

OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES,
ODISHA: BHUBANESWAR

Letter No. XX-3/2012(Part)/PACS COMP. ^{e-govern} 18812 Dt. 31.8.19

To,

All Divisional DRCS/All Circle ARCS/CEOs of all DCCBs.

Sub: Completion of Computerization of all PACS as per the timeline fixed in high level meeting.

Sir,

As per the decision taken in the high level meeting held on 17th August 2019 under the chairmanship of the Hon'ble Minister FS&CW and Cooperation, Odisha, it was decided to complete the PACS Computerization process by the end of December, 2020 and finally all the PACS will be computerized and run on live platform by 31st of December, 2019. PACS Computerization regularly should be monitored by Circle ARCS and Divisional DRCS and they will report the progress to higher quarter on weekly basis.

A detailed process along with timeline, roles and responsibility of different field officials and checklist is enclosed herewith for reference which is to be followed strictly. **Those PACS who do not come online by the stipulated date will be ineligible for handling any Government sponsored schemes. The PACS Computerization will be the most important parameter in the assessment of DRCS, ARCS and CEOs of CCB in annual CCRs.**

Enclosure: As above

Yours faithfully,


Registrar
Cooperative Societies, Odisha

Memo No.

18813

Date

31.8.19

Copy forwarded to the Managing Director, OSCB for information and necessary action.


Registrar
Cooperative Societies, Odisha

Memo No.

18814

Date

31-8-19

Copy forwarded to the P.S to the Hon'ble Minister, FS&CW and Cooperation, Odisha for kind appraisal of the Hon'ble Minister.


Registrar

31/8/19
Cooperative Societies, Odisha

Memo No.

18815

Date

31-8-19

Copy submitted to the Commissioner-cum-Secretary, Cooperation Dept. Government of Odisha for information and necessary action.


Registrar

31/8/19
Cooperative Societies, Odisha

**Process, Timeline, Role and Responsibility for timely Completion of
Computerization of all PACS**

Part-A - Process and Timeline

Sl No	Process/ Activities	Timeline with Cut-off date
1	<p>Status of each PACS:</p> <p>(a) (i) - Computer (ii) - UPS and battery (iii) – Dot Matrix Printer</p> <p>(b) Connectivity – Type of connectivity like VSAT or dongle whether in working condition.</p> <p>(c) Status – Was it migrated earlier? If so, transactions fully posted in system up to what date?</p> <p>Board on this information branches will be divided in to 2 categories.</p> <p>A. Branches that can be brought up to date. B. Branches that will be migrated fully.</p>	31 st Aug 2019
2	Placement, training and orientation of Data Entry Operators at PACS level regarding the usage of data entry tool	10th Sep 2019
3	Demonstration, testing and self exploration of Data entry Tool (MS Excel Sheet/ Template) at PACS Level by the DEO and Secretary of the PACS and reporting of operational issues (if any) faced by the DEO/PACS Secretary.	10th to 12 th Sep 2019
4	<p>Data Entry (Master Data) Capturing and completion of Master Data (as on date) through Specific MS Excel Sheet to be provided by software vendor with compliance to norms laid by OSCB (For B category only)</p>	Latest by 25 th Sep. 2019
	<p>Data Entry (Transaction data) Back dated voucher entry using online platform for capturing day to day transaction data pertaining to broken period. (For A category only)</p>	15 th Sep to 15 th Nov. 2019
	<p>Simultaneously, in line with above activity the field offices shall conduct, complete and ensure verification, reconciliation and rectification of all the data (Master Data and Transaction Data, validation of day book and system generated Trial Balance , Net Effects etc.), submit the verification progress and completion report to the directorate on weekly interval.</p>	Latest by 5 th Dec 2019
5	Migration and Go-Live of all the PACS. Every PACS will go live from the day after migration. There will be no single date for going live.	31st Dec 2019
6	Day-to day Data Entry in Live platform.	From the date of going live.

The Field Office shall review the preparedness for Computerization of Each PACS under his / her control and report the issues related to IT Hardware and Infrastructure, Network/ Connectivity, Manpower (DEO) , availability of updated records, Reconciliation of data, support services etc latest by 31st August 2019. (ASIS Study)

D.K.
31/8/19

Part-B - Role and Responsibility

SI No	Process/ Activities	Responsibility
1	Ensuring the availability and working of Computer Hardware (Computer, UPS and Battery, Dot Matrix Printer, Network Connectivity/ Dongle etc.) at PACS level in well working condition and submission of PACS wise consolidated report to the Directorate.	DCCBs and DRCS / RCS
2	Placement, training and orientation of Data Entry Operators at PACS level regarding the usage of data entry tool	DCCBs
3	Demonstration, testing and self exploration of Data entry Tool (MS Excel Sheet/ Template) at PACS Level by the DEO and Secretary of the PACS and reporting of operational issues (if any) faced by the DEO/PACS Secretary.	DCCBs and OSCB
4	<u>Data Entry (Master Data)</u> Capturing and completion of Master Data (as on date) through Specific MS Excel Sheet to be provided by software vendor with compliance to norms laid by OSCB	PACS DRCS/ARCS
	<u>Data Entry (Transaction data)</u> Back dated voucher entry using online platform for capturing day to day transaction data pertaining to broken period.	PACS DRCS/ARCS
	Simultaneously , in line with above activity the field offices shall conduct, complete data entry and ensure verification, reconciliation and rectification of all the data (Master Data and Transaction Data, validation of day book and system generated Trial Balance , Net Effects etc.), submit the verification progress and completion report to the directorate on weekly interval.	DRCS/ARCS
5	Migration to CBS	OSCB
6	Online and Go-Live of all the PACS	DRCS/ARCS
7	Day-to-day Data Entry in Live platform.	PACS
		DRCS/ARCS
8	A schedule for network provision will be provided by OSCB by 15th September	OSCB
9	A complete structure as discussed in earlier meeting has to be created one month before branches go live.	RCS

Handwritten signature and date:
 21/8/14