



Societies and Firms User Manual For External Users

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Document Control Sheet

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1. Introduction

In Uttarakhand the Registration and administration of societies under Societies Registration Act 1860, partnership firm under Partnership Act 1932 and chits under Chits Act 1892 is done by Registrar of firms, societies and chits Dehradun. through its regional offices at Dehradun/Haldwani. Assistant Registrar Dehradun has territorial jurisdiction of Garhwal region consisting of Dehradun, Haridwar, Pauri Garhwal, Chamoli, Rudraprayag, Tehri Garhwal, Uttarkashi districts. While Assistant Registrar Haldwani has territorial jurisdiction of Kumaun region consisting of Pithoragarh, Champawat, Bageshwar, Almora, Nainital and Udham Singh Nagar districts.

1.1 Purpose of this document

Thus, this document is a generic user guide document for using Society and firms and has all the details regarding module which is helpful for society and firms' users. It provides guidance to assist the respective users in fulfilling their day to day financial obligations. It is also useful background reading for anyone involved in monitoring of the Chits, society and firms module. This document expresses all the working of the software in very simple manner, so that whosoever goes through this piece of document finds it interesting and convenient to work with the module.

1.2 Scope

IFMS software caters to the financial requirements of all the departments of Uttarakhand. Different users like secretaries, heads of departments, treasuries, drawing and disbursing officers, autonomous organizations and employees make use of the system as per their needs and obligations. This user manual is intended to be used by users related to societies and firms. Separate user manuals are being prepared for other set of users like employees, treasury officials, HoDs, Secretaries, PLA users etc.

1.3 Points of Contact

To help the users working on IFMS software, Finance Data Center operates a help line number **08899890000**, which may be used by the users for their queries and issues. Users may contact help-desk officials anytime between 9 AM to 8 PM during weekdays (i.e. Monday to Saturday) and between 10 PM to 6 PM during holidays.

2. Instructions

2.1 General instructions

IFMS is web-based software; hence it can be accessed using web browser. Following are some of the prerequisites to have best experience of working on the IFMS software:

1. Computer System - Desktop/Laptop
2. Operating system - Windows 7/8/10/

3. Browser - Chrome Version 79.0.3945.117 (Official Build) (64-bit)
4. Connectivity - 2 mbps and more

2.2 User id and Password

To work on IFMS software the user needs to have an active user id and password. User id, in IFMS software for Chits, firms and societies is aadhar number which can only be used once the user has registered in IFMS software. User needs to change his/her default password after login. Password gets expired every 3 months; therefore, to protect account in IFMS user is advised to change his/her password regularly. In case the user forgets his password then he/she may reset it using forgot password link provided on the home page of the IFMS software. To reset the password, user must know login id and mobile number. The password gets locked after 5 unsuccessful attempts. In such cases user should contact finance data center with application with their signature and corresponding id proof for resetting the password.

2.3 Cyber Security

IFMS is a web-based application hence exposed to Phishing/Vishing and other kind of cyber threats. Therefore, users are advised to use good antivirus software in their PC and never share their password over the email, WhatsApp, sms or over the phone. User is solely responsible for misuse of their user id's and password.

3. Overview of Societies and Firms module

As per the Act, Societies formed by Memorandum of Association and Registration - Any seven or more persons associated for any literary, scientific, or charitable purpose, or for any such purposes by subscribing their names to a memorandum of association, and filling the same with the Registrar. As per Act, Societies are registered with a validity period of five years, which will be renewed every five years. Society declares its area of operation - national, state and regional (the same is not reflected in the certificate- hence amendment of this shall not affect the certificate). Even if a society has national operation, it will be registered separately in each state without any linkage to its registration in another state. Partnership firm is registered with association of two or more persons. It has infinity validity period until it applies for dissolution. Persons who have entered into partnership with one another are called individually "partners" and collectively "a firm" and the name under which their business is carried on is called the "firm name". Fee is paid to the government heads for every service with penalty provisions for certain deficiencies and default as per law. Fee is fixed for different kinds of services and is subject to change as per notification. There are approximately 6854 registered societies and firms. Out of these approximately 6283 are active.

This document describes the working for application, through which registrar offices shall discharge statutory functions towards Societies and Firms.

Following are major objectives achieved;

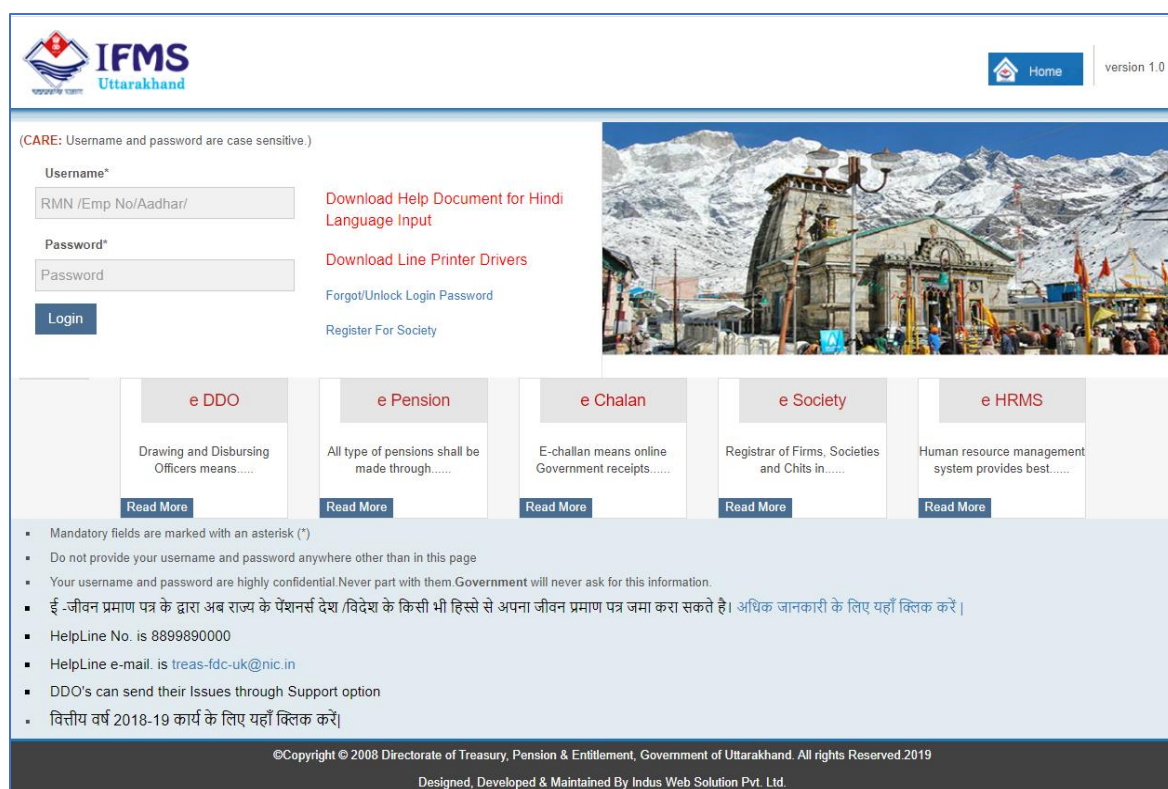
1. Registration of the Societies, Firms and Chit Funds information system to provide efficient transfer, storage and retrieval of information.

2. Effective and efficient monitoring of Societies, Firms and Chit Funds.
3. Automatic aggregation and consolidation of data.
4. Design citizen centric and dependable service delivery mechanism.
5. Create transparent system to the citizens and business organizations transacting with Government.
6. Provide user friendly application environment accessible over browser
7. Provide Accurate Real time data and MIS to support decision making of officials.
8. Online access of information virtually 24X7
9. Migration of existing data to new application

4. Description and Steps

4.1. How to access the IFMS Software

IFMS software can be accessed by using URL <https://cts.uk.gov.in/>. Any internet browser (i.e. Chrome, Internet Explorer, Firefox, etc.) can be used for operating the software but it works well in Chrome version 79.0.3945.117 (Official Build) (64-bit) or higher. Login page of IFMS appears as shown below:



(CARE: Username and password are case sensitive.)

Username*

RMN /Emp No/Aadhar/

Password*

Password

Login

Download Help Document for Hindi Language Input

Download Line Printer Drivers

Forgot/Unlock Login Password

Register For Society

e DDO

Drawing and Disbursing Officers means....

Read More

e Pension

All type of pensions shall be made through.....

Read More

e Chalan

E-chalan means online Government receipts.....

Read More

e Society

Registrar of Firms, Societies and Chits in.....

Read More

e HRMS

Human resource management system provides best.....

Read More

- Mandatory fields are marked with an asterisk (*)
- Do not provide your username and password anywhere other than in this page
- Your username and password are highly confidential. Never part with them. Government will never ask for this information.
- ई-जीवन प्रमाण पत्र के द्वारा अब राज्य के पेंशनर्स देश/विदेश के किसी भी हिस्से से अपना जीवन प्रमाण पत्र जमा करा सकते हैं। अधिक जानकारी के लिए यहाँ क्लिक करें।
- HelpLine No. is 8899890000
- HelpLine e-mail. is treas-fdc-uk@nic.in
- DDO's can send their Issues through Support option
- वित्तीय वर्ष 2018-19 कार्य के लिए यहाँ क्लिक करें।

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Fig-001

4.2 Logging-onto the Web Application

To log-in, user needs to enter the Login id, password, captcha and click on the “Login” button.

Login ID is and password is provided at the time of registration. As can be seen in the image attached below that in order to register in IFMS software user is provided with the menu “register for society”. Step by step procedure for registering is discussed in [Register for Society/ Firm](#) kindly refer.



Fig-002

1. For those users who has been provided with permanent registration number can login using their registered number where as for those users whose application are still pending can login using their valid Aadhar number.
2. For users using Aadhar number they can only register and cannot make amendments or renewal. For making amendments and renewal it is mandatory for user to login with registered number.

4.3 Components of Societies and Firms

IFMS Software provides 3 portals for chits, firms and societies

1.Register for society: This portal is used to register for society in IFMS portal means creating login id and password and creating society.

2. Amendment: This portal is used to amend the data in the existing society.

3. Renewal: This portal is used in renew the society which is already exist.

4.3.1. Register for Society/ Firm

4.3.1.1 Registering Society and firm in IFMS Software

In order to register for society click on register for society menu which is provided on the home page of IFMS software.

Note: The steps for registration of society and Firm is same, therefore we will discuss it once only.

1. On clicking on the menu “Register for Society” user is directed to the page attached below;

Here user has to fill in the fields related to user/consultant. User is provided with both the options to register as user and consultant. We will discuss working of both the cases individually.

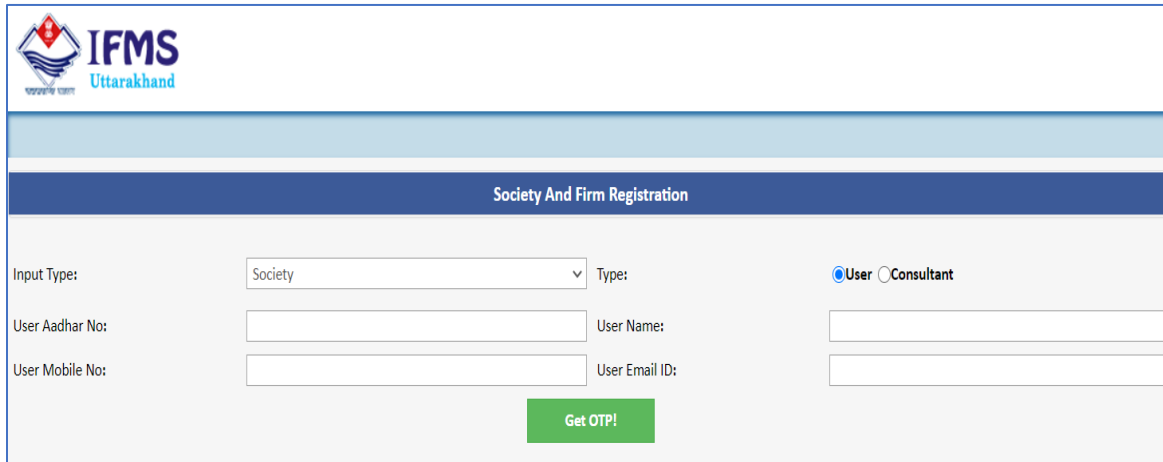


Fig-003

- Clearly it can be seen in the image attached below that here user has to select input type i.e. are society or firm. In order to register for any of the two select respectively.

