Institution and Human Capacity Building (IHCB)

User Manual Document 2.0



TATA Consultancy Services Limited May 2014

LIST OF ABBREVIATIONS

	Abbreviation\Acronym	Description
SERP		Society Elimination of Rural Poverty
SHG		Self Help Group
IHCB		Institution and Human Capacity Building
MS		Mandal Samakhya
VO		Village Organization
ZS		Zilla Samakhya
APM		Assistant Project manager
CA		Charter Accountant
GB		General Body
AR		Annual Returns
ATR		Action Taken
AOR		Audit Observation Report
ARF		Annual Return Filing

IHCB (Institution human and capacity building) includes the following module.

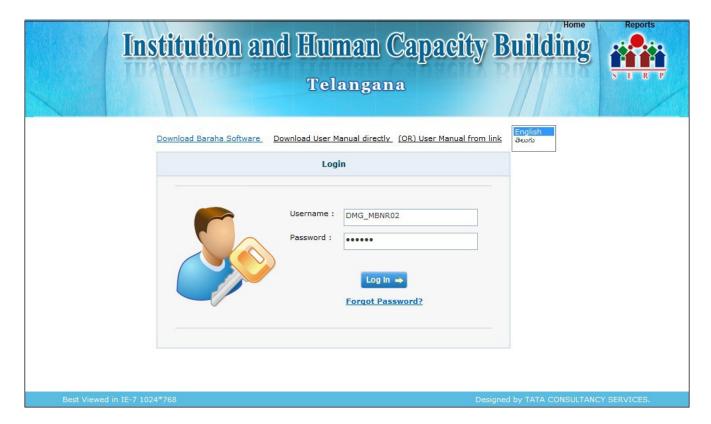
- Statutory Audit
- Internal Audit
- Legal Compliance

Login information

Main Login Screen

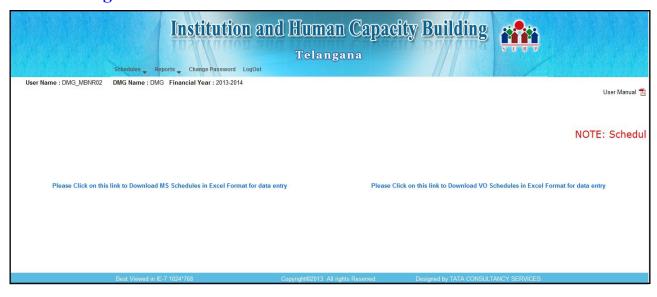
- 1. This is the main **Login** screen of IHCB application.
- 2. To Login Enter the User name and Password.
- 3. After entering the user name and password click on **Login** button.

Note: The User name and password should be in capital letters Only.



There are two Logins:

- CA Login
- APM Login
- CA Login:



- 1. After logging the home page is displayed.
- 2. The screens displayed in Home page are

Schedules

CA Reports

Change password

Logout

SCHEDULES:

In the Home page, After Clicking on Schedules the below mentioned links will be displayed.

- 1.Schedule entry
- **2.View Financial Statements**

CA REPORTS:

In the Home page, After Clicking on CA Reports the below mentioned links will be displayed.

- 1. Audit Observation Report
- 2.CA Uploads

CHANGE PASSWORD:

In the Home page click on Change password link, to change the password for the Login

LOGOUT:

In the Home page click on **Log out** link, to **Log out** from the application.

Schedule Entry:

The Schedule entry consists of 24 **Schedules**

The Data entry is done for all the 24 Schedules.

Schedule 1:Fees and Charges (Receipts)

• When we select the Schedule-1, the below screen is displayed



- Here Only General Account is allowed for Data Entry(i.e, RECEIVED_GENERAL and RECEIVABLE GENERAL)
- To submit the entered data click on Submit button 'Data Saved Successfully' pop up is thrown.
- If there is Any modifications we can reopen the **Schedule-1**,view the details,modify the details and update the details.

Schedules 2:FEES AND CHARGES (PAYMENTS)



- When we select schedule-2, the above screen is displayed.
- Here Only General Account is allowed for Data Entry(i.e, PAID_GENERAL and PAYABLE_GENERAL)
- To submit the entered data click on **Submit** button 'Data Saved Successfully' pop up is thrown.
- If there is Any modifications we can reopen the **Schedule 2** view the details, modify the details and update the details.

Schedule 3:INTEREST ON LOANS(RECEIPTS)



- When we select schedule-3,the above screen is displayed
- Here Only General Account is allowed for Data Entry(i.e, RECEIVED_GENERAL and RECEIVABLE_GENERAL)
- To submit the entered data click on **Submit** button 'Data Saved Successfully' pop up is thrown.
- If there is Any modifications we can reopen the **Schedule 3** view the details, modify the details and update the details.

Schedule 4:INTEREST ON DEPOSITS AND BORROWINGS(PAYMENTS)



- When we select schedule-4,the above screen is displayed
- Here Only General Account is allowed for Data Entry(i.e, PAID_GENERAL and

PAYABLE_GENERAL)

To submit the entered data click on Submit button 'Data Saved Successfully' pop up is
thrown. If there are any modifications we can reopen the Schedule 4 view the
details, modify and update the details.

Schedule 5:INTEREST ON INVESTMENTS(RECEIPTS)



- When we select schedule-5, the above screen is displayed.
- Here General, CIF and IHCB Accounts are allowed for Data Entry
 (i.e, RECEIVED_GENERAL and RECEIVABLE_GENERAL, RECEIVED_CIF and RECEIVABLE CIF, RECEIVED IHCB and RECEIVABLE IHCB)
- To submit the entered data click on Submit button 'Data Saved Successfully' pop up is thrown.
- If there are any modifications we can reopen the **Schedule 5** and we can view, modify and update the details.

Schedule 6:FINANCIAL EXPENSES(PAYMENTS)



- When we select schedule-6, the above screen is displayed.
- Here General, CIF and IHCB Accounts are allowed for Data Entry
 (i.e, RECEIVED_GENERAL and RECEIVABLE_GENERAL, RECEIVED_CIF and
 RECEIVABLE_CIF, RECEIVED_IHCB and RECEIVABLE_IHCB)
- To submit the entered data click on **Submit** button 'Data Saved Successfully' message is displayed.
- If there are any modifications we can reopen the **Schedule 6** and we can view, modify and update the details.

Schedule 7:ADMINISTRATIVE EXPENSES(PAYMENTS)



- When we select schedule-7, the above screen is displayed.
- Here the data entry is allowed for General and Ihob accounts
 (i.e, PAID_GENERAL, PAID_IHCB, PAYABLE_GENERAL, PAYABLE_IHCB).
- To submit the entered data click on Submit button 'Data Saved Successfully' message is displayed.
- If any modifications we can reopen the **Schedule 8** and we can view, modify and update the details.

