

Duties and Responsibilities of Law / Accounts Expert

1. Establishment of Robust Financial & Accounting Systems:

- Design, implement, and standardize **accounting systems** for FPOs in line with Telangana Cooperative Societies Act,1964 and applicable accounting standards.
- Guide FPOs for ensuring transparency and traceability of transactions.
- Support FPOs in maintaining **day-to-day accounts**, including cash book, bank book, journals, ledgers, and supporting vouchers as prescribed by the Implementing Agency i.e., NCDC.
- Ensure **bank reconciliation statements** for preparation and review on monthly basis.
- Assist FPOs in preparing **annual budgets, business plans, and financial projections**.

2. Statutory Audit, Internal Audit & Financial Review

- Plan and coordinate **statutory audits** for all FPOs under the CBBO cluster.
- Facilitate **internal audits and periodic financial reviews** to identify gaps, risks, and corrective actions.
- Ensure audit observations are properly addressed, documented, and closed within stipulated timelines.
- Support FPOs during **special audits, inspections, and third-party evaluations** conducted by NCDC.
- Maintain an audit compliance tracker for each FPO.

3. Taxation, GST & Income Tax Compliance:

- Guide FPOs in obtaining and maintaining **GST, PAN, TAN, and other tax registrations**.
- Ensure timely filing of:
 - GST returns (monthly/quarterly/annual)
 - Income Tax returns
 - TDS returns
- Advise FPOs on **tax exemptions, rebates, and benefits** available to Producer Companies under prevailing laws.
- Ensure compliance with **TDS provisions**, including deduction, deposit, and reporting.

- Provide advisory support on **tax planning** without violating statutory provisions.

4. Legal Compliance under Telangana Cooperative Act,1964:

- Ensure full compliance with **Telangana Cooperative Act,1964** and related circulars.
- Guide FPOs in:
 - Conducting Board of Directors meetings
 - Annual General Meetings (AGMs)
- Ensure proper preparation and maintenance of:
 - Minutes
 - Statutory registers
 - Share registers

5. Share Capital, Member Equity & Government Grants

- Guide FPOs in **member mobilization of share capital** and maintenance of shareholder records.
- Ensure legal compliance in **issue, transfer, and management of shares**.
- Assist FPOs in preparation of financial and legal documentation required for applying:
 - Management Cost
 - Equity Grant Scheme
 - Credit Guarantee Schemes
- Verify compliance related to utilization of grants and submission of utilization certificates.

6. Legal Documentation, Contracts & Agreements

- Draft, review, and vet:
 - Memorandum of Association (MoA)
 - Share subscription agreements
 - Vendor and buyer contracts
 - MoUs with institutions and partners
- Ensure all contracts are legally valid, risk-mitigated, and aligned with FPO interests.

7. Dispute Resolution & Legal Advisory

- Provide guidance in **member disputes, contractual disputes, and operational conflicts.**
- Assist the CBBO in handling **legal notices, mediation efforts.**
- Coordinate with advocates, and legal institutions as required.
- Promote dispute resolution mechanisms in line with **cooperative principles and FPO framework.**

8. Capacity Building & Handholding of FPO Leadership

- Conduct training and handholding for:
 - Board of Directors
 - CEOs
 - Accountants
- Build awareness on:
 - Financial discipline
 - Legal obligations
 - Responsibilities of directors
- Develop simplified **compliance calendars and checklists** for FPO management.

9. MIS Coordination & Financial Reporting

- Coordinate with MIS/IT experts to ensure **accurate uploading of financial and legal data** on the 10K FPO MIS portal.
- Validate financial data entered for schemes, grants, and performance assessments.
- Prepare periodic financial and compliance reports for:
 - CBBO
 - NCDC
- Ensure data consistency between physical records and digital MIS entries.

10. Credit Linkage & Financial Institutional Coordination

- Assist FPOs in preparing **loan proposals, financial statements, and compliance documents** for banks and financial institutions.
- Coordinate with banks for:
 - Credit appraisal
 - Loan documentation
 - Compliance during loan tenure
- Support FPOs in maintaining covenant compliance and repayment discipline.

11. Risk Management & Governance Support

- Identify financial, legal, and compliance risks at FPO level.
- Recommend corrective measures to strengthen governance and internal controls.
- Ensure adherence to principles of **transparency and accountability**

12. Stakeholder Coordination & Regulatory Interface

- Support FPOs during regulatory inspections, reviews, and performance assessments.
- Act as a key technical resource on legal and financial matters at CBBO and cluster level.

13. In addition to the duties and responsibilities specifically mentioned above, the expert shall also perform any other duties, tasks, or responsibilities that may be entrusted by the CBBO from time to time, as and when required, in the interest of administrative efficiency and smooth functioning. Such duties shall be carried out with due diligence, obedience to lawful instructions, and in accordance with the rules in force.