




FINANCE DEPARTMENT GOVERNMENT OF ODISHA


TRAINING MANUAL

Odisha Central Audit Management Portal

<https://ocamp.gov.in>



Finance Department
Government of Odisha



CAMP
Odisha Central Audit
Management Portal

Monday November 13 2017 11:46:29 AM

About OCAMP



Odisha Central Audit Management Portal
OCAMP is the official website of Government of Odisha which facilitates audit management of CAG audit for all Administrative Departments in monitoring and submission of compliance, timely action as well as settlement of Audit observations.

Member Panel Login

To log into the ocamp panel, type your password and log.

Username

Password

LOG IN

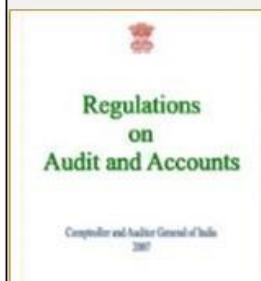
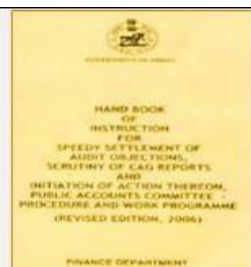
For any issues kindly e-mail us at ocamp.fin@gmail.com

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1. Introduction

- The Constitution of India has entrusted the Comptroller and Auditor General of India (CAG) to audit all receipts and expenditure of the union and all state governments, including those bodies and authorities substantially financed by the government. In Odisha, Accountants General, Odisha (AG Odisha) performs the statutory audit functions on behalf of the CAG. AG Odisha audits 40 Administrative Departments, 182
- Directorates, 6779 Drawing and Disbursing Offices (DDO), and numerous offices, bodies, and organizations across Odisha. Within Government of Odisha, Finance Department acts as the coordinating department for statutory audit.
- After the completion of audits, AG Odisha issues various types of audit reports to the audited offices. These reports contain various audit observations in paragraphs. Audited offices are obliged to prepare replies to those audit paragraphs with appropriate data, justifications, and evidence within a specific period. Audited offices are expected to prepare and furnish their replies in accordance to the instructions provided in relevant guidelines.
- **List of guidelines for audits by the CAG and AG Odisha**

Finance Department, Government of Odisha (2006). Hand book of instruction for speedy settlement of audit objections, scrutiny of CAG reports and initiation of action thereon, Public Accounts Committee - procedure and work programme. 144 pages.
Online:<http://orissa.gov.in/finance/Handbook%20of%20Instruction%20-%20WEB.pdf>



Comptroller and Auditor General of India (2007). Regulations on audit and accounts. 68 pages.

Online:http://saiindia.gov.in/english/home/about_us/mandate/Regulations/Regulations.html

2. Audit Reports and Paragraphs

AG Odisha has three offices – a. Accounts and Entitlements (A&E), b. Economic and Revenue Sector Audit (E&RSA) and c. General and Social Sector Audit (G&SSA). These offices issue Inspection reports(IR) to different organs of the Government of Odisha.

2.1 Inspection Report(IR)

During the audit, officers in audited offices furnish data and records to resolve various audit issues pointed by the auditors. The auditor then issues an Inspection Report (IR) to the audited office pointing out the unresolved issues emerged during the audit. The audited offices shall furnish a reply to the IR within 30 days.

3. Odisha Central Audit Management Portal (OCAMP)

To overcome the challenges faced by Government of Odisha to manage audit tracking, Finance Department, Government of Odisha is implementing a web application - Odisha Central Audit Management Portal (called 'OCAMP'). Using OCAMP, AG Odisha will submit audit report and paragraphs online to communicate to the respondent offices across Odisha. Respondent office, along with its superordinate directorate and department, shall collaborate online to prepare and submit replies. Then, the concerned sections in AG Odisha shall review those replies to decide upon the resolution. Sections below explain how you can undertake these processes.







3. 1 OCAMP Users and Roles

User	Role
Auditor/Officials of AG	<ul style="list-style-type: none"> • Preparation of Draft IR • Modification of IR
Senior Audit Officer, AG	<ul style="list-style-type: none"> • Vetting & Approve IR • Review of reply submitted by Government
AG Admin (AGO)	<ul style="list-style-type: none"> • Creates/manages new/existing AG users (DEO and SAO) • Creates/manages new/existing AG offices • Modify the assigned reviewer (SAO) of particular IR documents
DDO/IR Replying Officer	<ul style="list-style-type: none"> • Reply IR para • Modify reply in case of returned by higher officer/ rejected by AG
Controlling Officer/Directorate	<ul style="list-style-type: none"> • Vetting & approval of draft reply
Government Departments	<ul style="list-style-type: none"> • Monitor the audit related activities of a particular Department
OCAMP Cell	<ul style="list-style-type: none"> • Monitoring all Audit related activities

3.2 Using this manual

This manual is organized according to flow of the audit and its resolution process, involving multiple users. This flow helps various users understand the importance of their roles in the entire audit resolution process.


