



# Standard Operating Procedure for AuditOnline



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# Standard Operating Procedure (SOP) for AuditOnline Application

## 1. Introduction

The XV Finance Commission in its recommendation has expressed concerns over the unavailability of audited accounts at the local body level. Hence to strengthen the financial management system in the Panchayats, the Ministry of Panchayati Raj (MoPR) has conceptualized and developed an application called AuditOnline for online audits of Panchayat accounts.

As a pilot, AuditOnline shall be utilized for the purpose of auditing Panchayat (minimum 20% of the total Panchayats of each States/UTs) accounts for 14th Finance Commission for the FY 2019-20.

AuditOnline is one of the generic and open source applications developed as a part of Panchayat Enterprise Suite (PES) under e-panchayat Mission Mode Project (MMP) initiated by the Ministry of Panchayati Raj (MoPR). It facilitates internal & external audit of Government department / PRIs. It also facilitates the financial audit of accounts at all the three levels of Panchayats viz District, Block and Village Panchayats. AuditOnline facilitates recording details for both Internal and External Audit as per the defined process. It also serves the purpose of maintaining the past audit records of the auditee with associated list of the auditors and audit team involved in the audit and acts as a good financial audit tool and improves transparency & accountability.

## 2. Key Stakeholders

S.No.	User	Roles and Responsibilities
1.	State Audit Department (Directorate Local Fund Audit or Equivalent)	<ul style="list-style-type: none"> <li>➤ Responsible for creating District Administrator <i>(Not applicable for those States who have State level audit configuration)</i>.</li> <li>➤ Responsible for creating Directorate Local Fund Audit user <i>(Applicable for those States who have State level audit configuration)</i>.</li> <li>➤ <i>Responsible for the Divisional/Regional level of state Audit Department</i></li> <li>➤ Responsible for Audit Configuration like role of logged-in department, Observation type, Audit Stage, Audit Scheme etc.</li> <li>➤ Responsible for creation of audit process flow and mapping process flow.</li> <li>➤ Responsible for creation of category and Sub-Category list and mapping.</li> <li>➤ Responsible for creation of dynamic forms (Fact sheet, Case Sheet &amp; Audit Report (extract report from external application) list and corresponding mapping.</li> <li>➤ Responsible for creating report template</li> </ul>
2.	District Administrator/Directorate Local Fund Audit/Divisional/Regional Administrator	<ul style="list-style-type: none"> <li>➤ Responsible for adding last audit details.</li> <li>➤ Responsible for creation of Audit team and assigning Auditee (GP) to the team.</li> <li>➤ Registration of Auditors.</li> </ul> <p><i>(Note: For those States who have district level configuration, DA will be responsible for performing above tasks and for those States who have State level configuration, Directorate Local Fund Audit will be responsible for the same).</i></p>
3.	Auditor	<ul style="list-style-type: none"> <li>➤ Responsible for recording and uploading Intimation Letter.</li> <li>➤ Responsible for recording Audit Observation/ Findings.</li> <li>➤ Responsible for recording draft Audit Para/ Response on unapproved Paras.</li> <li>➤ Responsible for submitting Final Audit Report.</li> </ul>

S.No.	User	Roles and Responsibilities
4.	Auditee	<ul style="list-style-type: none"> <li>➤ Responsible for verifying Intimation Letter.</li> <li>➤ Responsible for submitting response on draft Audit Paras/ Follow up Paras.</li> </ul>
5.	RLB/PRI User	<ul style="list-style-type: none"> <li>➤ Responsible for creation GP Users.</li> <li>➤ RLB User can create Admin user and designated users at each level i.e. District Panchayat, Block/Intermediate Panchayat or Gram Panchayat.</li> <li>➤ Also, designated users will always be a part of the audit process.</li> </ul> <p><i>(Note: States may create GP users from State level admin, District level admin or block level admin.)</i></p>

### 3. User Roles

S. No.	User	User Roles
1.	State Admin Department (PR Department)	<ul style="list-style-type: none"> <li>➤ State Admin</li> </ul>
2.	State Audit Department	<ul style="list-style-type: none"> <li>➤ Category/Fact Sheet</li> <li>➤ Department Admin</li> <li>➤ Process Flow</li> <li>➤ Template</li> </ul>
3.	State RLB Admin	<ul style="list-style-type: none"> <li>➤ Department Admin</li> <li>➤ Office Administrator</li> </ul>
4.	District/Regional Administrator	<ul style="list-style-type: none"> <li>➤ Assign Auditee/Team</li> <li>➤ Office Administrator</li> </ul>
5.	Auditor	<ul style="list-style-type: none"> <li>➤ Work Flow Player</li> <li>➤ Record Observation (Optional)</li> </ul>
6.	Auditee	<ul style="list-style-type: none"> <li>➤ Work Flow Player</li> <li>➤ Designated Users</li> </ul>

#### 4. AuditOnline Onboarding

##### a. Pre-requisites to get onboard on AuditOnline application

To get on-board on AuditOnline application, State has to provide inputs on certain pre-requisites formats viz. Format I (Department Levels), Format II (Designations at each level), Format III (Master Data of Officials), Format IV (Audit Process Flow and Mapping), Format V (Categories & Sub-Categories of Audit Observations), Format V.1 (Fact Sheets) and Format V.2 (Audit Report Template). The definition of each formats is described below:

- i. **Format I (Department Level):** State has to provide Department Name and the hierarchy followed in the department. This is a one-time activity that needs to be configured in the Local Government Directory (LGD).
- ii. **Format II (Designation at each level):** State has to provide the hierarchy data from the Local Audit Department for all the designations of Auditor and Auditee, Office Name, Region/District name etc.
- iii. **Format III (Master Data of Officials):** This contains the master data of all the officials who will perform audit exercise (State will register the auditors into the application).
- iv. **Format IV (Audit Process Flow and Mapping):** State has to provide the final process flow that will be in a form of tasks i.e. who will carry out which task.
- v. **Format V (Categories & Sub-Categories of Audit Observations):** State has to provide the scheme specific risk-based categories and sub-categories in prescribed format.
- vi. **Format V.1 (Fact Sheet):** State has to provide fact sheets which includes certain parameters/fields on which details are recorded against each category and sub-category. Against each categories and sub-categories, only one fact sheets can be recorded. The Fact sheet should be in such a way that user can create dynamic forms as per their requirements. These fact sheets will be used by the auditors at the time of recording observations. User can design the form by creating dynamic fields and define these inputs in the form of data type such as Text, Text Area, Combo Box, Check Box, Radio Button, GRID etc, length of the fields, mandatory/non-mandatory, Rupee/Non-rupee format etc.
- vii. **Format V.2 (Audit Report Template):** This contains State specific single report template. After recording all the observation, and approval from the competent authority, a report will be generated and send to Auditee to verify and provide responses. State can define their own report templates. While defining templates, user can select fields (mandatory/optional) such as cover letters, chapters etc. Some of the mandatory fields will also be defined by user such as design of frontpage, header, body and footer of the report. The state can create the skeleton of the report by using

the dynamic placeholders which will be replaced by the actual value of Auditee, team name, team members name etc. These variable placeholders are available while defining the various section such as FrontPage, Header, Body, and Footer.

Once the inputs on pre-requisite format is received from the States, configuration of the inputs will be done, and live site credentials will be provided to States. States will be provided three credentials viz. (i) State Admin Department (State PR Department), (ii) State Audit Department (State Audit or Equivalent Department) and (iii) RLB Admin (Auditee Admin). Post the configuration of the pre-requisite inputs, State has to start registering their auditors and create GP users. Registration of Auditors will be performed by State Audit or equivalent department, whereas, creation of GP users will be performed by State PR department through RLB Admin login.

**b. Creation of Directorate Local Fund Audit (Division, Regional, DLFA or Equivalent) User**

DLFAs are responsible for preparing audit plans which includes adding last audit details, creating audit team and assigning auditee to the team.

- i. State Audit Department shall create DLFA or Equivalent user. To create DLFA, user (State Audit Department) shall click on “Click User” link under “Office Administrator” tab.

- ii. User (State Audit Department) shall receive an excel sheet of auto-generated user ids and passwords on their registered email address. In case user does not receive the same they can reset the password of each individual users from “Reset Password” section under “User Account Setting” tab.
- iii. DLFA or Equivalent user shall login though the auto-generated credentials and update their profile.  
*Note: It is recommended to DLFA or Equivalent users to choose “login as email address” option, and perform email verification process, so that they can also receive the excel sheet of auto generated user id and password on their registered email address.*
- iv. Post updation of profile and email verification from DLFA or Equivalent users, State Audit Department shall approve their profile from “Approve User” link under “Office Administrator” tab

### c. Registration of Auditors

After receiving the live credentials, State has to start registering their auditors from State Audit or Equivalent Department login. For those States who have State level department structure, they can register their auditors from State level users. Whereas, for those who have district/regional level department structure, they can register their auditors from District/regional level users. Following steps can be performed by States to register their auditors:

#### i. Steps to create District/Regional/Divisional level Users

- Login from State Audit or Equivalent Department login (i.e. [xxxxx@epri.in](mailto:xxxxx@epri.in)<sup>1</sup>).
- Change the above login id to your email address and verify the email address by clicking on verification link received on your registered email address.
- Under "Office Administrator" tab, click on "Create User" and after entering all the details, click on Save button.

Detailed fields are shown in screenshot below:

The screenshot shows the 'Create User' form in the AuditOnline system. The form is for an 'Office Administrator/Location User'. It includes the following fields and options:

- Create User As \***: Office Administrator/Location User
- Line Department \***: Chief Audit Officer, Co-operative Societies & Panchayats UP (STATE)
- Sub-Ordinate Office \***: Deputy Chief Audit Officer, Co-operative Societies & Panchayats
- User To Be Created At \***:  All Offices  Specific Office
- Specific Office(s)**:
  - STATE**: Chief Audit Officer, Co-operative Societies & Panchayats UP (STATE)
  - Select All
  - Deputy Chief Audit Officer, Co-operative Societies & Panchayats(Audit Division- Agra division )
  - Deputy Chief Audit Officer, Co-operative Societies & Panchayats(Audit Division- Aligarh division )

<sup>1</sup> [xxxxx@epri.in](mailto:xxxxx@epri.in) : This is a username provided by the technical team at the time of configuration on live site.

- d. User (State Audit Department) shall receive the excel sheet of auto-generated user ids and passwords on their registered email address. In case user does not receive the same, they can reset the password of each individual users from “Reset Password” section under “User Account Setting” tab.
- e. District/Regional level user shall login though the auto-generated credentials and update their profile.  
*Note: It is recommended for District/Regional level users to choose “login as email address” option, and perform email verification process, so that they can also receive the excel sheet of auto generated user id and password on their registered email address.*
- f. Post updation of profile and email verification from District/Regional level users, State Audit Department shall approve their profile from “Approve User” link under “Office Administrator” tab. Details of the fields shown in screenshot below:

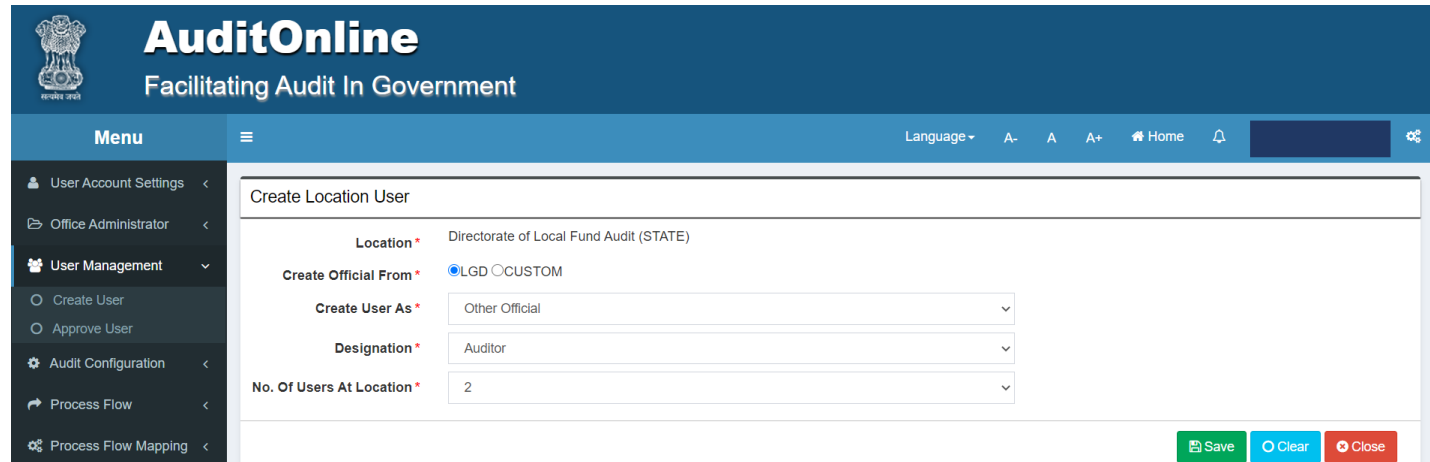
Sr.No.	User Login Id	User Type	Location	Designation	Status	Action			
						Assign Role.	View	Approved	Active/Deactive
271	[redacted]@i.gov.in		Directorate of Local Fund Audit (STATE)	Assistant Audit Officer	User Pending For Approval				

User (State Audit Department) can click on an eye icon under Approved column and approve the profile of the District/Regional level user.