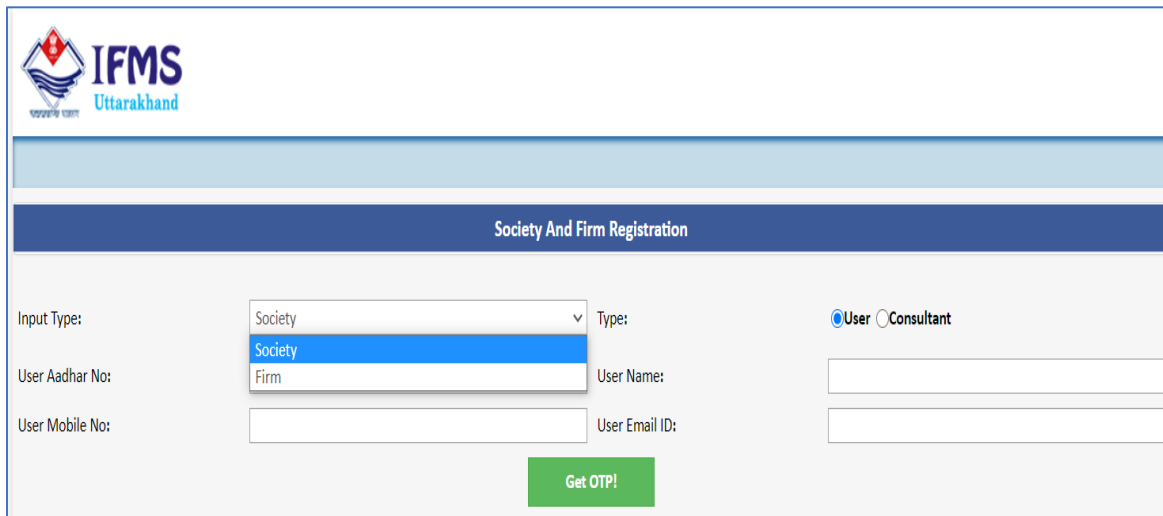


Fig-004

- In the registration form user is provided with the option to select type as user or consultant as per the nature of user, while filling the form for any of the two there is a slight change therefore we will discuss both the cases one by one;

4.4.1.1.1 Registration of users

- select user as type by clicking on user radio button. After doing so fill rest of the fields like we have filled as can be seen in the image attached below.

- 3.1.2 Enter valid aadhar number. If user enters wrong aadhar number system will not allow the user to continue therefore make sure to enter valid aadhar number.
- 3.1.3 Enter name of the user.
- 3.1.4 Enter active mobile number as user will receive OTP in the provided number.
- 3.1.5 Enter Email id.

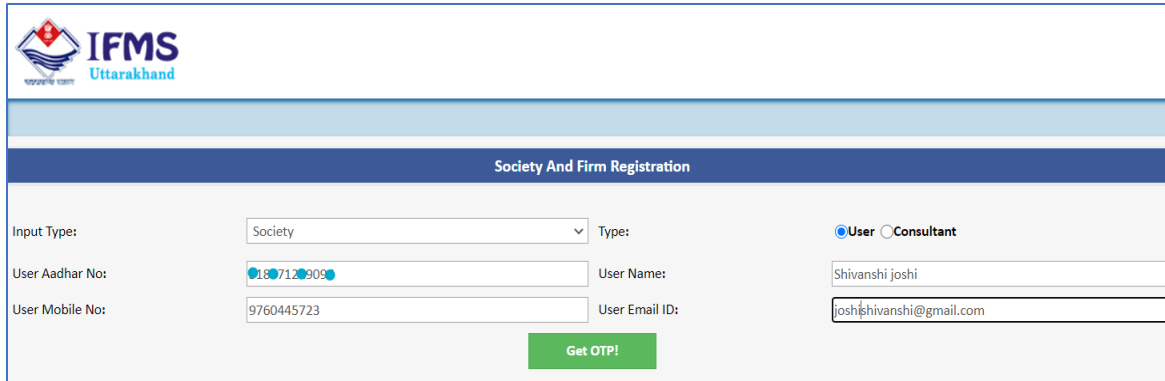


Fig-005

- 3.1.6 After entering the above mentioned field click on get OTP button as a result OTP is sent to the entered mobile number. Also message is displayed on the screen “OTP has been sent on your mobile number” along with additional column to enter received OTP, as can be seen in the image attached below.




Fig-006

- 3.1.7 After receiving the OTP in registered mobile number enter the received OTP in enter OTP column, like we have entered in the image attached below;

- 3.1.8 After entering the OTP click on validate OTP button, as a result system add on two more fields for creating password, as can be seen in the image attached below;

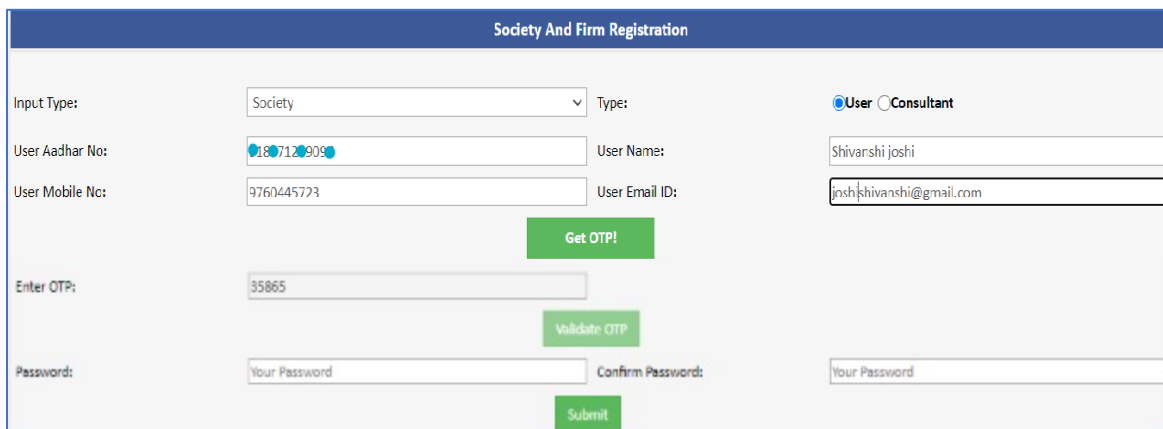


Fig-007

- 3.1.9 Enter password further re enter the password written in the 1st column in order to confirm, After doing so click on submit button, as a result message of successful generation of login id is visible on the screen. Login id is aadhar number by which user has registered. User can access home page i.e., the login page of IFMS by clicking on click here button provided in the message.



Fig-008

4.4.1.1.2 Registration of Consultant

- 3.2.1 Enter Select consultant as type by clicking on consultant radio button. After doing so as we can see in the image attached below that additional field that is the consultant mobile number is added on the form which makes it slight different from that of user.

- 3.2.2 Fill rest of the fields i.e. valid adhar number, registered mobile number and name of the user like we have filled as can be seen in the image attached below.

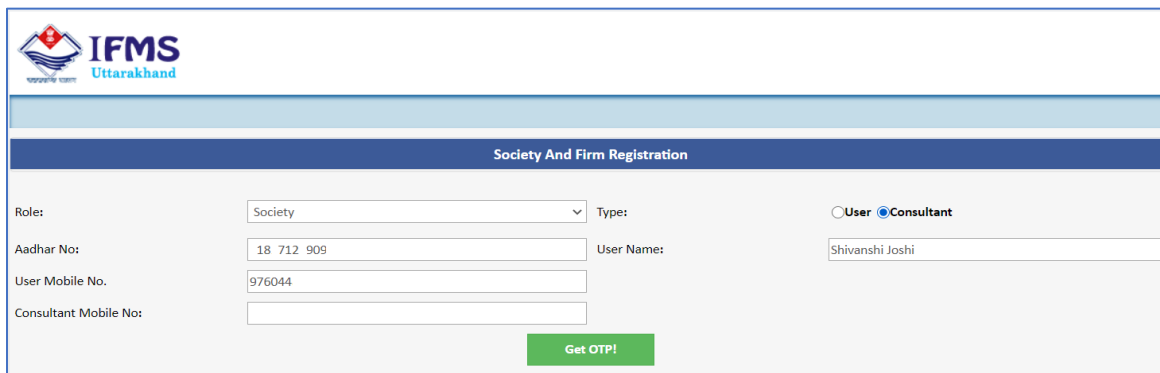


Fig-009

- 3.2.3 Enter consultant mobile number and click on get OTP button, as a result OTP is sent to consultants number this makes this form different from user and message is displayed on the screen, as can be seen in the image attached below;

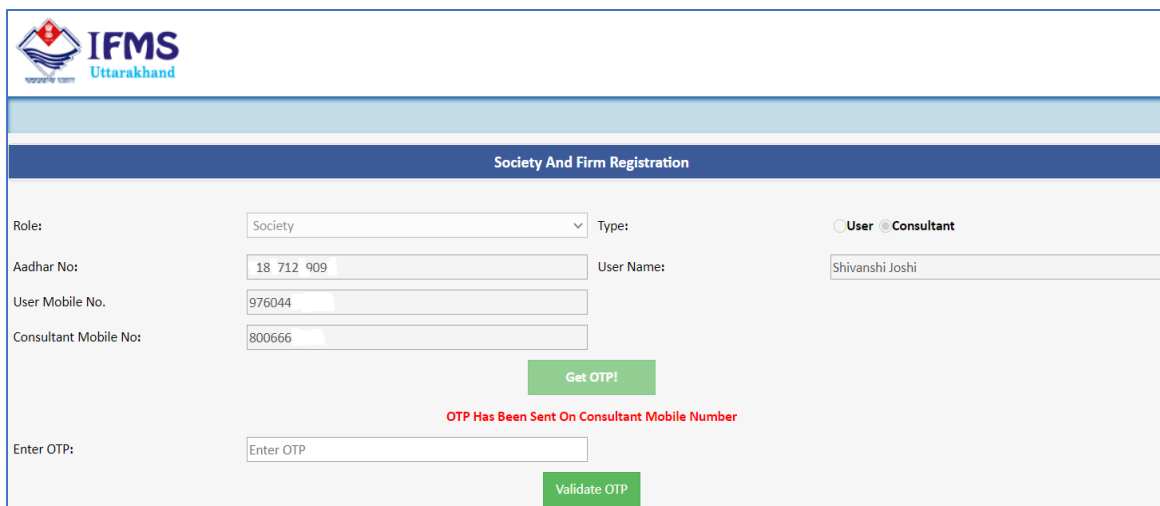


Fig-010

- 3.2.4 After this step the procedure is same as discussed for user type, kindly review steps from 3.1.7 to 3.1.9.
4. After completing the registration process access home page i.e., the login page of IFMS by clicking on click here button provided in the final message. In the login page enter the Login id, password, captcha and click on the “Login” button.
 5. On doing so user is directed to the main page.

4.3.1.2 Register new and old Society

Now we will discuss step by step how to register new society and update data of existing society.

As we can see in the image below that user is provided with two options that are support and society. On clicking society drop down menu appears on the screen with the option of register society and dashboard. In order to register new society and update data of existing society click on register society from the menu.