ICONS USED IN THIS DOCUMENT

	SMS Alert		E-mail Alert
	Auditor/ Officials of AG		Senior Audit Officer, AG
	IR Replying Officer/ DDO		Controlling Office/ Directorate
	Government Department		OCAMP Cell


4. Getting Started

Open an Internet browser (Preferably Google Chrome / Mozilla Firefox) window and navigate to the URL of <https://ocamp.gov.in/>. Users can login to the system by using user ID & password provided to each user.

Home page of OCAMP




Finance Department
 Government of Odisha




CAMP
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About OCAMP
 

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Member Panel Login
 To log into the ocamp panel, type your password and log.





LOG IN

For any issues kindly e-mail us at ocamp.fin@gmail.com

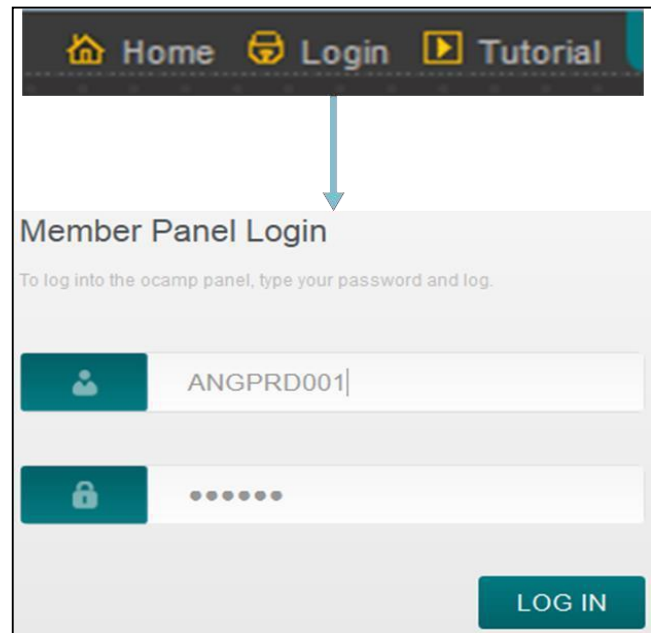
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Username Structure

User name	Structure and description
Department (Secretary)	PRD001 Commissioner cum Secretary
Directorate (CO code)	Examples: PRD002 Director PR PRD003 Director - Special Projects PRD004 Secretary, State Election Commission
Units and offices (DDO Code)	First 3 letters: Abbreviation of district name Second 3 letters: Abbreviation of department name Last 3 digits: DDO number Example: ANGPRD001 – District Panchayat Officer, Angul

5. OCAMP: Login

- Recommend using Mozilla Browser
- In browser, type: <https://ocamp.gov.in>
- Click on Login
- Enter User ID
- Enter password
- Click submit



Home Login Tutorial

Member Panel Login

To log into the ocamp panel, type your password and log.

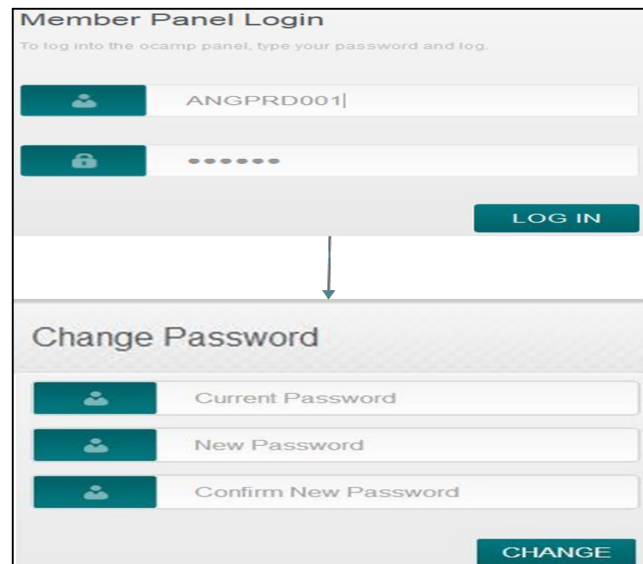
User ID: ANGPRD001|

Password:

LOG IN

5.1 Change Password

- Use default password for log in
- Prompts for change password
- Give a new password
- Confirm the new password
- Click on change to change your password.
- Use new password for log in



Member Panel Login

To log into the ocamp panel, type your password and log.