- g. Post approval of the profile, user shall assign role by clicking on an eye icon under “Assign Role” column.  
*Note: For district/regional level, user (State Audit Department) have to choose “Admin” checkbox to assign role.*

ii. **Steps to register auditors (from State Audit Department or District/Regional level login)**

- a. Users (State Audit Department or District/Regional level users) shall click on “Create User” link under “User Management” tab. Details of the relevant field are shown in the screenshot below:



The screenshot shows the 'AuditOnline' web interface. The header includes the logo and text 'Facilitating Audit In Government'. A navigation menu on the left lists 'User Management' with a sub-menu containing 'Create User'. The main content area is titled 'Create Location User' and contains the following fields:

- Location \***: Directorate of Local Fund Audit (STATE)
- Create Official From \***:  LGD  CUSTOM
- Create User As \***: Other Official (dropdown)
- Designation \***: Auditor (dropdown)
- No. Of Users At Location \***: 2 (dropdown)

At the bottom right of the form are three buttons: 'Save' (green), 'Clear' (blue), and 'Close' (red).

- b. User (State Audit Department or District/Regional level user) shall receive the excel sheet of auto-generated user ids and passwords on their registered email address. In case user does not receive the same, they can reset the password of each individual users from “Reset Password” section under “User Account Setting” tab.
- c. Auditor shall login though the auto-generated credentials and update their profile. Auditor can choose “Login as auto-generated user id”.
- d. Post updation of profile and email verification from District/Regional level users, State Audit Department shall approve their profile from “Approve User” link under “Office Administrator” tab. Details of the fields are shown in screenshot below:

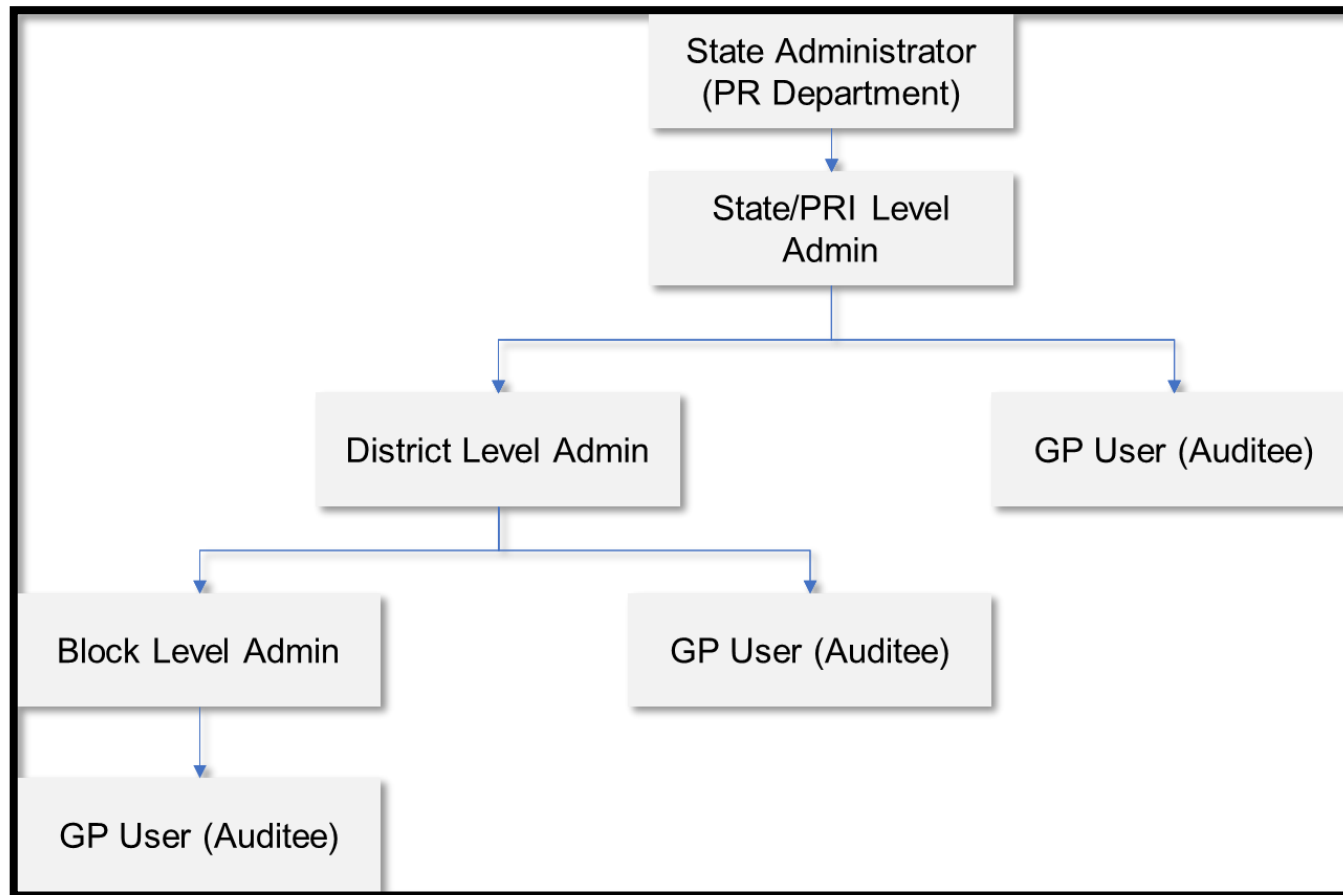
User (State Audit Department) can click on an eye icon under Approved column and approve the profile of the District/Regional level user.

- e. Post approval of the profile, user shall assign any role by clicking on an eye icon under “Assign Role” column.  
*Note: For auditors, user (State Audit or District/Regional level users) have to choose “Workflow Player” checkbox to assign role.*

Role	Description
<input type="checkbox"/> RLB Office Admin	The actor with the role of - District panchayat Admin would be allowed to create Block and Gram panchayat administrators for the RLB's office, Block Panchayat Admin would be allowed to create Gram panchayat Administrators for the RLB's office and Gram Panchayat Admin would be allowed to only create designated users, for the RLB's office.
<input type="checkbox"/> Template	The actor with this role1 would be allowed to create, modify the various kind of template required under the application.
<input checked="" type="checkbox"/> Work Flow Player	This role1 will allow the actor to participate in work flow process i.e. information pertaining to the actor would be available in Inbox, Draft, Sent as the case may be.

**d. Creation of GP (Auditee) Users**

State PR department can create GP users from State RLB Admin login. The provision of creating GP users has been given to State, District or block level users. State level RLB user can directly create GP users or create district level RLB users, district level users can further create GP users or block level RLB users and block level users will create GP users. The flow of the functionality is shown in flowchart below:



### I. Creation of District level Users

1. Login from State RLB Admin login ([xxxx@epri.in](mailto:xxxx@epri.in)).
2. Change the above login id to your email address and verify the email address by clicking on verification link received on your registered email address.
3. Under "Office Administrator" tab, click on "Create User" and after entering all the details, click on Save button. Detailed fields are shown in the screenshot below:

**AuditOnline**  
Facilitating Audit In Government

Menu

User Account Settings <  
Office Administrator <

Language - A- A A+ Home

Create User

Create User As \* Office Administrator/Location User

Select Local Government \* Zilla Parishad

User To Be Created At \*  All Location  Specific Location

**Specific Office(s)**

Zilla Parishad \*

Select All

ARARIA

ARWAL

4. User (District level user) shall receive the excel sheet of auto-generated user ids and passwords on their registered email address. In case user does not receive the same they can reset the password of each individual users from “Reset Password” section under “User Account Setting” tab.
5. Auditor shall login though the auto-generated credentials and update their profile. Auditor can choose “Login as auto-generated user id”.
6. Post updation of profile and email verification from District/Regional level users, State Audit Department shall approve their profile from “Approve User” link under “Office Administrator” tab. Details of the fields shown in screenshot below:

**AuditOnline**  
Facilitating Audit In Government

Language A- A A+ Home

Menu

- User Account Settings
- Office Administrator
- User Management
- Audit Configuration
- Process Flow
- Process Flow Mapping
- Category and SubCategory

Manage User

Show 10 entries Search:

Sr.No.	User Login Id	User Type	Location	Designation	Status	Action			
						Assign Role.	View	Approved	Active/Deactive
271	.gov.in		Directorate of Local Fund Audit (STATE)		User Pending For Approval		View	Approved	Active/Deactive

User (State Audit Department) can click on an eye icon under Approved column and approve the profile of the District/Regional level user.

7. Post approval of the profile, user shall assign role by clicking on an eye icon under "Assign Role" column.

## II. Creation of GP Users (from State RLB or District level User)

- a. Under "Office Administrator" tab, click on "Create User" and after entering all the details, click on Save button.

Detailed fields are shown in the screenshot below:

**AuditOnline**  
Facilitating Audit In Government

Menu

User Account Settings <  
Office Administrator <

Language A- A A+ Home

Create User

Create User As \* Office Administrator/Location User

Select Local Government \* Gram Panchayat

User Type \*  Admin  Designated User

Designation \* Panchayat Sachiv

User To Be Created At \*  All Location  Specific Location

**Specific Office(s)**

Zilla Parishad \* AURANGABAD

Panchayat Samiti \* AURANGABAD

Gram Panchayat \*

Select All

BELA  
 IBRAHIMPUR

- b. User (GP user) shall receive the excel sheet of auto-generated user ids and passwords on their registered email address. In case user won't be able to receive the same they can reset the password of each individual users from "Reset Password" section under "User Account Setting" tab.
- c. GPs shall login though the auto-generated credentials and update their profile. Auditor can choose "Login as auto-generated user id and password".
- d. Post updation of profile, RLB User shall approve their profile from "Approve User" link under "Office Administrator" tab. Details of the fields are shown in the screenshot below:

User (State Audit Department) can click on an eye icon under Approved column and approve the profile of the District/Regional level user.

- e. Post approval of the profile, user shall assign role by clicking on an eye icon under “Assign Role” column.

*Note: For GP, user (RLB) have to choose “Workflow Player” checkbox to assign role only.*

<input type="checkbox"/>	RLB Office Admin	The actor with the role of - District panchayat Admin would be allowed to create Block and Gram panchayat administrators for the RLB's office, Block Panchayat Admin would be allowed to create Gram panchayat Administrators for the RLB's office and Gram Panchayat Admin would be allowed to only create designated users, for the RLB's office.
<input type="checkbox"/>	Template	The actor with this role1 would be allowed to create, modify the various kind of template required under the application.
<input checked="" type="checkbox"/>	Work Flow Player	This role1 will allow the actor to participate in work flow process i.e. information pertaining to the actor would be available in Inbox, Draft, Sent as the case may be.

