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क्रमांक/अंके./02/2026/337

भोपाल, दिनांक : 08/07/2026

::विज्ञापन::

सहकारी संस्थाओं के वर्ष 2025-26 के लेखाओं की वैधानिक संपरीक्षा हेतु संपरीक्षक एवं संपरीक्षक फर्मों की, रजिस्ट्रार द्वारा मान्य सूची तैयार करने हेतु आवेदन मंगाने जाने के संबंध में सूचना।

म0प्र0 सहकारी सोसाइटी अधिनियम 1960 की धारा 58(1) (क) एवं म0प्र0 सहकारी सोसाइटी नियम 1962 के नियम 50 के तहत प्रदेश की शीर्ष, केन्द्रीय एवं प्राथमिक स्तर की विभिन्न वर्गों एवं भिन्न कारोबार वाली सहकारी संस्थाओं के वैधानिक अंकेक्षण हेतु रजिस्ट्रार द्वारा अनुमोदित पैनल तैयार करने के लिए इच्छुक, योग्य एवं अनुभवी संपरीक्षक एवं संपरीक्षक फर्म के आवेदन आमंत्रित किये जाते हैं।

संपरीक्षक एवं संपरीक्षक फर्म की योग्यता, अनुभव एवं शर्तों का विवरण, आवेदन हेतु आवश्यक नियम एवं शर्तों की जानकारी सहकारिता विभाग, म0प्र0 शासन के पोर्टल <https://icmis.mp.gov.in/RCSWEB/public> पर उपलब्ध है। आवेदन दिनांक 13.07.2026 से दिनांक 24.07.2026 तक ऑनलाईन भरे जा सकेंगे। मैन्युअल अथवा डाक द्वारा भेजे गये आवेदन पत्र स्वीकार नहीं किये जावेंगे। योग्यता, अनुभव एवं शर्तों तथा आवेदन प्रक्रिया के संबंध में यदि कोई परिवर्तन होता है तो इसकी सूचना उपरोक्त वेब पोर्टल पर ही दी जावेगी।

आयुक्त सहकारिता एवं पंजीयक
सहकारी संस्थाएं मध्यप्रदेश

USER MANUAL

CA FIRM EMPANELMENT MODULE

Integrated Cooperative Management Information System (ICMIS)

Office of the Registrar, Cooperative Societies, Madhya Pradesh

Version: 1.0

Prepared By: MP State Electronics Development Corporation Ltd. (MPSEDC)

Date: June 2026

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1. Introduction

The CA Firm Empanelment Module has been engineered under the ICMIS initiative to establish a robust, end-to-end online workflow framework for the registration, screening, and panel inclusion of Chartered Accountant firms. This portal acts as the single gateway for firms seeking to execute statutory audits across various government cooperative societies under the Office of the Registrar, Cooperative Societies, Madhya Pradesh.

2. Purpose

The primary target missions of this digital management infrastructure are:

- Centralization: Consolidating a single source of truth database for all active audit agencies.
- Transparency: Removing manual friction points through standardized electronic processing matrices.
- Verification: Instant digital profile verification of multi-branch entities, partner metrics, and historical compliance data.
- Automation: Supporting the department's structured audit allotment engine with an accurate pool of categorized auditors.

3. Scope

The technical layout spans the following sub-modules:

- Existing structural verification via pre-issued department Unique Identification codes.
- Pre-qualification baseline compliance routing.
- Multi-tier workspace setup for registered firm profiles and expanding branch facilities.
- Dynamic roster registries mapping executive partners and qualified staff resources.
- Historical professional accounting experience logging.
- Safe data transfer through a structured document management framework.

4. Definitions & Acronyms

Term	Description
ICMIS	Integrated Cooperative Management Information System
CA	Chartered Accountant
ICAI	Institute of Chartered Accountants of India
OTP	One Time Password security matrix verification
FCA / ACA	Fellow Chartered Accountant / Associate Chartered Accountant status
DISA	Diploma in Information Systems Audit
CISA	Certified Information Systems Auditor

5. System Requirements

- Hardware: Desktop/Laptop computing workspace with a baseline minimum of 4 GB RAM.
- Web Browser Environment: Google Chrome (highly optimized build path recommended), Microsoft Edge, or Mozilla Firefox.

- Network Interface: Stable internet bandwidth pipeline to prevent connection drops during large-scale document payload transfers.

6. Portal Access & Navigation

Access the web endpoint gateway by typing the following destination into your browser's address window

From the portal's index page header, locate the primary public registration entry action named "CA Registration Form".

Portal Access

Step 1: Open the Portal

Open the official portal in your web browser:

Portal URL:

: <https://icmis.mp.gov.in/RCSWEB/public>

Step 2: Navigate to CA Firm Registration

On the homepage, click on:

"सीए फर्म पंजीयन फॉर्म" (CA Firm Registration Form)

The **CA Firm Empanelment Portal 2025-26** page will open.

3. Important Links Section

The portal provides the following important resources:

Advertisement

Contains official empanelment notification, eligibility criteria, important instructions, and empanelment guidelines.

Audit Norms

Provides details regarding:

- Eligibility requirements
- Audit norms
- Professional standards
- Compliance requirements
- Empanelment conditions

User Manual

Contains detailed instructions regarding:

- Registration process
- Application submission
- Payment process
- Document upload requirements

Previous Empanelment List

Displays previously empanelled CA firms and auditor panel lists.

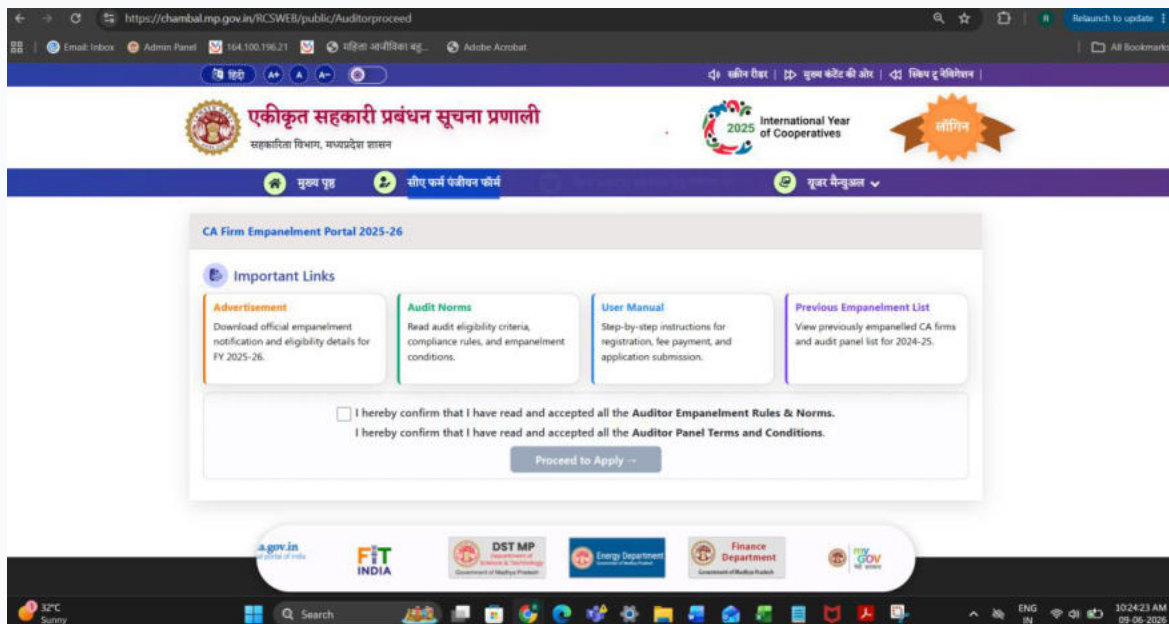
4. Acceptance of Terms and Conditions

Before proceeding:

1. Read all empanelment rules and guidelines.
2. Tick the checkbox:

"I hereby confirm that I have read and accepted all the Auditor Empanelment Rules & Norms and Auditor Panel Terms & Conditions."