User ID: ANGPRD001|

Password:

LOG IN

Change Password

Current Password

New Password

Confirm New Password

CHANGE

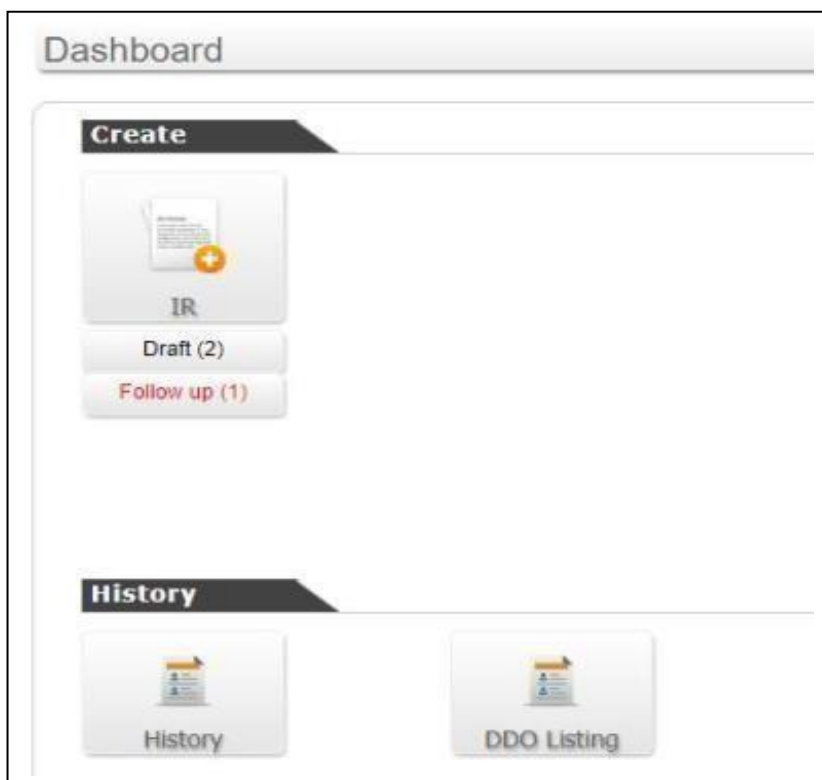
6. Auditor/ Officials of AG



6.1 Drafting of IR

Auditors or data entry operators shall use their log in to enter OCAMP. Based on the role, the user can create a draft Inspection report. After the submission, Senior Audit Officer with approver role shall review the data entered in IR form. If the approver found the data correct, s/he can approve it to immediately communicate the IR to the intended offices.

Figure 1: Home Screen of Auditor/Officials of AG



The first tab (IR) indexes the IR. It captures the key data provided in the title page of the report. It allows selecting the officers who shall review, approve, and review reply for the current IR. You have to also enter individual paragraphs after clicking on next. You can review or modify entire data entered by you before sending for review.

The screenshot shows the 'IR Details' form with the following fields and annotations:

- 1**: Reviewer * (Dropdown menu showing 'Senior Audit Officer, Senior Audit Officer')
- 2**: IR No.* (Text input field)
- 3**: Report Year (Dropdown menu showing '2013 - 2014')
- 4**: Communication Date * (Date picker showing 'DD-MM-YYYY')
- 5**: Period of accounts audited * (Two date pickers for 'From date' and 'To date', both showing 'DD-MM-YYYY')
- 6**: Audit Type (Dropdown menu showing '--Select--')
- 7**: Time Taken * (Three date pickers for 'Working Days', 'From date', and 'To date', all showing 'DD-MM-YYYY')
- 8**: Name of the Office Audited* (Section containing:
 - Department* (Dropdown menu showing 'Agriculture')
 - District* (Dropdown menu showing 'ANGUL')
 - Scheme (Dropdown menu showing '--Select--')
 - DDO* (Dropdown menu showing 'District Agriculture Officer Athamallik (ANGAGR001)')
 - Officer Name (Text input field)
 - Mobile (Text input field)
 - Start Date (Text input field)
 - End Date (Text input field)

- 1. Reviewer:** Senior Audit officer in AG office, related to that particular section is the reviewer for the Inspection Report. He is also authorized to review reply of that paragraph. Select reviewer from the dropdown menu.
- 2. IR number:** Each IR issued in every financial year bears a unique number. This number is written on top of the IR title page. Enter the number in this field.
- 3. Report year:** Along with the IR number, the title page also provides the report year. Like other audit reports, IR uses financial year. Select the year using drop down menu.
- 4. Communication date:** Use the date picker to select the date when the IR shall be communicated to the receiving offices.
- 5. Period of Accounts Audited:** Use the date picker to select the date range for which accounts audited.
- 6. Select audit type:** Audit type may be selected from the dropdown list available.
- 7. Time taken for audit:** In the next field, you will be asked to select the starting date when the audit party started auditing the office and the end date of audit conclusion.
- 8. Name of the office Audited:** An IR can be issued to various offices of the Government of Odisha. It may be issued to Multiple Departments. Under this

heading following fields need to be selected. Please click on 'Add another office' for sending it to multiple DDOs.