## 5. Audit Plan Preparation

### a. Add Last Audit Details

This is the first process under audit plan preparation. District Local Fund Audit (DLFA) or equivalent shall add the last audit details of the Gram Panchayats. The details of the field are shown in the screenshot below:

The screenshot displays the 'AuditOnline' interface with the following components:

- Header:** Logo of India, 'AuditOnline' title, and 'Facilitating Audit In Government' tagline.
- Menu:** A sidebar menu with options: User Account Settings, User Management, Last Audited Details, Audit Team, Assign Auditee, Approve DSC, and Reports.
- Form:** 'Add Last Audit Schedule' form with the following fields:
  - Configuration Name: State Audit Department|DISTRICT-Village Panchayat
  - Nature Of Audit: Scheme
  - Entity Name: Gram Panchayat
  - Mandal Panchayat: ATHAMALGOLA
  - Grama Panchayat: ALL
- Buttons:** 'Get Data', 'Clear', and 'Close' buttons.
- Table:** A table titled 'Add Last Audit Schedule' with columns: Select, Auditee Name, Component Name, Last Audit Record Available?, From Date, To Date, and Upload Files. The table contains two entries:

Select	Auditee Name	Component Name	Last Audit Record Available?	From Date	To Date	Upload Files
<input checked="" type="checkbox"/>	BAHADURPUR	14FC	Yes	11/08/2020	22/08/2020	
<input checked="" type="checkbox"/>	KALYANPUR	14FC	No			

in case of auditing of GP with previous audit records the user (DLFA or equivalent) shall select the “Last Audit Record Available” as “Yes” And for those Gram Panchayats, who don’t have previous audit records, “Last Audit Record Available” can be selected as “No”. Auditors can manage the last audit details from “Manage” link under “Last Audit Details” tab.

## b. Add Audit Team

DLFA or equivalent user shall create an audit team. To create an audit team, user shall click on “Add” link under “Audit Team” tab. The details of the fields are shown in the screenshot below:

The screenshot displays the 'Add Audit Team' interface in the AuditOnline system. The header includes the logo and the text 'AuditOnline Facilitating Audit In Government'. The navigation menu on the left lists various options, with 'Audit Team' selected. The main content area features a form for 'Add Audit Team' with a text input field for 'Audit Team Name' containing 'Test Audit Name'. Below the form is a table with columns for 'Select', 'Is Field Member', 'User Name ( Designation )', 'User Login Id', and 'Designation'. The table contains three rows of user data. At the bottom of the table, there are 'Showing 1 to 3 of 3 entries' and 'Previous 1 Next' navigation links. A 'Save' button is visible at the bottom right of the interface.

Select	Is Field Member	User Name ( Designation )	User Login Id	Designation
<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	AAO v	BI000006@epri.in	Assistant Audit Officer
<input checked="" type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	DSA DAS	BI000007@epri.in	Director of State Audit
<input checked="" type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	DLFA DLFA	BI000008@epri.in	District Local Fund Auditor

Select the list of auditors from the check box and assign if the users are field member or not. A team person with Field member as NO, can be the part of multiple teams on same dates. These persons are basically the Admin users.

## c. Assign Auditee to Team

Post creation of audit team, user shall assign the auditee to the audit team. It is mandatory to enter the last audit details of the auditee for assigning to audit team. User shall enter the current audit period and audit schedule date. The details are shown in screenshot below:

Language ▾ A- A A+ Home 🔔

**Menu**

- [User Account Settings <](#)
- [User Management <](#)
- [Last Audited Details <](#)
- [Audit Team <](#)
- [Assign Auditee <](#)
- [Approve DSC <](#)
- [Reports <](#)

**AssignAuditee** [View BI-TOOL Dashboard](#)

**Audit Team Name \***

**Configuration Name \***

**Nature Of Audit \***

**Entity Name \***

**Mandal Panchayat \***

**Grama Panchayat \***

Get Data
Clear
Close

**Auditee To Be Assigned**

Show  entries Search:

Select *	Auditee Name	Component Name *	Last Auditing Period *		Current Audit Period *		Audit Schedule Date *		Availability *
			From	To	From	To	Start Date	End Date	
<input checked="" type="checkbox"/>	BAHADURPUR	<input type="text" value="14FC"/>	N.A.	N.A.	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>

After assigning the auditee to team, it is mandatory to freeze the same. To freeze the assigned auditee, user shall click on “Freeze” link under “Assign Auditee” tab. The details of the fields are shown below:

The screenshot displays the 'AuditOnline' web application interface. The header features the Indian national emblem and the text 'AuditOnline Facilitating Audit In Government'. A navigation menu on the left includes options like 'User Account Settings', 'User Management', 'Last Audited Details', 'Audit Team', 'Assign Auditee' (which is expanded to show 'Add', 'Manage', and 'Freeze'), 'Approve DSC', and 'Reports'. The main content area is titled 'Freeze/UnFreeze Assign Auditee' and contains a form with the following fields:

<b>Configuration Name *</b>	State Audit Department DISTRICT-Village Panchayat
<b>Nature Of Audit *</b>	Scheme
<b>Entity Name *</b>	Gram Panchayat
<b>Mandal Panchayat *</b>	ATHAMALGOLA
<b>Grama Panchayat *</b>	ALL
<b>Audit Team Name *</b>	Test Team

At the bottom right of the form, there are three buttons: 'Get Data' (green), 'Clear' (blue), and 'Close' (red).

After clicking on “Get Data”, following screen will be appear, user shall click on “Freeze” button to proceed further.

**Configuration Name** State Audit Department|DISTRICT-Village Panchayat  
**Entity Name** Gram Panchayat  
**Grama Panchayat** All  
**Audit Team Name** Test Team

Show 10 entries

Search:

Select	Auditee Name	Component Name	Last Auditing Period		Current Audit Period		Audit Schedule Date	
			From	To	From	To	Start Date	End Date
<input type="checkbox"/>	BAHADURPUR	14FC	NA	NA	11-08-2020	25-08-2020	31-08-2020	02-09-2020

Showing 1 to 1 of 1 entries

Previous 1 Next

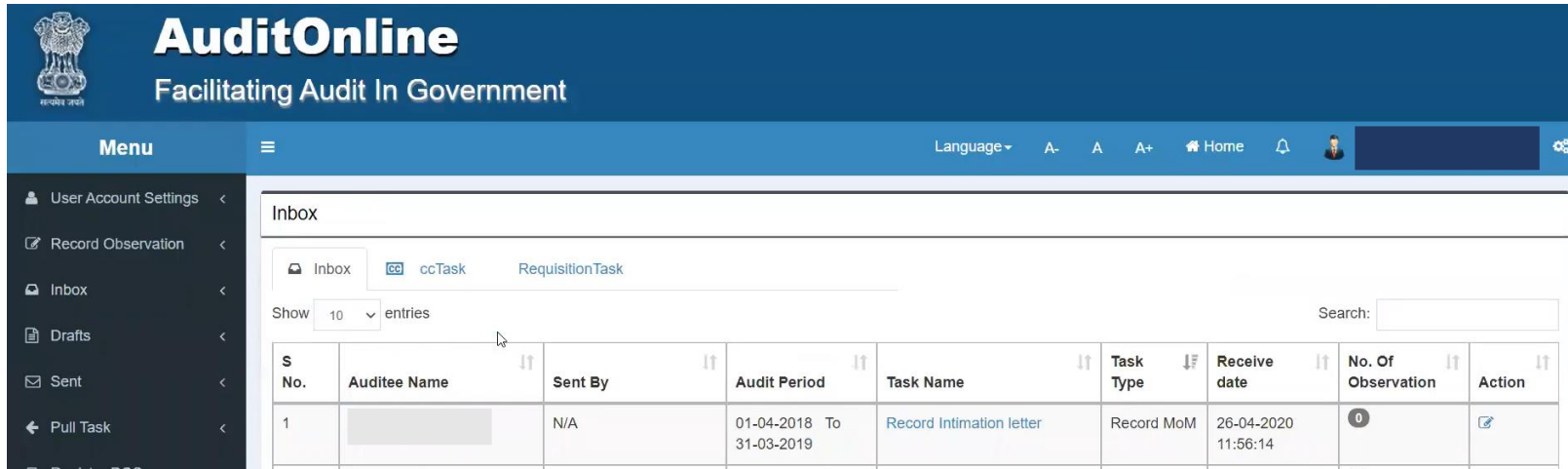
[Freeze](#) [UnFreeze](#) [PDF](#)

## 6. Audit Process Flow

The Audit Process flow are State Specific. As per the inputs shared by States in Format IV of the pre-requisite formats; the configuration has been done. States can perform the audit process as per the finalized process flow. Below are some generic process flow tasks:

### a. Record Intimation Letter

Auditors shall record the intimation letter first. To record the intimation letter, Auditors shall click on “Inbox” tab and “Record Intimation Letter” of the particular auditee. The details of the records are shown in the screenshot below:



The screenshot displays the AuditOnline web application interface. The header includes the Indian national emblem and the text "AuditOnline Facilitating Audit In Government". The navigation menu on the left lists "User Account Settings", "Record Observation", "Inbox", "Drafts", "Sent", and "Pull Task". The main content area shows the "Inbox" tab selected, with a search bar and a table of tasks. The table has columns for S No., Auditee Name, Sent By, Audit Period, Task Name, Task Type, Receive date, No. Of Observation, and Action. A single task is visible with the following details:

S No.	Auditee Name	Sent By	Audit Period	Task Name	Task Type	Receive date	No. Of Observation	Action
1	[Redacted]	N/A	01-04-2018 To 31-03-2019	Record Intimation letter	Record MoM	26-04-2020 11:56:14	0	[Action Icon]

After clicking on “Record Intimation Letter”, Auditor shall enter the details in the screenshot shown below and click on “Save and Send”.



The screenshot displays the 'AuditOnline' web application interface. The header includes the Government of India emblem and the text 'AuditOnline Facilitating Audit In Government'. A dark blue sidebar on the left contains a 'Menu' with options: User Account Settings, Record Observation, Inbox, Drafts, Sent, Pull Task, Register DSC, Reports, and Audit Requisition. The main content area is titled 'Send Task' and features a task flow diagram with two boxes: a green box labeled 'Record Intimation letter' and a yellow box labeled 'Reply and Approve entry meeting by Panchayat Sect'. Below the diagram are input fields for 'TO \*' (To Users), 'CC' (CC Users), and 'Date of Reply:'. At the bottom right, there are three buttons: 'Back', 'Send', and 'Close'.

**b. Approval on entry meeting sent by Auditee (GP User)**

Auditor shall approve/reject the intimation letter by clicking on task name "Reply and Approve entry meeting by Panchayat Secretary".

The screenshot displays the AuditOnline web application interface. At the top, the logo of the Government of India is visible on the left, followed by the text "AuditOnline" and "Facilitating Audit In Government". The header bar includes a "Menu" button, a hamburger menu icon, and navigation options for "Language", font size adjustments (A-, A, A+), "Home", a notification bell, a user profile icon, and a settings gear.

The main content area is titled "Inbox" and contains a sub-header with "Inbox", "ccTask", and "RequisitionTask" tabs. Below this, there is a "Show 10 entries" dropdown and a "Search:" input field. The primary data is presented in a table with the following structure:

S No.	Auditee Name	Sent By	Audit Period	Task Name	Task Type	Receive date	No. Of Observation	Action
1	Bans Kheri	Subhash Mathur(Senior Auditor)	01-04-2018 To 31-03-2019	Reply and Approve entry meeting by Panchayat Sect	Approve MoM	29-06-2020 23:29:39	0	

At the bottom of the table, it states "Showing 1 to 1 of 1 entries" and includes "Previous", "1", and "Next" navigation buttons.

Details of the Intimation Letter will appear on the screen and the Auditor shall click on “Approve or Reject” radio button. In case of rejection, remarks can be shared. Details of the fields are shown in the screenshot below:

Sent <

Pull Task <

Register DSC <

Reports <

Select Participant \*

Attach Files

View Trail

Agenda

Test Agenda

Remarks

Approve  Reject

Update And Send Export to Pdf Close

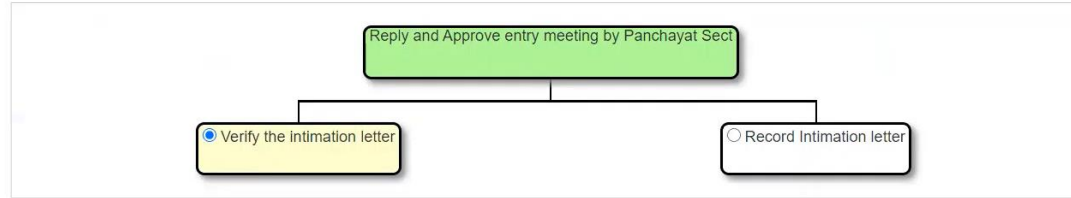
After entering the details, the Auditor shall click on “Update and Send” button; after which the Following screen will appear.



