

<https://mains.maharashtra.gov.in>

MAINS USER MANNUAL

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DIRECTORATE OF LOCAL FUND ACCOUNTS AUDIT,MS

(System Developed and Supported by :NATIONAL INFORMATICS CENTRE,PUNE)

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Maharashtra Audit Information Network System (MAINS) is a web portal developed for Local Fund Accounts Audit .Its URL is <https://mains.maharashtra.gov.in>

The portal has been made live from Oct 2013 and put to regular use from January 2014 .The 'MAINS' facilitates Pre Audit ,During Audit and Post Audit functions. However in the in the first phase the Pre Audit Functions like Preparation of Audit Plan ,Audit Notice, formation of Audit Team and During Audit functions like Uploading of Draft Audit Para,approval of Audit paras and Preparation final Audit report modules have been made functional.

How to access this portal –

Open browser Internet Explorer (ver. 7.0 onwards) or Mozilla Firefox. Write url link <https://mains.maharashtra.gov.in> and press enter

On opening the portal you get



Login user id is created for each employee with following credentials.

User id – Your sevarth id

Password – Your sevarth id

(Sometimes before homepage you get a security alert message you have to click on “Continue” or proceed with risk to accessth home page.)

MAINS – This Tab is for **Live System** for Actual audit related work

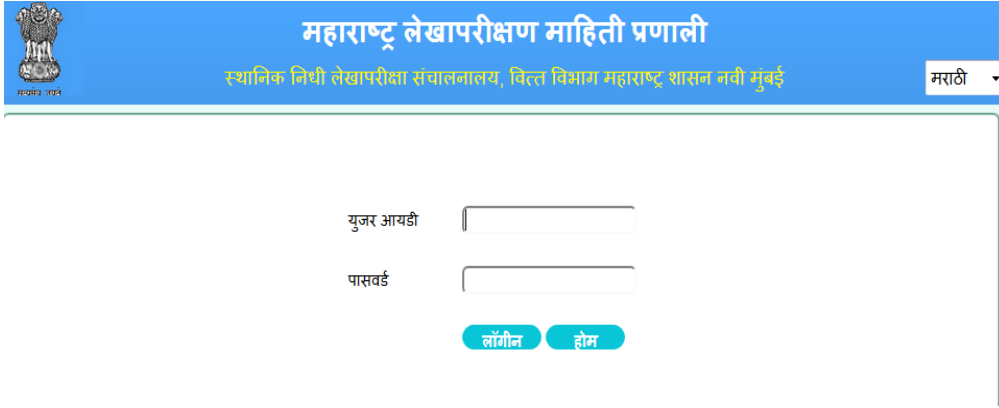
DEMO – This is for your **practice or training purpose** before starting actual work on MAINS system.It has Same features as on MAINS

How to login to MAINS or DEMO –

Click **MAINS** for your regular (actual) audit work.

Click **DEMO** for training or practice purpose.

Then you will get login screen -







The screenshot shows the login page of the Maharashtra Mains portal. At the top, there is a blue header with the state emblem and the text 'महाराष्ट्र लेखापरीक्षण माहिती प्रणाली' (Maharashtra Mains Information System). Below the header, there is a login form with two input fields: 'युजर आयडी' (User ID) and 'पासवर्ड' (Password). There are two buttons: 'लॉगिन' (Login) and 'होम' (Home). A dropdown menu is visible on the right side of the header, currently showing 'मराठी' (Marathi).

Login using your user credentials. Click on **लॉगिन** button. On successful login you will get menu page. Menu options depend on your role.



The screenshot shows the menu page after a successful login. The header is blue and contains the state emblem, the text 'महाराष्ट्र लेखापरीक्षण माहिती प्रणाली', and the user's name 'रमेश यशवंत लिधडे, सहाय्यक संचालक' (Ramesh Yashwant Lidhe, Assistant Controller). Below the header, there is a navigation menu with options: 'नियोजन' (Recruitment), 'लेखापरीक्षण' (Audit), 'रिपोर्ट' (Report), 'मास्टर' (Master), and 'डिरेक्टरी' (Directory). The main content area displays a map of Maharashtra divided into divisions: Amaravati Division (red), Aurangabad Division (blue), Konkan Division (grey), Nagpur Division (orange), Nashik Division (yellow), and Pune Division (green). A legend on the right side of the map identifies these divisions. At the top right of the page, there is a 'DOWNLOAD SECTION' button and a notification for 'Download New Version of Document Verification Utility'.