- Department
- District
- DDO
- Scheme
- Officer name
- Mobile
- Start Date
- End Date

Details of IR ①

Name of Accounts Audited*

[+ Add Scope of Audit](#)

No. of Major Para*

No. of Minor Para*

Upload of IR*

Choose File N...n

Max file size: 5 Mb
Supported Formats: doc, docx, rtf, jpg, xsl, xlsx

Number of Pages*

Annexure* ☐ Yes ☒ No

Next

1. **Details of IR:** These details of IR need to be provided in this section. The following fields need to be entered in this section. After entering all the data click on 'Next' to enter paragraphs.

- Name of Accounts Audited
- Add Scope of Audit
- No. of Major Para
- No. of Minor Para
- Upload of IR
- Number of Pages
- Annexure

Click on **NEXT** after filling all the details.

IR Details

Para

IR Title: Test

Modify IR Report

IR No : 121 / 2013 - 2014

Report Year : 2013 - 2014

Comm.date : 7th Mar, 2014

No of Major Para : 0/1

No of Minor Para : 0/1

Amount : ₹0.00

Audit Type : Performance

Scheme : Not Mentioned.

Auditor : Senior Audit officer

Entered by : Amu

IR Modified : 1 times

Last modified on 8th Mar, 2014

DDO Officer : 1. ANGAGR001

Period of Accounts Audited : 06 Mar, 2014 - 06 Mar, 2014

Time Taken : 2 Days (06 Mar, 2014 - 06 Mar, 2014)

IR Document : 

Click on the **Modify IR Report** to Edit/Modify IR Details.

Add Para Details ①

Para Number*

Para Title*

Para Type*
Major

Replied By *
District Agriculture Officer Athamallik [ANGAGR001]




Amount*


Observation*
--Select--

Para mode*
☐ Image ☒ Text

Para Text*

B **I** **U** **ABC** **x₂** **x²**



* Supports Normal Paragraph without Formatting

Save Para

- 1. Add Para Details:** In this section para details need to be entered. The following fields are available in this section. After entering the para details you can click on 'Save Para' and add another para details.

- Para Number
- Para Title
- Para Type
- Replied By
- Amount
- Observation
- Para Mode
- Para Text (type in text box or right click & paste in the text

box) Click on **SAVE PARA.**

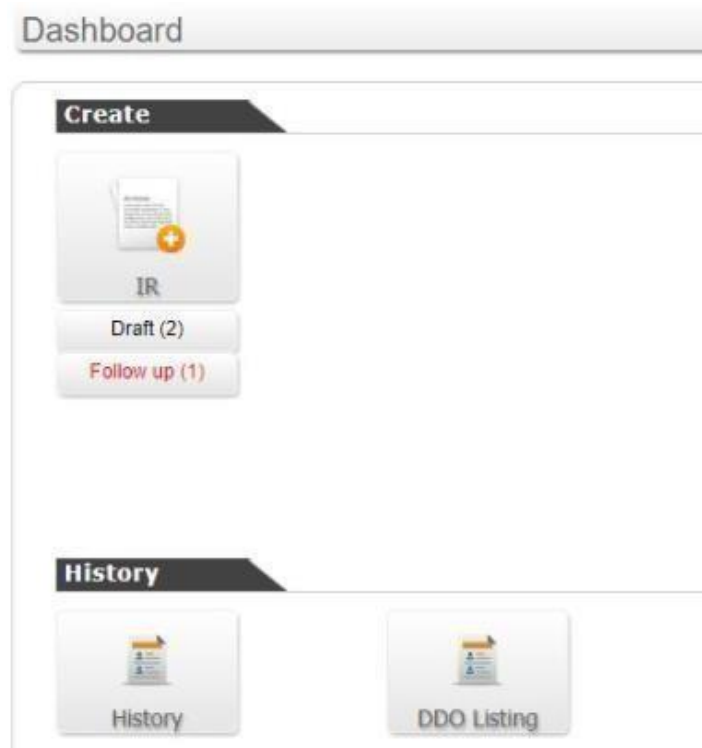
6.2 Revise draft IR/ Follow-up



Auditors/data entry operators will get an e-mail alert in their registered e-mail ID, as and when the senior audit officer returns an Inspection Reports with some comments for revision.