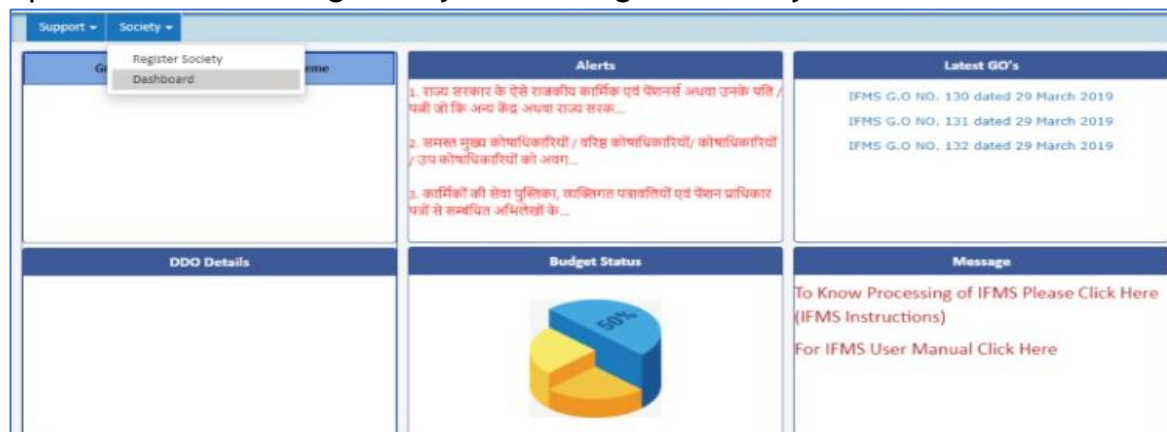


Fig-011

4.4.1.2.1 Registration for new society

1. On clicking register society from the menu user is by default directed to the page registration for new society which is attached below; as can be seen in the image that in the registration for column new society radio button is by default selected. Here user has to fill various fields related to new society;



Sl No	Application Code	Registration Date	Hindi Name	English Name	Society Type	New/Old Society	Govt./Non. Govt.	Created By	Edit	Delete
1	TRSOC068690121000001	05-JAN-2021	घरौंदा	Gharounda	आवासीय	N	N	923150722034	Edit	Delete

Fig-012

2. Enter name of society in english and in hindi, like we have entered and can be seen in the image attached below;

3. Select registration type as government and non government as per the requirement like in our case we have selected non government by clicking on the radio button.
4. Select Society type. As can be seen in the image below that on clicking select society type drop down list of all possible society type is available. User can select one based on the nature of society. In our case we have selected 05- Club.



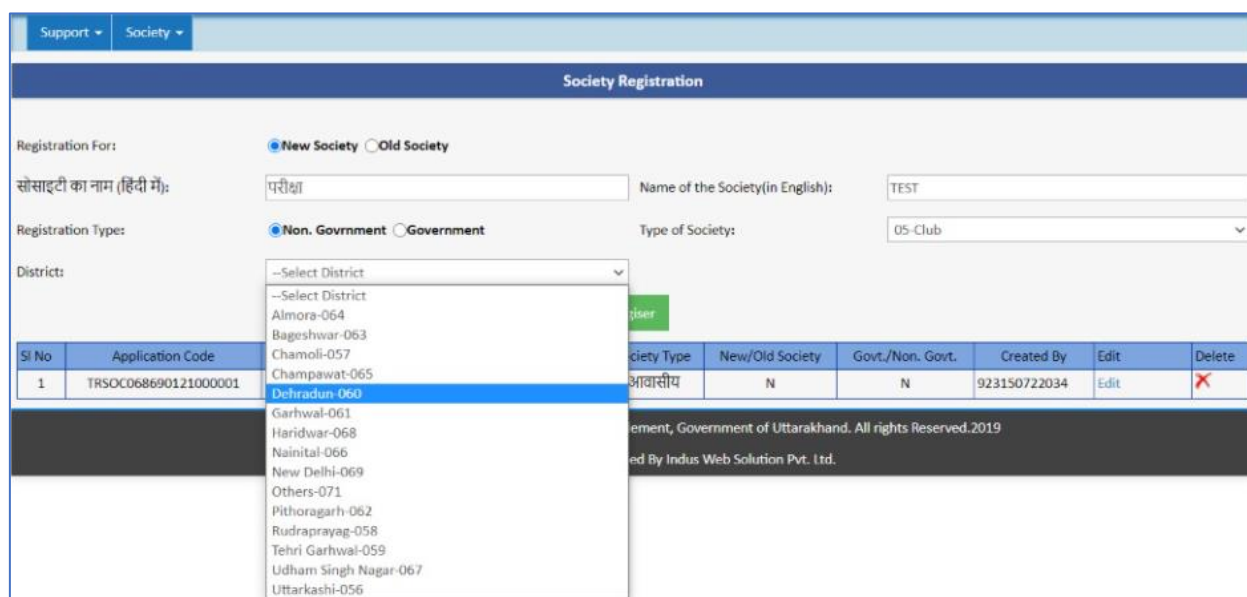
The screenshot shows the 'Society Registration' form. The 'Registration For' section has 'New Society' selected. The 'Society Name' is 'परीक्षा' and 'Name of the Society (in English)' is 'TEST'. The 'Registration Type' is 'Non. Government'. The 'Type of Society' dropdown is open, showing a list of options: 01-Religious, 02-Scientific, 03-Educational, 04-Political, 05-Club (selected), 06-Cultural, 07-Historical, 08-Social Welfare, 09-Watershed, 59-Sports, and 69-Residential. A 'Register' button is visible below the form fields.

Sl No	Application Code	Registration Date	Hindi Name	English Name	Society Type	New/Old Society	Govt.
1	TRSOC068690121000001	05-JAN-2021	घरौंदा	Gharounda	आवासीय	N	

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Fig-013

5. Continue with selecting district. On clicking select district drop down list of all the district of Uttarakhand appears on the screen as can be seen in the image attached below, from the list select one. Like in our case we have selected Dehradun.
6. After filling up the form click on register button which is provided below the form.



The screenshot shows the 'Society Registration' form. The 'Registration For' section has 'New Society' selected. The 'Society Name' is 'परीक्षा' and 'Name of the Society (in English)' is 'TEST'. The 'Registration Type' is 'Non. Government'. The 'Type of Society' is '05-Club'. The 'District' dropdown is open, showing a list of districts: Almora-064, Bageshwar-063, Chamoli-057, Champawat-065, Dehradun-060 (selected), Garhwal-061, Haridwar-068, Nainital-066, New Delhi-069, Others-071, Pithoragarh-062, Rudrapur-058, Tehri Garhwal-059, Udham Singh Nagar-067, and Uttarkashi-056. A 'Register' button is visible below the form fields.

Sl No	Application Code	Registration Date	Hindi Name	English Name	Society Type	New/Old Society	Govt./Non. Govt.	Created By	Edit	Delete
1	TRSOC068690121000001				आवासीय	N	N	923150722034	Edit	Delete

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Fig-014

- On clicking the register button, all the data filled in the form is saved, the data starts appearing at the bottom of the page in tabular format along with this pop up message is generated on the screen providing Application code “SUCCESS: RECORD UPDATED WITH APPLICATION ID TRS006005012021000001”.



The screenshot shows the 'Society Registration' form. A success message pop-up is displayed: 'SUCCESS: RECORD UPDATED WITH APPLICATION ID TRS006005012021000001'. Below the form, a table lists the registered societies.

Sl No	Application Code	Registration Date	Hindi Name	English Name	Society Type	New/Old Society	Govt./Non. Govt.	Created By	Edit	Delete
1	TRS006005012021000001	11-JAN-2021	परीक्षा	TEST	क्लब	N	N	923150722034	Edit	✗
2	TRS006005012021000001	05-JAN-2021	घरौदा	Gharounda	आवासीय	N	N	923150722034	Edit	✗

Fig-015

- In the tabular format we can see that user is provided with edit and delete button. User can make use of the button as per the requirement.

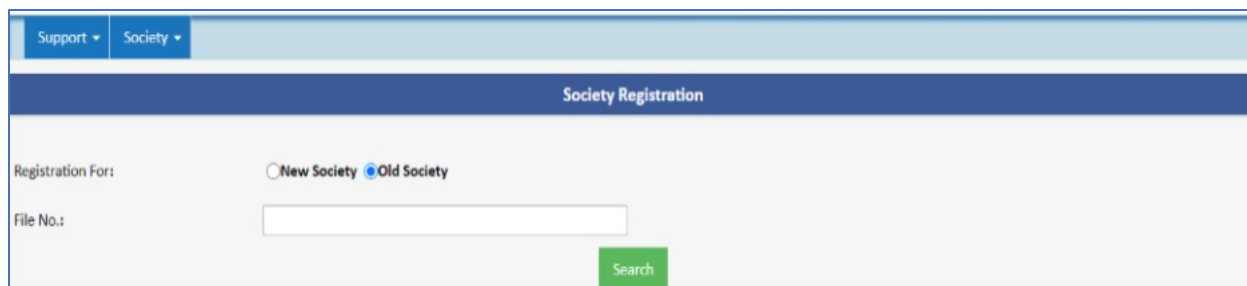
Edit button: In order to edit the details filled in the form earlier. On clicking the button all the fields are made editable so that user can make changes as per the requirement.

Cross button: In order to delete the entire application.

- After the society is registered continue with entering details of society which is discussed in Entering details of Society, kindly refer. Only after the application form is accepted by the Deputy Registrar the permanent registration number is received.

4.4.1.2.2 Registration for old society

- Select old society radio button in registration for like we have selected. On clicking so user is directed to the page attached below. In order to continue here user has to enter the file no. i.e. the registration number of old society.



The screenshot shows the 'Society Registration' form for an old society. The 'Registration For:' section has 'Old Society' selected. Below it, there is a 'File No.' field and a 'Search' button.

Fig-016

2. Enter file number and click on search number.
3. As soon as user clicks on search button the data related to society appears on the screen.
4. Check the data if found incorrect contact the respective registrar office and get the data amend as per the correct details.
5. In the the data is correct continue by clicking on register button.

4.3.1.3 Entering details of society

After the Society is registered i.e. the old and new society as described in the above steps next process is entering details of society which is achieved with the menu dashboard, provided under Society menu.

1. User can access dashboard as shown in the image attached below (Society -> dashboard);

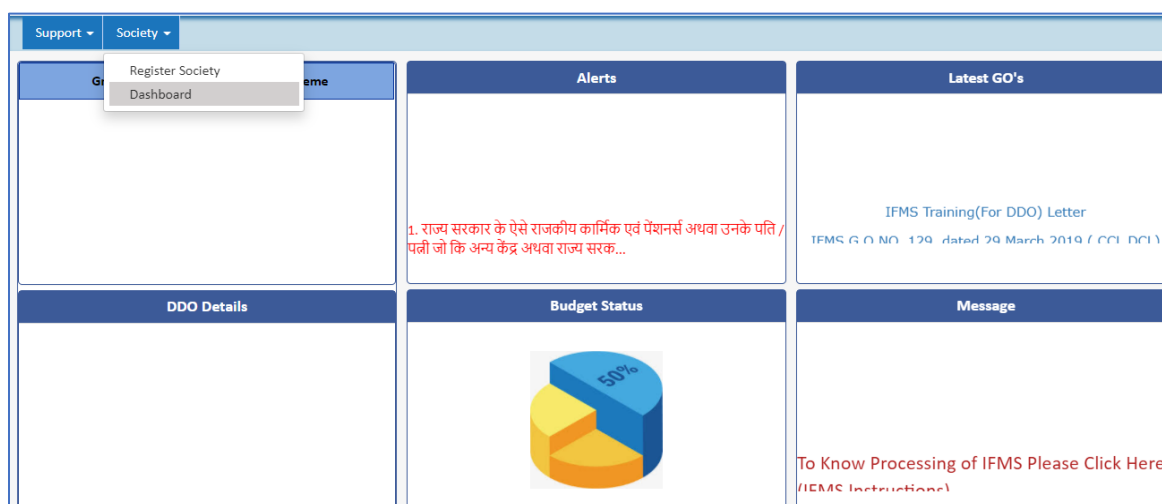


Fig-017

2. On clicking dashboard user is directed to the page attached below, here user is provided with various menu like generating challan, entering basic details, amendments and renewal. We will continue with entering basic details i.e. the column where the renewal code that is the application code is visible. As we can see in the column right now the status of renewal code is “Society Created, Incomplete Application” which indicates that for now the application is incomplete and it need to be filled.