Schedule 8:GRANT FOR PROGRAMMES

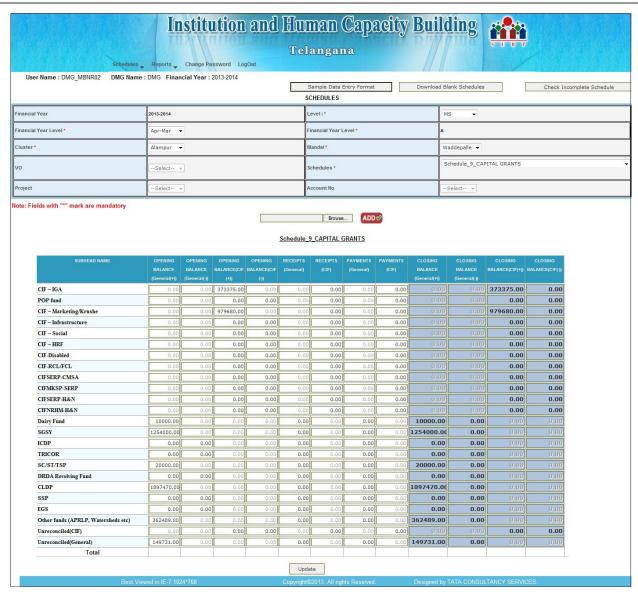


- When we select schedule-8, the above screen is displayed.
- Here the data entry is allowed for General (i.e, opening balance, Receipts, Payments)
 and IHCB (i.e, opening balance, Receipts, Payments)
- The Closing Balance is automatically calculated based on opening, Receipts, Payments

amount.

- To submit the entered data click on Submit button 'Data Saved Successfully' pop up is thrown.
- If any modifications we can reopen the **Schedule 9** and we can view ,modify and update the details.

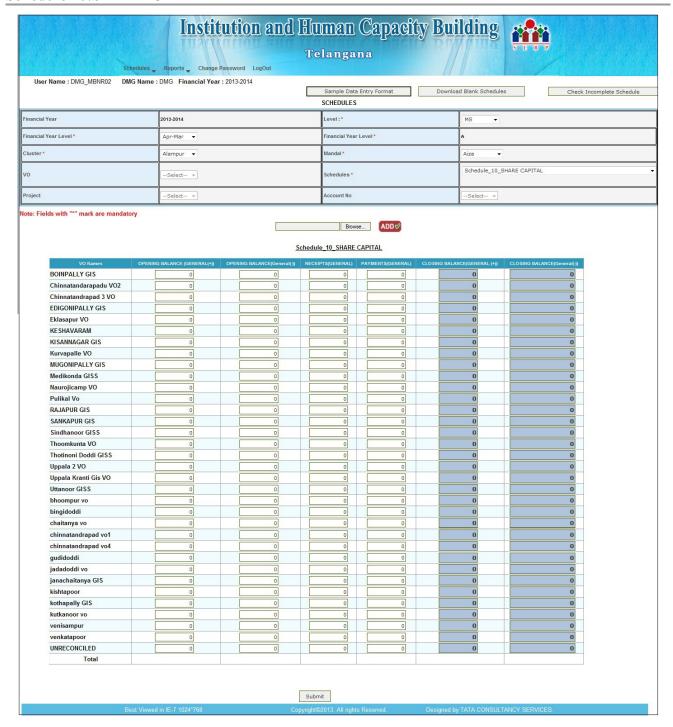
Schedule 9:CAPITAL GRANTS



- When we select schedule-9, the above screen is displayed.
- Here the data entry is allowed for GENERAL(opening balance, Receipts, Payments) and CIF (opening balance, Receipts, Payments)
- The Closing Balance is automatically calculated based on **opening, Receipts, Payments** amount.

- To submit the entered data click on Submit button 'Data Saved Successfully' pop up is thrown
- If any modifications we can reopen the **Schedule 10** and we can view ,modify and update the details.

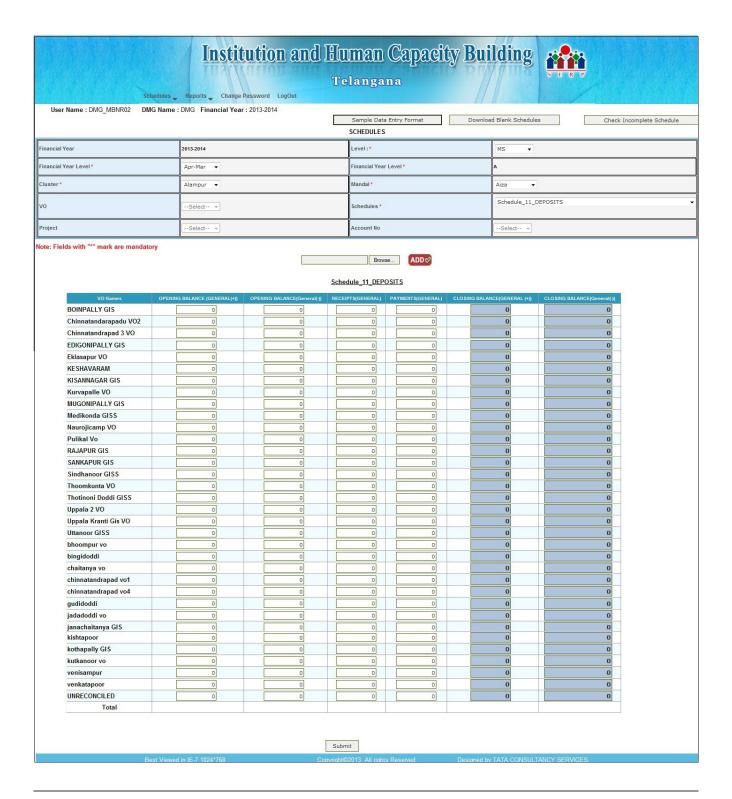
Schedule 10:SHARE CAPITAL



• When we select schedule-10, the above screen is displayed.

- Here data entry is allowed for General(Opening balance, Receipts and Payments) account.
- The Closing Balance is automatically calculated based on Opening, Receipts, Payments amount.
- To submit the entered data click on **Submit** button 'Data Saved Successfully' message is displayed.
- If any modifications we can reopen the **Schedule 11** and we can view ,modify and update the details.

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- When we select schedule-11, the above screen is displayed.
- Here data entry is allowed for General(Opening balance, Receipts and Payments) account.
- The Closing Balance is automatically calculated based on **opening, Receipts, Payments** amount.
- To submit the entered data click on Submit button 'Data Saved Successfully' message is

displayed.