Auditors/data entry operators will get an e-mail alert in their registered e-mail ID, as and when the senior audit officer returns an Inspection Reports with some comments for revision. They may use their log in to enter OCAMP to modify the draft IR sent back to him by Senior Audit Officer with some remarks. Based on the role, the user can create a draft Inspection report. After the submission, Senior Audit Officer with approver role shall review the data entered in IR form. If the approver found the data correct, s/he can approve it to immediately communicate the IR to the intended offices. The list of draft IRs pending to modify can be viewed by clicking on 'Follow up' as shown in figure below.

List of draft IRs needs to be revised



7. Senior Audit Officer

In OCAMP software, Senior Audit Officer is having the authority of approving the draft IR need to be sent to DDO and reviewing reply from the Government on the same.



Senior Audit Officer will get an e-mail alert in his/her registered e-mail ID to Review the draft IR.

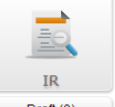
7.1 Review of Draft IR

After the submission creation of draft IR by Auditor/Data Entry Operator, Senior Audit Officer with approver role will get an e-mail alert in their registered e-mail ID to review the draft IR. After logging into the system, you can view IR pending for review by clicking appropriate icon as shown in the figure below. If the approver found the data correct, s/he can approve it to immediately communicate the IR to the intended offices or send it back to Auditor/Data Entry Operator with comments to revise the draft.

Dashboard

Review

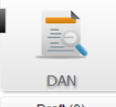
1



IR

Draft (0)

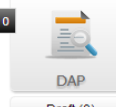
0



DAN

Draft (0)


0



DAP

Draft (0)

0




CAG

Draft (0)


Reply Review

0



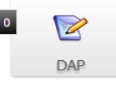
IR

0



DAN


0



DAP


Closed

0



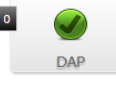
IR

0



DAN

0



DAP

Overall Summary

Audit Report for Financial Year
2013 - 2014

Type	Standing	Settled
IR	0	0
DAN	0	0
DAP	0	0
Total	0	0

IR Details

Para

IR Title: Test

1

Modify IR Report

IR No : 121 / 2013 - 2014

DDO Officer : 1. ANGAGR001

Report Year : 2013 - 2014

Period of Accounts Audited : 05 Mar, 2014 - 05 Mar, 2014

Comm.date : 7th Mar, 2014

Time Taken : 2 Days (05 Mar, 2014 - 05 Mar, 2014)

No of Major Para : 1/1

IR Document :

No of Minor Para : 1/1

Amount : ₹0.00

Audit Type : Performance

Scheme : Not Mentioned.

Auditor : Senior Audit officer

Entered by : Amu

IR Modified : 2 times

Last modified on 10th Mar, 2014

Last Remarks in IR Review

Reviewed by : Senior Audit officer

Reviewed On : 5th Mar, 2014

Remarks : Return

Status : Return

Para List

Total Para :2

Sr.No	Para No	Para Title	Para Type	Amount	DDO	Action
1	1	1	Major	0.00	ANGAGR001	2
2	2	2	Minor	0.00	ANGAGR001	