As can be seen in the image attached below that in the same column user is provided with various button in order to perform different task like;

Select button: In order to continue with filling the details.

Delete button: In order delete the society.

Print button: In order to access printed copy of application, but this button is only enabled once the application form is completely filled.

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Upload button: In order to upload the supporting document for the society, again this button is only enabled once the application form is completely filled.

E-sign button: In order to e-sign the application form, again this button is only enabled once the application form is completely filled.

Society Dashboard

Challan To Generate

SL. No.	Application Code	Society Name	Society Name(Hindi)	Date Of Proposal	Applied For	Challan Amount	Select
1	TRSOC3800061120000001	Data Center	डाटा सेंटर	02-NOV-2020	Submit Application	2000	Online Challan

Please check society name and other details,after filling Basic Information delete option will be disabled

SL. No.	Registration No	Renewal Code	Society Name	Society Name(Hindi)	Registration Date	Valid Upto Date	Registration Type	Status	Basic Details Action	Delete	Application For	Document Upload	Esign	Registration Certificate
1		TRSOC065011220000001	Social Progress Society	सामाजिक प्रगति संस्थान	10-DEC-2020	10-DEC-2020	Non Gov	Society Created ,Incomplete Application	Select	Delete	Print	Upload	Esign	
2	UK06008122020004459	TRSOC0100081020000001	Finance data center.	वित्त डाटा सेंटर	29-DEC-2020	28-DEC-2025	Gov		Select	Delete	Print	Upload	Esign	Download
3		TRSOC3800061120000001	Data Center	डाटा सेंटर	02-NOV-2020	02-NOV-2020	Gov	Pending for challan submission	Select	Delete	Print	Upload	Esign	
4		TRSOC064031220000001	Social Progress Institute	सामाजिक प्रगति संस्था	10-DEC-2020	10-DEC-2020	Non Gov	Application Form Completed, Pending for Document Upload	Select	Delete	Print	Upload	Esign	
5		TRSOC057031220000001	Mera Bharat Mahan	मेरा भारत महान	30-DEC-2020	30-DEC-2020	Non Gov	Application Form Completed, Pending for Document Upload	Select	Delete	Print	Upload	Esign	
6		TRSOC0600601002100001	Dehradun Treasury	देहरादून कोषागार	02-JAN-2021	02-JAN-2021	Non Gov	Society Created ,Incomplete Application	Select	Delete	Print	Upload	Esign	
7		TRSOC060060121000001	Finance Society	वित्त सोसाइटी	01-JAN-2021	01-JAN-2021	Non Gov	Society Created ,Incomplete Application	Select	Delete	Print	Upload	Esign	
8		TRSOC0600601002110001	Haridwar Treasury	हरिद्वार कोषागार	02-JAN-2021	02-JAN-2021	Non Gov	Society Created ,Incomplete Application	Select	Delete	Print	Upload	Esign	
9		TRSOC060060100211101	TEST	परीक्षा	13-JAN-2021	13-JAN-2021	Non Gov	Society Created ,Incomplete Application	Select	Delete	Print	Upload	Esign	
10		TRSOC0600801002100001	ORPHANAGE	अनाथालय	14-JAN-2021	14-JAN-2021	Gov	Society Created ,Incomplete Application	Select	Delete	Print	Upload	Esign	

Society Amendment

SL. No.	Registration No	Amendment Code	Society Name	Society Name(Hindi)	Registration Date	Valid Upto Date	Registration Type	Status	Basic Details Action	Delete	Application For	Document Upload
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Society Renewal

SL. No.	Registration No	Application Code	Society Name	Society Name(Hindi)	Registration Date	Valid Upto Date	Registration Type	Status	Basic Details Action	Delete	Application For	Document Upload
---------	-----------------	------------------	--------------	---------------------	-------------------	-----------------	-------------------	--------	----------------------	--------	-----------------	-----------------

Fig-018

- Let us continue with filling application form, Click on select button provided on the form, like we have taken 10th row with id TRSOC0600801002100001 for continuing with

our demonstration. On doing so user is directed to the page attached below;

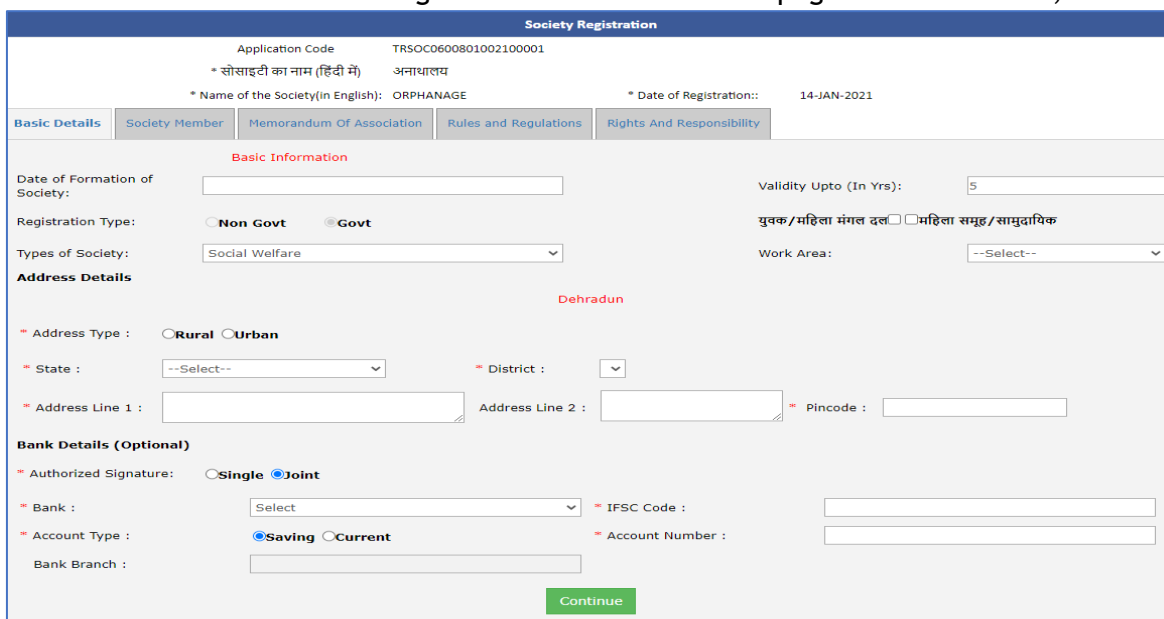


Fig-019

- Here user has to fill all the 5 tabs that are basic details, society member, memorandum of association, rules and regulation and rights and responsibility. Let us fill all the tabs one by one starting with filling basic details. Fill in the form like we have filled in the image attached below;

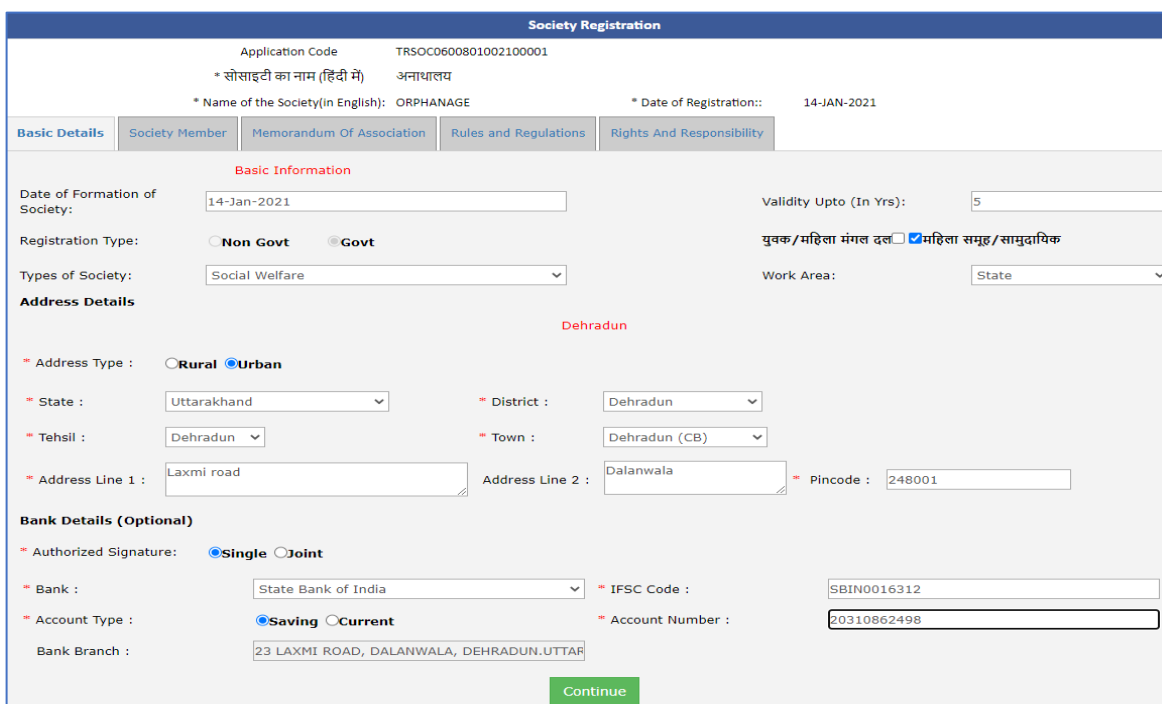


Fig-020

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- After filling up the form click on continue button in order to save the data and move with the next page. On clicking continue button user is by default moved to next page with pop up message on the screen with the message “SUCCESS: DATA SAVED”. Click on close button in the pop-up message and continue with filling next page that is Society Member.
- Fill in the form as per the accurate data of members, for now we have filled randomly in order to test as can be seen in the image attached below;