## Menu

- User Account Settings <
- Inbox <
- Drafts <
- Sent <
- Pull Task <
- Register DSC <
- Reports <

### Send Task



TO \*

CC

Date of Reply:

[Back](#) [Send](#) [Close](#)

### c. Record Observation

After completion of the audit exercise, the auditors shall record their observations. To record the observation, the user will click on “add” link under “Record Observation” tab. The list of record will be displayed in grid format as shown in the screenshot below:

The screenshot shows the AuditOnline interface. The header includes the Government of India logo and the text "AuditOnline Facilitating Audit In Government". The navigation menu on the left lists: User Account Settings, Record Observation, Inbox, Drafts, Sent, Pull Task, Register DSC, Reports, and Audit Requisition. The main content area is titled "Record Observation" and features a search bar and a table. The table has columns for S No., Auditee Name, Audit Period, Type of Audit, Schedule Date, and Action. One entry is visible for Bans Kheri.

S No.	Auditee Name	Audit Period	Type of Audit	Schedule Date	Action
1	Bans Kheri	01-04-2018 To 31-03-2019	External	16-03-2020 To 20-03-2020	<a href="#">✎</a>

On clicking 'Action icon', user will be redirected to the page for entering the observation details. The details of the field are shown in screenshot below:

The screenshot shows a web application interface for recording observations. On the left is a dark sidebar menu with the following items: User Account Settings, Record Observation, Inbox, Drafts, Sent, Pull Task, Register DSC, Reports, and Audit Requisition. The top navigation bar is blue and contains 'Language', font size controls (A-, A, A+), 'Home', a notification bell, a user profile icon, and a settings gear. The main content area is titled 'Record Observation and Prepare Draft Audit Paras' and contains the following fields:

- Nature Of Audit:** Scheme
- Auditee Office:** Bans Kheri
- Period Being Audited:** Apr 1, 2018 - Mar 31, 2019
- Reporting Period:** Mar 16, 2020 - Mar 20, 2020
- Component \*:** NATIONAL ELECTRICITY FUND (NEF)
- Observation Type \*:** Observation Only
- Case Record \*:** Existing Case Record (selected) / New Case Record
- Select Case Record \*:** 12121
- Text Case Record:** Test Case
- Case Record Description \*:** 12121
- Category \*:** 03 - Diversion of Grant or Fund
- Sub Category \*:** Temporary Diversion of Salary deductions/recoveries
- Audit Observation \*:** A rich text editor with a toolbar (Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Decrease Indent, Image, Table, Link, Font, Size, Color, Background Color) and the text 'Test Observation.'

To send the observation, user shall click on “Manage” link under “Record Observation” tab. The list of records will be displayed in grid format as shown in screenshot below:

**AuditOnline**  
Facilitating Audit In Government

Language A- A A+ Home Home User Profile Settings

**Menu**

- User Account Settings
- Record Observation
- Inbox
- Drafts
- Sent
- Pull Task
- Register DSC
- Reports
- Audit Requisition

### Manage Observation

Audit Type: --Select--

Entity Type:  Line Department  Local Government Body

Get Data Clear Close

Show 10 entries Search:

S No.	Auditee Name	Audit Period	Schedule Date	View/Modify/Delete	Send
1	Bans Kheri	01-04-2018 To 31-03-2019	16-03-2020 To 20-03-2020		

Showing 1 to 1 of 1 entries

Previous 1 Next

On clicking send icon under 'Manage Observation', the user will be redirected to page to send their observations. The details of the field are shown in screenshot below:

**AuditOnline**  
Facilitating Audit In Government

Language A- A A+ Home Home User Profile Settings




**Menu**

- User Account Settings <
- Record Observation <
- Inbox <
- Drafts <
- Sent <
- Pull Task <
- Register DSC <
- Reports <
- Audit Requisition <

### Send Observation

Nature Of Audit	Scheme
Auditee Office	Bans Kheri
Period Being Audited	Apr 1, 2018 - Mar 20, 2020
Reporting Period	Mar 16, 2020 - Mar 20, 2020

Select All

1 <input type="checkbox"/>	<b>Component :</b> NATIONAL ELECTRICITY FUND (NEF)	  
	<b>Observation Type :</b> Observation Only	
	<b>Case Related To :</b> <a href="#">12121</a>	
	<b>Category / Subcategory :</b> 03 - Diversion of Grant or Fund /Temporary Diversion of Salary deductions/recoveries	

Send Close

After the user selects the 'Send' button the following screen will appear:

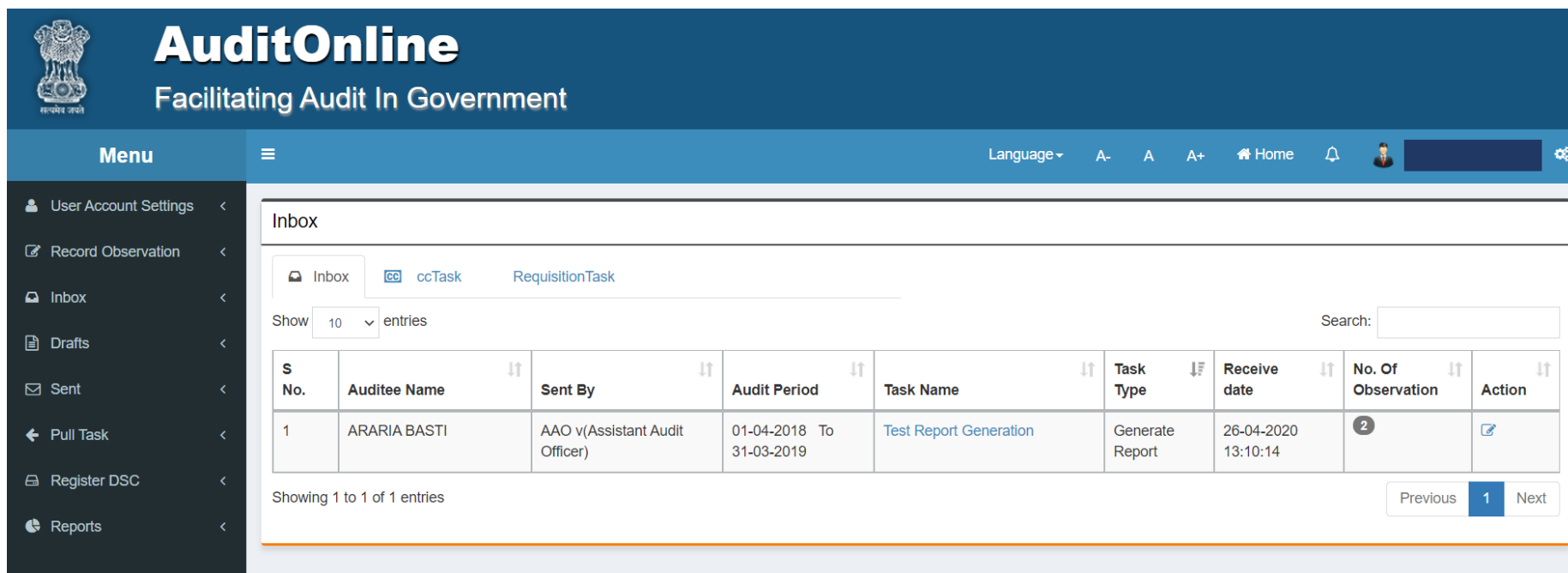
The screenshot displays the 'Send Task' interface in the AuditOnline system. The header includes the system logo and name 'AuditOnline Facilitating Audit In Government'. A left-hand menu lists various functions like 'User Account Settings', 'Record Observation', 'Inbox', 'Drafts', 'Sent', 'Pull Task', 'Register DSC', 'Reports', and 'Audit Requisition'. The main content area features a task flow diagram with three nodes: 'Record Observation and Prepare Draft Audit Paras' (top, green), 'Approve Draft Audit Paras by DLFA' (left, yellow, selected), and 'Verify Draft Audit Paras by AAO' (right, white). Below the diagram are input fields for 'TO \*' (To Users), 'CC' (CC Users), and 'Date of Reply'. At the bottom right are 'Back', 'Send', and 'Close' buttons.

User can either select Approve Draft Audit Paras by DLFA or Verify Draft Audit Paras by AAO and click on "Send" button after identifying the recipients.

The above-mentioned process can be followed for other process flow tasks viz. Record Observation, Draft Audit Para etc.

## 7. Audit Report Generation

User shall generate the audit report, which is one of the process flows tasks. To generate the reports, user shall click on the link under task name. Screenshot of the record is shown below:



The screenshot displays the AuditOnline web application interface. The header includes the Government of India emblem and the text "AuditOnline Facilitating Audit In Government". The navigation menu on the left lists options like "User Account Settings", "Record Observation", "Inbox", "Drafts", "Sent", "Pull Task", "Register DSC", and "Reports". The main content area shows an "Inbox" with a table of tasks. The table has columns for S No., Auditee Name, Sent By, Audit Period, Task Name, Task Type, Receive date, No. Of Observation, and Action. One task is visible: S No. 1, Auditee Name ARARIA BASTI, Sent By AAO v(Assistant Audit Officer), Audit Period 01-04-2018 To 31-03-2019, Task Name Test Report Generation, Task Type Generate Report, Receive date 26-04-2020 13:10:14, and No. Of Observation 2. The interface also includes a search bar, a "Showing 1 to 1 of 1 entries" indicator, and "Previous" and "Next" navigation buttons.

S No.	Auditee Name	Sent By	Audit Period	Task Name	Task Type	Receive date	No. Of Observation	Action
1	ARARIA BASTI	AAO v(Assistant Audit Officer)	01-04-2018 To 31-03-2019	Test Report Generation	Generate Report	26-04-2020 13:10:14	2	

## 8. Tutorial Videos

Tutorial videos for the various modules mentioned in the foregoing sections have been prepared (both in English and Hindi) and can be accessed through the following links:

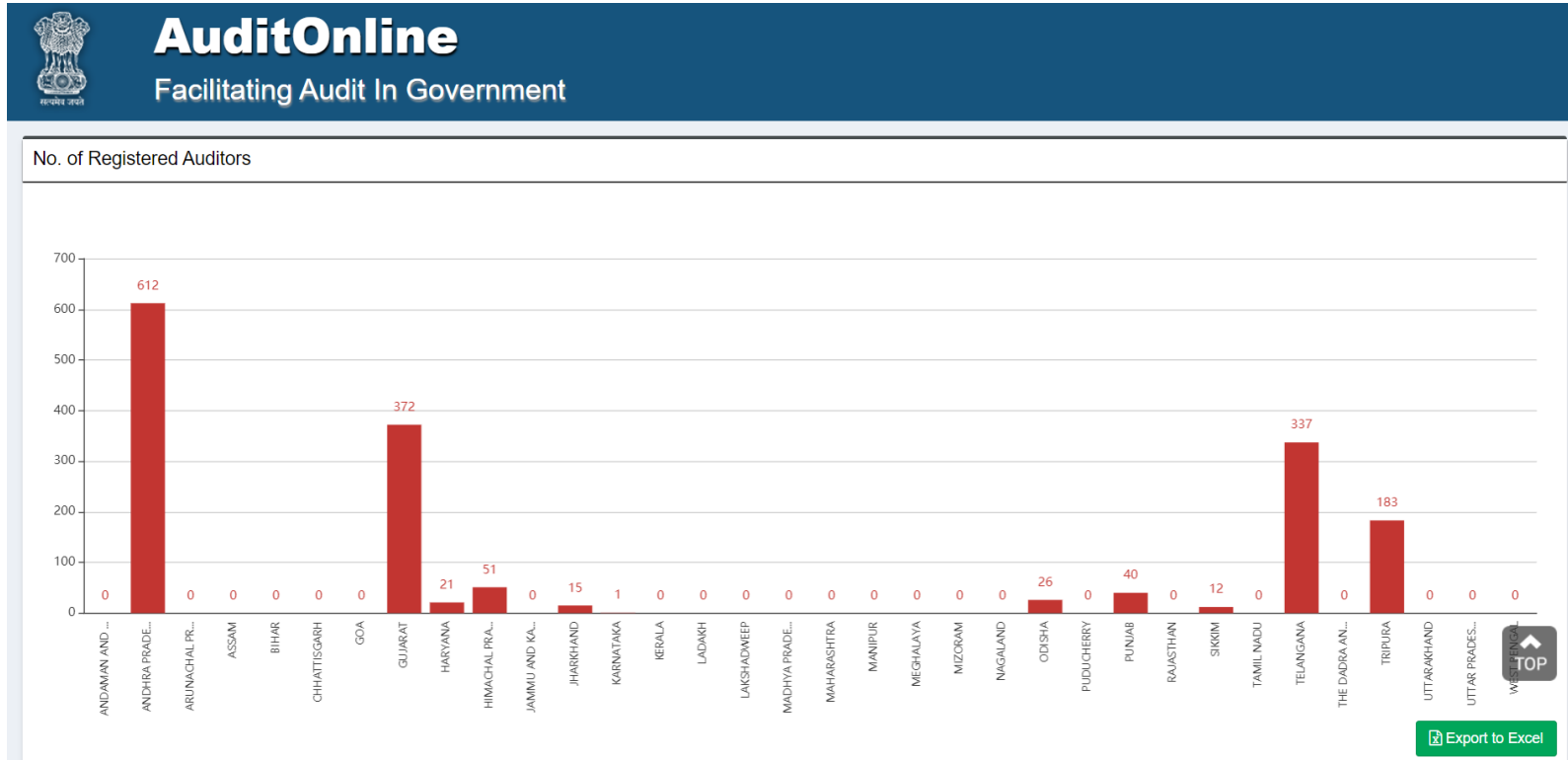
- State Audit Department Login - English: <https://drive.google.com/drive/u/1/folders/1FcYjIF55vjmhC5EbxesPYNRAaTn0nLMK>
- State Audit Department Login – Hindi: <https://drive.google.com/drive/u/1/folders/1jccML8RdlmZBVJ5cY6OrCw0ROjxY9U87>
- District Admin Login – English: [https://drive.google.com/drive/u/1/folders/11\\_vLptyxy7Y6SjbaeaJJngj5ApN4C\\_f0](https://drive.google.com/drive/u/1/folders/11_vLptyxy7Y6SjbaeaJJngj5ApN4C_f0)
- District Admin Login – Hindi: [https://drive.google.com/drive/u/1/folders/1fy4xYDloOSc7P3\\_h5pyrRB5oWEw5tw5M](https://drive.google.com/drive/u/1/folders/1fy4xYDloOSc7P3_h5pyrRB5oWEw5tw5M)
- Auditor Login: <https://drive.google.com/drive/u/1/folders/17XUOIMKAvrq6OcRx-0c1jLyyziMMxMa9>
- Auditee Login: [https://drive.google.com/drive/u/1/folders/1eSB1cMFbNVaWLdLcEFwJNclR\\_s\\_B4EZR](https://drive.google.com/drive/u/1/folders/1eSB1cMFbNVaWLdLcEFwJNclR_s_B4EZR)