3

☒ Approve
 ☐ Return

Remarks

*Please confirm to send this IR report to DDO Reply

Submit

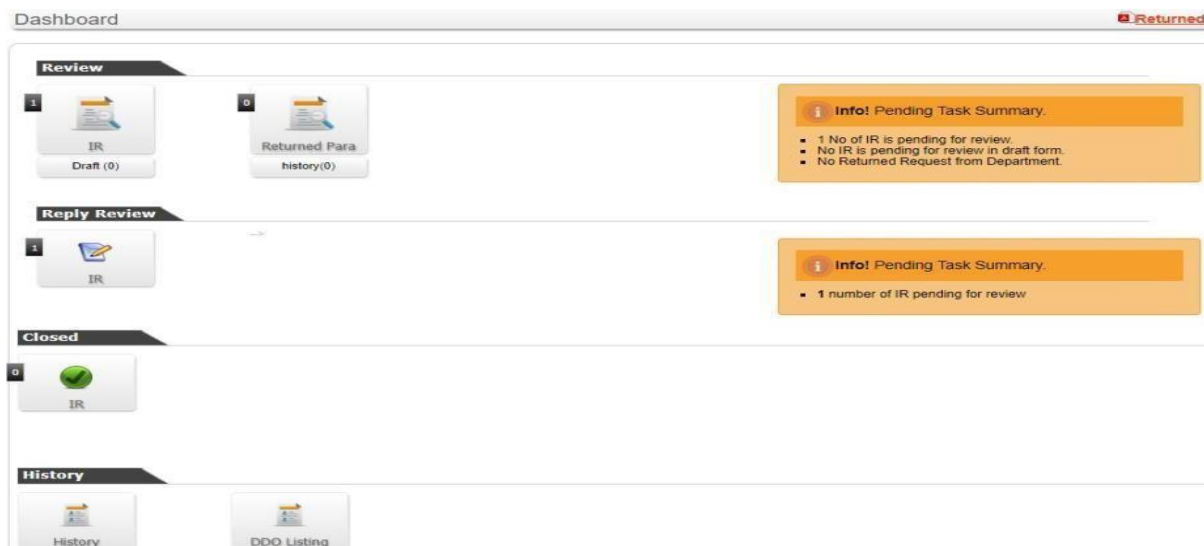
Click on **ACTION** to Review the IR

- Modify IR Report:** the IR title page can be modified by clicking on the 'Modify IR Report' tab.
- View, Edit & Delete IR Paragraph:** In the action section of this page these actions can be taken on a particular IR paragraph.

- 3. Approve/ Return:** An IR report may be approved by the Senior Audit Officer to be sent to the replying officer or he may return it with comments/ Remarks to Auditor/ DEO for further modification.

7.2 Reply Review

Senior Audit Officer with reply approver role will get an e-mail alert in their registered e-mail ID to review the IR reply. After logging into the system, he can view IR replies pending for review by clicking appropriate icon as shown in the figure below. A reply can be reviewed by clicking on 'review' tab of a particular paragraph.



Review



1. **Review:** A reply can be reviewed by clicking on 'review' tab of a particular paragraph.

Approve/Reject Reply



Para Reply Review

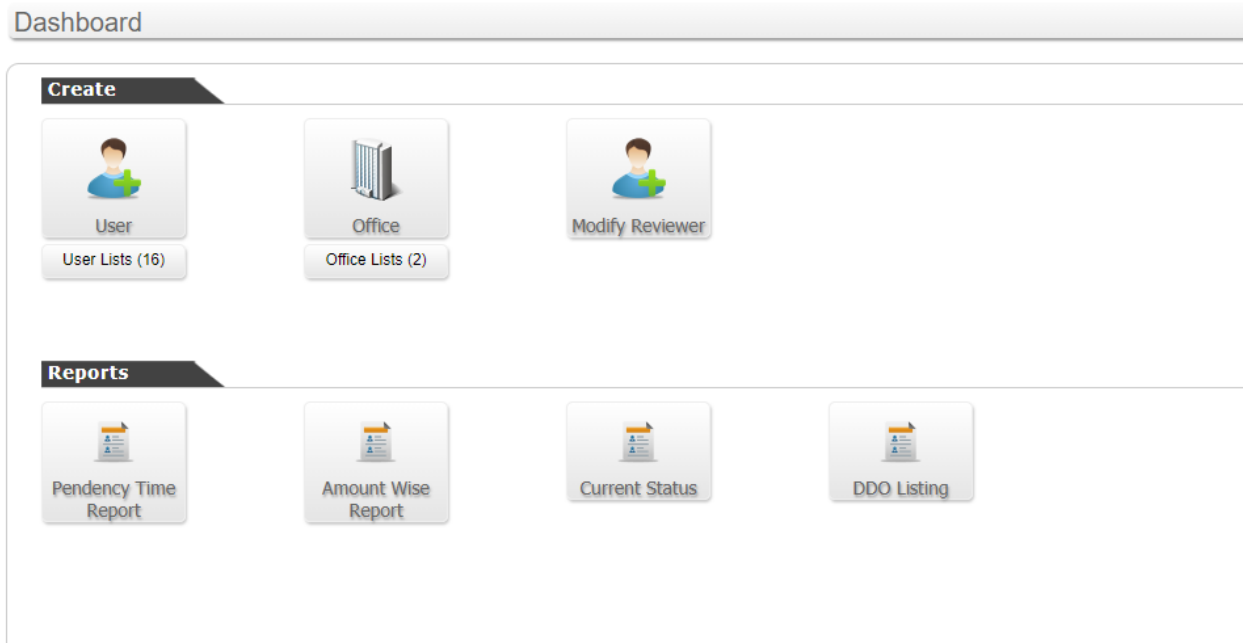
☐ ① ☒ Approve ☐ Reject

Remarks :

Save Review

1. **Approve/Reject Reply:** A reply can be approved/ rejected (with Comments) by the SAO by clicking the appropriate box.
2. **Save Review:** Remark can be saved

8. AG Admin (AGO User)



Dashboard

Create

User
User Lists (16)

Office
Office Lists (2)

Modify Reviewer

Reports

Pendency Time Report

Amount Wise Report

Current Status

DDO Listing

AG admin can login to the system to manage AG users (DEO,SAO,DAG) as well as the offices under the audit category. The user can also modify the assigned Reviewer for particular

Inspection Reports.