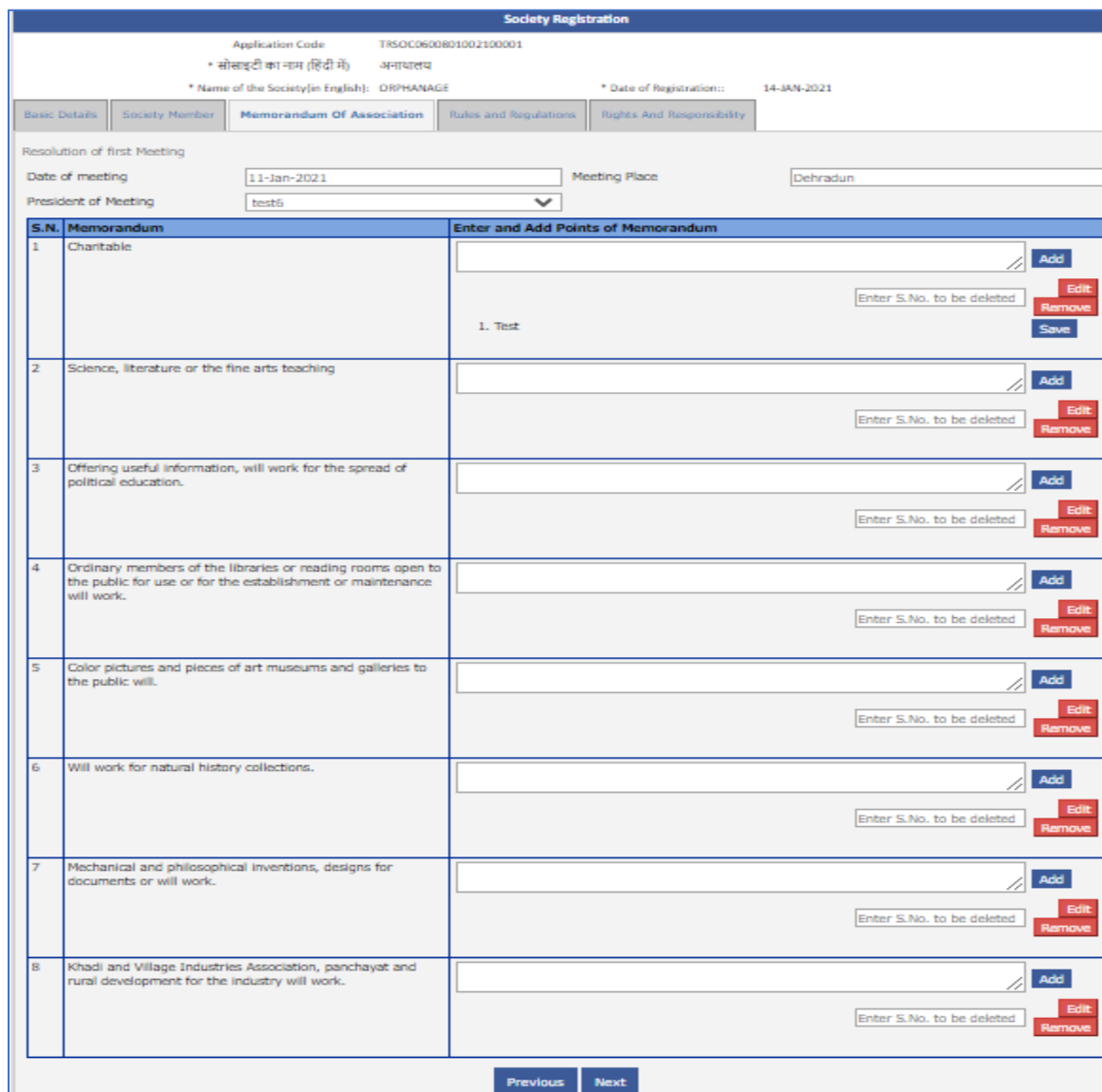
Society Registration												
Application Code		TRSOC0600801002100001										
* सोसाइटी का नाम (हिंदी में)		अनाथाश्रम										
* Name of the Society(In English):		ORPHANAGE										
* Date of Registration::		14-JAN-2021										
Basic Details		Society Member		Memorandum Of Association		Rules and Regulations		Rights And Responsibility				
Add Row												
SL. No.	Full Name	Designation of Current Employee	Father/Husband	Mobile Number	Address	Membership	Desig In Gov Society	ID	Aadhaar No/PassPortNo	Select	Select	
1	test1	Deputy I	abc	9760448588	Dehradun	Subsc	Presi	Aad	789645213698	<input type="checkbox"/> P.I.O. <input type="checkbox"/> A.P.I.O. <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Signing Authority	<input type="checkbox"/> Member of Executive/Mgt. Committee	
2	test2	Account	xyz	9760858589	Haridwar	Nomi	Mem	Aad	123456789632	<input type="checkbox"/> P.I.O. <input type="checkbox"/> A.P.I.O. <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Signing Authority	<input type="checkbox"/> Member of Executive/Mgt. Committee	
3	test3	Senior A	qwer	9970448588	Haldwani	Guar	Mem	Aad	965412348565	<input type="checkbox"/> P.I.O. <input type="checkbox"/> A.P.I.O. <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Signing Authority	<input type="checkbox"/> Member of Executive/Mgt. Committee	
4	test4	Chief Ju	ulop	9760448578	Gurgaon	Assoc	Mem	Aad	456123485214	<input type="checkbox"/> P.I.O. <input type="checkbox"/> A.P.I.O. <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Signing Authority	<input type="checkbox"/> Member of Executive/Mgt. Committee	
5	test5	Constab	tkl	9760486588	Nainital	Super	Mem	Aad	965485234561	<input type="checkbox"/> P.I.O. <input type="checkbox"/> A.P.I.O. <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Signing Authority	<input type="checkbox"/> Member of Executive/Mgt. Committee	
6	test6	Coperati	fqh	9768962588	Dehradun	Donni	Mem	Aad	964578451236	<input type="checkbox"/> P.I.O. <input type="checkbox"/> A.P.I.O. <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Signing Authority	<input type="checkbox"/> Member of Executive/Mgt. Committee	
7	test7	Senior F	bnm	9785238588	Reshikesh	Ex Off	Mem	Aad	854796581245	<input type="checkbox"/> P.I.O. <input type="checkbox"/> A.P.I.O. <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Signing Authority	<input type="checkbox"/> Member of Executive/Mgt. Committee	
Previous Continue												

Fig-021

Note: It is mandatory to enter all the 7 members in order to continue. If user wishes to add more member, he/she may add rows using add row button provided at the top of the form.

7. After filling up the form click on continue button in order to save the data and move with the next page. On clicking continue button user is by default moved to next page with pop up message on the screen with the message “SUCCESS: DATA SAVED”. Click on close button in the pop-up message and continue with filling next page that is Memorandum of Association.

8. Fill in the form like we have filled in the image attached below;



Society Registration

Application Code: TRSOC600801002100001

* सोसाइटी का नाम (हिंदी में): अनाथालय

* Name of the Society (in English): ORPHANAGE

* Date of Registration: 14-JAN-2021

Basic Details | Society Member | **Memorandum Of Association** | Rules and Regulations | Rights And Responsibility

Resolution of first Meeting

Date of meeting: 11-Jan-2021 Meeting Place: Dehradun

President of Meeting: test6

S.N.	Memorandum	Enter and Add Points of Memorandum
1	Charitable	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> 1. Test
2	Science, literature or the fine arts teaching	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> Enter S.No. to be deleted
3	Offering useful information, will work for the spread of political education.	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> Enter S.No. to be deleted
4	Ordinary members of the libraries or reading rooms open to the public for use or for the establishment or maintenance will work.	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> Enter S.No. to be deleted
5	Color pictures and pieces of art museums and galleries to the public will.	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> Enter S.No. to be deleted
6	Will work for natural history collections.	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> Enter S.No. to be deleted
7	Mechanical and philosophical inventions, designs for documents or will work.	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> Enter S.No. to be deleted
8	Khadi and Village Industries Association, panchayat and rural development for the industry will work.	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> Enter S.No. to be deleted

Previous Next

Fig-022

- Select date of meeting and place.

- Select president of the meeting from the drop-down list of menu where name of all the 7 members that we saved in society member is available like we have selected test 5.
 - Further enter the details related to memorandum by writing points of memorandum in the desired memorandum type. Keep typing the point one by one followed by clicking add button. On doing so the points we entered reflects in the same column just below the buttons. User can also edit and remove the points entered before with the help of edit and delete button. Once the points are entered and are final click on save button, as a result data is saved with pop up message on the screen with the message “SUCCESS: DATA SAVED”.
9. After filling up the form click on next button in order to save the data and move with the next page. On clicking continue button user is by default moved to next page with pop up message on the screen with the message “SUCCESS: DATA SAVED”. Click on close button in the pop-up message and continue with filling next page that is Rules and Regulations.
10. Fill in the form by starting with filling the first part that is basic rules and regulation for grating membership, like we have shown in the image attached below. All the cases of membership are present in the form as per the members we selected in society member tab it is mandatory to fill for all the membership.

Application Code		TRSOC0600801002100001				
* सोसाइटी का नाम (हिंदी में)		अनाथालय				
* Name of the Society (in English):		ORPHANAGE				
* Date of Registration::		14-JAN-2021				
Basic Details	Society Member	Memorandum Of Association	Rules and Regulations			
Rules and Regulations						
Sl.No.	Membership	Fee(in Rs. if applicable)	Min. Qualification	Other Criteria	Common Termination Conditions	other Termination Conditions
1	Associate	500	Intermediate	none	Absent for long time, Organization Against Activities , Bankrupt, Criminal Record, Death, Irregular, Mental Disorder, Fee Not Paid, Medically Unfit, Resignation,	<input checked="" type="checkbox"/> Absent for long time <input checked="" type="checkbox"/> Organization Against Activities <input checked="" type="checkbox"/> Bankrupt <input checked="" type="checkbox"/> Criminal Record <input checked="" type="checkbox"/> Death <input checked="" type="checkbox"/> Irregular <input checked="" type="checkbox"/> Mental Disorder <input checked="" type="checkbox"/> Fee Not Paid <input checked="" type="checkbox"/> Medically Unfit <input checked="" type="checkbox"/> Resignation
2	Donner	500	Not Available	none	Absent for long time, Organization Against Activities , Bankrupt, Criminal Record, Death, Irregular, Mental Disorder, Fee Not Paid, Medically Unfit, Resignation,Absent for long time, Organization Against Activities , Bankrupt, Criminal Record, Death, Irregular, Mental Disorder, Fee Not Paid, Medically Unfit, Resignation,	<input checked="" type="checkbox"/> Absent for long time <input checked="" type="checkbox"/> Organization Against Activities <input checked="" type="checkbox"/> Bankrupt <input checked="" type="checkbox"/> Criminal Record <input checked="" type="checkbox"/> Death <input checked="" type="checkbox"/> Irregular <input checked="" type="checkbox"/> Mental Disorder <input checked="" type="checkbox"/> Fee Not Paid <input checked="" type="checkbox"/> Medically Unfit <input checked="" type="checkbox"/> Resignation

Fig-023

- Continue with filling the next part that is general body and management/Executive Body.

7	Guardian Member	250	High School ▾	none	Absent for long time, Organization Against Activities , Bankrupt, Criminal Record, Death, Irregular, Mental Disorder, Fee Not Paid, Medically Unfit, Resignation,Absent for long time, Organization Against Activities , Bankrupt, Criminal Record, Death, Irregular, Mental Disorder, Fee Not Paid, Medically Unfit, Resignation,Absent for long time, Organization Against Activities , Bankrupt, Criminal Record, Death, Irregular, Mental Disorder, Fee Not Paid, Medically Unfit, Resignation,Absent for long time, Organization Against Activities , Bankrupt, Criminal Record, Death, Irregular, Mental Disorder, Fee Not Paid, Medically Unfit, Resignation,Absent for long time, Organization Against Activities , Bankrupt, Criminal Record, Death, Irregular, Mental Disorder, Fee Not Paid, Medically Unfit, Resignation,Absent for long time, Organization Against Activities , Bankrupt, Criminal Record, Death, Irregular, Mental Disorder, Fee Not Paid, Medically Unfit, Resignation,	<input checked="" type="checkbox"/> Absent for long time <input checked="" type="checkbox"/> Organization Against Activities <input checked="" type="checkbox"/> Bankrupt <input checked="" type="checkbox"/> Criminal Record <input checked="" type="checkbox"/> Death <input checked="" type="checkbox"/> Irregular <input checked="" type="checkbox"/> Mental Disorder <input checked="" type="checkbox"/> Fee Not Paid <input checked="" type="checkbox"/> Medically Unfit <input checked="" type="checkbox"/> Resignation
---	-----------------	-----	---------------	------	--	---

General Body

No of meeting in a year	<input type="text" value="24"/>	Period in days to Initiate	<input type="text" value="15"/>
Min Members to pass resolution(in %)	<input type="text" value="75"/>	Spl meetings in a year	<input type="text" value="3"/>
Period in days to Initiate(Spl.)	<input type="text" value="4"/>	Min Member to Pass resolution-Spl(in %)	<input type="text" value="75"/>
Power and duties of general body	<input type="text" value="test"/>		

Management/Executive Body

No of meeting in a year	<input type="text" value="24"/>	Period in days to Initiate	<input type="text" value="15"/>
Min Members to pass resolution(in %)	<input type="text" value="75"/>	Spl meetings in a year	<input type="text" value="3"/>
Period in days to Initiate(Spl.)	<input type="text" value="4"/>	Members Required to Fill Empty Post(in %)	<input type="text" value="75"/>
Members Required to Fill Empty Post(in %)	<input type="text" value="75"/>		
Regular Election Period(In Year)	<input type="text" value="1"/>		

Previous
Next

Fig-024

11. After filling up the form click on next button in order to save the data and move with the next page. On clicking continue button user is by default moved to next page with pop up message on the screen with the message “SUCCESS: DATA SAVED”. Click on close button in the pop-up message and continue with filling next page that is Rights and Responsibilities.
12. Fill in the form like we have filled in the image attached below;
 - Further add details related to Rights and Responsibilities. Keep typing the point one by one followed by clicking save button. On doing so the points we entered reflects in the same column just below the buttons. User can also edit and remove the points entered before with the help of edit and remove button.

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- After entering the points select the terms and conditions as per the requirement.