3. Click **Proceed to Apply**.



. Registration Options

After clicking **Proceed to Apply**, the system provides two registration options:

Option 1: Existing CA Firm

This option is applicable for CA Firms that have already been empanelled or registered with the department in previous years.

Steps:

1. Select **Existing CA Firm**.
2. Enter the **Unique ID / Registration Number** provided during previous empanelment.
3. Click **Search**.
4. The system validates the registration details.
5. An OTP is sent to the registered mobile number.
6. Enter the OTP and verify.
7. Upon successful verification, the firm details are fetched automatically.
8. Review the pre-filled information and update details wherever permitted.
9. Proceed with eligibility verification and application submission.

Option 2: New Registration

This option is applicable for CA Firms applying for empanelment for the first time.

Steps:

1. Select **New Registration**.
2. Fill in the registration form with firm details.
3. Provide the following information:
 - Firm Name
 - Firm Registration Number (FRN)
 - ICAI Registration Details
 - PAN Number
 - GST Number (if applicable)
 - Registered Address

- Contact Person Details
 - Mobile Number
 - Email Address
4. Verify the mobile number through OTP.
 5. Create the registration profile.
 6. Upload mandatory documents.
 7. Submit the registration request.
 8. Upon successful registration, a **Unique Registration ID** is generated for future logins.
 9. Login using the registered mobile number and OTP to complete the empanelment application.

Existing CA Firm

New Registration

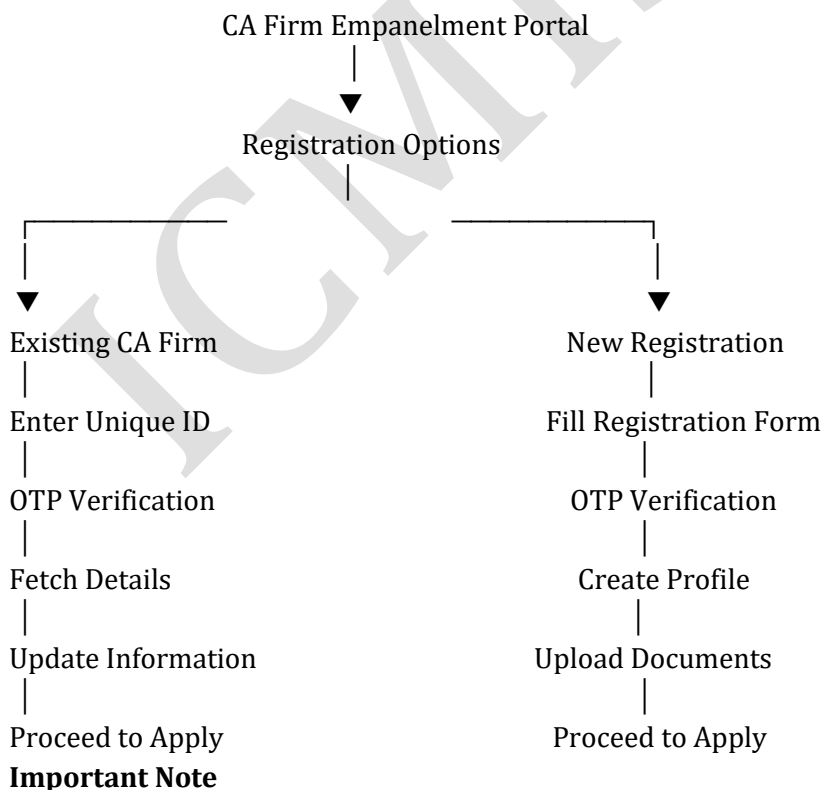
Existing CA Firm

Existing empanelled firms can login using their Registration Number / Unique ID and verify through OTP sent on registered mobile number.

Unique ID / Registration No.

Ex: MPCOOPCA0001

Search



- Existing firms should use their previously allotted **Unique Registration Number**.
- New firms must complete registration before applying for empanelment.
- OTP verification is mandatory in both cases.
- All communication regarding application status will be sent to the registered mobile number and email ID.

For Existing User form


Existing CA Firm
 Existing empanelled firms can login using their Registration Number / Unique ID and verify through OTP sent on registered mobile number.

Unique ID / Registration No.

MPCOOPCA0055

Search

CA Empanelment Registration
 Chartered Accountant Firm Registration & OTP Verification

User Name *	FRN	Firm Name *
SRAM & CO.	008244C	SRAM & CO.
Email Address *	Mobile Number *	
Enter Email Address	9425195615	

Send OTP

For New User Form

CA Empanelment Registration
 Chartered Accountant Firm Registration & OTP Verification

User Name *	FRN	Firm Name *
Enter User Name	FRN	Enter Firm Name
Email Address *	Mobile Number *	
Enter Email Address	Enter Mobile Number	

Send OTP

7. Complete User Registration

Step 1: Input Unique Code Verification for the old ca firm record if firm is new so please select on new user. Enter your departmentally dispatched Unique Code string. The platform triggers an immediate server check to ensure it is valid and hasn't been used before.



Existing CA Firm
Existing empanelled firms can login using their Registration Number / Unique ID and verify through OTP sent on registered mobile number.

Unique ID / Registration No.

Search

CA Empanelment Registration
Chartered Accountant Firm Registration & OTP Verification

User Name *

FRN

Firm Name *

Email Address *

Mobile Number *

Send OTP

Step 2: Dual Factor OTP Challenge

Once authenticated, the gateway transfers an alphanumeric token to the registered mobile tracking node. Input this 6-digit confirmation key before the 10-minute security timeout expiration.



Existing CA Firm
Existing empanelled firms can login using their Registration Number / Unique ID and verify through OTP sent on registered mobile number.

Unique ID / Registration No.