8.1 Create/modify Users:

The AGO user clicks on the “User list” in the dashboard to find the list of users in a separate page with options to edit the existing information of the AG users (DEO, SAO,DAG)

User Lists						
Show <input type="text" value="5"/> entries			Search: <input type="text"/>			
Status	Name	User Name	Supervisor	Employee Id	Office Name	
	A. Subramanian, IAAS	DAG_SSII_GSSA	N/A	01201136	SS-II	
	Ashok Kumar Nanda	ASHOKKUMARNANDA	OMEGA SAO	ORBWA3170322	SS-II	
	Audit Reviewer - OMEGA	suresh.ka@hotmail.com	N/A	123567	SS-III	
	CHANDRA KISHORE AGRAWALA	agrawalck.odl.sca@nic.in	GSSA-SS2-AO	ORBWA3171006	SS-II	
	Data Entry - OMEGA	askumar@ipeglobal.com	OMEGA SAO	4567	SS-III	
Showing 1 to 5 of 16 entries				<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="Next"/> <input type="button" value="Last"/>		

8.2 Create/modify Offices:

The AGO user clicks on the “office List” in the dashboard to view the list of offices (groups under the same audit category) and modify the existing information.

Office Lists			
Show <input type="text" value="5"/> entries		Search: <input type="text"/>	
Office Name	Office Name (Abbr)	Reporting Office Name	
SS-1	SS-1	SS-II	
SS-III	SS-III	SS-II	
Showing 1 to 2 of 2 entries			<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/>

8.3 Modify Reviewer:

There is a provision in AGO user login to modify the existing reviewer of particular IR documents. AG admin clicks on the “Modify Reviewer” option in the dashboard to find a separate page to modify the reviewer (SAO) of IRs.

Change Reviewer

IR No:

Financial Year:

Change Reviewer (SAO):

Submit

[View Modified IR-Reviewers Data](#)

In the above page, the AGO user will enter the IR no and select financial year of the particular IR for which the user wants to change the reviewer.

After submitting the data, the changed reviewer will be reflected for the IR document throughout the application.

9. Inspection Report Replying Officer/ DDO





IR replying officer/ DDO will get SMS and an e-mail alert in their registered mobile number and e-mail ID to give reply to the Inspection Report paragraphs.

9.1 How to log in into OCAMP

Log in: IRs may be issued to departments, directorates, offices, and other autonomous organizations. When the receiving offices log in using their user name & password, they will be able to see the pending paragraphs required to be replied.

Member Panel Login

To log into the ocamp panel, type your password and log.

	<input type="text" value="Username"/>
	<input type="password" value="Password"/>
<input type="button" value="LOG IN"/>	

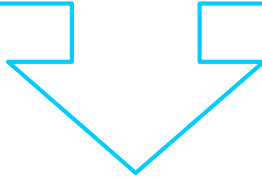
Inspection Report

Total : 1

IR No	Title	Comm.Date	Rejected On	Status
1. 3001 / 2013 - 2014	IR Test On 30-01	1st Jan, 2014	30th Jan, 2014	<input type="button" value="Reply"/>

9.2 How to reply IR Para

Reply: Receiving office can submit the reply using a simple form. Select option 'agree' or 'disagree' in the 'stand' field. You can reply in the text box provided. Annexure can be attached with the reply. Please click on the reply button to send it to controlling office/ directorate for reviewing and approving the reply.



Para Reply

Reply Stand * : ☒ Agree ☒ Disagree

Title* :

Brief* :

Attachment :



IR replying officer/ DDO will get SMS and an e-mail alert if his reply to the Inspection Report paragraphs is not approved by the Controlling office or AG to modify the reply. He can again visit his OCAMP home screen to modify his reply and send it to appropriate authority.

10. Controlling Officer/Directorate

10.1 Reply vetting



Replying vetting authority/ Directorate will get SMS and an e-mail alert in their respective registered mobile number and e-mail ID to review and approve reply. He can visit his OCAMP home screen to review and approve the reply to send it to AG or he may return it to DDO with comments for further modifications.

Log in: Directorate can log in using their user name & password, they will be able to see the pending paragraphs assigned to the notified

Vetting: Directorate can click on 'Vetting' to review the reply sent by the DDO/ IR replying officer

Member Panel Login

To log into the ocamp panel, type your password and log.