Basic Details	Society Member	Memorandum Of Association	Rules and Regulations	Rights And Responsibility
Resolution of first Meeting				
Sl.No. Mgt. Comm. and Designation 1 Management Committee 11111111 11 111 1111111111 11 1111111111 1111 111 11111111 1111111111 11 11111 1 1111111 11 1111111111 11 111111 1111 1111111 111 11111 111 1111111 111 111 111 111 111111, 11111111 111111 1111, 11111111111 11 1111111 1 1111111, 111 111111 11111111 111111		Add Rights & Responsibilities (optional) <input type="text"/> 1. test <input type="button" value="Save"/> <input type="text" value="Enter S.No. to be deleted"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/>		
2 President 11111111111111 11111 11 111111 11 1111111111 1111, 11111111 11 11/1111 1111111111 11 111111 1111, 11111111 11 1111111 11111 11 11 111 11 11111111 11 111111 11111		<input type="text"/> 1. test <input type="button" value="Save"/> <input type="text" value="Enter S.No. to be deleted"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/>		
3 Vice-President 11111111 11 11111111111 111 1111 111 111111 11111111		<input type="text"/> 1. test <input type="button" value="Save"/> <input type="text" value="Enter S.No. to be deleted"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/>		
4 Member 111111111111 111111, 111111111111 11 11111111 111 111111 11111111 1111111111		<input type="text"/> 1. test <input type="button" value="Save"/> <input type="text" value="Enter S.No. to be deleted"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/>		
5 Other Provision --		<input type="text"/> 1. test <input type="button" value="Save"/> <input type="text" value="Enter S.No. to be deleted"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/>		
<p><input checked="" type="checkbox"/> संस्था के नियम/विनियमों में संशोधन की प्रक्रिया:- संस्था के विधान में परिवर्तन करने हेतु प्रबन्धकारिणी समिति में विधान परिवर्तन का प्रस्ताव पारित करके तथा उसे साधारण सभा द्वारा अनुमोदित करवाकर सोसाइटी पंजीकरण अधिनियम की धारा 4 ए तथा नियम 5 के अनुसार संस्था के नियमों में परिवर्तन की कार्यवाही के प्रस्ताव की प्रति के साथ 30 दिन के अन्दर ही उन्हें पंजीकरण करने के अनुरोध के साथ निबन्धक कार्यालय में प्रस्तुत कर दिया जायेगा। नियमों में परिवर्तनों के पंजीकरण किये जाने की सूचना जारी किये जाने पर ही परिवर्तन मन््य होंगे।</p> <p><input checked="" type="checkbox"/> संस्था का कोष (लेखा व्यवस्था):- संस्था को कोष किसी बैंक अथवा डाकघर में रखा जायेगा। खाते से धन का आहरण अल्पश/उपवायश/कोषाध्यक्ष/सचिव अथवा प्रबन्धकारिणी द्वारा नामित व्यक्तियों के संयुक्त हस्ताक्षरों से किया जा सकेगा।</p> <p><input checked="" type="checkbox"/> प्रबन्धकारिणी समिति की वार्षिक सूची तथा संशुलन पत्र:- प्रत्येक वर्ष प्रबन्धकारिणी समिति की सूची तथा आय-व्यय लेखे व संशुलन पत्र नियमानुसार उप निबन्धक कार्यालय में जमा किया जायेगा।</p> <p><input checked="" type="checkbox"/> संस्था के आय-व्यय का लेखा परीक्षण/ ऑडिट:- आय-व्यय का लेखा परीक्षण नियमानुसार किसी मायता प्राप्त चार्टड एकाउन्टेन्ट से कराया जायेगा।</p> <p>संस्था द्वारा अथवा संस्था के विरुद्ध सोसाइटी पंजीकरण अधिनियम की धारा- 6 के अनुसार अदालतीकार्यवाही के संचालन का उत्तरदायित्व</p> <p>President</p> <p><input checked="" type="checkbox"/> We will maintain following registers</p> <p>i-Register of Membership iii-Stock Register v-Receipt Book ii-Meeting Register iv-Cashbook vi-Agenda Register</p> <p>Other registers(if any) <input type="text" value="none"/></p> <p><input checked="" type="checkbox"/> संस्था के विधान और विहित सम्पत्ति के निस्तारण की कार्यवाही:- संस्था के विधान और विहित सम्पत्ति के निस्तारण की कार्यवाही सोसाइटी पंजीकरण अधिनियम की धारा 13 व 14 में दिये गये प्रावधानों के अन्तर्गत की जायेगी।</p> <p><input type="button" value="Previous"/> <input type="button" value="Next"/></p>				

Fig-025

- Once the fields are filled and are final click on next button, system ask the user confirmation to submit the form click yes as a result data is saved with

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pop up message on the screen with the message “SUCCESS: DATA SAVED”, as can be seen in the image attached below.



The screenshot shows the 'Society Registration' form. At the top, there's a header with 'Application Code' and 'Society Name'. Below this, there are tabs for 'Basic Details', 'Society Member', 'Memorandum Of Association', 'Rules and Regulations', and 'Rights'. A success message pop-up is displayed in the center, stating 'SUCCESS: DATA SAVED' with a green checkmark icon and a 'Close' button. Below the pop-up, there's a table for 'Resolution of first Meeting' with columns for 'Sl.No.', 'Mgt. Comm. and Designation', and 'Add Rights & Responsibilities (optional)'. The table contains one row for 'Management Committee' with a 'Save' button and 'Edit'/'Remove' options.

Fig-026

13. After completely filling up the form, next step is E-signing the application, let's see the process step by step.

- Access dashboard (Society-> dashboard), as can be seen in the image attached below that now the status of renewal code for ORPHANAGE is “Application form completed, pending for document upload” which indicates that now the application is completely filled and further action needs to be taken.

Society Dashboard

Challan To Generate

SL. No.	Application Code	Society Name	Society Name(Hindi)	Date Of Proposal	Applied For	Challan Amount	Select
1	TRSOC3800061120000001	Data Center	डाटा सेंटर	02-NOV-2020	Submit Application	2000	Online Challan

Please check society name and other details,after filling Basic Information delete option will be disabled

SL. No.	Registration No	Renewal Code	Society Name	Society Name(Hindi)	Registration Date	Valid Upto Date	Registration Type	Status	Basic Details Action	Delete	Application For	Document Upload	Esign	Registrati Certificate
1		TRSOC0650112200000001	Social Progress Society	सामाजिक प्रगति संस्थान	10-DEC-2020	10-DEC-2020	Non Gov	Society Created ,Incomplete Application	Select	Delete	Print	Upload	Esign	
2	UK06008122020004459	TRSOC0100081020000001	Finance data center.	वित्त डाटा सेंटर	29-DEC-2020	28-DEC-2025	Gov		Select	Delete	Print	Upload	Esign	Download
3		TRSOC3800061120000001	Data Center	डाटा सेंटर	02-NOV-2020	02-NOV-2020	Gov	Pending for challan submission	Select	Delete	Print	Upload	Esign	
4		TRSOC0640311220000001	Social Progress Institute	सामाजिक प्रगति संस्था	10-DEC-2020	10-DEC-2020	Non Gov	Application Form Completed, Pending for Document Upload	Select	Delete	Print	Upload	Esign	
5		TRSOC0570311220000001	Mera Bharat Mahan	मेरा भारत महान	30-DEC-2020	30-DEC-2020	Non Gov	Application Form Completed, Pending for Document Upload	Select	Delete	Print	Upload	Esign	
6		TRSOC0600601002100001	Dehradun Treasury	देहरादून कोषागार	02-JAN-2021	02-JAN-2021	Non Gov	Society Created ,Incomplete Application	Select	Delete	Print	Upload	Esign	
7		TRSOC0600601210000001	Finance Society	वित्त सोसाइटी	01-JAN-2021	01-JAN-2021	Non Gov	Society Created ,Incomplete Application	Select	Delete	Print	Upload	Esign	
8		TRSOC0600601002110001	Haridwar Treasury	हरिद्वार कोषागार	02-JAN-2021	02-JAN-2021	Non Gov	Society Created ,Incomplete Application	Select	Delete	Print	Upload	Esign	
9		TRSOC0600601002111101	TEST	परीक्षा	13-JAN-2021	13-JAN-2021	Non Gov	Society Created ,Incomplete Application	Select	Delete	Print	Upload	Esign	
10		TRSOC0600801002100001	ORPHANAGE	अनाथालय	14-JAN-2021	14-JAN-2021	Gov	Application Form Completed, Pending for Document Upload	Select	Delete	Print	Upload	Esign	

Society Amendment

SL. No.	Registration No	Amendment Code	Society Name	Society Name(Hindi)	Registration Date	Valid Upto Date	Registration Type	Status	Basic Details Action	Delete	Application For	Document Upload
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Society Renewal

SL. No.	Registration No	Application Code	Society Name	Society Name(Hindi)	Registration Date	Valid Upto Date	Registration Type	Status	Basic Details Action	Delete	Application For	Document Upload
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Fig-027

- Click on E-sign button provided in the row, as a result user is directed to the page attached below. Here user is provided with various buttons, fields and status.
- As we can see in the image attached below that here the status of application is file not signed yet.
- Form consist of various button:

View Button: In order to preview the application form.

Proceed to E-sign Button: To continue with E-signing the form.

Back button: To move back to dashboard.

E-Sign

Application Code

TRSOC0600801002100001

Name of Society(Hindi):

अनाथालय

Name of Society(English)

ORPHANAGE

Remarks:

E-Sign Status:

File not Signed Yet.

View
Proceed to E-Sign
Back
[HyperLink](#)

E-Signing Requests

S.No.	Batch ID	Requested By	Status	Reference ID	Download Signed File

Fig-028

- Enter remark and click on proceed to E-sign.

14. After E-signing get the printed copy of E-signed application.

- Access dashboard (Society-> dashboard), click on print button provided in the row, as a result user is directed to next page where application form is visible along with print button, as can be seen in the image attached below;