• If any modifications we can reopen the **Schedule 12** and we can view ,modify and update the details.

Schedule 12:BORROWINGS



- When we select schedule-12, the above screen is displayed.
- Here the data entry is allowed for all GENERAL (Opening balance, Receipts, Payments) account.
- The Closing Balance is automatically calculated based on **opening**, **Receipts**, **Payments** amount.
- To submit the entered data click on **Submit** button '**Data Saved Successfully**' pop up is thrown
- If any modifications we can reopen the **Schedule 13** and we can view, modify and update the details.

Schedule 13:INVESTMENTS



- When we select schedule-13, the above screen is displayed..
- Here the data entry is allowed for the **GENERAL**

(ie, Opening balance, Refunds, Payments) account.

- The Closing Balance is automatically calculated based on Opening, Refunds,
 Payments amount.
- To submit the entered data click on Submit button 'Data Saved Successfully' message is displayed
- If any modifications we can reopen the **Schedule 14** and we can view ,modify and update the details.

Schedule 14:FIXED ASSETS

• When we select Schedule -14 and project Ihcb the below screen is displayed.



- The gross value is automatically calculated based on opening balance, purchases, sales/write off amount.
- The depreciation current year is automatically calculated based on gross and depreciation rate%
- **Depreciation up to beginning year is** automatically calculated based on depreciation upto beginning of the year, depreciation current year
- Net Block is automatically calculated based on gross value and depreciation current year.
- To submit the entered data click on **Submit** button 'Data Saved Successfully' message is displayed.
- If any modifications we can reopen the **Schedule 15** and we can view ,modify and update the details.

Schedule 15:LOAN OUTSTANDING



- When we select Schedule -15 the above screen is displayed.
- Here the data entry is allowed for General

(i.e,opening,disbursement,Repayment) and

CIF(i.e,opening,disbursement,Repayment)

- The Closing Balance is automatically calculated based on opening, disbursement,
 Payments amount.
- To submit the entered data click on **Submit** button '**Data Saved Successfully**' message is displayed.
- If any modifications we can reopen the **Schedule 16** and we can view ,modify and update the details.

Schedule 16:ADVANCES RECEIVABLE/CURRENT ASSETS



- When we select Schedule -16 the above screen is displayed.
- Here the data entry is allowed for GENERAL(Opening Balance, Receipts, Repayment)
 and IHCB(Opening Balance, Receipts, Repayment).
- The Closing Balance is automatically calculated based on **Opening**, **Repayment**, **Payments** amount.
- To submit the entered data click on **Submit** button 'Data Saved Successfully' message is displayed.
- If any modifications we can reopen the **Schedule 16** and we can view ,modify and update the details.

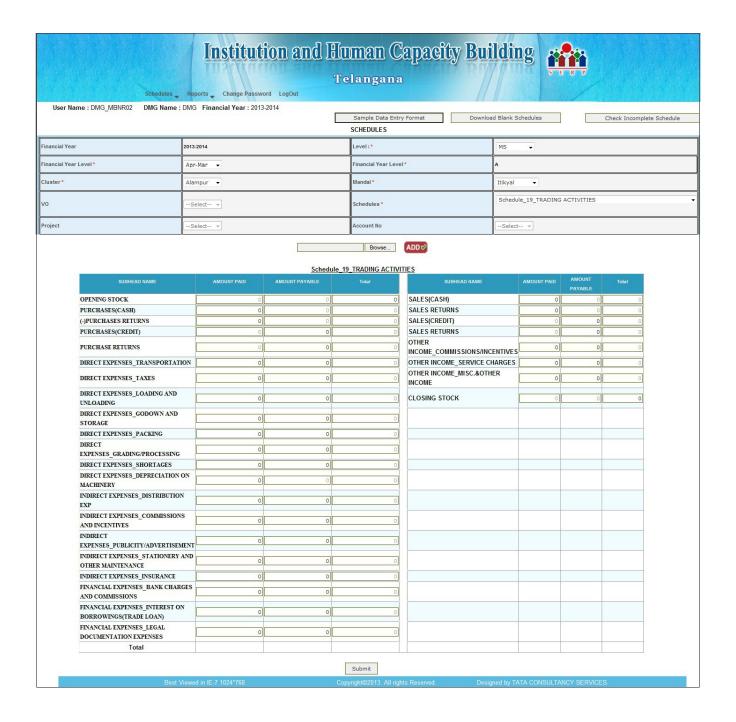
Schedule 17:ADVANCES RECEIVABLE/CURRENT LIABILITIES



- When we select Schedule -17 the above screen is displayed.
- Here the data entry is allowed for GENERAL(Opening Balance, Receipts, Payment) and IHCB(Opening Balance, Receipts, Payment).
- The Closing Balance is automatically calculated based on Opening, Receipts, Payments amount.
- To submit the entered data click on Submit button 'Data Saved Successfully' message is displayed.
- If any modifications we can reopen the **Schedule 17** and we can view ,modify and update the details.



- When we select Schedule -18 the above screen is displayed.
- Here the data entry is allowed for GENERAL (**Opening Balance, Additions, With drawal**).
- The Closing Balance is automatically calculated based on Opening, Additions, With drawal amount.
- To submit the entered data click on **Submit** button 'Data Saved Successfully' message is displayed.
- If any modifications we can reopen the **Schedule 19** and we can view ,modify and update the details.



- When we select Schedule -19 the above screen is displayed.
- The data is entered for all the columns.
- To submit the entered data click on Submit button 'Data Saved Successfully' message is displayed.
- If Any modifications we can reopen the **Schedule 19** and we can view ,modify and update the

details.

Schedule 20:CASH AND BANK BALANCES



- When we select Schedule -20 the above screen is displayed.
- Here the data entry is allowed for CASH-GENERAL, CASH-IHCB, CASH-CIF and A/C-GENERAL, A/C-IHCB, A/C-CIF.
- The Total cash is automatically generated by entering the other columns in the same row.
- To submit the entered data click on **Submit** button 'Data Saved Successfully' message is displayed.
- If any modifications we can reopen the **Schedule 20** and we can view, modify and update the details.

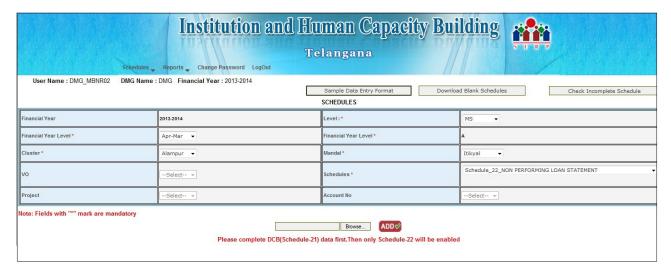
Schedule 21:DCB



- When we select Schedule -21 the above screen is displayed.
- Select the **VO** Name and enter the details of that **VO**.
- The Totals are automatically calculated based on Prinicipal values and Interest values.
- To add the details clock on ADD button 'Data Saved Successfully' message is displayed.
- If any modifications we can reopen the **Schedule 21** and edit the details, add the details.