Search

CA Empanelment Registration
Chartered Accountant Firm Registration & OTP Verification

User Name *

FRN

Firm Name *

Email Address *

Mobile Number *

Send OTP

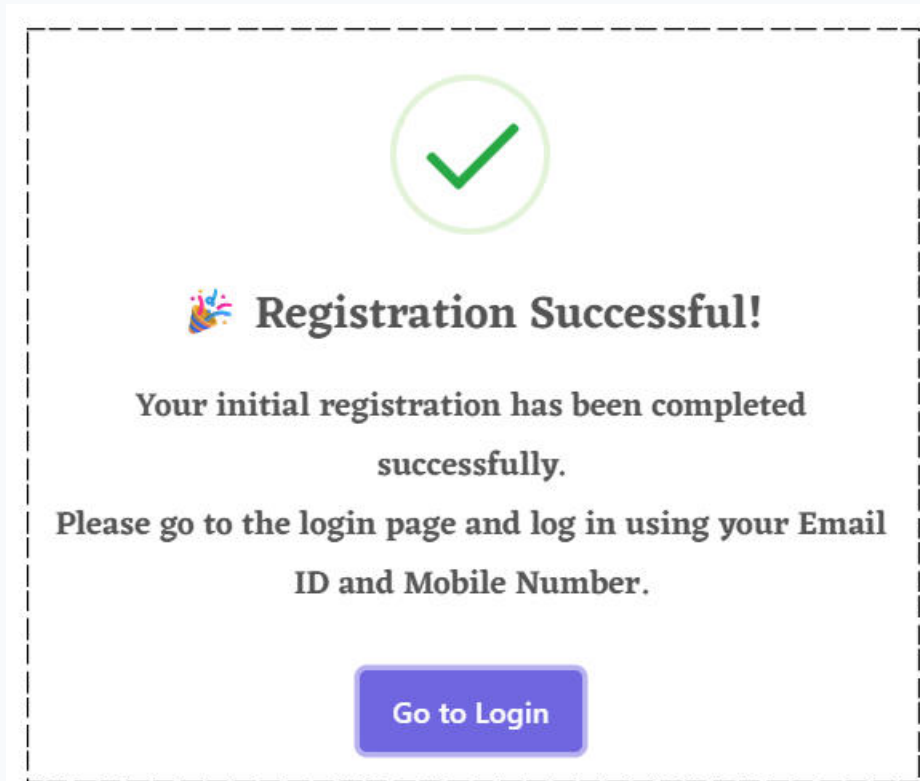
OTP Verification

Verify OTP

Resend OTP in 9:49

Step 3: Registration Confirmed

After OTP verification, the platform confirms that the verification was successful. Next, click the 'Register Now' button; upon clicking the button, the system will display a dynamic notification pop-up to confirm the registration.



Popup message for initial registration completion

8. Returning User Login Process

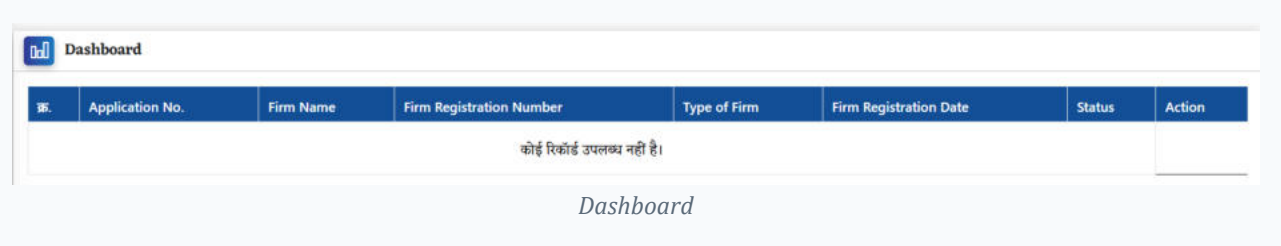
To log back in, go to the portal interface, enter your mobile tracking string, request the security OTP challenge code, and complete the verification to access your workspace.



Login windows

9. Dashboard Workspace Overview

Your central desktop environment contains direct links to check eligibility metrics, launch a fresh application, view current drafts, track submitted forms, and maintain profile details.



10. Pre-qualification Eligibility Verification- Check eligibility Norms

After successful registration/login, the applicant must complete the **Eligibility Check** process before proceeding with the empanelment application.

The system evaluates the firm's eligibility based on predefined audit norms and automatically determines the applicable Auditor Category.

Step 1: Open Eligibility Check Screen

Navigate to the **Eligibility Check** section and check your eligibility . this is for checking only category of auditor will be allotted on the bases of evaluation of submitted form and documents.

Step 2: Enter Required Information

The applicant must provide the following details:

Field	Description
Head Office District (M.P.)	Select the district in Madhya Pradesh where the firm's head office is located.
Languages Known	Select the languages in which audit services can be provided.
Firm Type	Select the constitution/type of firm (Partnership, LLP, Proprietorship, etc.).
Years of Experience	Total years of experience of entity or CA based on selection of firm type
Total Partners	Total number of partners in the firm. (if applicable)
FCA Members	Number of Fellow Chartered Accountant (FCA) members associated with the firm.
CISA/DISA Count	Number of partners possessing CISA or DISA certification.

Step 3: Review Eligibility Rules

The portal displays the eligibility criteria used for auditor categorization.

Category A

The firm must satisfy all of the following:

- Experience $\geq$ 10 Years
- Partners $\geq$ 4
- FCA Members $\geq$ 2
- CISA/DISA $\geq$ 1

Category B

The firm must satisfy all of the following:

- Experience $\geq$ 7 Years

- Partners ≥ 3
- FCA Members ≥ 1
- CISA/DISA ≥ 1

Category C

a. The Partnership firm/LLP must satisfy all of the following:

- Experience ≥ 3 Years
- Partners ≥ 2
- FCA Members ≥ 1
- CISA/DISA ≥ 1

b. Proprietorship / Individual Firm

- Experience ≥ 5 Years
- Proprietor or Individual Practitioner =FCA
- Proprietor or Individual Practitioner =CISA/DISA

Knowledge of Hindi and Head office in MP are mandatory condition for empanelment .

Step 4: Check Eligibility

After entering all required details:

1. Click **Check Eligibility & Proceed**.
2. The system validates the entered information.
3. Eligibility is calculated automatically.
4. The highest eligible auditor category is determined.

Step 5: View Eligible Auditor Category

The system displays the eligible auditor category under the **Eligible Auditor Category** tab.