## 9. Dashboards & Reports

### a. Number of Auditors registered

User can see the number of auditors registered from the link below:

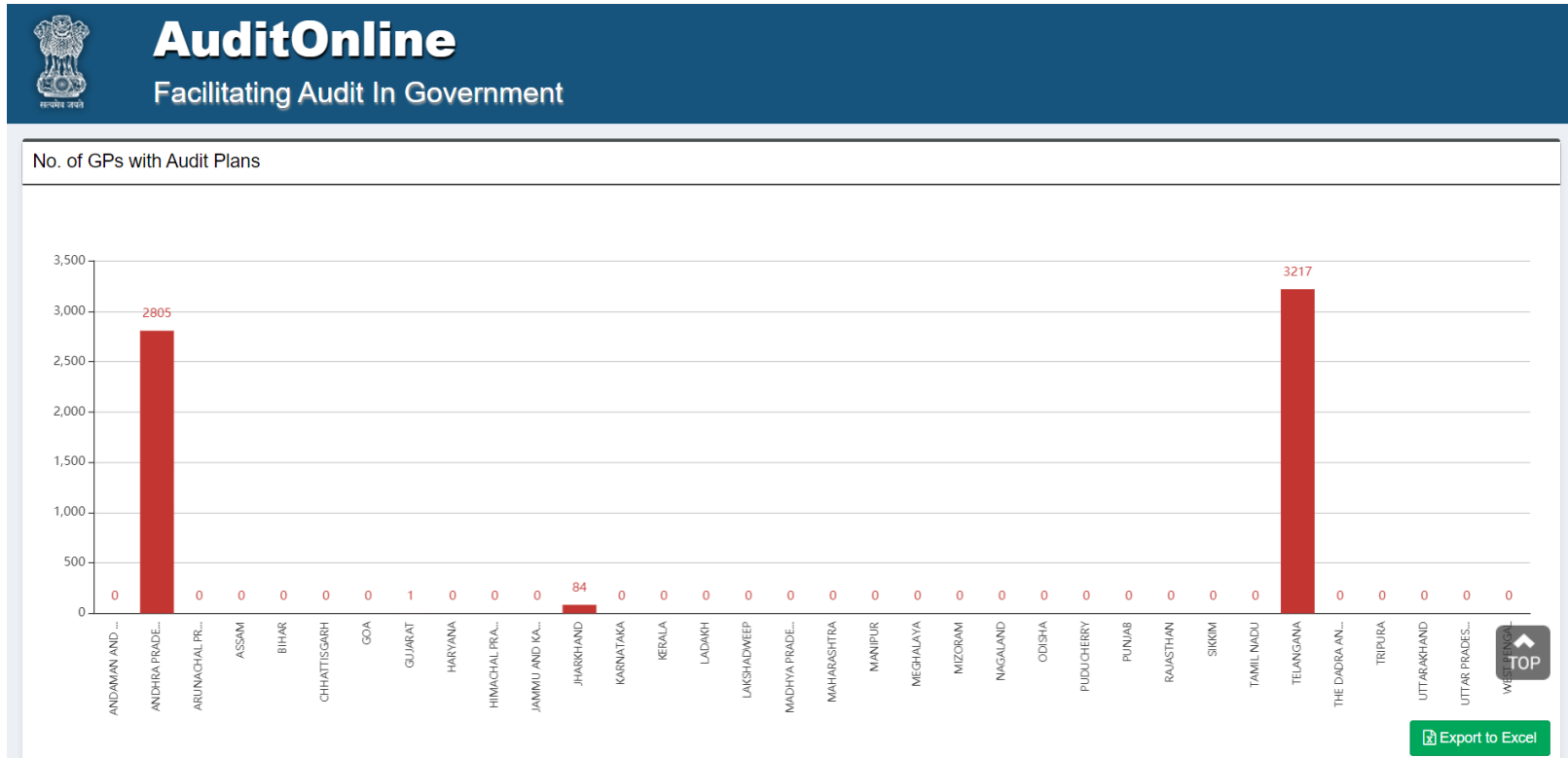
<https://auditonline.gov.in/auditorDetails.htm>



**b. Number of GPs with Audit Plan**

User can see the number of GPs with Audit Plan from below link:

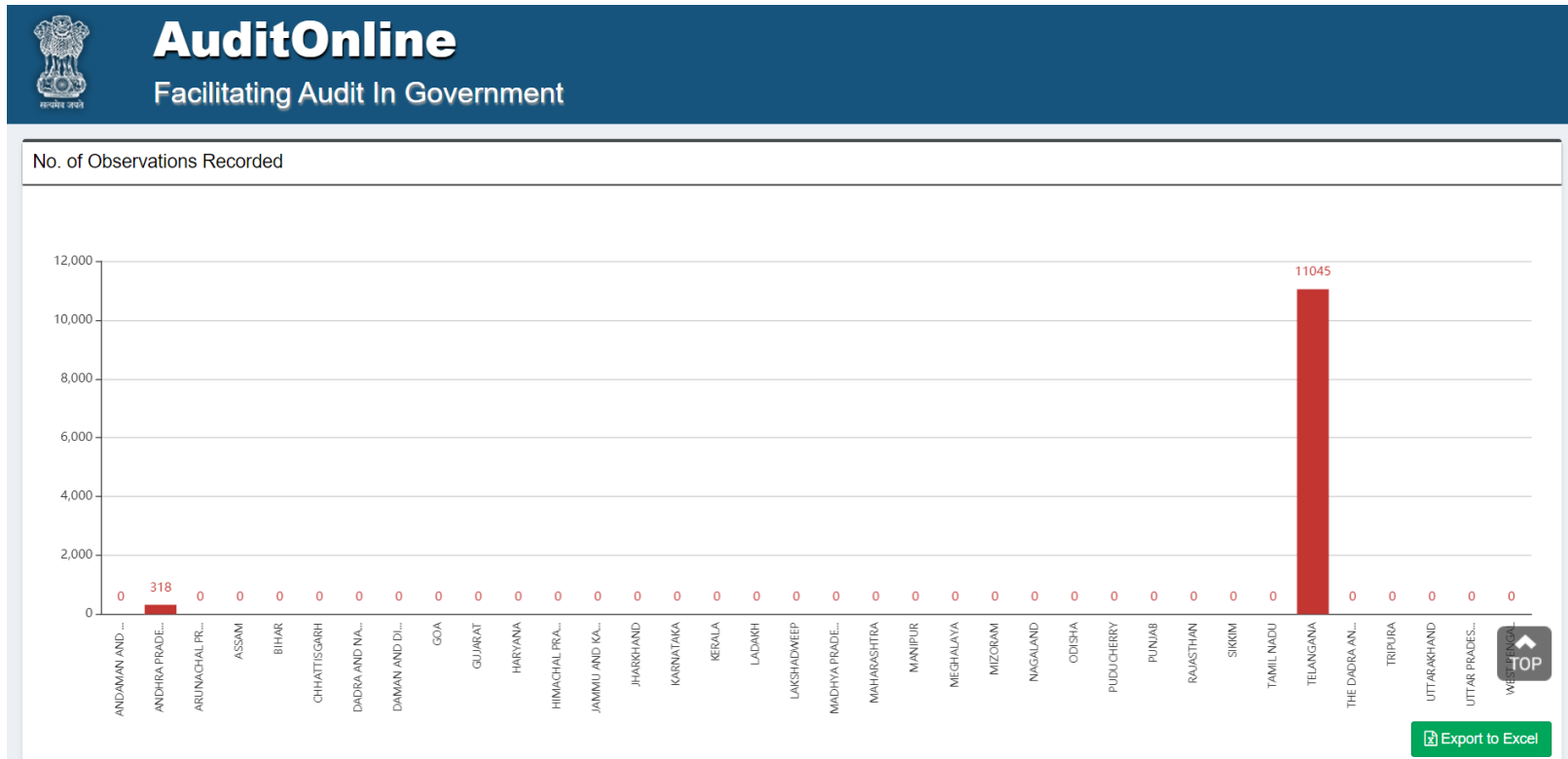
<https://auditonline.gov.in/auditeePlandetails.htm>



### c. Number of Observation Recorded

User can see the number of observations recorded from below link:

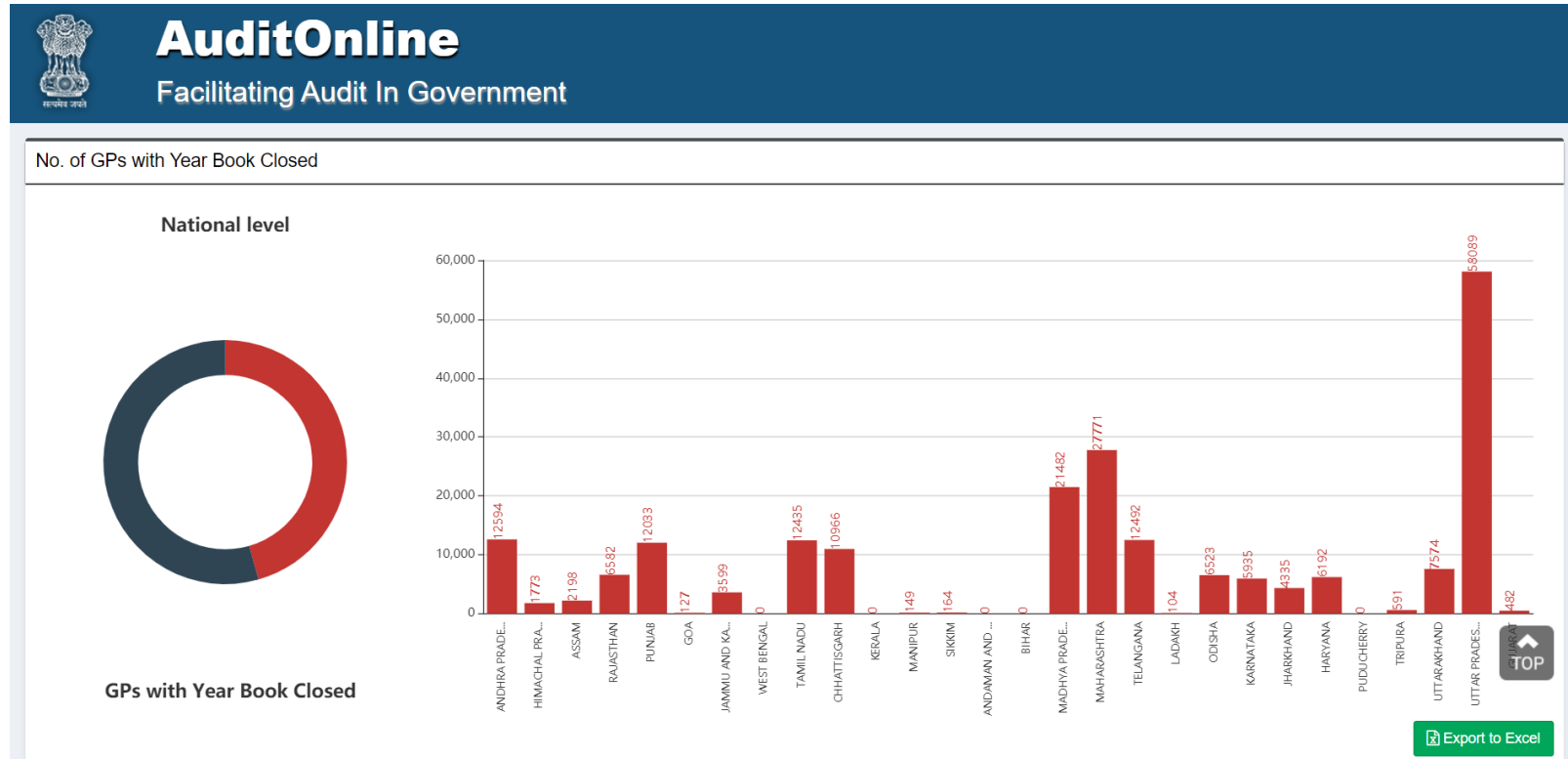
<https://auditonline.gov.in/observationCountReport.htm>



#### d. Number of GPs with Yearbook Closed

User can see the number of GPs with Yearbook Closed from below link:

<https://auditonline.gov.in/yearBookClosedetails.htm>



## 10. General Errors

#	Error	Description	Action to be taken
1.	Email Verification link not received.	At the time of performing email verification process, user shall receive verification link on their registered email address.	User can check the spam folder. If not received within 24 hours, user can regenerate the same. Also, if problem still persists user may reach out to MoPR-NIC.
2.	Link expired.	On clicking verification link, getting error message as link expired.	User shall regenerate the verification link. If user not able to regenerate the same, may reach out to MoPR-NIC.
3.	Designation of GPs are not reflecting in State/District RLB login.	At the time of creating GP users, the designations of GPs are not reflecting in the dropdown.	<ol style="list-style-type: none"> <li>1. The Designation of the GPs must be mapped with LGD.</li> <li>2. User (State SPMU) may check mapping of designation in the LGD and get it done.</li> <li>3. In case, the designations are already mapped with LGD and still not reflecting on AuditOnline, user may reach out to MoPR-NIC.</li> </ol>
4.	“User Management” tab is not showing.	At the time of creating State or District level users, if “User Management” tab is not selected as a role, user won't be able to see the tab.	At the time of creating State level or District level users, role of “User Management” has to assign after approving the profile.
5.	Not able to open excel sheet received on registered email address at the time of creating lower hierarchy users.	When higher hierarchy user creates an account of lower hierarchy users, then an excel sheet of auto-generated user IDs and Passwords shall receive on their registered email address.	<p>User must have latest version of excel sheet. In case, the problem still persists, an alternate option can be followed:</p> <ol style="list-style-type: none"> <li>1. Higher hierarchy user can copy each username from “Approve User” link.</li> <li>2. Reset the password, from “Reset Password” link under “User Account Setting”.</li> </ol>
6.	Not able to see “Intimation Letter” in “Inbox” link.	This error occurs when user haven't freeze the assign auditee to audit team.	<p>Before recording intimation letter, audit plan should be prepared. To prepare audit plan, following steps:</p> <ol style="list-style-type: none"> <li>1. Add Last Audit details</li> <li>2. Create Audit Team</li> <li>3. Assign Auditee to team</li> <li>4. Freeze the assign auditee to team process.</li> </ol>

## 11. Others

In case the States require the AuditOnline application to be in their respective vernaculars, the same can be done by providing the translation of the labels in AuditOnline. The various labels used in AuditOnline may be seen at **Annexure II – Label Master**.

## Annexure I – Pre-requisite Formats

### Format I: Department Levels

Sr. no.	Department Name	Department Level	Name of Office at each level
1	XXXX	XXXX	XXXX

### Format II: Designations at each Levels

#	Department Name	Department Level	Office Name		Designations that exists at this Office
1	State Audit Department	District	Office of the District Local fund Audit	1	District Local Fund Auditor
2				2	District Audit Officer
3				3	Sr Audit Officer / Audit Officer
4				4	Assistant Audit Officer
5				5	Junior Auditor
6				6	Sr. Auditor / Auditor
7				7	Data Entry Operator

### Format III: Master Data of Officials

#	Department Name	Office Name	Office Level	Name	Designation	Date of Joining	Mobile	Email
1	State Audit Department	Office of the District Local fund Audit	District	Anurag Tripathi	Senior Auditor	dd-mm-yyyy	98XXXXXXXX	XXXXX@adw.in

**Format IV: Audit Process Flow & Mapping (for indicative purpose only)**

#	Task Name (Audit Process Step)	From Task (With Designations)	To Task (With Designations)
1	Record Intimation Letter (AAO, Senior Auditor)	NA	Reply and Approve Intimation Letter by Panchayat Secretary
2	Reply and Approve Intimation Letter by Panchayat Secretary (Panchayat Secretary)	Record Intimation Letter (AAO, Senior Auditor)	Verify the Intimation Letter

#	Task Name (Audit Process Step)	From Task (With Designations)	To Task (With Designations)
3	Verify the Intimation Letter (AAO, Senior Auditor)	Reply and Approve Intimation Letter by Panchayat Secretary (Panchayat Secretary)	Record Observation and Prepare Draft Audit Paras
			Reply and Approve Intimation Letter by Panchayat Secretary
4	Record Observation and Prepare Draft Audit Paras (AAO, Senior Auditor)	Verify the Intimation Letter (AAO, Senior Auditor)	Approve Draft Audit Paras by DLFA
			Verify Draft Audit Paras by AAO
5	Verify Draft Audit Paras by AAO (Assistant Audit Officer)	Record Observation and Prepare Draft Audit Paras (AAO, Senior Auditor)	Response on Unverified Draft Audit Paras
			Approve Draft Audit Paras by DLFA Generate and Issue Audit Report

6	Response on Unverified Draft Audit Paras (AAO, Senior Auditor)	Verify Draft Audit Paras by AAO (Assistant Audit Officer)	Verify Draft Audit Paras by AAO
			Approve Draft Audit Paras by DLFA
7	Approve Draft Audit Paras by DLFA (District Audit Officer)	Response on Unverified Draft Audit Paras (AAO, Senior Auditor)	Generate and Issue Audit Report
		Verify Draft Audit Paras by AAO (Assistant Audit Officer)	
8	Generate and Issue Audit Report (Assistant Audit Officer, District Local Fund Auditor)	Approve Draft Audit Paras by DLFA (District Audit Officer)	Prepare Response on Audit Report by Panchayat Sect
9	Prepare Response on Audit Report by Panchayat Sect (Panchayat Secretary)	Generate and Issue Audit Report (Assistant Audit Officer, District Local Fund Auditor)	Verify the Audit Report Response by AAO
10	Verify the Audit Report Response by AAO (Assistant Audit Officer)	Prepare Response on Audit Report by Panchayat Sect (Panchayat Secretary)	Review the Audit Report Response by DLFA
11	Review the Audit Report Response by DLFA (District Local Fund Auditor)	Verify the Audit Report Response by AAO (Assistant Audit Officer)	Response on Followup of Audit Paras by Panchayat Sect
12	Response on Followup of Audit Paras by Panchayat Sect (Panchayat Secretary)	Review the Audit Report Response by DLFA (District Local Fund Auditor)	Verify the Audit Report Response by AAO

**Format V: Categories & Sub- Categories of Audit Observations**

<b>SNO</b>	<b>Category</b>	<b>Sub Category</b>
1	Variation in Accounts Figures	Mismatch in CB of Annual Account and cash book
2		Mismatch in CB of Treasury Passbook and Cash Book
3		Monthly abstracts not recorded in the SubTreasuryPassBook Certificate of Balance not prepared
4		Mismatch in Annual Account and Subsidiary Registers
5		Mismatch of amount entry of cash book and demand registers
6		Lack of follow up action on the discrepancies pointed out in the earlier Audit Reports
7		Errors in the Treasury passbook entries
8	Excess Utilization of Grant	Expenditure incurred in excess of grant received
9		Expenditure incurred in anticipation of sanction of grant in spite of non-receipt of any amount
10		Excess expenditure over and above the budget provision

**Format V.1: Fact Sheet**

SNO	Category Name	Subcategory Name	Fact Sheet Name	Fact Sheet Field Label	Type of Input field
1	Variation in Accounts Figures	Mismatch in account register	Mismatch in annual account and subsidiary	Figure Shown in Annual Account	Numeric
				Figures shown in subsidiary registers	Numeric
				Amount under Objection (Subtraction of 2 fields)	Numeric
				Preparedness to Handle (Yes/No)	Radio Button
				Criteria	Text Box
				Condition	GRID
				Consequences	Text Box
				Recommendations	Text Box

**Format V.2: Template for Audit Reports**

S.NO	Task Name	Required
1	Covering Letter of the Report	Optional
2	Chapters in Audit Report (Index)	Optional
3	Content for the Front Page of Report	Mandatory
4	Contents for the Header of Report	Mandatory
5	Content to be places in the Body	Mandatory
6	Contents to be places in the Footer	Mandatory

## Annexure II – Label Master

Label Name	Label Text in English
Label.ViewProcessFlow	View Process Flow
Label.Internal	Internal
Label.From	From
Button.GetData	Get Data
Label.AuditeeLevelForExternal	Auditee Level For External
Label.FromDate	From Date
Label.AuditPeriod	Audit Period
Label.AddAuditTeam	Add Audit Team
Label.Response	Response
Label.ViewFrmHeading	View Audit Team
Label.FieldName	Field Name
Label.Auditee	Auditee
Label.DepartmentLevel	Department Level
Label.CurrentAuditYear	Current Audit Year
label.LocalBodyName	Local Body Name
Label.EmailAddress	Email Address
Label.Location	Location
Label.ToScheme	To Scheme
Label.AlternateEmailId	Alternate Email Id
Error.InvalidMobileNo	Invalid Mobile No
Label.ApprovedUnapprovedStatus	Approved Unapproved Status
Label.AddLastAuditedDetails	Add Last Audited Details
Label.IsReportchapterisationRequired	Is Report chapterisation Required?
Error.NoTeamMember	No Team Member is selected
Label.ViewAuditorDetails	View Auditor Details
Label.AuditScheduleDate	Audit Schedule Date
Label.PendingAtAuditor	Pending At Auditor
Button.Delete	Delete
Label.CurrentAuditingPeriod	Current Auditing Period
Label.ForgotPasswordForm	Forgot Password Form

Label Name	Label Text in English
Label.Url	URL
Label.Receipts	Receipts
Label.ManageApprovedUnapprovedUser	Manage Approved Unapproved User
Label.PRIName	PRI Name
Label.CreateAuditConfiguration	Create Audit Configuration
Label.DeleteAssignedAuditeeDetails	Delete Assigned Auditee Details
Error.PasswordWrong	Wrong Password
Label.OneTimePassword	One Time Password
Label.User	User
Label.HelpMessage	Help Message
Label.DeleteUserProfile	Delete User Profile
Label.UserPendingForProfileSubmission	User Pending For Profile Submission
Label.Home	Home
Label.SelectValue	Please Select any Value
Label.userState	User State
Label.Date	Date
Label.Send	Send
Label.CreateCoverLetter	Create Cover Letter
label.FinancialYear	Financial Year
Label.status	Status
Error.FirstNoZero	First Number Should Not Zero
Label.UserName	User Name
Message.UsersCreatedMail	User Name & Password for the newly created users have been sent to Email :
Label.AuditTeamDetails	Audit Team Details
Label.NomailEmail	No Email and Mobile Number found against this Login ID
Label.ContactNo	Contact No.
Label.Select	Select
Label.AuditeeToBeAssigned	Auditee To Be Assigned
Button..Clear	Clear
Label.Add	Add