Schedule 22:NON PERFORMING LOAN STATEMENT

- When we select Schedule -22 the above screen is displayed.
- The No. of Loans and AMOUNT are comes from Schedule 22.
- The data entry is allowed only for **PROVISION(%),LOAN LOSS RESERVE BALANCE.**
- Provision During Year is automatically calculated based on Amount and Provision% values.



- To submit the entered data click on Submit button 'Data Saved Successfully' message is displayed.
- If any modifications we can reopen the **Schedule 22** and we can view ,modify and update the details.

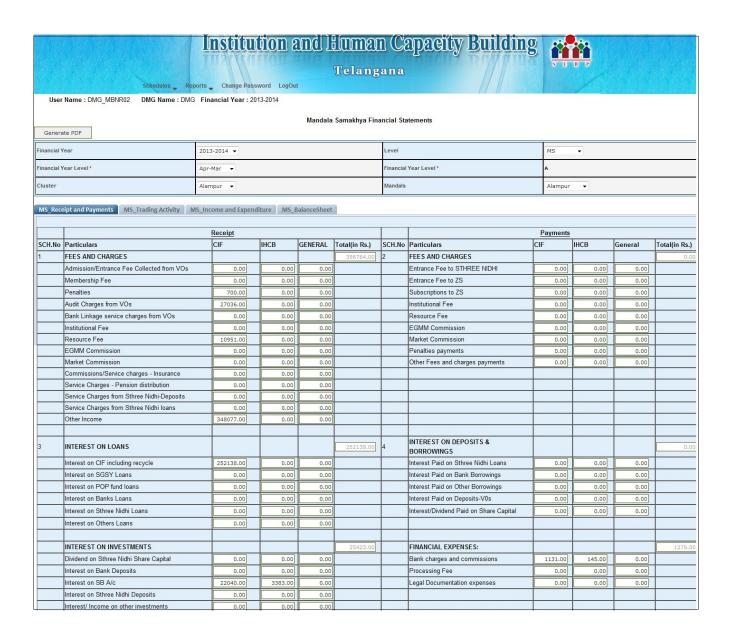
VIEW FINANCIAL STATEMENTS:

The **VIEW FINANCIAL STATEMENTS** consist of four (4) Reports tabs and these reports are only for viewing purpose.

- 1.MS_RECEIPT AND PAYMENTS
- 2.TRADING ACTIVITY
- 3.MS_INCOME AND EXPENDITURE
- 4.MS BALANCE SHEET

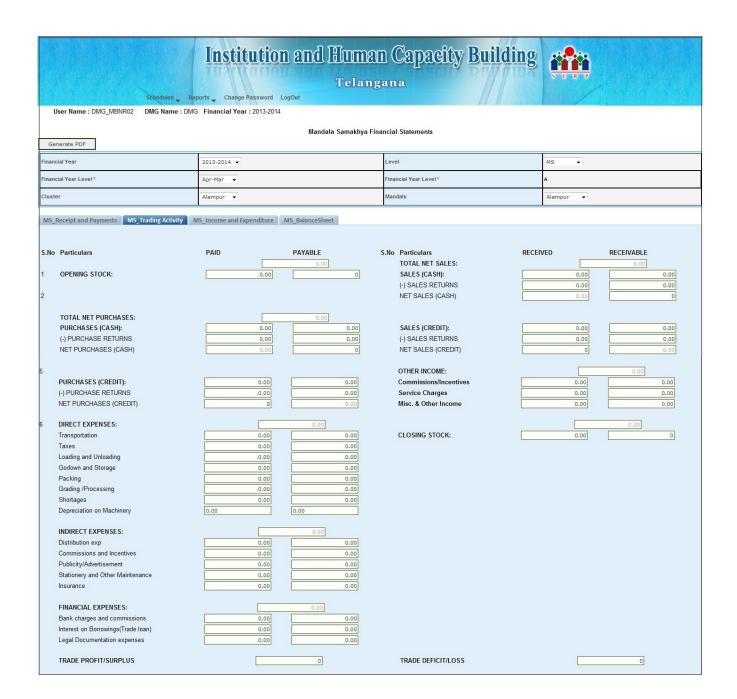
MS_RECEIPT AND PAYMENTS:

The values are Reflected from Schedule entry(1-23)



TRADING ACTIVITY:

The values are Reflected from Schedule entry(19)



MS_INCOME AND EXPENDITURE:

The values are Reflected from Schedule entry(1-23)

Institution and Human Capacity Building



Schedules Reports Change Password LogOut

User Name : DMG_MBNR02 DMG Name : DMG Financial Year : 2013-2014

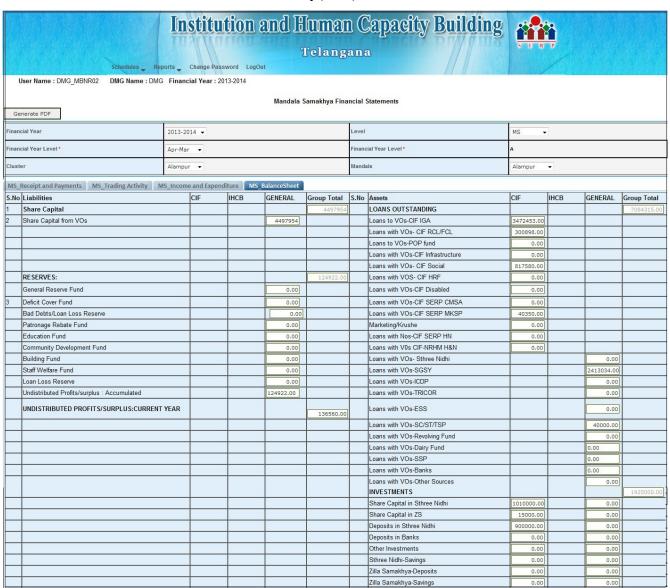
Mandala Samakhya Financial Statements

Generate PDF									
Financial Year	2013-2014 🔻	Level	MS •						
Financial Year Level *	Apr-Mar 🔻	Financial Year Level *	A						
Cluster	Alampur ▼	Mandals	Alampur						