Society Reports										
डाटा सत्यापन हेतु आवेदन पत्र										
डाटा सत्यापन कराने हेतु प्रपत्र प्रस्तुत करने हेतु अधिकृत पदाधिकारी द्वारा भरा जाने वाला प्रार्थना पत्र/Computer Data Sheet										
i-आवेदन पत्र संख्या:	TRSOC0600801002100001									
ii-संस्था का नाम (हिंदी में):	अनाथालय									
iii-संस्था का नाम (अंग्रेजी में):	ORPHANAGE									
iv-संस्था का पता:	U Laxmi road Dalanwala Dehradun									
v-प्रस्ताव की तिथि:	11-JAN-2021									
vi-प्रकार:	Gov									
vii-संस्था का प्रकार:	Social Welfare									
viii-कार्यक्षेत्र:	State									
ix-प्रबन्धकारिणी समिति के मुख्य पदाधिकारी (स्मृति पत्र के विन्दु सं० के अनुसार)										
Sl.No.	Designation	Name of Member	Father/Husband	Address	Occupation	DOB	Mobile No	Aadhar No	Membership Code	AO/PIO
1	President	test1	sdfasgh	dvasdgyase			9760448588	789654788569	Subscriber	N
2	Member	test2	dsfhweyruive	asdrfwet4w			9760448588	456987451236	Nominated	N
3	Member	test3	cxnjskd	wetfcdccfrwt			9760448588	124563257896	Guardian Member	N
4	Member	test4	aedwuryuer	asetrwtgfv			9760448588	745214523698	Associate	N
5	Member	test5	fhweurywuei	sgretvf			9760448588	632545127896	Super Senior Citizen	N
6	Member	test6	fdmgrdt	stgretgvf			9760448588	123658964578	Donner	N
7	Member	test7	iwerweyhjncds	sfgrtyhbgv			9760448588	123654789658	Ex Officio	N
उपरोक्त विवरणानुसार सोसायटी के डाटा सत्यापन कराने हेतु निम्न संलग्नक सहित प्रपत्र प्रस्तुत किये जा रहे हैं यह भी प्रमाणित किया जाता है कि उपरोक्त तथ्य/सूचना मेरी जानकारी में सत्य व सही है। दिनांक-14-Jan-2021 आवेदनकर्ता का हस्ताक्षर test1										
शपथ पत्र										
समक्ष- उप निबन्धक, फर्मस सोसाइटीज एवं चिट्स,										
<p>यह कि मेरा नाम test1पुत्र / पुत्री श्री sdfasgh पता dvasdgyase संस्था अनाथालय का हूँ।</p> <p>ii- मेरी जानकारी में इस नाम की संस्था पूर्व में पंजीकृत नहीं है अगर पंजीकृत पायी जाती है तो मैं इस संस्था के नाम परिवर्तन की कार्यवाही करूंगा।</p> <p>iii- स्मृति पत्र तथा नियमावली में दिये गये विवरण एवं किये गये हस्ताक्षर सभी सही हैं।</p> <p>iv-स्मृति पत्र तथा नियमावली मूल रजिस्टर की ही सत्य प्रतिलिपि है।</p> <p>v-स्मृति पत्र तथा नियमावली की सभी पंक्तियों/ सदस्यों को जानकारी है।</p> <p>vi-समिति में किसी भी प्रकार का कोई विवाद नहीं है।</p> <p>vii-स्मृति पत्र तथा नियमावली में कोई भी तथ्य नहीं छुपाया गया है।</p> <p>viii-स्मृति पत्र तथा नियमावली में किये गये संशोधनों की सभी पदाधिकारियों / सदस्यों को जानकारी है।</p> <p>ix-संस्था के समस्त उद्देश्य सोसायटी रजिस्ट्रेशन एक्ट 1860 की धारा 1 एवं 20 के अनुसार पूर्णरूप से चैरिटेबल एवं अव्यवसायिक होंगे।</p> <p>x-संस्था धारा 1 व 20 में वर्णित प्रयोजनार्थ पंजीकृत की जा रही है।</p> <p>xi-संस्था द्वारा लाभ के उद्देश्य से कार्य नहीं किया जायेगा। संस्था द्वारा स्मृति पत्र में वर्णित उद्देश्यों के अनुसार साहित्य, वैज्ञानिक या धार्मिक कार्य किये जायेंगे।</p> <p>xii-इस समिति को राज्य सरकार, केन्द्र सरकार व विदेश से कोर्स दान मिलना प्रस्तावित नहीं है। यदि ऐसा कोई अनुदान संस्था को मिलता है तो उसकी सूचना उपनिबन्धक कार्यालय को दी जायेगी तथा उसका उल्लेख आय व्यय लेखों से किया जायेगा।</p> <p>xiii-विदेश से प्राप्त होने वाले अनुदान/दान हेतु एफओसीओआरओएओ में पंजीकरण कराया जायेगा।</p>										

Fig-029

15. Further Upload the supporting document using Upload button provided on the dashboard.

- Access dashboard (Society-> dashboard), click on upload button provided in the row, as a result user is directed to next page attached below, here user has to upload supporting document.

Submission of Documents

Application Code TRSOC0600801002100001

SI No. Documents to be Uploaded Action (allowed only max. 5MB to upload for each document)

1 Printed Application Form(duly signed) No file chosen

Address Type Address Proof No file chosen

2 ☒ Owned ☐ Rented

Contact No(Mobile No.) Address Proof Type Rent Agreement

2 NEW N...en

3 Scan copy of affidavit No file chosen

4 ID and address proof of all members of society

SL. No.	Desig. in Society	Full Name	ID/Address Proof Type	Document Upload
1	President	test1	-Select-	<input type="button" value="Choose File"/> No file chosen
2	Member	test2	-Select-	<input type="button" value="Choose File"/> No file chosen
3	Member	test3	-Select-	<input type="button" value="Choose File"/> No file chosen
4	Member	test4	-Select-	<input type="button" value="Choose File"/> No file chosen
5	Member	test5	-Select-	<input type="button" value="Choose File"/> No file chosen
6	Member	test6	-Select-	<input type="button" value="Choose File"/> No file chosen
7	Member	test7	-Select-	<input type="button" value="Choose File"/> No file chosen

Fig-030

- Upload application form, address proof, rent agreement, affidavit and address proof of each and every member of society by clicking choose file button which will result in giving access to system from where user can select the files to be uploaded, like we have uploaded in the image attached below.

Submission of Documents

Application Code TRSOC0600801002100001

SI No. Documents to be Uploaded Action (allowed only max. 5MB to upload for each document)

1 Printed Application Form(duly signed) Dec,2020.pdf

Address Type Address Proof Scan_0068.pdf

2 ☒ Owned ☐ Rented

Contact No(Mobile No.) Address Proof Type Rent Agreement

2 9760448598 NEW N...df

3 Scan copy of affidavit Adobe Scan 21 Oct 2020 (15).pdf

4 ID and address proof of all members of society

SL. No.	Desig. in Society	Full Name	ID/Address Proof Type	Document Upload
1	President	test1	Aadhar Card	<input type="button" value="Choose File"/> Dec,2020.pdf
2	Member	test2	Aadhar Card	<input type="button" value="Choose File"/> Dec,2020.pdf
3	Member	test3	Aadhar Card	<input type="button" value="Choose File"/> Dec,2020.pdf
4	Member	test4	Aadhar Card	<input type="button" value="Choose File"/> Dec,2020.pdf
5	Member	test5	Aadhar Card	<input type="button" value="Choose File"/> Dec,2020.pdf
6	Member	test6	Aadhar Card	<input type="button" value="Choose File"/> Dec,2020.pdf
7	Member	test7	Aadhar Card	<input type="button" value="Choose File"/> Dec,2020.pdf

Fig-031

- After uploading the document click on save data button, as a result pop up message is generated on the screen with the message “SUCCESS: DATA SAVED”.

16. After completing the procedure submit the hard copy of documents at respective Deputy Registrar office.

17. After getting documents verified from Deputy Registrar office, E-challan option gets enabled in the dashboard continue with [generating E-challan](#).

4.3.1.4 Generating E-challan for Society

Once the documents are successfully verified by respective Deputy Registrar office next step is to submit registration fees for that particular registered society. Fees is submitted using E-challan menu provided in dashboard.

- As can be seen in the image attached below that in challan to generate one application code is visible, that means that for this particular case the documents has been verified by the respective Deputy Registrar office and is visible here for submitting online fees.

Support

Society

Society Dashboard

Challan To Generate

SL. No.	Application Code	Society Name	Society Name(Hindi)	Date Of Proposal	Applied For	Challan Amount	Select
1	TRSOC3800061120000001	Data Center	डाटा सेंटर	02-NOV-2020	Submit Application	2000	Online Challan

Please check society name and other details,after filling Basic Information delete option will be disabled

SL. No.	Registration No	Renewal Code	Society Name	Society Name(Hindi)	Registration Date	Valid Upto Date	Registration Type	Status	Basic Details Action	Delete	Application For	Document Upload	Esign	Registration Certificate
1		TRSOC0650112200000001	Social Progress Society	सामाजिक प्रगति संस्थान	10-DEC-2020	10-DEC-2020	Non Gov	Society Created ,Incomplete Application	Select	Delete	Print	Upload	Esign	
2	UK06008122020004459	TRSOC0100081020000001	Finance data center.	वित्त डाटा सेंटर	29-DEC-2020	28-DEC-2025	Gov		Select	Delete	Print	Upload	Esign	Download
3		TRSOC3800061120000001	Data Center	डाटा सेंटर	02-NOV-2020	02-NOV-2020	Gov	Pending for challan submission	Select	Delete	Print	Upload	Esign	
4		TRSOC0640312200000001	Social Progress Institute	सामाजिक प्रगति संस्था	10-DEC-2020	10-DEC-2020	Non Gov	Application Form Completed, Pending for Document Upload	Select	Delete	Print	Upload	Esign	
5		TRSOC0570312200000001	Mera Bharat Mahan	मेरा भारत महान	30-DEC-2020	30-DEC-2020	Non Gov	Society Created ,Incomplete Application	Select	Delete	Print	Upload	Esign	

Fig-032

- Click on Online Challan button provided in the column, as a result user is directed to the page attached below;

E-Challan

Society and Firms
☒ Other Payment Challan ☐ E-Stamp Challan

Other Gen. Economic Services ▼

SF9999 D

Detail Head	E-Challan Services	Challan Amount
1475002000200	FEES UNDER SOCIETY REGISTRATION ACT	2000
		Check Amount

Fig-033

- Click on Check Amount button provided in the page, as a result few more fields add up on the page to write purpose and select bank name, as can be seen in the image attached below.

E-Challan

Society and Firms
☒ Other Payment Challan ☐ E-Stamp Challan

Other Gen. Economic Services ▼

SF9999 D

Detail Head	E-Challan Services	Challan Amount
1475002000200	FEES UNDER SOCIETY REGISTRATION ACT	2000

Total Amount is Rs. 2000

Purpose :
 * Bank Name :

State Bank Of India (Paymen ▼

Proceed

Fig-034

4. Enter purpose like we have entered society, for now only state bank gateway is provided therefore it will be auto captured. After doing so click on proceed button provided on the page.

E-Challan

Society and Firms
☒ Other Payment Challan ☐ E-Stamp Challan
 Other Gen. Economic Services

SF9999 D

Detail Head	E-Challan Services	Challan Amount
1475002000200	FEES UNDER SOCIETY REGISTRATION ACT	2000

Total Amount is Rs. 2000

Purpose :
 * Bank Name :

Proceed

Fig-035

5. On clicking proceed button user is directed to the page attached below; which is a confirmation message for E-payment against challan. Click on submit to the bank button.

Confirmation of S.B.I e-Payment of Challan

Challan No.	<input type="text" value="14750121E0193699"/>
Total Amount	<input type="text" value="2000"/>
Depositor Name	<input type="text" value="DATA CENTER"/>
Head Code	<input type="text" value="1475"/>
Bank Name	<input type="text" value="State Bank Of India (Payment Gate)"/>
Department	<input type="text" value="TREASURY"/>

Submit To the Bank

Fig-036

- On clicking submit to the bank button, user is directed to next page that is attached below, this page consists of options for mode of payment. Here we have 4 options for payment;