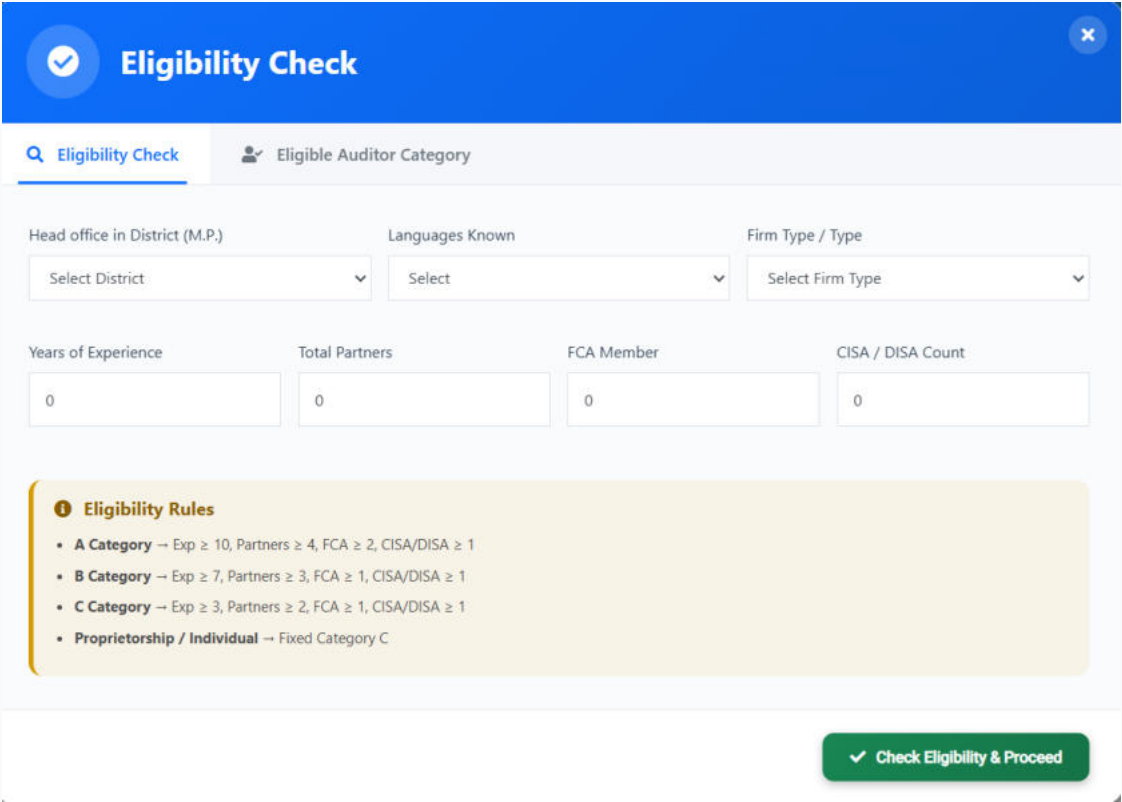
System Validations

The system performs the following validations:

- All mandatory fields must be completed.
- Numeric fields must contain valid numbers.
- Experience cannot be negative.
- FCA count cannot exceed total partners.
- CISA/DISA count cannot exceed total partners.
- District selection is mandatory.
- Firm type selection is mandatory.
- Language selection is mandatory.

Important Note

The auditor category determined during eligibility verification forms the basis for audit assignment eligibility and empanelment consideration. Applicants are advised to enter accurate and verifiable information, as all details may be subject to departmental scrutiny and document verification during the approval process.

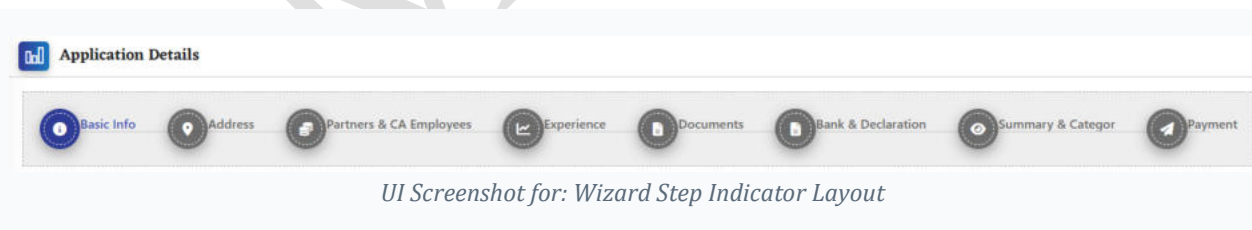


The screenshot shows a web form titled "Eligibility Check" with a blue header bar containing a checkmark icon and a close button. Below the header, there's a search bar with "Eligibility Check" and a user icon with "Eligible Auditor Category". The form contains several input fields: "Head office in District (M.P.)" with a dropdown "Select District", "Languages Known" with a dropdown "Select", "Firm Type / Type" with a dropdown "Select Firm Type", "Years of Experience" with a text input "0", "Total Partners" with a text input "0", "FCA Member" with a text input "0", and "CISA / DISA Count" with a text input "0". Below these fields is a yellow box titled "Eligibility Rules" containing four bullet points: "A Category → Exp ≥ 10, Partners ≥ 4, FCA ≥ 2, CISA/DISA ≥ 1", "B Category → Exp ≥ 7, Partners ≥ 3, FCA ≥ 1, CISA/DISA ≥ 1", "C Category → Exp ≥ 3, Partners ≥ 2, FCA ≥ 1, CISA/DISA ≥ 1", and "Proprietorship / Individual → Fixed Category C". At the bottom right is a green button "Check Eligibility & Proceed".

eligibility Check

11. Application Wizard Structure

The enrollment wizard is broken into distinct sections: 1. Firm Details -> 2. Addresses -> 3. Partner Sheets -> 4. Employees -> 5. Experience Logs -> 6. Documents -> 7. Financial Routing -> 8. Legal Declarations.



12. Section 1: Firm Basic Details Entry

After successful eligibility verification, the applicant must complete the **Firm Basic Details** section. This section captures the fundamental registration and contact information of the CA Firm.

Purpose

The information provided in this section is used for:

- Firm identification and verification
- ICAI registration validation
- Official communication
- Empanelment record maintenance
- Audit assignment and correspondence

Fields to be Completed

Field Name	Description
Firm Name	Enter the official name of the CA Firm as registered with ICAI.
Firm Registration Number (ICAI)	Enter the valid ICAI Firm Registration Number (FRN).
Firm Type	Select the constitution of the firm such as LLP, Partnership Firm, Proprietorship, etc.
PAN Number	Enter the Permanent Account Number (PAN) of the firm in the prescribed format.
GSTIN Number	Enter the GST Identification Number, if applicable.
Date of Firm Registration with ICAI	Select the date on which the firm was registered with ICAI.
Firm Email	Enter the official email address of the firm for communication and notifications.
Firm Phone Number	Enter the landline telephone number of the firm (if available).
Firm Mobile Number	Enter the active mobile number of the firm. OTPs and important updates will be sent to this number.

System Validations

The system performs the following validations before allowing the applicant to proceed:

Firm Name

- Cannot be left blank.
- Must match ICAI records wherever applicable.

Firm Registration Number

- Mandatory field.
- Must be unique and valid.

PAN Number

- Mandatory field.
- Must follow the format: ABCDE1234F

GSTIN Number

- If provided, must be a valid GSTIN format.

Date of ICAI Registration

- Mandatory field.
- Future dates are not permitted.

Email Address

- Mandatory field.
- Must be in a valid email format.

Mobile Number

- Mandatory field.
- Must contain a valid 10-digit mobile number.

Phone Number

- Optional field.
- Numeric values only.

User Actions

Save & Proceed

After entering all required details:

1. Review the information carefully.
2. Click **Save & Proceed**.
3. The system validates all entries.
4. If validation is successful, the details are saved and the applicant is redirected to the next section of the application.

Previous :-Click **Previous** to return to the previous application section without losing previously saved information.