MS_Receipt and Payments											
SCH.No	Particulars	CIF	IHCB	GENERAL	Group Total	SCH.No	Particulars	CIF	ІНСВ	GENERAL	Group Total
	FEES AND CHARGES				15000	1	FEES AND CHARGES				386764
	Entrance Fee to STHREE NIDHI	0	0	0			Admission Fee	0	0	0	
	Entrance Fee to ZS	15000	0	0			Membership Fee	0	0	0	
	Subscriptions to ZS	0	0	0			Penalties	700	0	0	
	Institutional Fee	0	0	0			Audit Charges from VOs	27036	0	0	
	Resource Fee	0	0	0			Bank Linkage service charges from VOs	0	0	0	
	EGMMCommission	0	0	0			Institutional Fee	0	0	0	
	MarketCommission	0	0	0			Resource Fee	10951	0	0	
	Penalties payments	0	0	0			EGMM Commission	0	0	0	
	Other Fees and charges payments	0	0	0			Market Commission	0	0	0	
							Commissions/Service charges - Insurance	0	0	0	
							Service Charges - Pension distribution	0	0	0	
							Service Charges from Sthree Nidhi-Deposits	0	0	0	
							Service Charges from Sthree Nidhi Ioans	0	0	0	
							Other Income	348077	0	0	
4	INTEREST ON DEPOSITS & BORROWINGS				0	3	INTEREST ON LOANS				252138
	Interest Paid on Sthree Nidhi Loans	0	0	0			Interest on CIF including recycle	252138	0	0	
_	Interest Paid on Bank Borrowings	0	0	0			Interest on SGSY Loans	0	0	0	
	Interest Paid on Other Borrowings	0	0	0			Interest on POP Fund Loans	0	0	0	
	Interest Paid on Deposits – VOs	0	0	0			Interest on Banks Loans	0	0	0	
	Interest/Dividend Paid on Share Capital	0	0	0			Interest on Sthree Nidhi Loans	0	0	0	
							Interest on Others Loans	0	0	0	
7	ADMINISTRATIVE EXPENSES				605349						0
	Salaries	0	0	0							
	Honorarium	112490	0	149400							
	travel	12040	0	13830							
	Meetings	21243	0	18968							
	Stationery	0	0	0							
	Audit	19900	0	5500							
	Rent and Maintenance	59817	0	59817			Trade Profit carried			0	0
	Resource Fee	48000	0	0							
	TA & DA	7470	0	56410							
	Other Expenses	10222	0	10242							
9	DEPRECIATION				0.00						
	Furniture and Fixtures	0	0.00	0							
	Computer systems	0	0.00	0							
	Office and other Equipment	0	0.00	0							
	Vehicles	0	0.00	0							
	Building	0	0.00	0							
	Land	0	0.00	0							

MS_BALANCE SHEET:

The values are Reflected from Schedule entry(1-23)

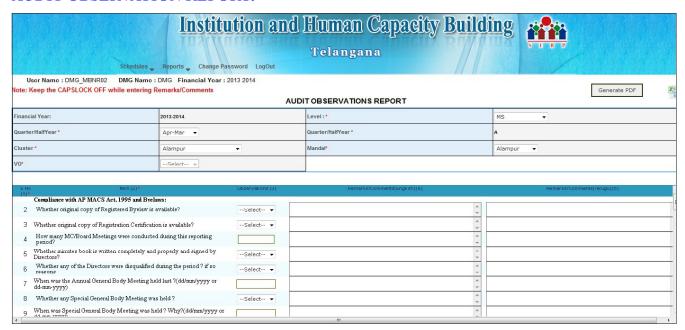


CA REPORTS: In the Home page, After Clicking on CA Reports the below mentioned links will be displayed.

1. Audit Observation Report

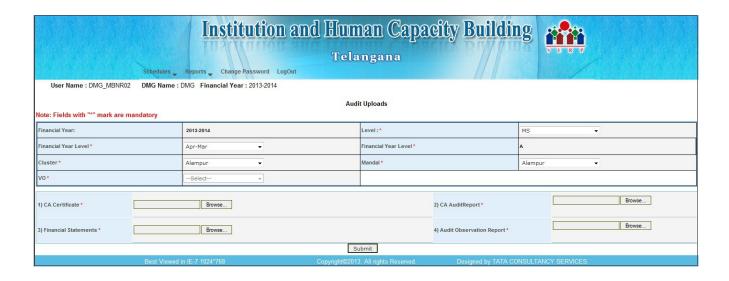
2.CA Uploads

AUDIT OBSERVATION REPORT:



- Answer all the 60 Questions.
- To submit the entered data click on Submit button 'AOR Saved Successfully and Generate PDF' pop up is thrown.
- For, Any modifications we can reopen the **AOR**, view the AOR, modify the AOR and then update

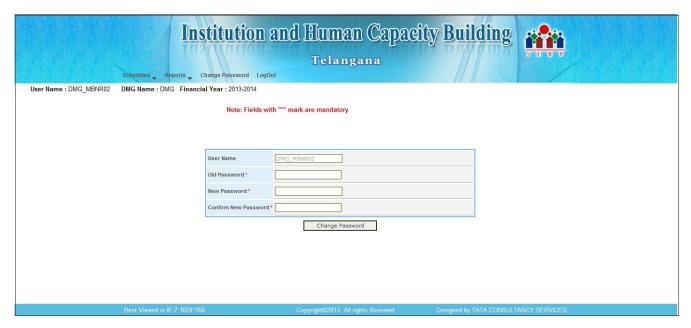
CA UPLOADS:



- Upload CA Certificate, Audit Report, Financial statements, Audit observation Report.
- To submit the entered data click on **Submit** button 'CA Uploads Saved Successfully' pop up is thrown.
- For any modifications we can reopen the **CA Uploads**, view the uploads, modify the details and then update the details

CHANGE PASSWORD:

- To change the **password** the **Change password** screen is used
- Enter the old password and New password
- Confirm the New password, click on 'CHANGE PASSWORD' tab.



NOTE: Only the Authorized user can change the Password.

LOGOUT:

In the Home page click on Log out link, to Log out from the application.

APM LOGIN:

- 1. After logging in the Home page is displayed
- 2. The below Screens are displayed

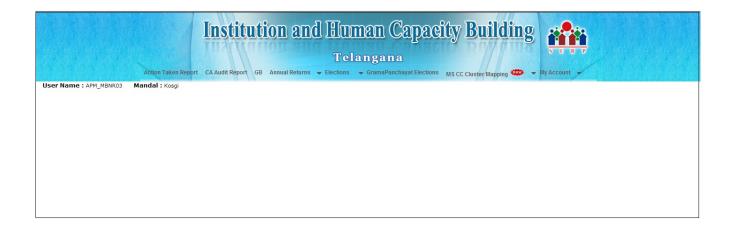
ACTION TAKEN REPORT

CAAUDIT REPORT

GENERAL BODY MEETING(GB)

ANNUAL RETURNS

ELECTIONS



ACTION TAKEN REPORT:

In the home page after clicking on **Action Taken Report**, after selecting the financial year, level, EC meeting date, Attendance the action taken report displays.