Label Name	Label Text in English
Label.LastAuditedDetailsAdded	Last Audited Details Added
Label.AuditingPeriod	Auditing Period
Label.ToYear	To Year
Label.dueDate	dueDate Date
Label.AssignRole	Assign Role.
Label.NoFileUploaded	No File Uploaded
Label.Help	Help
Label.DueDate	Status
Label.Label	Label
Label.AddReply	Add Reply
Label.Password	Password
Message.PASSWORD_CHANGE_SUCCESS	Password Changed Successfully
Label.DurationDays	Duration Days
Label.UpdateMessage	Update Message
Error.UserNotExists	User does not exist
Label.S.No.	S.No.
Label.PendingAtPRI	Pending At PRI
Label.AssignedPanchayatName	Assign Panchayat Name
Label.WorkReport	Work Report
Label.categories	Categories
Label.DepartmentName	Department Name
Label.State	State
Button.Get	Get Data
Label.UploadedFiles	Uploaded Files
Label.CreateField	Create Field
Label.DeleteAuditConfiguration	Delete Audit Configuration
Label.CreateUserAs	Create User As
Label.DeleteAuditScheduleHeadings	Delete Audit Schedule
Label.SupportingDocument	Supporting Document
Label.Remarks	Remarks
Label.DeleteAuditorDetails	Delete Auditor Details
Button.SaveAndFreeze	Save And Freeze

Label Name	Label Text in English
Label.Status	Status
Label.Mandatory	Mandatory
Label.Task Type	Task Type
Error.PasswordPattern	Password should be 8 to 15 characters with at least one special character, one number, one small case and one upper case letter
Label.ViewLastAuditScheduleDetails	View Last Audit Schedule Details
label.Date	Date
Label.Name	Name
Error.UserNotExists	Invalid User Login ID
Label.CaptchaWord	Word verification:
Label.AuditorRemarks	Auditor Remarks
Button.CloseReport	Close Report
Error.NubmerOnly	Only Numbers are Allowed
Label.ReportName	Report Name
Label.RecordAvailable	Record Available
Label.Report	Report
Button.Clear	Clear
Message.Send	Data Send Successfully
Label.AuditeeDepartment	Auditee Department
Error.TeamNameAlreadyExist	Audit Team Name Already Exists
Error.InvalidLoginId	You have entered invalid login id
Label.TemplateName	Template Name
Label.Open	Open
Label.AlertMessage	Alert
Label.SerialNum	Sr.No.
Button.Update	Update
Label.LastAuditYear	Last Audit Year
Label.ManageLastAuditSchedule	Manage Last Audit Schedule
Label.AuditTeamAssigned	Audit Team Assigned
Error.InvalidEmail	Invalid Email Address
Label.DeleteCoverLetter	Delete Cover Letter

Label Name	Label Text in English
Label.CoverLetterName	Cover Letter Name
Button.UpdateAndFreeze	Update And Freeze
label.subComponent	Sub Component
Label.CreateObjectionForm	Create Objection Form
Label.Type	Type
Error.RoleOfLoggedInDepartment	Role of logged in Department
Label.CreateUserProfile	Update User Profile
Label.ModifyCoverLetter	Modify Cover Letter
Label.Close	Close
Label.Auditor	Auditor
label.Action	Action
Label.Designation	Designation
Label.MonthName	Month Name
Label.EntityName	Entity Name
label.Amount	Amount
Button.AddField	Add Field
label.Scheme	Scheme
Label.SubCategory	Sub Category
Error.PasswordSet	Password set successfully
Label.DueDates	Due Date
Label.ViewAssignedAuditeeDetails	View Assigned Auditee Details
Label.Observation	Observation
Label.ConfigurationName	Configuration Name
Label.ManageAuditTeam	Manage Audit Team
Label.TaskFor	Task For
Label.DashboardInformation	Dashboard Information
Label.FinancialYear	Financial Year
Label.ViewCoverLetter	View Cover Letter
Label.CloseAudit	Close Audit
Label.Objection	Objection
Label.AssignedPRIS	Assigned PRIS
Button.ExporttoExcel	Export to Excel

Label Name	Label Text in English
Message.Delete	Data Deleted Successfully
Label.AuditingStatus	Auditing Status
Label.TypeofAuditor	Type of Auditor
Label.Search	Search
Label.TaskType	Task Type
Message.Update	Data Updated Successfully
Label.AuditType	Audit Type
Label.Chapter	Chapter
Label.ExpenditureIncurred	Expenditure Incurred
Label.UploadFiles	Upload Files
Label.ResultsNotFound	Results Not Found
Label.ViewandUploadForm	View and Upload Form
Label.OfficialAddress	Official Address
Label.ManageObjections	Manage Objections
Error.CaptchaWrong	You have entered Wrong Captcha
Label.Particulars	Particulars
Label.ViewPanchayatDetails	View Panchayat Details
Label.StartDate	Start Date
Message.expired	The link has expired
Message.PASSWORD_RESET_SUCCESS	Password reset successfully
Label.SubCategoryName	Sub Category Name
Label.AboutUs	About Us
Label.DeleteProcessFlow	Delete Process Flow
Label.ClosingBalance/UnspentGrant	Closing Balance/Unspent Grant
Label.AuditeeName	Auditee Name
Label.ViewAuditConfiguration	View Audit Configuration
Label.AddFormField	Add Form Field
Label.AvailableEmail	Email Available
Label.Welcome	Welcome
Label.DeleteReportTemplate	Delete Report Template
Error.PasswordSameWithDatabase	New Password and Old Password cannot be same

Label Name	Label Text in English
Button.ExporttoPDF	Export to PDF
Label.UnApproved	UnApproved
Label.CategoryName	Category Name
Label.CloseReport	Close Report
Label.DeleteAuditTeam	Delete Audit Team
Label.ParentName	Parent Name
Label.ModifyUserProfile	Modify User Profile
Label.NoOfUsersAtLocation	No. Of Users At Location
Label.Approve	Approve
Label.SearchBox	Search Box
Label.SendToPRI	Send To PRI
Label.Start	Start
Label.AuditorName	Auditor Name
Label.Registration/AuditorId	Registration / AuditorId
Label.FirstName	First Name
Label.ResonseTime	Response Time
Label.CreateReportTemplate	Create Report Template
Label.captchaAnswer	Enter text as shown in this image:
Label.Login	Login
Label.AuditingSchedule	Auditing Schedule
Label.LastName	Last Name
Label.LocalBodyTypeName	Entity Type
Label.AuditorDepartment	Auditor Department
Error.UserPermissionChangeIssue	You are not authorized to change the password
Button.Approve	Approve
Label.Not	Not
label.TransactionType	Transaction Type
Label.TaskName	Task Name
Label.LastAuditedDetails	Add Last Audit Schedule
Label.Logout	Logout
Label.ManageProcessFlow	Manage Process Flow
Button.Back	Back

Label Name	Label Text in English
Label.AuditorType	Auditor Type
Label.CreateLocationUser	Create Location User
Label.RoleOfLoggedInDepartment	Role of logged in Department
Label.LastAuditDefined	Last Audited Details of all the Entities belonging to this Configuration name have already been defined.
Label.SuccessMessage	Success
Label.ProfileSubmitted	Profile Submitted
Label.ScheduleStartDate	Schedule Start Date
Label.ManageAuditConfiguration	Manage Audit Configuration
Label.AssignAuditee	Assign Auditee
label.ResultsFound	Result Found
Label.SelectAuditingTeam	Select Auditing Team
Label.AddDueDate	Add Due Date
Error.InvalidLoginIdPass	You have entered invalid login id or password
Label.TitleName	Title Name
Message.UserApprove	User Approved Successfully
Label.ScheduleEndDate	Schedule End Date
Label.MobileNo	Mobile Number
label.StateName	State Name
Label.InProgressAtPRI	In Progress At PRI
Label.AnyCoverletterRequired	Any Cover letter Required?
Label.AuditorObservation	AUDITOR OBSERVATION
Error.PasswordLengthBetween	Password should be 8 to 15 characters with at least one special character, one number, one small case and one upper case letter
Error.TaskNameAlreadyExist	Task name already exists
Label.ViewRequestResponseHistory	View Request Response History
Button.Upload	Upload
Label.ManageAssignAuditee	Manage Assign Auditee
Label.EntityType	Entity Type
Label.AuditTeamName	Audit Team Name
Label.ViewUserProfile	View User Profile

Label Name	Label Text in English
Button.CloseAudit	Close Audit
Button.Cancel	Cancel
Label.CoverLetterText	Cover LetterText
Label.UserLoginId	User Login Id
Label.Subject	Subject
Label.DeleteObjectionForm	Delete Objection Form
Label.ToDate	To Date
Label.Scheme	Scheme
Label.FromComponent	From Component
Label.ManageCoverLetter	Manage Cover Letter
Label.ViewRecordOnline	View Record Online
Button.ViewReport	View report
Label.AccountDetails	Account Details
Label.ReceivablePayableReport	Receivable Payable Report
Label.Delete	Delete
Label.UpdateAssignedAuditeeDetails	Update Assigned Auditee Details
Label.LastAuditScheduleHeading	Last Audit Schedule
Label.External	External
Label.Comments	Comments
Label.ManageUserProfile	Manage User Profile
Label.Duration	Duration
Label.AuditeeLevel	Auditee Level
Label.FileDownload	File Download
label.UploadFile	Upload File(If Any)
Label.PriYear	Year
Button.Save	Save
Label.ModifyLastAuditScheduleDetails	Modify Last Audit Schedule Details
Label.ModifyProcessFlow	Modify Process Flow
Label.FromYear	From Year
Label.ModifyReportTemplate	Modify Report Template
Label.ManageReportTemplate	Manage Report Template
Label.LastAuditingPeriod	Last Auditing Period

Label Name	Label Text in English
label.LocalBodyTypeName	Local Body Type Name
Label.Language	Language
Label.CreateProcessFlow	Create Process Flow
Label.ManageAssignPanchayathd	Manage Panchayat For Auditing
Label.CoverLetter	Cover Letter
Error.PasswordMismatch	New Password and Confirm Password are not same
Label.Amount	Amount
Error.ToDateshouldbegreaterthanfromDate	To Date should be greater than from Date
Label.DataModify	Data Modify
Label.Approved	Approved
Message.verified	The email verified
Label.FromScheme	From Scheme
Label.AuditeeLevelForInternal	Auditee Level For Internal
Error.LengthLessAuditorId	Length can not be less than 6
Label.EndDate	End Date
Label.Modify	Modify
Error.Opt	Enter the valid OTP
Label.AuditScheduleDetails	Audit Schedule Details
Label.ViewReportTemplate	View Report Template
Label.ModifyAuditTeam	Modify Audit Team
Label.AuditeeResponse	AUDITEE RESPONSE
Error.Required	This Field Is Required
Label.LocalBodyType	Local Body Type
Label.AssignPanchayathd	Assign Panchayat For Auditing
Message.UsersCreatedMsg	Users Created Successfully
Button.Close	Close
Label.TaskOutput	Task Output
Label.UpdateFrmHeading	Update Audit Team
Error.SelectMin2UserMax4User	Minimum two and maximum four Auditors are required in an Audit Team
Label.DiversionType	Diversion Type