Important Notes

- All mandatory fields marked with an asterisk (*) must be completed.
- Information should exactly match ICAI and statutory records.
- Incorrect or misleading information may result in rejection of the empanelment application.
- Applicants should ensure that the email address and mobile number remain active throughout the empanelment process, as all communications and status updates will be sent through these channels.

Output: Upon successful completion, the Firm Basic Details are saved in the system and become available for review during the scrutiny and approval process

» Firm Basic Details

Firm Name * ROHIT RAJPOOT & ASSOCIATES LLP Firm Registration Number (ICAI) * 123456TRD16 Firm Type * LLP

PAN Number * BTIPR3937B GSTIN Number GSTN2185754754747R Date of firm registration with ICAI * 24-12-2022 Firm Email * rajput.rohit27112@gmail.com

Format: ABCDE1234F

Firm Phone Number 07550252525 Firm Mobile Number * 9898989898

Note: All fields marked as essential should be filled accurately

Previous Save & Proceed

Insert UI Screenshot for: Basic Profile Fields Screen

13. Section 2: Address Profile Mapping

After completing the **Firm Basic Details** section, the applicant must provide the registered office address and branch office information (if applicable). This information is used for correspondence, jurisdiction mapping, district allocation, and audit assignment purposes.

6.1 Registered Office Address Details

The applicant must enter the complete address of the firm's registered/head office.

Fields to be Completed

Field Name	Description
Address Line 1	Enter the complete registered office address of the firm.
Address Line 2	Additional address details such as building name, landmark, floor number, etc. (Optional).
State	Displays the state in which the firm is registered. By default, Madhya Pradesh is

Field Name	Description
	selected.
District	Select the district where the firm's registered office is located.
City	Enter the city or town name.
Pin Code	Enter the valid six-digit postal PIN code.

System Validations

Address Line 1

- Mandatory field.
- Cannot be left blank.

District

- Mandatory field.
- Must be selected from the available district list.

City

- Mandatory field.
- Only valid city names should be entered.

Pin Code

- Mandatory field.
- Must contain exactly 6 digits.
- Only numeric values are allowed.

State

- Auto-populated by the system.
- Non-editable.

6.2 Branch Office Details

If the CA Firm has branch offices, details of all branches operating within or outside Madhya Pradesh may be provided in this section.

If no branch office exists, this section may be left blank.

Branch Office Information

The applicant must provide the following details for each branch office:

Field Name	Description
Branch Name	Name of the branch office.
District	Select the district where the branch office is located.
City	Enter the city/town name.
Full Address	Complete branch office address.
Contact Person	Name of the responsible contact person at the branch office.
Mobile Number	Contact mobile number of the branch office.
Email	Official email address of the branch office.

Adding Multiple Branch Offices

To add a branch office:

1. Enter all branch details.
2. Click the **Add (+)** button available in the Action column.
3. The branch record will be added to the branch office list.
4. Repeat the process for additional branches.

Branch Office Validations

The system validates:

- Branch Name cannot be blank.
- District selection is mandatory.
- City name is required.
- Full address is mandatory.
- Contact person's name is required.
- Mobile number must be 10 digits.
- Email address must be in valid format.

User Actions

Save & Proceed

After entering the registered office address and branch details:

1. Verify all information carefully.
2. Click **Save & Proceed**.
3. The system validates the entered information.
4. Upon successful validation, the data is saved and the user is redirected to the next section.

Previous -Click **Previous** to return to the previous section and review or modify previously entered information.

Important Notes

- The registered office address should match the address available in ICAI and statutory records.
- District selection is important as it may be used for jurisdiction mapping and audit assignment purposes.
- Applicants should provide branch office information accurately to facilitate regional audit assignments.
- Any incorrect address information may result in delays during application scrutiny and approval.

Output

Upon successful completion of this section:

- ✓ Registered Office Address is saved in the system.
- ✓ Branch Office details (if any) are recorded.
- ✓ Information becomes available for departmental verification and empanelment evaluation.
- ✓ Applicant is allowed to proceed to the next stage of the CA Firm Empanelment Application.

Insert UI Screenshot for: firm address and branch details

14. Section 3: CA and Partners Details

After providing the Firm Address & Branch Details, the applicant must furnish details of the firm's Chartered Accountants (CA) and Partners. The information captured in this section is used to determine eligibility, auditor categorization, professional experience, and empanelment suitability. The fields displayed and the records to be added depend upon the **Firm Type** selected in the **Firm Basic Details** section.

Firm Type-Based Configuration

1. Partnership Firm/ LLP

If the applicant selects **Partnership Firm** as the Firm Type:

- The applicant can add details of all Partners associated with the firm.
- ALL Partners information Shall be entered.
- Each partner's professional qualifications, membership details, and certifications must be provided.
- Multiple partner records can be added using the **Add (+) Employee/Partner** option.

2. Proprietorship Firm or Individual Practiceners

If the applicant selects **Proprietorship Firm** as the Firm Type:

- The proprietor can enter his/her own details.
- The proprietor shall be treated as the primary authorized person of the firm.
- Professional qualifications and certifications must be uploaded wherever applicable.

Information to be Captured

For each CA / Partner record, the following information shall be entered:

Field Name	Description
Name	Full name of CA/Partner.
ACA / FCA	Select Associate Chartered Accountant (ACA) or Fellow Chartered Accountant (FCA).
Date of ACA	Date of obtaining ACA membership.

Field Name	Description
Membership Number	ICAI Membership Number.
Date of Membership	Date of membership registration.
Date of Association with Firm	Date from which the member is associated with the firm.
Experience (Years)	Total professional experience in years.
Languages Known	Languages in which audit and communication services can be provided.
Other Qualifications	Additional professional qualifications, if any.
DISA / CISA	Select whether the member possesses DISA/CISA certification.
Upload DISA/CISA Certificate	Upload supporting certification document.
Upload Member Card	Upload valid ICAI Membership Card.
Address	Residential/Official address of the member.

Adding Multiple Records

To add a new CA/Partner:

1. Enter all mandatory details.
2. Upload the required supporting documents.
3. Click the **Add (+) Employee/Partner** button.
4. The record will be added to the list.
5. Repeat the process for additional members.

System Validations

The system shall validate the following:

- Name cannot be blank.
- ACA/FCA selection is mandatory.
- Membership Number is mandatory.
- Date of Membership cannot be a future date.
- Date of Association cannot be earlier than Membership Date.
- Experience must be a positive numeric value.
- Mandatory certificates must be uploaded where applicable.
- DISA/CISA certificate upload becomes mandatory if DISA/CISA is selected.
- Membership Number should not be duplicated within the same application.
- Valid file formats (PDF) only shall be accepted.

Save & Proceed

After entering all CA/Partner details:

1. Verify all information carefully.
2. Ensure all supporting documents have been uploaded.
3. Click **Save & Proceed**.
4. The system validates the entered information.
5. Upon successful validation, the details are saved and the applicant is redirected to the next section of the application.

Important Note

The details entered in this section are used for:

- Eligibility determination
- Auditor category calculation
- FCA member count validation
- DISA/CISA count validation
- Experience assessment
- Final empanelment approval

Any incorrect information or invalid supporting documents may result in rejection of the empanelment application during departmental scrutiny.