CAAUDIT REPORT:

In the home page after clicking on **CAAUDIT REPORT**, after selecting the financial year and level the CA audit report displays

GENERAL BODY MEETING (GB):

In the home page after clicking on **GENERAL BODY MEETING** after selecting the financial year, level the GB displays

ANNUAL RETURNS:

In the home page after clicking on ANNUAL RETURNS the below mentioned screen displays

ANNUAL RETURNS

ANNUAL RETURNS REPORTS

ANNUAL RETURN FILING

ELECTIONS:

In the home page after clicking on ELECTIONS the below mentioned screen displays.

SHG ELECTION

VO ELECTION

MS ELECTION

ACTION TAKEN REPORT:

Institution and Human Capacity Building Telangana Action Taken Report CA Audit Report GB Annual Returns - Elections - GramaPanchayat Elections MS CC Cluster Mapping - My Account - My Ac											
User Name : APM_MBNR03 Mandal : Kosgi Generate PDF Note:Keep the CAPSLOCK OFF while entering Action Taken Remarks/Comments											
Action Taken Report (ATR)											
Financ	ial Year *	2013-2014 🔻			Level *	MS	•				
VO *Select ▼											
EC Mee	ting Date *				Attendance *						
S.No (1	I) Item ((2) #	Observations (3)	Par	marks/Comments(Telugu) (4)		Action Takon (E	nalish) (5) Astia	n Taken (Telugu) (^		
*	Compliance with AP MACS Act, 1995 and By		Observadons (3)	Kei	marks/ comments (reluga) (4)		Acdon Taken (E	igiisii) (3) Acdo	iii Takeii (Telaga) (
2	Whether original copy of Registered Byelaw	is available?	Select v			÷		-	1		
3	Whether original copy of Registration Certific	ation is available?	Select v			÷		*			
4	How many MC/Board Meetings were conduc	eted during this reporting period?				÷		-			
5 Whether minutes book is written completely and properly and signed by Directors?			Select v			÷		^			
6 Whether any of the Directors were disqualified during the period? if so reasons			Select v			~		^			
7 When was the Annual General Body Meeting held last ?(dd/mm/yyyy or dd-mm-yyyy)						~		<u>^</u>			
8 Whether any Special General Body Meeting was held?			Select +			~		<u>^</u>			
9	When was Special General Body Meeting was	held? Why?(dd/mm/yyyy or dd-mm-						_	-		

- The Audit observation report from CA Login is Reflected as ATR(Action taken Report)
- The Action taken Remarks, that are entered in English are displayed in Telugu in Telugu remarks column.
- To submit entered data, Click on **submit** button, 'ATR Saved Successfully' pop up is thrown.
- For, Any modifications we can reopen the ATR, view the ATR, modify the ATR details, update the ATR.

CA AUDIT REPORT:

Acti		ution and Human Cap Telangana t GB Annual Returns - Elections - Grana Panchayat &	BCID RIVI	MA SER	
User Name : APM_MBNR03 Manda	al : Kosgi	CA Audit Report			
Financial Year: *	2013-2014 🕶		Level : *	VO v	
VC: *	Select	¥			
		Update		·	
Best Viewed in IE-7 10	24*768	Copyright @ 2013. All rights Reserved.	Designe	ed by TATA CONSUL	TANCY SERVICES.

- The Uploads that are done in CA LOGIN(CA Uploads) are reflected in CA AUDIT REPORT
- Upload Action taken report.
- To submit entered data, Click on **submit** button, **'CA audit report Saved successfully'** pop up is thrown.
- For any modifications we can reopen the CA audit report, view the details, modify the details and update the details.

GENERAL BODY MEETING:



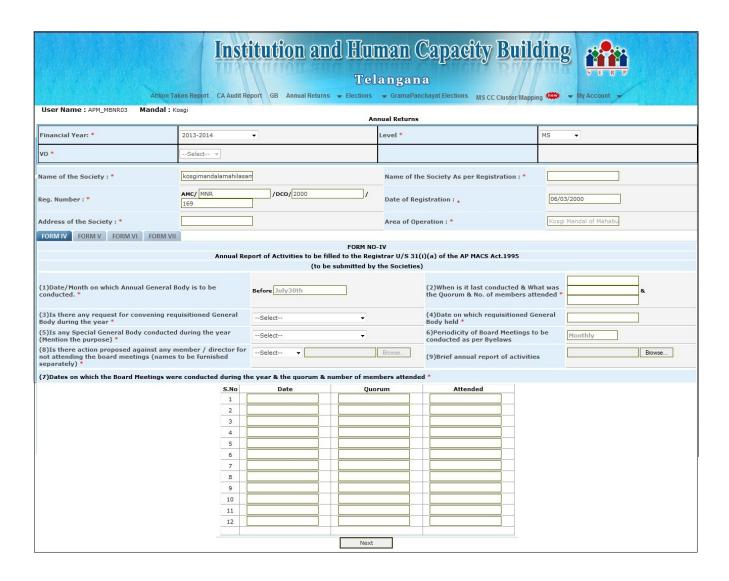
- Download GB Notice format for model purpose.
- Enter General body meeting details.
- Select Yes/No for Agenda transacted
- upload GB files.
- To submit entered data, Click on **submit** button, **'GB details Saved successfully'** pop up is thrown.
- For, Any modifications we can reopen the GB screen, view the details, modify the details and update the details.