Label Name	Label Text in English
Label.PRIYear	Year
Button.UnApprove	UnApprove
Label.InProgressAtAuditor	In Progress At Auditor
Label.ModifyAuditConfiguration	Modify Audit Configuration
Message.Save	Data Saved Successfully
Label.View	View
Label.LocalBodyName	Name of the Local Body
Error.ToAmountshouldbegreaterthanfromamount	To Amount should be greater than from amount
Label.MiddleName	Middle Name
Error.CharOnly	Only Characters are Allowed
Label.UserPendingForEmailVerify	User Pending For Email Verification
Label.UserPendingForApproval	User Pending For Approval
Label.AssignAuditee	AssignAuditee
Label.ModifyAssignedAuditeeDetails	Modify Assigned Auditee Details
Label.UploadFile	Upload File
Label.IsVerified	Can Take Action ?
Label.Level	Department Level
Label.state	States
Error.TaskNameAlreadyExists	Task Name Already Exists
Label.VerifyObservation	Verify Observation
Label.SendObservations	Send Observation
Label.Attachment	Attachment
Label.IsAttachment	Has Attachment ?
Label.UserToBeCreatedFor	User To Be Created For
Label.LineDepartment	Line Department
Label.Sub-OrdinateOffice	Sub-Ordinate Office
Label.UserToBeCreatedAt	User To Be Created At
Label.SpecificOffice	Specific Office(s)
Error.DuplicateChapterName	Chapter Name Cannot be Same
Label.ToAndCC	To And CC
Label.ISMandatory	IS Mandatory

Label Name	Label Text in English
Error.SameMultipleRows	Multiple rows cannot be added in a grid belonging to same Task For and Department level combination
Error.AtleastOneTo	Atleast one designation should be assigned for sending the task to To user
Error.MultipleDesignationsForTo	Multiple designations in To cannot be assigned to a task belonging to different Task For
Label.IsFileNoRequired	Is File No Required
Label.TaskMode	Task Mode
Label.Trail	Trail
Label.CloseDetails	Close Details
Label.CloseDate	Close Date
Label.IsHeadMember	Is Field Member
Error.NoIsHeadMember	Field Member is Required.
Label.UpdateAndSend	Update And Send
Label.SaveAndSend	Save And Send
Label.Annx	Annexure
Label.recordobservation	Record Observation
Label.auditeeoffice	Auditee Office
Label.periodbeingaudit	Period Being Audited
Label.reportingperiod	Reporting Period
Label.existingcaserecord	Existing Case Record
Label.newcaserecord	New Case Record
Label.manageObservation	Manage Observation
Label.manageRecordObservation	Manage Record Observation
Label.caseRecord	Case Record
Label.observationtype	Observation Type
Label.expenditure	Expenditure
Label.auditobservation	Audit Observation
Label.reportdetails	Report Details
Label.attachfiles	Attach Files
Label.attachedfiles	Attached Files
Label.inbox	Inbox

Label Name	Label Text in English
Label.ObservationType	Observation Type
Label.CaseRelatedTo	Case Related To
Label.Category/Subcategory	Category / Subcategory
Label.Cc	Cc
Label.UserName	User Name ( Designation )
Label.ToTaskName	To Task Name
Label.FromTaskName	From Task Name
Label.observationNumber	Observation Number
Label.caseRelatedto	Case Related To
Label.SendDate	Send Date
Label.Sent	Sent
Label.Drafts	Drafts
Label.ScheduleDate	Schedule Date
Label.TypeofAudit	Type of Audit
LanguagePackage.English	English
LanguagePackage.Hindi	Hindi
Label.Auditonline	Audit Online
Label.Languages	Languages
Label.Reports	Reports
Label.SupportingDocuments	Supporting Documents
Label.News	News
Label.FAQs	FAQs
Label.Contact	Contact
Label.Username	Username
Label.ViewNow	View Now
Label.ViewAll	View All
Label.AuditOnline	AuditOnline
Label.FacilitatingAuditInGovernment	Facilitating Audit In Government
Label.CITIZENSECTION	CITIZEN SECTION
Label.CONSolidATEDREPORT	CONSOLIDATED REPORT
label.SUPPORTINGDOCUMENTS	SUPPORTING DOCUMENTS
Label.IsExternalSystem	Is External System

Label Name	Label Text in English
Label.TemplateType	Template Type
Label.FromType	From Type
Label.IsFactSheetRequired	Is Fact Sheet Required
Label.IsFieldMember	Is Field Member
Label.PRILevel	PRI Level
Label.Forgetpassword	Forgot Password
Label.Notification	Notification
Label.Reply	Reply
Label.UnRead	UnRead
Label.RaisedBy	Raised By
Label.ManageUser	Manage User
label.remarks	remarks
label.manageuser	Manage User
Label.AssignedTask	Assigned Task
Label.DroppedObservationsReport	Dropped Observations Report
Label.SelectEntity	Select Entity
Label.OfficeName	Office Name
Label.AuditTeamMember	Audit Team Member
Label.PendingObservation	Pending Observation
Label.CategoryWiseObservation	CategoryWise Observation
Label.DepartmentWiseObservation	DepartmentWise Observation
Label.officeWiseObservation	OfficeWise Observation
Label.ReportTemplateFor	Template For
Label.ReceiveDate	Receive date
Label.NoOfObservation	No. Of Observation
Label.URL	URL
Label.NewPassword	New Password
Label.ConfirmPassword	Confirm Password
Label.MobileNumber	Mobile Number
Label.StateName	State Name
Label.MeetingType	Meeting Type
Label.AuditStage	Audit Stage

Label Name	Label Text in English
Label.GiveSuitableNametoAuditStage	Give Suitable Name To AuditStage
Label.Year	Year
Label.paraNo	Para No
Label.DroppedEntityBasedObservationsReport	Dropped Observations Report
Label.toTask	To Task
Label.fromTask	From Task
Label.PullTask	Pull Task
Label.FollowUpDate	Follow Up Date
Label.DroppedDate	Dropped Date
Label.IsSingleorMergingTask	Whether the Task is Single or Merging Task ?
Label.WhetherFactSheetisRequired	Whether Fact Sheet is Required ?
Label.WhetherFileNoisRequired	Whether File No. is Required ?
Label.TheTaskIsAFirst	whether the task is a First Task ?
Label.IsAFieldMember	Whether the task is a Field Member ?
Label.canDigitallySign	Can Digitally Sign ?
Label.canGenerateReport	Can Generate Report ?
Label.canCategorize	Can Categorize the Observations ?
Label.IsFileNo	Is File No. Required ?
Label.Freeze	Freeze
Label.UnFreeze	UnFreeze
Label.FreezeAssignAuditee	Freeze/UnFreeze Assign Auditee
Label.IsExternalSystem	External System Required
Label.AuditorLevelForInternal	Auditor Level For Internal
Label.priOrLineDept	Pri Or Line Department
errorMessage.addAttachment.allowedFileMimeType	Invalid File Type
Label.viewExternalSystem	View External System
Label.ModifyAssignAuditScheduleDetails	Modify Assign Auditee
Label.CurrentAuditPeriod	Current Audit Period
Label.TeamDetails	Audit Team Detail
Label.MemberName	Team Members Name
Label.TeamName	Team Name

Label Name	Label Text in English
Label.AuditorDetails	Auditor Detail
Label.TeamDetails	Audit Team Details
Label.CurrentAuditDetail	Current Audit Period
Label.ParentTaskforauditor	Parent Task For Auditor
Label.AlphabetsWithSpecialChar	Only alphabets and special characters (-/) allowed
Label.AuditeeDepartMentName	Auditee Department Name
Label.AuditeeLevelName	Auditee Level Name
Label.AuditorDepartMentName	Auditor Department Name
Label.AuditorLevelName	Auditor Level Name
Label.ReorderProcessFlowMapping	Reorder Process Flow Mapping
Label.FromTask	From Task
Label.ToTasks	To Task
Label.AuditorAssignTeamCount	Count of assigned teams
Label.AuditorAssignTeamName	Assigned Team Name
Label.LastAuditDetail	Last Audit Period
Label.ScheduleAuditDetail	Audit Scheduled Dates
	Cat/Sub-Cat Name
Label.DeptName	Department Name
Label.Keyword	Keyword
Label.levelToBeAudited	Level To Be Audited
Label.natureOfAudit	Nature Of Audit
Label.auditee	Auditee Name
Label.obType	Observations Type
Label.severity	Severity
Label.AddCategorySubCategoryMapping	Add Category SubCategory Mapping
Label.ArrangeCategorySubCategoryMapping	Arrange Category SubCategory Mapping
Label.ManageCategorySubCategoryMapping	Manage Category SubCategory Mapping
Label.DeleteCategorySubCategoryMapping	Delete Category SubCategory Mapping
Label.ViewCategorySubCategoryMapping	View Category SubCategory Mapping
Label.ModifyCategorySubCategoryMapping	Modify Category SubCategory Mapping
Label.Severity	Severity

Label Name	Label Text in English
Label.NatureOfAudit	Nature Of Audit
Label.Follow-upTask	Follow-up Task
Label.MainTask	Main Task
Label.AuditStages	Audit Stages
Label.IsCoverLetterRequired	Is cover Letter Required ?
Label.Reorder	Reorder
Label.Features	Features
Label.Themes	Themes
Label.AuditorDesig	Designation
Label.observationSummaryReports	Observation Summary Report
Label.ReorderReportTemplate	Reorder Report Template
Label.FreezeReportTemplate	Freeze Report Template
Label.SortOrder	Sort Order
Button.UnFreeze	UnFreeze
Button.ExportTpPdf	Export To Pdf
Label.manageBackLogOb	Manage Backlog observations
Label.modifyBackLogOb	Modify Backlog observations
Message.frizzed	Data Freezed Sucessfully
Label.assignBackLogForm	Assign Backlog Auditee
Label.ManageAssignBackLog	Manage Assign Backlog Auditee
Label.ViewAssignedAuditeeDetails	View Assign Backlog Auditee
Label.ModifyAssignBackLogDetails	Modify Assign Backlog Auditee
Label.DeleteAssignedBackLogDetails	Delete Assign Backlog Auditee
Label.BacklogAuditPeriod	Backlog Audit Period
Label.BacklogScheduleDate	Backlog Schedule Date
Label.CurrentAuditingPeriod	Current Audit Period
Label.AddBackLogObservation	Add BackLog Observation
Button.Reorder	Reorder
Button.Freeze	Freeze
Label.ViewLastAuditHistory	View Last Audit History
Label.Schemes	Schemes
Label.Previous	Previous

Label Name	Label Text in English
Label.Next	Next
Label.FacilitatingAuditInGovernment	Facilitating Audit In Government
Label.ProcessFlow	Process Flow
Label.FormationOfAuditTeamandAssigningTeamToanAudit	Formation of Audit Team and assigning team to an audit
Label.ProvisionOfEntryConferenceWithAuditee	Provision of Entry Conference with auditee
Label.RecordingofAuditObservationalongwithuploadofsupportingdocument(s)	Recording of Audit Observation along with upload of supporting document(s)
Label.ExitConferenceMeetingwithauditee	Exit Conference Meeting with auditee
Label.ApprovalOfAuditParasAtDifferentLevels	Approval of Audit Paras at different levels
Label.GenerationOfAuditReportAndOnlineIntimationToAuditee	Generation of Audit Report and online intimation to Auditee
Label.OnlineResponseSubmissionByAuditee	Online Response submission by Auditee
Label.FollowUpOfAuditObservation	Follow up of Audit observation
Label.FileType	File Type
Label.DateOfBirth	Date of Birth
Label.Gender	Gender
Label.Caste	Caste
Label.Qualification	Qualification
Label.S.No	S.No.
Label.FileName	File Name
Label.FileRemarks	File Remarks
Label.DownloadFile	Download File
Label.Remove	Remove
Message.Deactive	Data Deactivated Successfully
Message.Active	Data Activated Successfully
Button.Deactivate	Deactivate
Button.Activate	Activate
Label.ObservationCount	Total no. of Observations entered
Label.BackLogObservationReport	Back Log Observation Report
Button.GenerateReport	Generate Report
Label.Title	Title

Label Name	Label Text in English
Label.LocatedAtLevel	Level
Label.SelectZP	Select District Panchayat
Label.SelectBP	Select Intermediate Panchayat
Label.SelectGP	Select Village Panchayat
Label.SelectOffice	Select Office
Label.SelectDepartment	Select Department
Label.CentralStateUnit	Type of Unit
Label.AuditeeType	Type of Auditee
Label.LocalGovtBody	Local Government Body
Label.SelectState	Select State
Label.ContactUs	Contact Us
label.dashboard	Dashboard
Label.Component	Scheme
Label.Filetitle	File Title
Label.Filename	File Name
Label.Update	Update
Error.fileextension	Supported File formats are jpeg, png, pdf, ppt, docx, doc, zip, pptx.
Label.download	Downloads
Label.UserPendingForProfileSubmission	User pending for profile submission
Label.components	Schemes in Audit