Buttons on the top right corner of your screen-

Button	Action	Remark
	Logout	To Log out from the system
	Download templates	This will download word template files for Half Margin Memo and Draft Audit Para. Word Template.zip
	Download verification utility (DVU)	DVU VERSION_1.zip
	Download Marathi input tool	InputToolsSetup.zip

(Note : Download activities are to be carried out only once or as and when updated /revised versions are updated on the system)

Installation for word template –


Unzip **Word Template.zip** and extract to a folder.

How to create Half Margin Memo (HMM) or Draft Audit Para (DAP) –


Go to the folder where you have unzipped word template file. Double click on the template corresponding to HMM or DAP. This will open new document, save it giving proper name. Enter the details as per template.

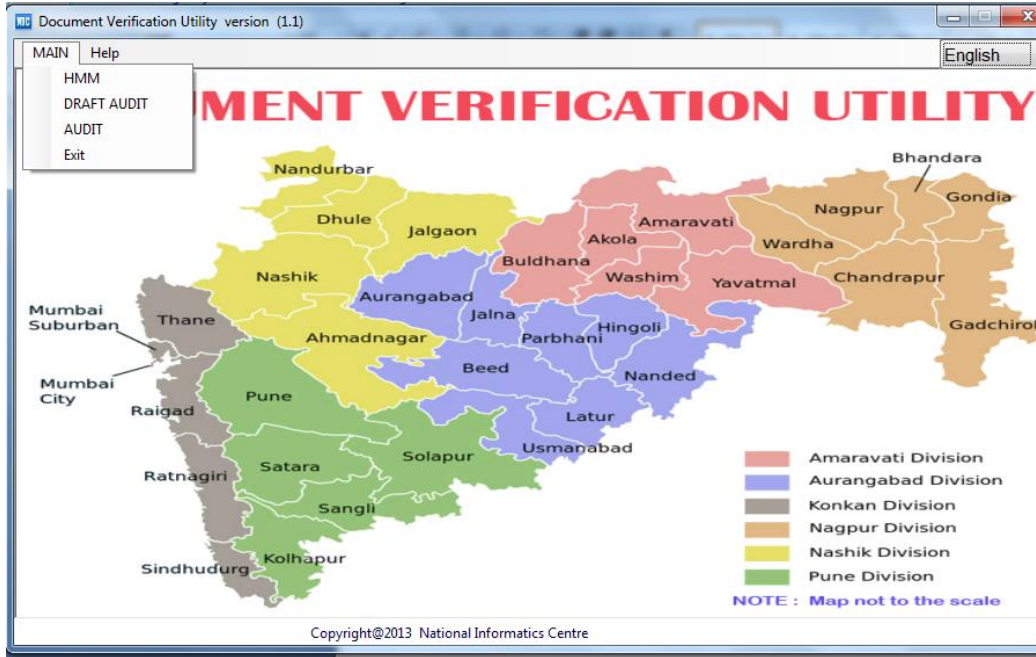
Warning – Do not change template styles and margins. Change in style or margin will result in error while processing document using DVU. **PI ensure that the information style sheet is properly applied to each box of template.**

Installation of Document Verification Utility (DVU) :

Unzip DVU VERSION_1.1 zip and extract to a folder. Open the folder and double click on setup and follow the instructions for completion of DVU1.1. This will create shortcut on the desktop .

How to use Document Verification Utility (DVU) –

Double click shortcut  on the desktop. Application will open and you will get following screen



Save and close word files before you proceed to verify utility.

Now select menu MAIN and the your document type (HMM or Draft Audit). Then select the HMM or DAP document you have created and proceed.

Application will verify correctness of the word document created using templates and open error file. This file will list all Para numbers in the document and error in that Para.

If file shows any errors then correct the document and reprocess till document is error free.

How to install Marathi Input tool Input Tools Setup –

Unzip InputToolsSetup.zip and extract to a folder. Open the folder and double click on setup and follow the instructions for completion of installation of Marathi Input tool.

How to use Marathi Input tool -

Marathi input tool helps you to write Marathi document in Unicode. This gives you phonetic help for Marathi. If you write 'Shubha' it will give similar Marathi words from which you can select' शुभा.'