ANNUAL RETURNS:

The Annual returns consists of

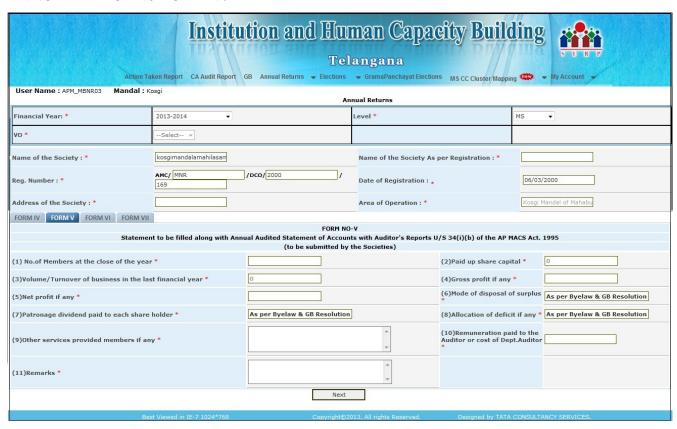
- > FORM IV
- > FORM V
- > FORM VI
- > FORM VII

ANNUAL RETURNS FORM IV:



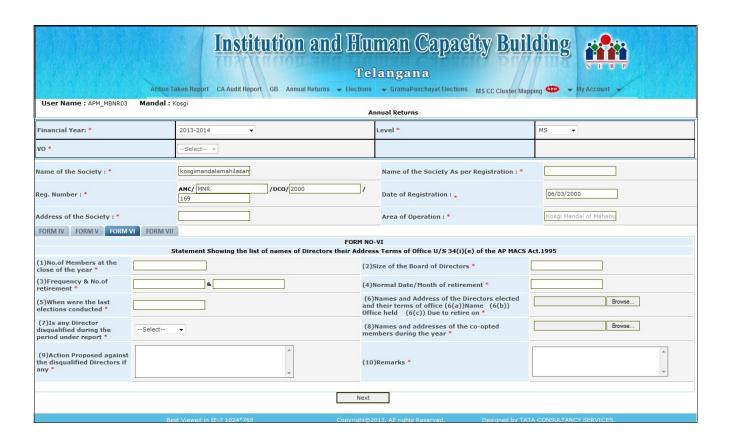
• Enter the details of **FORM IV**

ANNUAL RETURNS FORM V:



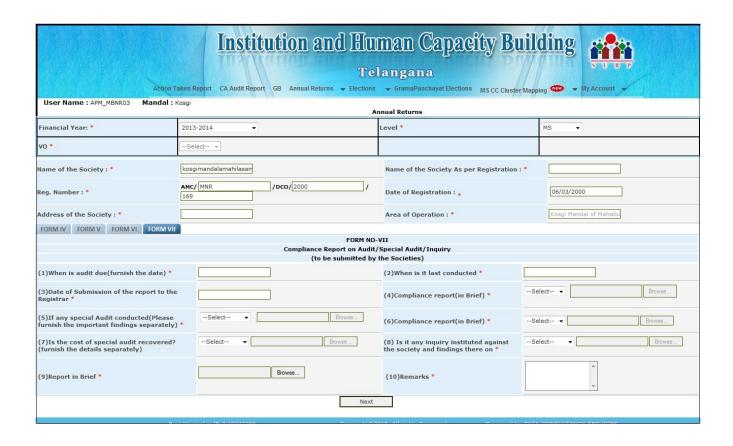
- Enter the details of FORM V
- After clicking on next the screen moves to the FORM VI

ANNUAL RETURNS FORM VI:



- Enter the details of FORM VI
- After clicking on next the screen moves to the FORM VII

ANNUAL RETURNS FORM VII:



- Enter the details of **FORM VII**
- To submit entered data, Click on **submit** button, 'AR Saved successfully' pop up is thrown.
- For any modifications we can reopen the Annual Returns (Forms IV,V,VI,VII) screen, view the Screen, modify and update the **AR**.

ANNUAL RETURNS REPORTS:

The data that is entered in Annual Returns are reflected in 'Annual Returns Reports' Screen. These

reports are only for viewing purpose (To view these annual returns reports we have to click on each report tab)

ANNUAL RETURNS REPORT (FORM IV):

THE RESIDENCE OF THE PROPERTY	aker Report CA Andli Re	Aurion		langa	na	ANGILA.			Account -	
Lser Name : APY_MENRO3 Mandal :	Kosg		Anrua	l Letums Re	eso de					Generale POF
Financial Year * 20	013 2014 +							Level *	MS -	Generale P of
\U *	Select	3	*							
Name of the Society :	balaram				me of gistrat	the Society A	s per	dgd	x	
Reg. Number: AMC/FDSGH/DCO/4334					te of Registration : 31/03/2008					
Address of the Society :	DFDFHDFG			Are	ea of C	Operation : Seethanagaram Mandal of Vizianaga				
FORM IV FORM V F	ORM VI FO	RM VII								
			FC	RM NO-1	IV					
	Annual Report	of Activities to					f the TG	MACS Act.	1995	
			(to be submit	ted by t	he Soc	cieties)				
Date/Month on conducted what which Annual General Body is was the quorum and to be No.of members to deconducted (1) No.of members which requisitioned General Body General Body held(4) held(4) which represents the polar to the purpose of the purpo			Periodic Boar Meeting be condi as pe Byelaw	rd gs to ucted er	Dates on whit were conducte quorum & r at	d during t	the year & tl f members		Brief annual report of	
						Date	Quorum	Attended		
						14/03/2012	4	4	5	
						14/03/2012	4	4		
						14/03/2012	4	4		
						14/03/2012	4	4		
					ı	14/00/2012	-	1		

The data entered and uploaded files in Annual Returns **FORM IV** are reflected in Annual Return Report **FORM IV**

ANNUAL RETURNS REPORT (FORM V):

ActionTaker Report CA Atdil Report GS Annual Rytums	d Human Capacity Buil Telangana - Electors - Strang Para Parayat Electors Macc Cluster May		T R P	
LSSP Name: APY_MENRO3 Manda: Kosg	Annual Letums Reports			Generale PO
Financial Year * 2013 2014 +		Level *	MS -	WEIGHTE !
W * -Select- +				
Name of the Society : balaram	Name of the Society As per Registration :	dgdx		
Reg. Number : AMC/FDSGH/DCO/4334	Date of Registration :	31/03/2008		
Address of the Society : DFDFHDFG	Area of Operation :	Seethanagaram Mandal of Vizianagara		
FORM IV FORM VI FORM VII				
Statement to be filled along with Annual Audited St	FORM NO-V	11/6 24/iVb\	of the TC ACE Act 0	
	pe submitted by the Societies)	0/5 54(1)(0)	of the 1G ACS ACt.9	
No.of Members at the close of the year(1) No.of Members at paid up business in the last the capital(2) Financial year(3) Gross profit if Net any(4) are any(4) Gross profit if Net any(4)	orofit if Mode of disposal of surplus(6) Surplus(6) Mode of disposal of surplus(6) Moder(7) Patronage dividend paid to deficit if each share holder(7)	provide	the Auditor or cost o	
10 56826.00 870.00 39426530.67 15863	As per Byelaw & GB GB Resolution As per Byelaw & Resolution	GB RFYR	200.00	DFHDFH

The data entered and uploaded files in Annual Return **FORM V** are reflected in Annual Return Report **FORM V**

ANNUAL RETURNS REPORT (FORM VI):

The data entered and uploaded files in Annual Return FORM VI are reflected in Annual