CA Details

15. Section 4: Firm Experience Details

After completing the CA/Partner Details section, the applicant must provide the firm's professional and cooperative audit experience details. This section is used to assess the firm's expertise, audit history, and eligibility for empanelment under various auditor categories.

Purpose

The information provided in this section helps the department evaluate:

- Total professional experience of the firm.
- Cooperative sector audit experience.
- Previous audit assignments completed by the firm.
- Expertise in handling different types of audits.
- Eligibility for Auditor Category determination.

8.1 Experience Information

Fields to be Completed

Field Name	Description
Total Experience (Years)	Total number of years the firm has been engaged in professional practice and audit assignments.
Cooperative Audit Experience	Total years of experience specifically related to Cooperative Society audits.
Professional Experience Summary	Brief summary describing the firm's expertise, major assignments, sectoral experience, audit specialization, and professional achievements.

System Validations

Total Experience (Years)

- Mandatory field.
- Numeric values only.
- Cannot be negative.
- Should be consistent with the ICAI registration date.

Cooperative Audit Experience

- Mandatory field.
- Numeric values only.
- Cannot exceed total professional experience.

Professional Experience Summary

- Mandatory field.
- Should contain sufficient details regarding audit expertise and assignments completed by the firm.

8.2 Audit Assignment Details

The applicant must provide details of significant audit assignments undertaken by the firm.

Multiple audit records can be added using the **Add (+)** button.

Audit Information to be Captured

Field Name	Description
Audit Type	Select the type of audit conducted by the firm.
Auditee	Select the category of auditee audited by the firm.
Organisation	Name of the organisation/entity where the audit was conducted.
Order Date	Date on which the audit assignment/order was issued.
Completion Date	Date on which the audit was completed.
Description	Brief description of the audit work performed.
Supporting Document	Upload audit order, completion certificate, work order, engagement letter, or other supporting document.

Adding Audit Experience Records

To add an audit experience record:

1. Select the Audit Type.
2. Select the Auditee Category.
3. Enter the Organisation Name.
4. Select the Order Date.
5. Select the Completion Date.
6. Provide a brief description of the assignment.
7. Upload the supporting document.
8. Click the **Add (+)** button.

The record will be added to the experience list.

Repeat the same process for additional audit assignments.

System Validations

The system performs the following validations:

Organisation Name

- Mandatory field.
- Cannot be left blank.

Audit Type

- Mandatory selection.

Auditee Category

- Mandatory selection.

Order Date

- Mandatory field.
- Cannot be a future date.

Completion Date

- Mandatory field.
- Must be greater than or equal to the Order Date.

Description

- Mandatory field.
- Should adequately describe the audit assignment.

Supporting Document

- Mandatory field.
- Accepted file formats: -PDF
- File size must comply with portal limits.

User Actions**Save & Proceed**

After entering all experience details:

1. Verify the information entered.
2. Ensure all supporting documents are uploaded.
3. Click **Save & Proceed**.
4. The system validates all records.
5. Upon successful validation, the details are saved and the applicant is redirected to the next section.

Previous

Click **Previous** to return to the previous section and modify any previously entered information.

Important Notes

- The experience details provided in this section directly impact auditor categorization and empanelment eligibility.
- Applicants should provide only genuine and verifiable audit experience records.
- Supporting documents may be scrutinized by the department during application review.
- Submission of incorrect or misleading information may lead to rejection of the empanelment application.

Output

Upon successful completion of this section:

- ✓ Firm Professional Experience is recorded.
- ✓ Cooperative Audit Experience is captured.
- ✓ Previous Audit Assignments are saved.
- ✓ Supporting documents are stored for verification.
- ✓ Applicant becomes eligible to proceed to the next stage of the empanelment application process.

» Firm Experience Details

Total Experience (Years) *

Total Experience is required

Cooperative Audit Experience *

Cooperative Experience is required

Professional Experience Summary *

Audit Type	Auditee	Organisation	Order	Completion	Description	File	Action
Select	Select	Organisation	dd-mm-yyyy	dd-mm-yyyy	Description	CHOOSE FILE No file chosen 📁	📁

Firm Experience Detail

16. Section 5: Upload Document

After completing the Firm Experience Details section, the applicant must upload all mandatory supporting documents required for verification and empanelment approval. The uploaded documents will be scrutinized by the department during the application review process.

Purpose

The Document Upload section enables applicants to:

- Submit statutory registration documents.
- Verify the legal status of the firm.
- Validate firm constitution and ownership structure.
- Provide supporting evidence for empanelment eligibility.
- Upload additional supporting documents relevant to audit experience and qualifications.

General Instructions

Before uploading documents, applicants should ensure that:

- All documents are clear, legible, and valid.
- Documents are uploaded in the prescribed format.
- Scanned copies are complete and readable.
- The uploaded document corresponds to the selected document type.

Accepted File Formats:- PDF

Maximum File Size

- 10 MB per document

Documents to be Uploaded

1. Firm Constitution Certificate

Mandatory Document

Upload the Firm Constitution Certificate issued by ICAI or the competent authority showing the constitution and registration status of the firm.

Purpose:

- Verification of firm constitution.
- Validation of registration status.

2. PAN Card (Firm)

Mandatory Document

Upload a scanned copy of the PAN Card issued in the name of the firm.

Purpose:

- PAN verification.
- Identity and tax registration validation.

3. GSTIN Certificate

Conditional / Optional Document

Upload GST Registration Certificate if the firm is registered under GST.

Purpose:

- Verification of GST registration details.
- Tax compliance validation.

4. Firm Card

Mandatory Document

Upload the ICAI Firm Card or equivalent firm registration document issued by ICAI.

Purpose:

- Verification of ICAI registration.
- Firm identification and authentication.

5. Partnership Deed / LLP Agreement

Conditional Mandatory Document

The requirement of this document depends on the Firm Type selected during registration.

Firm Type	Document Requirement
Partnership Firm	Partnership Deed is mandatory
LLP	LLP Agreement / LLP Incorporation Document is mandatory
Proprietorship	Not Required

Purpose:

- Verification of ownership structure.
- Validation of partners and constitution details.

6. Other Supporting Documents

Optional Document Upload

Applicants may upload additional documents supporting their application.

Examples include:

- Audit Work Orders
- Completion Certificates
- Experience Certificates
- Self-Declarations
- Professional Certifications
- Empanelment Certificates
- Any other supporting evidence

Purpose:

- Strengthening application evaluation.
- Supporting eligibility and experience claims.

Document Upload Process

For each document:

1. Click **Choose File**.

2. Browse and select the required document.
3. Verify the selected file.
4. Upload the document.
5. Wait for successful upload confirmation.

Alternatively, users may drag and drop files into the upload area where supported.

System Validations

The system performs the following validations:

File Format Validation

Only the following formats are accepted:- PDF

File Size Validation

- Maximum file size: 10 MB.
- Files exceeding the permitted size will be rejected.