How to switch Marathi and English font in the document –

Open the document. Depending on your requirement you may switch between English and Marathi

OS	Position of Language bar (shortcut)	How to switch
Windows 2007	'EN' Bottom right short cut bar	Click EN. Menu will appear with EN as selected. Now click MA for Marathi
Windows XP		

Master Data

Each LFA office shall verify following master data –

1. LFA office (addresses and phone number. Give short office name not more than 30 characters, Head designation and office level)

Sr. No.	Office level	Office level Description
1	1	Directorate LFA
2	2	Joint Director's office
3	3	AD / DD office

Example :

Short name - AD LFA Ahmadnagar

Name - Assistant Director ,Local Fund Accounts Audit, Ahmadnagar

Office level - 3

2. LFA staff details

- a. **Check all employees** shown as currently posted in your office is correct. If any of the employees is transferred from your LFA office to other LFA office then change LFA office code accordingly. If employee is transferred outside LFA department or retired or deceased then mark the employee as deleted
- b. **Check the correctness** of name, designation, date of birth and date of joining the current LFA office.

3. Audittee office

- a. Confirm all audittee offices audited by you are entered.
- b. Check (Office type, address and phone number. Give short office name not more than 30 characters)

Example

Short name - Ahmadnagar (M Corp.)

Name - Ahmadnagar Municipal Corporation

- c. List all audittee offices link to your LFA office. Some additional GP offices may be in the list. Delete these extra offices. Also check Panchayat samittee (PS) offices and ZP offices shown with your LFA office.

How to correct master data

For – LFA office, employees and Auditee offices.

For master update two roles are identified.

1. Admin Master
2. DH master (dealing hand)

Initially Office head is given admin master authority, Audit officers and Asst. Audit officers (B01 and B05 designations) are assigned DH master authority. These roles can be changed. Option to change roles will be provided in version 2.0.

When user with admin master or DH master authority logs in then Master menu will be available.

Admin master or DH master will have authority to update master related to their office only. Admin master of AD office Pune can update staff record whose current posting is AD office Pune or auditee offices which are audited by AD office Pune.

Admin master or DH master of 'Directorate LFA' office can update **all** master records.

Master records updated by DH master need approval by Admin master.

Audit trail is maintained for all master changes.

Report on the audit trail will be available in Version 2.0

Preparation to start new audit

Checklist to start the new audit

1. Note down following
 - a. Auditee office code and office type
 - b. Branch code list for that office type MC, ZP, PS, NP using option Directory -> Section.
2. Download recent templates , Marathi input tool , document verification utility (DVU) and copy to pen drive and carry to auditee office. If you have a laptop then install these on your laptop.

At auditee site(if you are using client's computer then –

1. Copy templates
2. Install DVU, Marathi input tool

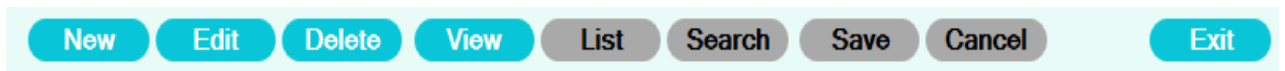
How to prepare and verify HMM or DAP documents –

Refer ' How to create Half Margin Memo (HMM) or Draft Audit Para (DAP)'

1. Using recent template prepare document - half margin and draft audit para. While entering the DAP, where branch code is not specific use branch code as "00". Use branch code as "00" for office type GP.
Note : do not change template margins, do not remove space line between the tables.
2. Verify draft para and half margin document using Document Verification Utility. You may prepare multiple documents, run DVU separately. The error free documents are stored as zip files in the MAIN folder on your desktop. The file name starts with -

Buttons available with entry forms

Common buttons are available for Schedule, HMM and DAP entry



Buttons with blue color are enabled and with gray color are disabled.

Button	Description	Remark
New	Create new record	First time entry will be created with new button
Edit	Edit existing record	Already entered record will be modified using edit button
Delete	Delete record	Existing record will be deleted. Delete in the application is soft delete. Data will be kept with delete flag on.
View	View record	Record will be viewed.
List	List records	Report will be available in pdf format
Exit	Exit the form	This will take you back to menu bar.

How to enter Annual schedule

Browse portal and login.

Option 'Schedule' is available for all audit related employees (designations like Jount Director, Deputy Director, Assistant Director, Audit Officer, Asst. Audit Officer, Senior Auditor and Junior Auditor).

Schedule -> Annual plan

For first time entry click New. For update click Edit.

Select office type you want to audit.

Select district.

For office type other than Gram Pnchayat –

All offices audited by user office and selected type will be listed.

Select one office.

Enter audit year from and to.

Select audit month from and to.