Lser Name : APY			ns(//uno	Timial Returns - Electic	elangana	PALEIGCHORS MSCC Cluster IN	ilding	S I R		
					520					Generale POF
Financial Year *		2013 2014 +					Level *	MS	-	
VU *		Select		+						
Name of the S	ociety:	balaram			Name o Registr	f the Society As per	dgd	×		
Reg. Number :		AMC/FDS	SGH/DCO/433		Date of	Registration :	31/	03/2008		
Address of the	e Society :	DFDFHDF	-G		Area of	Operation : Seethanagaram Mandal of Vizianagara				nagaram Di
FORM IV	FORM V	FORM VI	FORM VII							
					FORM NO-VI					
	Stateme	nt Showing th	e list of names	of Directors the	eir Address Te	ms of Office U/S 34	(i)(e) of the	TG MACS	Act.1995	
No.of Members at the close of the year(1)	Size of the Board of Directors(2)	Frequency and No. of retirment(3)	Normal Date / Month of retirement(4)	When were the last elections conducted(5)	Names and Address of th Directors elect and their terms office(6)	ed disqualified during		f the co- mbers	Action proposed against the disqualified Directors, if any (9)	Remarks (10)
10	2	3 2	01/12/2011	19/07/2011	login.txt	N	IB ANN RETURN		YUJTYUI	HCCYIUY
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Return Report FORM VI

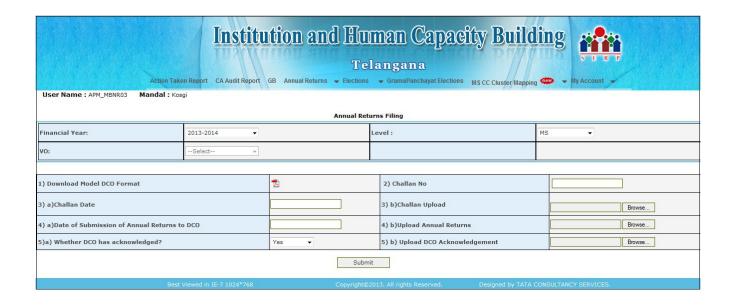
ANNUAL RETURNS REPORT (FORM VII):

The data entered and uploaded files in Annual Returns **FORM VII** are reflected in Annual Return Report **FORM VII**.

Institution and Human Capacity Building Telangana ActionTaker Report CA Andii Report GE Annial Returns - Elections - Strang-Parchayat Elections MSCC Clurkley Mapping - My Account - Leger Name: APP MENGS Manda: Koog									
1			Annual Letums R	eports				General a POF	
Financial Year *	2013 2014 т				Level *	MS -			
\u *	Select		-						
Name of the Society : balaram Name of the Society As per Registration :									
Reg. Number :	AMC/FDSGH/D	CO/4334	Da	te of Registrat	ion: 31/03/2008				
Address of the Society :	DFDFHDFG		Are	ea of Operation	n :	Seethanagaram Man	dal of Vizia	nagaram Di	
FORM IV FORM V	FORM VI FO	RM VII							
		Complia	FORM NO- ince Report on Audit/ (to be submitted by	Special Audit/	Inquiry				
due (furnish the data)(1) when is it last Submission of the conducted (Ple. report (in furnish the data)(1)		If any special Audit conducted (Please furnish the important findings seperately)(5		Is the cost of speci audit recovered? (furnish the details seperately)(7)	the society and	Report in Brief (9)	Remarks (10)		
19/10/2011 28/06/20	11 21/07/2011	NIL	NIL	NIL	NIL	NIL	login.txt	HGVJHGB	
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ANNUAL RETURNS FILING:

- Enter the data for ARF(Annual Return Filing).
- Upload the files.
- To submit the entered data click on **Submit** button 'Data Saved Successfully' pop up is thrown
- For any modifications we can reopen the ARF Screen, view the ARF, modify the ARF,
 and update the ARF.



ELECTIONS:

The Election screens consists of SHG ELECTION, VO ELECTION and ZS ELECTION

SHG ELECTION:

- Select the Financial Year in which elections were held, VO, SHG and SHG Member.
- SHG Members details 'Member Name, Surname, Father/Husband Name, Caste' will be displayed.
- Enter the details such as Education, Role, Election Date, Office Tenure and Date of Office Commencement.
- Select the Confirmation Checkbox and click on 'Add' Button. SHG Details will be saved successfully and "Data Saved Successfully" popup message is shown.
- For any modifications we can reopen the **SHG Election**, view the details, using edit option we can modify and update the details.



VO ELECTION:

- Select the Financial Year in which elections were held and the VO.
- If the details of all the SHGs in that VO are entered in SHG Election Screen, then only the VO Election Data Entry is allowed or else a popup message 'Please enter all the SHG OB Details in this VO for this Financial Year' will be shown.
- All the Presidents at SHG Level will be displayed.
- Election Date, Date of Office Commencement and their Role in VO (President, Secretary, Treasurer), Office Tenure are to be selected. For EC Members, Functional Unit is to be selected.
- To submit the entered data click on **Submit** button '**VO Election Details Saved Successfully**' pop up message is shown.

	Action Taken Report CA Aud	Tel	nan Capacity Building angana GramaPanchayat Elections MS CC Cluster Mapping My Account					
User Name : APM_MBNR03 M	landal : Kosgi							
		Vo	Elections					
	Financial Year	nancial Year :Select ▼						
	vo	:Select	vo id :					
	Panchayat Name	:	Panchayat ID :					
	Habitation Name	:	Habitation ID :					
	Village	:	Village ID :					
	Election Date	:	Date of Office : Commencement					
	Best Viewed in IE-7 102	4*768 Copyright©20	13. All rights Reserved. Designed by TATA CONSULTANCY SERVICES.					

• For any modifications, we can reopen the VO Election screen, view the details, using edit option we can modify and update the details.

MS ELECTION:



- Select the Financial Year in which elections were held.
- If the details of all the VOs in that MS were entered in VO Election Screen, then only the MS Election Data Entry is allowed or else a popup message 'Please enter all the VO OB Details in this MS for this Financial Year' will be shown.
- All the Presidents at VO Level will be displayed.
- Election Date, Date of Office Commencement and their Role in MS (President, Vice President, Secretary, Joint Secretary and Treasurer), Office Tenure are to be selected. For EC Members, Functional Unit is to be selected.
- To submit the entered data click on Submit button 'MS Election Details Saved Successfully'

pop up message is shown.

• For any modifications, we can reopen the MS Election screen, view the details, using edit option we can modify and update the details.

LOGOUT:

In the Home page click on Log out link, to Log out from the application.