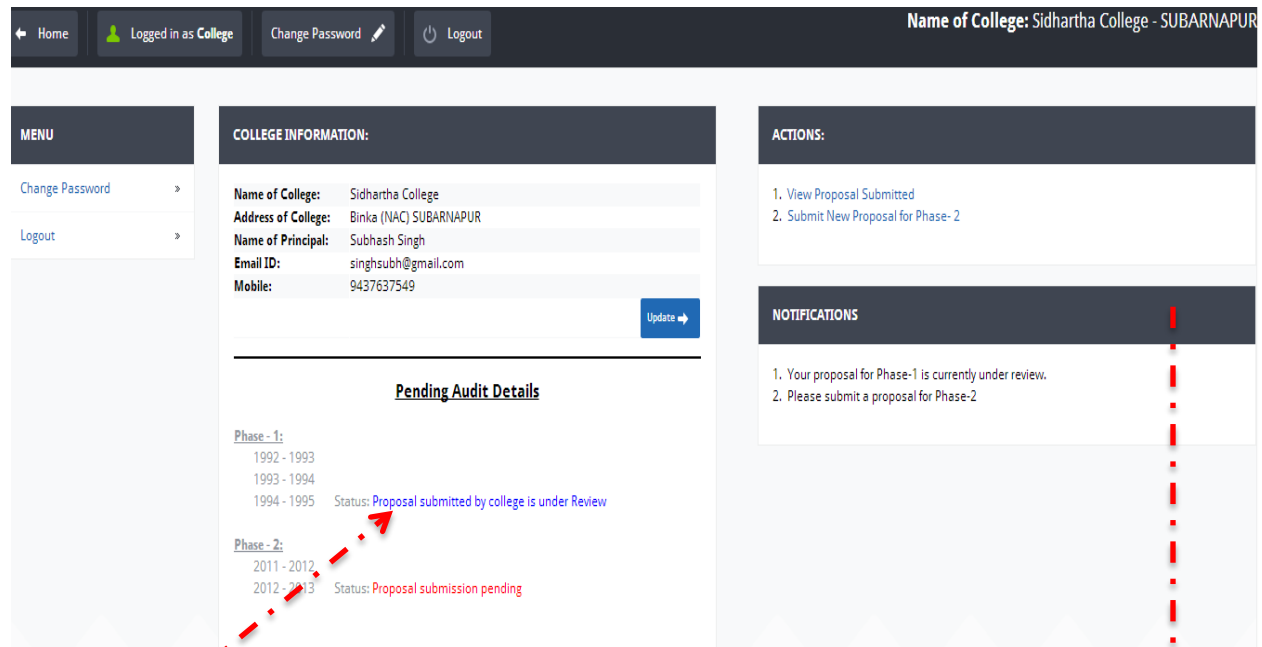
Thanking you,

Yours sincerely,
Signature
(Name and Designation with Stamp)

Home
Print

7. View Proposal Status

After successful submission of proposals, the status of [**Pending Audit Details**] will change as shown below:



Under **Pending Audit Details**, below mentioned Status message will be displayed:

During Review: [Proposal submitted by College is under Review]

After Approval: [CA Firm Allotted].

Once the Directorate of Local Fund Audit approves the Proposal, an SMS alert and an Email will be sent to the registered mobile number and mail-Id of the College

Under **Notifications**, below mentioned messages will be displayed:

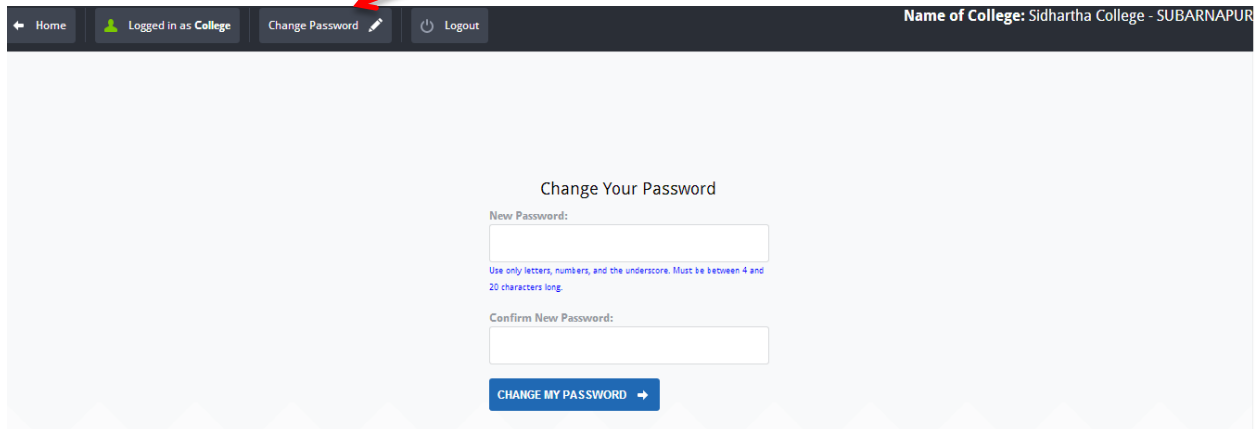
During Review: [Your Proposal for Phase-..is currently under review]

After Approval: [Your proposal forst Phase has been approved by the Directorate of LFA. Please submit a new proposal for next phase (If any)]

In case of Rejection: [Your proposal for.....st phase have been rejected by the Directorate of LFA due to.....reason. Please submit a new proposal.]

8. Changing Password

The User shall change password by clicking [**Change Password**]. Password should be between 4 to 20 characters and should use only letters, numbers and underscores in upper or smaller cases.



9. Technical Support

In case of any technical problems, the users shall send a mail to help1fa@gmail.com or contact the below mentioned telephone numbers:

Telephone numbers of the OMEGA Office:

0674-6511307

Financial Management Consultant: 7381681120

IT Consultant: 9583387383

Telephone numbers of the Directorate of Local Fund Audit:

Director: 0674-2391704

Deputy Director: 0674-2391705

Asst. Director: 0674-2391707