For Gram Panchayats

Select Taluka

Select proposed audit month

List of all GPs will be shown – Name of GP, audit year from, audit year up to and checkbox to select office.

You can check the box and change audit year up to if required.

Then save the record.

All records for which you have selected checkbox will be saved.

How to enter detail schedule

Information required – Exact audit dates, approved man days and team details (reviewer and finalizer also)

Select menu

Schedule -> Detail plan

Select office type for which you are detailing the schedule.

On clicking 'New'

Select office type.

All offices will be listed with selected office type and annual plan entered.

Select office for detail plan.

Enter fields

1. Mondays approved
2. Audit planned period
3. Team size (max), If you give size as 5 then maximum 5 members will be allowed in the team. i.e. Team leader and 4 members.
4. Team leader
5. Reviewer

6. Finalize
7. Team members

Save data.

Once entered data will be available for Edit.

How to print Audited Notice and Office order for team –

Browse portal and login.

Select option -

Schedule -> Notice / Order

Select Office type.

All offices of selected type whose detail plan is entered will be listed.

Select notice or order. pdf Report will be entered in the new window. Save and print it.

How to upload error free HMM or DAP files –

Login and select option

Audit -> Draft Audit -> Entry

Click '**New**' for uploading first document of the office.

Select office type.

Select District.

Select office for which document is prepared (Dropdown list contains all offices for whose detail plan is entered and audit report is not published).

Click '**Edit**' for uploading document second time onwards.

Delete option is disabled in this form.

Using '**View**' you can check offices in which audit is in process (Some draft paras are entered)

(At present utility to upload Half Margin Memo is not available. HMMs are to be issued manually.)

How to approve DAP –

Draft Audit paras entered by team members **are approved by team leader, reviewer and finalizer**

Workflow for DAP approval is –

1. Draft Audit Para is prepared by audit team member (Auditor) and uploaded on the system (Audit -> Draft Audit -> entry)
2. He sends it to Team leader (automatic, no process involved)
3. Team leader checks draft and
 - a. suggests correction if any (not recorded, leader will give suggestions directly)
 - b. Sends it to reviewer for verification with his remarks -
Audit -> Draft Audit -> Approve -> forward
4. Reviewer reviews the draft Audit -> Draft Audit -> Review
 - a. If not satisfactory then sends it back to the auditor after adding his remark / suggestion / correction if any
 - b. If OK the sends it to the finalizer with his remark for approval
5. Finalizer checks the draft Para
 - a. If not satisfactory then sends it back to the auditor after adding his remark / suggestion / correction if any
 - b. If OK then approves it.

How to generate and print Draft Report for memo reading –

Team leader / finalizer shall print Draft Audit Report

Audit -> Draft Audit -> Print

This option you may repeat again.

Print final Draft report with option

Audit -> Draft Audit -> Publish

Report will be in pdf format. All approved paras will be printed in para number order. Not approved para are listed in a table on the last page of the report.

How to accept Memo reading decisions –

During memo reading auditee and LFA officer both may agree to close (drop) some DAP or change Para draft.

Information about these memo reading decisions is entered through

Audit -> Draft Audit -> Memo reading

All offices whose Draft Report is published are shown. Select office for which you want to enter memo reading decisions.

All Para in the report will be listed (Para number, Para heading). With each Para record two radio buttons are shown for closing Para and modifying Para. Select button depending on the action you want to perform.

How to rearrange Para for final audit report –

A facility is provided for arranging draft paras in the order of importance.

A team leader will select option Audit ->Draft Audit ->Finalize to rearrange paras. All paras are grouped on the field 'Under rule'. So four tabs are shown - 9A,9B, 9C, 9D. 9A tab will show paras with under rule =9A. Paras are grouped on the branch. Up and Down buttons are provided for ordering paras.

Team leader will rearrange all 4 tabs and save the order.

Finalize can view this order. He can change the order if he is not satisfied. Then he will save the order. Now these **draft paras are ready for audit report**

How to upload attachments for final audit report -

Team leader has authority to attach enclosures to audit report. Following enclosures are uploaded

1. Letter front page
2. Part I – Outstanding paras
3. Letter last part
4. Annexure
5. Use option

Audit -> Audit -> Attach documents

How to generate and print Final Audit Report –

Team leader / finalizer shall print Audit Report after uploading attachments.

Audit -> Audit -> Print

This option you may repeat again.

Print final Report with option

Audit -> Audit -> Publish

Report will be in pdf format. All approved paras will be printed in para number order. Not approved Para are listed in a table on the last page of the report.