Mandatory Document Validation

The system ensures all mandatory documents have been uploaded before allowing submission.

Duplicate File Validation

The system may prevent duplicate uploads of the same document type.

Corrupted File Validation

Unreadable or corrupted files will not be accepted.

User Actions

Save & Proceed

After uploading all required documents:

1. Verify all uploaded files.
2. Ensure mandatory documents are available.
3. Click **Save & Proceed**.
4. The system validates all uploaded documents.
5. Upon successful validation, the applicant is redirected to the next stage of the empanelment process.

Previous

Click **Previous** to return to the previous section and make modifications if required.

Important Notes

- Uploaded documents should be self-attested wherever required by departmental guidelines.
- Documents must be current and valid at the time of application submission.
- Incomplete or invalid documents may result in rejection of the application.
- The department may request additional documents during scrutiny if required.

Output

Upon successful completion of this section:

- ✓ Mandatory documents are uploaded and stored securely.
- ✓ Supporting documents become available for departmental verification.
- ✓ Application document repository is created.
- ✓ Applicant becomes eligible to proceed to the final declaration and application submission stage.

Document Upload

All documents should be clear and valid. Accepted formats: **PDF, JPG, PNG** (Max size: **10MB** per file)

1
Firm Constitution Certificate *

Click to choose file
or drag and drop here

2
PAN Card (Firm) *

Click to choose file
or drag and drop here

3
GSTIN Certificate (Optional)

Click to choose file
or drag and drop here

5
Firm Card *

Click to choose file
or drag and drop here

6
PARTNERSHIP DEED

Click to choose file
or drag and drop here

7
Other Supporting Documents

Click to choose file
or drag and drop here

e.g. Work orders, completion certificates, self declarations

UI for Upload Document

17. Section 6: Bank Accounts Details & Declarations

After completing the Document Upload section, the applicant must provide the firm's banking information and submit the final declaration. This section serves as the official confirmation of the information furnished in the empanelment application.

6.1 Bank Details

The applicant shall provide the bank account details of the CA Firm. The bank account information may be used by the department for official communication, financial transactions, reimbursement processes (if applicable), and record verification.

Fields to be Completed

Field Name	Description
Bank Name	Name of the bank where the firm's account is maintained.
Branch Name	Name of the branch where the account is held.
Account Number	Active bank account number of the firm.
IFSC Code	IFSC code of the respective bank branch.
Account Type	Select the account type such as Current Account or Savings Account.

System Validations

Bank Name

- Mandatory field.
- Cannot be left blank.

Branch Name

- Mandatory field.

- Cannot be left blank.

Account Number

- Mandatory field.
- Numeric values only.
- Must contain a valid account number.

IFSC Code

- Mandatory field.
- Must be in a valid IFSC format.
- Example: SBIN0001234

Account Type

- Mandatory selection.
- Applicant must select the appropriate account category.

6.2 Declaration

Before submission of the application, the applicant must provide a declaration confirming the authenticity and correctness of the information furnished in the application.

Declaration Statement

The applicant must acknowledge the following declaration:

"I/We hereby declare that the information furnished in this application is true, complete, and correct to the best of my/our knowledge and belief. I/We understand that any false information or suppression of facts may result in rejection of the application, cancellation of empanelment, or any other action deemed appropriate by the department."

Authorized Signatory Details

The following details must be entered:

Field Name	Description
Name of Authorized Signatory	Name of the person authorized to represent the firm.
Designation	Designation of the authorized signatory (Partner, Proprietor, Director, Managing Partner, etc.).
Place	Place from where the declaration is being submitted.
Date	Date of declaration submission.

System Validations

Authorized Signatory Name

- Mandatory field.
- Cannot be left blank.

Designation

- Mandatory field.
- Must be selected from the available list.

Place

- Mandatory field.
- Cannot be left blank.

Date

- Mandatory field.
- Cannot be a future date.

Declaration Acceptance

- The declaration is considered accepted upon successful submission of this section.

User Actions

Save & Proceed

After entering all bank details and declaration information:

1. Verify all entered details carefully.
2. Confirm that the declaration information is correct.
3. Click **Save & Proceed**.
4. The system validates the information.
5. Upon successful validation, the application is saved and moved to the Application Preview & Final Submission stage.

Previous

Click **Previous** to return to the previous section and modify any information if required.

Important Notes

- Bank account details should belong to the applicant firm and must be active.
- The authorized signatory should be duly authorized as per the firm's constitution.
- The declaration submitted through the portal shall be treated as legally binding.
- Submission of false or misleading information may result in rejection, suspension, or cancellation of empanelment.

Output

Upon successful completion of this section:

- ✓ Bank account details are securely recorded.
- ✓ Declaration information is stored in the application record.
- ✓ Applicant confirmation is captured electronically.
- ✓ Application becomes eligible for final preview and submission.
- ✓ The user is redirected to the **Application Preview & Final Submission** page.

Bank Details and Declaration

Bank Name * Branch Name * Account Number * IFSC Code *

Account Type *

Declaration

I/We hereby declare that the information furnished is true and correct.

Name of Authorized Signatory * Designation * Place * Date *

18. Section 7: Application Preview & Final Submission

The **Application Preview** page provides a consolidated view of all information entered by the applicant during the empanelment process. Applicants should carefully review all details, uploaded documents, experience records, bank information, and declarations before proceeding with final submission.

Purpose

The Preview page enables applicants to:

- Verify all entered information before final submission.
- Review Firm Basic Details, Address Details, CA/Partner Information, Experience Details, Documents, and Bank Details.
- View uploaded supporting documents.
- Confirm declaration and application accuracy.
- Identify and correct any errors before final submission.

User Actions

Review Application

Carefully verify the following sections:

- Firm Basic Details
- Firm Address & Branch Details
- CA/Partner Details
- Firm Experience Details
- Uploaded Documents
- Bank Details
- Declaration Information

Previous

Click **Previous** to return to any earlier section and make necessary corrections.

Save & Proceed / Final Submit

After confirming that all information is accurate:

1. Review all details.
2. Accept the declaration.
3. Click **Save & Proceed** (Final Submission).
4. The application is submitted successfully and becomes available for departmental scrutiny.

Important Note

- Once the application is finally submitted, editing may not be permitted.
- Applicants are advised to verify all information and uploaded documents carefully before submission.
- Any discrepancy found during departmental verification may result in a query, rejection, or cancellation of empanelment.

Output

- ✓ Complete application summary displayed.
- ✓ Applicant verification completed.
- ✓ Final declaration accepted.
- ✓ Application submitted successfully for departmental review and approval.
- ✓ Acknowledgement/Application Reference Number generated for future tracking.

» Firm Basic Details

Firm Name	Firm Registration Number	Firm Type	PAN Number
ROHIT RAJPOOT & ASSOCIATES LLP	123456TRD16	LLP	BTIPR3937B
GSTIN Number	Registration Date	Email	Phone Number
GSTN2185754754747R	24/12/2022	rajput.rohit27112@gmail.com	07550252525
Mobile Number			
9898989898			

» Firm Address & Branch Details

A. Registered Office Address

Address Line 1

-MP-Computer Emergency Response Team 5th floor,Annexy- 2 , Mantralaya vallabh bhavan, Bhopal (m.p.)