LOG IN

You are logged in as: Director agriculture & Food Production, bhubaneswar [Logout](#)

Finance Department
Government of Odisha

Reply Approval

Inspection Report Total : 2

IR No	Title	Comm.Date	Replied On	Status
1. 3001 / 2013 - 2014	IR Test On 30-01	1st Jan, 2014	30th Jan, 2014	Vetting +
2. 3001 / 2013 - 2014	IR Test On 30-01	1st Jan, 2014	30th Jan, 2014	Vetting +

1 - 2 of 2

Once the receiving office submits the reply to an audit paragraph, it is sent to its superordinate office for vetting, finalization, and submission to the AG Office. Approved replies will automatically be submitted to the AG Office. If you click on No your observation on the reply will automatically go to the subordinate office for further reply.



11. Department Login


Log in: Department can log in using their user name & password, they will be able to see the pending paragraphs required to be replied and can send reminders to the respective subordinate officers (DDO/CO) for a quick response.


12. OCAMP CellLogin

Log in: OCAMP Cell can log in using their user name & password, they will be able to see the summery reports related to audit pendency available with all department.

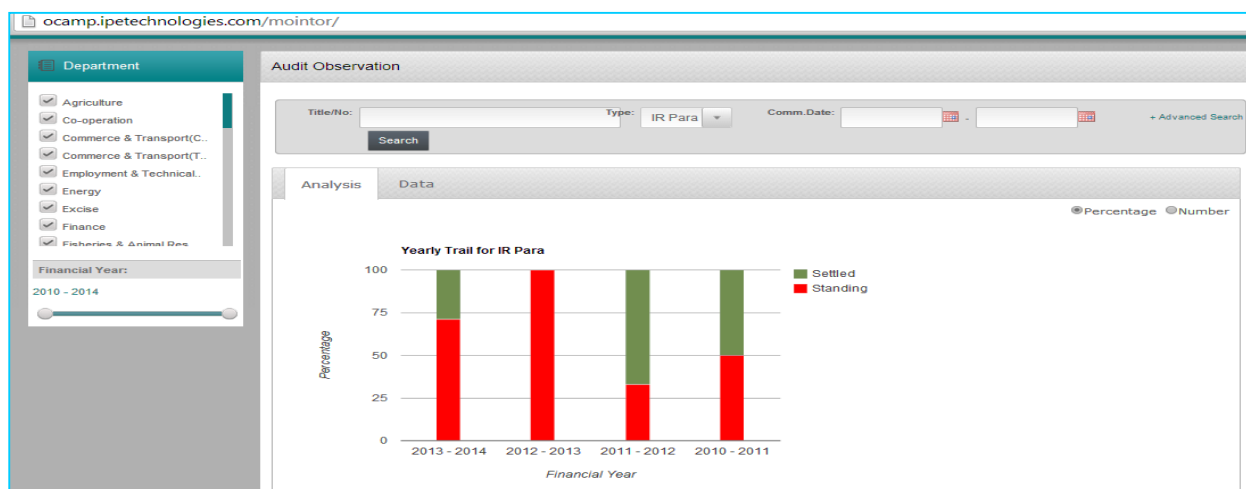
Member Panel Login

To log into the ocamp panel, type your password and log.

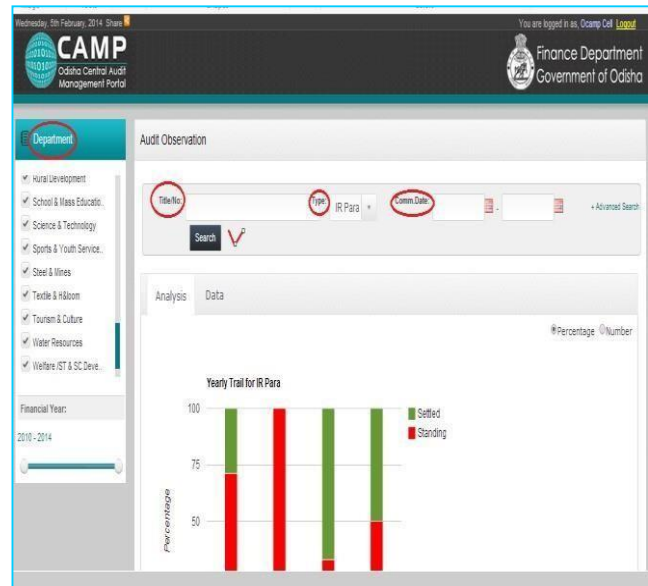
 Username

 Password

Home Page of OCAMP Cell



Search: OCAMP Cell can view all audit related documents by selecting respective department, picking a date range from the calendar provided and clicking on search.



Analysis: OCAMP Cell can view all audit related analytical reports by clicking on 'Analysis' as shown in the figure. These reports can be viewed both percentage wise and number wise by clicking on respective tab.



13. Support



ocamp.fin@gmail.com