Address Line 2

Bhopal

State	District	City	Pin Code
Madhya Pradesh	BURHANPUR	Bhopal	462011

B. Branch Details

Please provide details of branch offices, if any.

S.no	Branch Name	District	City	Full Address	Contact Person	Mobile	Email
1	Bhopal	BHOPAL	Bhopal	-MP-Computer Emergency Response Team 5th floor,Annexy- 2 , Mantralaya vallabh bhavan, Bhopal (m.p.)	9713475044	9713475244	rohit@gmail.com

» Firm Step 4: Partners & CA Employees Details

» Firm Firm Experience Details

Total Experience (Years)	Cooperative Audit Experience	Professional Experience Summary
11	11	test

Assignment Details

S.no	Audit Type	Auditee	Organisation	Order Date	Completion Date	Description	File
1	Statutory Audit	Cooperative Societies	fdggd	11/11/2022	11/11/2023	test	View

» Document Upload

 Firm Constitution Certificate Firm registration certificate issued by ICAI.	View	 PAN Card (Firm) PAN card document of the firm.	View
 GSTIN Certificate <i>Optional</i> GSTIN certificate of the firm, if applicable.	View	 Firm Card <i>Optional</i> Constitution certificate of the firm.	View
 Partnership Deed <i>Optional</i> Partnership deed document, if applicable.	View	 Other Supporting Documents <i>Optional</i> Any other supporting documents.	View

» Bank Details

Bank Name	Branch Name	Account Number	IFSC Code
ICICI Bank	Harda	100025255255	SBIN0002222
Account Type			
Current			
Name of Authorized Signatory	Designation	Place	Date
test	Partner	Harda	2026-06-11

» System Generated Category & Declaration

It is system generated category, final category will be assigned after evaluation

NA

Declaration

I/We hereby declare that the information furnished is true and correct.

[Previous](#)

[Save & Proceed](#)

UI Screenshot for: preview page with system generate category



19.Section – 8. Payment Details and Final Application Submission

After reviewing the application preview, the applicant is redirected to the **Payment & Application Submission** page.

The payment process varies depending upon whether the applicant is an **Existing Empanelled CA Firm** or a **New CA Firm Registration Applicant**.

Payment Applicability

Existing Empanelled CA Firm

If the applicant is an already empanelled/registered CA Firm and is submitting a renewal or continuation application:

- No registration fee is required.
- The applicant can directly submit the application after completing all sections.
- The application will be forwarded for departmental scrutiny and approval.

Process Flow:

Existing Firm Login



Application Completion



Preview & Verification



Final Submission



Application Submitted

New CA Firm Registration

If the applicant is registering on the portal for the first time:

- Registration/Empanelment Fee is applicable.
- The applicant must deposit the prescribed fee before final submission.
- The payment amount is displayed by the system.

Current Registration Fee: ₹ 1000/-

Deposit the registration fee of ₹1000/- in the Government Treasury under the head:0425-00-800-0000 Cooperative, 800 - Other Receipts

This amount can be deposited through MP Treasury or through a nationalized bank.

(or as prescribed by the department from time to time)

Payment Details

The payment screen displays:

Field	Description
Registration / Empanelment Fee	Applicable registration fee amount.
Payment Challan Upload	Upload payment receipt/challan as proof of payment.
System Generated Category	Displays provisional category information.

Field	Description
Remarks	Optional remarks related to payment or application.

Payment Challan Upload

The applicant must:

1. Deposit the prescribed registration fee.
2. Obtain the payment receipt/challan.
3. Click **Choose File**.
4. Upload the payment proof document.

Accepted Formats :- PDF

Maximum File Size

- As per portal upload limits.

System Generated Category

The portal may display:

"It is a system-generated category. Final category will be assigned after evaluation."

The final auditor category shall be determined only after departmental verification and approval of the application.

Remarks (Optional)

Applicants may provide any remarks related to:

- Payment reference details
- Additional clarification
- Supporting information

This field is optional.

Save & Proceed

After uploading the payment challan:

1. Verify the uploaded document.
2. Review payment details.
3. Click **Save & Proceed**.
4. The application is submitted successfully.

Important Notes

- Payment is mandatory only for **New CA Firm Registration Applications**.
- Existing empanelled firms are not required to upload a payment challan unless specifically instructed by the department.
- Applications without valid payment proof (where applicable) will not be processed.
- The final auditor category is subject to departmental scrutiny and approval.

Output

- ✓ Payment details recorded successfully.
- ✓ Payment challan uploaded and stored.
- ✓ Application submitted successfully.
- ✓ Application Reference Number generated.
- ✓ Application forwarded to the Registrar Cooperative Societies for verification and approval.
- ✓ Applicant can track application status through the portal dashboard.

Step 9: Payment

Registration / Empanelment Fee
₹ 1000/-
Please proceed to payment only after reviewing the summary & category.

Payment Chalan Upload *

CHOOSE FILE

No file chosen

It is system generated category, final category will be assigned after evaluation *

NA

Remarks (Optional)

Any remarks related to payment

Previous

Save & Proceed

UI Screenshot for: Payment and application submission

20. System Field Validation Profiles

Field Scope	Format Enforcement	System Rejection Outcome
ICAI FRN String	Exactly 6 alphanumeric string chars	Blocks access to following wizard step panels
Corporate PAN ID	Strict format matching AAAAA1111A pattern	Triggers inline alert context prompt indicator
Bank IFSC Identifier	Standard 11-char sequence matching RBI indices	Halts submission entry operations
Attachment Uploads	Single file cap constrained below 02 MB limit	Rejects file processing pipeline directly

21. Common System Error Resolutions

Encountered Issue Context	Immediate Corrective Resolution Process
Invalid OTP Token Notification	Trigger a fresh OTP request, wait for delivery, and re-enter the 6-digit verification code carefully.
Invalid PAN Format Rejection	Verify the 10-character string structure, making sure letters and numbers are in the correct positions.

Invalid IFSC Routing Match Error	Confirm that character 5 is an explicit zero ('0') and verify the branch details against your passbook.
File Size Bound Exception	Open the attachment in an image optimization toolkit to reduce the DPI scale below the 02 MB threshold.

22. Frequently Asked Questions (FAQs)

Q: Can out-of-state CA firms register on this portal?

A: Registration access parameters are governed by the active RCS empanelment notification rules. Check the 'Check Eligibility' panel on your dashboard to see current criteria.

Q: How can I change my registered phone number if I can't receive the OTP?

A: Do not create a duplicate profile. Submit a correction request to the RCS Audit Branch Helpdesk along with your ICAI firm identity card to update your information.

Q: Can I edit form entries after clicking Final Submit?

A: No, the data locks automatically upon submission. If you made a critical error, contact the department administrators to see if they can mark your application as 'Returned' to reopen editing access.

Q: What is the estimated processing time for departmental reviews?

A: Processing times vary based on application volume. You can check your application's current status in real time via the tracking dashboard.