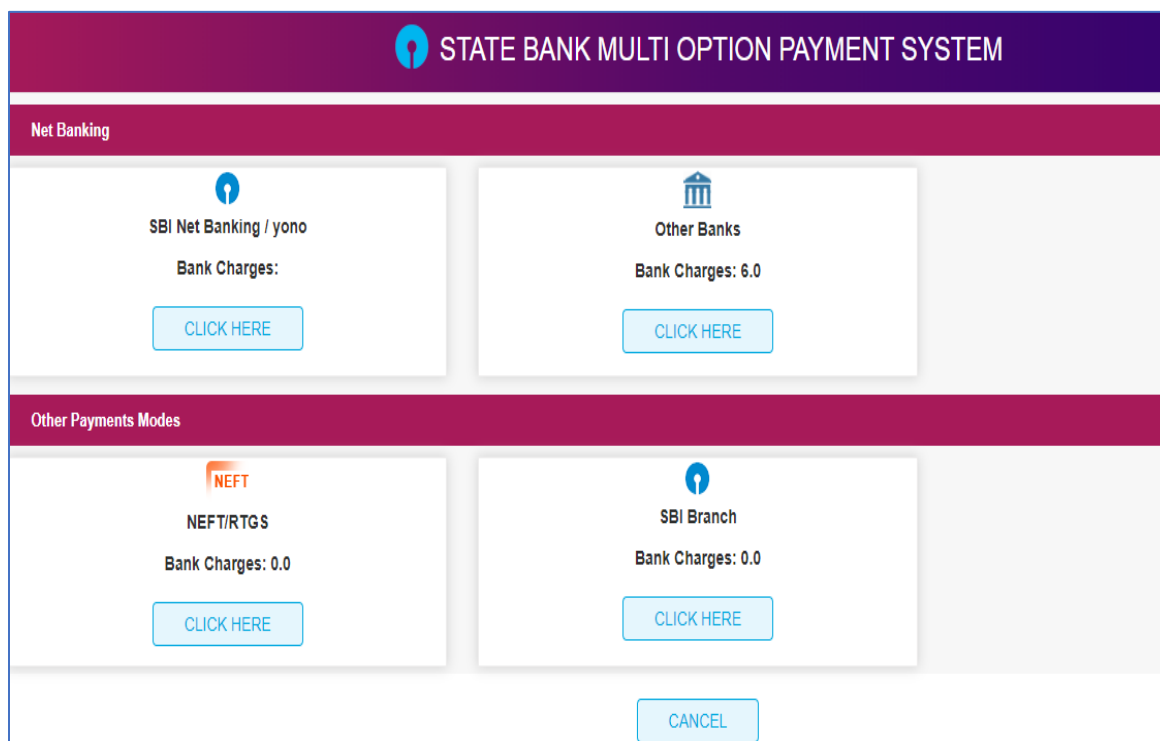
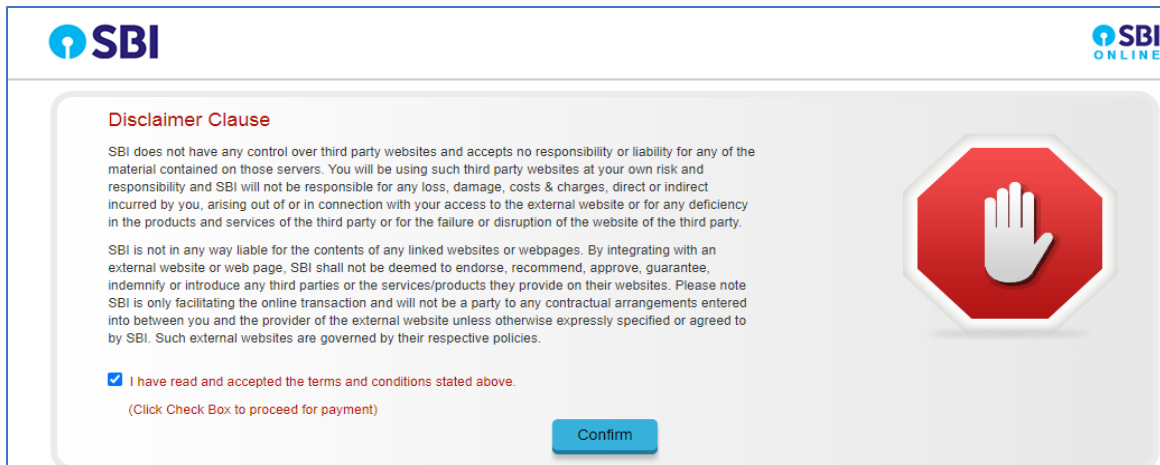


Fig-037

- SBI Net banking:** For those who have access to SBI net banking can use this option in order to make payment online. On clicking click here button user will be directed to SBI net banking login page, enter active login id, password and captcha code further click on submit button. User will receive confirmation message on confirming the transaction user will receive OTP in his/ her registered mobile number, enter OTP and submit the form. Within 1-2 min user will receive payment confirmation message.
- Other banks Net banking:** For those who doesn't possess SBI net banking and have other bank net banking facility can use this option. The only difference between using SBI net banking and other bank net banking is that for making payment using SBI net banking option is free of cost while for using other banks net banking additional charges will be added.

On clicking click here button user directed to bill desk where user can select his/her bank, select the bank which will redirect the user to selected banks login page, enter active login id, password and captcha code further click on submit button. User will receive confirmation message on confirming the transaction user will receive OTP in his/ her registered mobile number, enter OTP and submit the form. Within 1-2 min user will receive payment confirmation message.
- NEFT/RTGS:** User can also use NEFT/ RTGS option for making payment.

1. Click on 'click here' button user directed to next page which is attached below; this page consists of terms and condition, read the clause and click on check box provided at the bottom of the page for accepting terms and conditions, finally click on confirm button.



Disclaimer Clause

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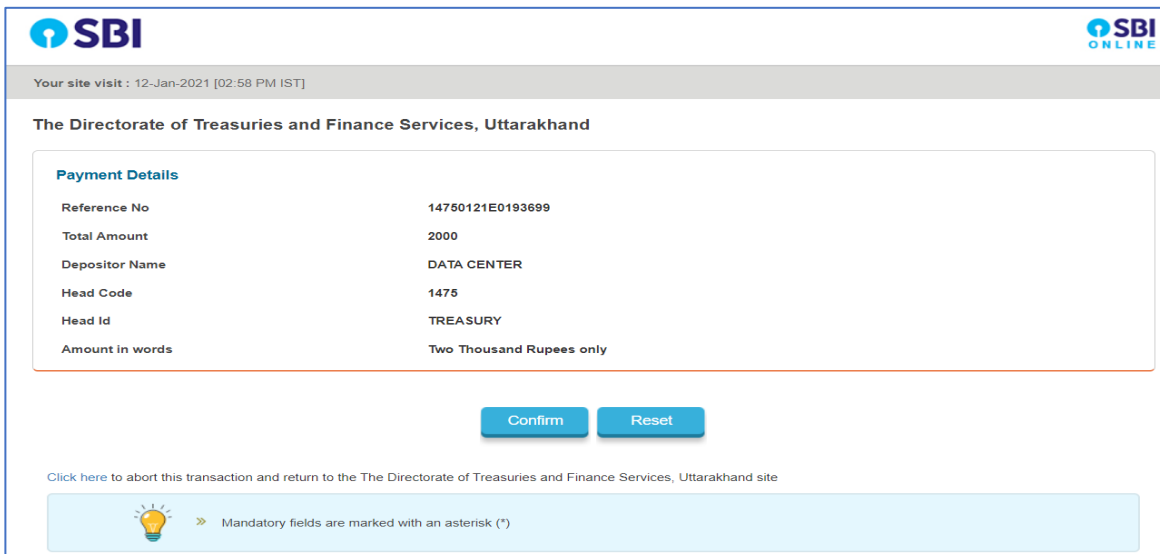
SBI is not in any way liable for the contents of any linked websites or webpages. By integrating with an external website or web page, SBI shall not be deemed to endorse, recommend, approve, guarantee, indemnify or introduce any third parties or the services/products they provide on their websites. Please note SBI is only facilitating the online transaction and will not be a party to any contractual arrangements entered into between you and the provider of the external website unless otherwise expressly specified or agreed to by SBI. Such external websites are governed by their respective policies.

☒ I have read and accepted the terms and conditions stated above.
(Click Check Box to proceed for payment)

Confirm

Fig-038

2. On clicking confirm button user directed to next page which is attached below; this page consists of details related to challan i.e. amount and head code. This page is confirmation page.
 - Click on confirm button provided on the page in order to continue.
 - If the user has made mistake or is not satisfied by the challan entry can user reset button. It will erase the entry log and re-direct the user to E-challan entry page.



SBI ONLINE

Your site visit : 12-Jan-2021 [02:58 PM IST]

The Directorate of Treasuries and Finance Services, Uttarakhand

Payment Details	
Reference No	14750121E0193699
Total Amount	2000
Depositor Name	DATA CENTER
Head Code	1475
Head Id	TREASURY
Amount in words	Two Thousand Rupees only

Confirm **Reset**

Click here to abort this transaction and return to the The Directorate of Treasuries and Finance Services, Uttarakhand site




 >> Mandatory fields are marked with an asterisk (*)

Fig-039

- On clicking confirm button user directed to next page which is attached below; this page provides account details to which the amount will be transferred, as can be seen in the image below, user is provided with beneficiary account number and IFSC code, which is further required for transferring amount.

Your site visit : 12-Jan-2021 [03:00 PM IST]

The Directorate of Treasuries and Finance Services, Uttarakhand NEFT/RTGS Form	
Beneficiary Details	
Beneficiary Account Number (to be entered as it appears)	SBPGACPAACFQJA6
Amount	Rs. 2000
Amount in Words	Two Thousand Rupees only
Beneficiary Bank	State Bank of India
Beneficiary IFSC Code	SBIN0000INB
Name & Address	The Directorate of Treasuries and Finance Services, Uttarakhand
Beneficiary Reference Number	14750121E0193699

Note for Bidders'

- The remittance should be within the prescribed time and as per the terms and conditions specified in tender.
- Please ensure the correctness of details inputted while remittance through RTGS/NEFT. SBI and Govt would not be responsible for the transactions rejected due to incorrect details inputted.
- For RTGS/NEFT transactions, Date and time at which payment is received in SBI would be relevant for the purpose of determining the issue as to whether payment was received in time or not. Therefore, bidders should make transactions well in advance so as to ensure that the payment reaches SBI before date and time for submission of tender.
- Bids for which payment is received after closing date/time for submission of tender/bid would be rejected and would not be considered for further processing. The payment would be returned back to the bank account from which the transaction was made.
- Bidders should verify/check the payment status on e-procurement portal. The transaction for which payment is received before bid/tender closing date and time would be displayed as SUCCESSFULL in the portal. Otherwise bidders may contact their bank from which the transaction was made.
- Bidder should ensure that tender document fees and EMD are remitted as per the instructions of e-tender portal. Amount to be remitted should not be higher or lesser and should be the same as shown above against Amount column.
- Bidder should ensure that account no. entered during RTGS/NEFT remittance at any bank counter or Internet banking site is the same as it appears in e-Procurement remittance form. Bidder should not truncate this account number.
- No additional information like bidders name, company name, etc. should be entered in the account no. column along with account no. for RTGS/NEFT remittance.
- Cash or Transfer across the counter in SBI and Associates Banks not allowed and the payment may be treated as invalid and the respective bid is liable to be rejected.
- Please obtain UTR no. from your remitting bank for your record/future reference.
- Please note that this is only a remittance information form and not an acknowledgement of remittance.

In case the above points are not followed, the payment may be treated as invalid and the respective bid is liable to be rejected

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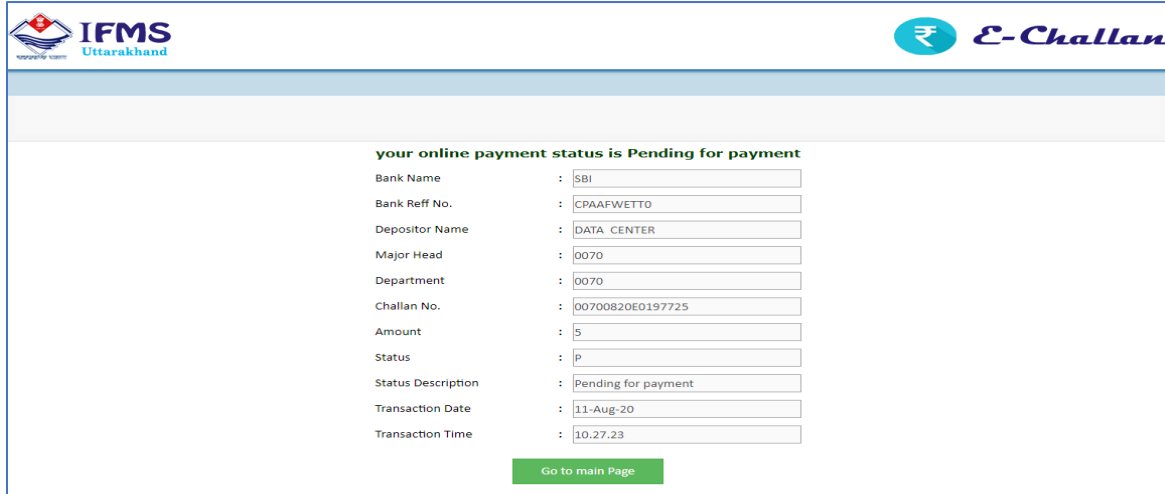
[Click here to print the Remittance Form](#)
[Click here to Download in pdf](#)
[Click here to return to the The Directorate of Treasuries and Finance Services, Uttarakhand site.](#)

Fig-040

User is provided with 3 different buttons that are;

- Click here to print the remittance form, in order to access printed copy of the form.
- Click here to Download in pdf, in order to download the form.

3. Click here to Return to the Directorate of Treasuries and Finance Services, Uttarakhand site, user is directed to next page that is attached below, here message is displayed for pending payment also the user is directed to login page on clicking go to main page. No entry log is saved.



your online payment status is Pending for payment

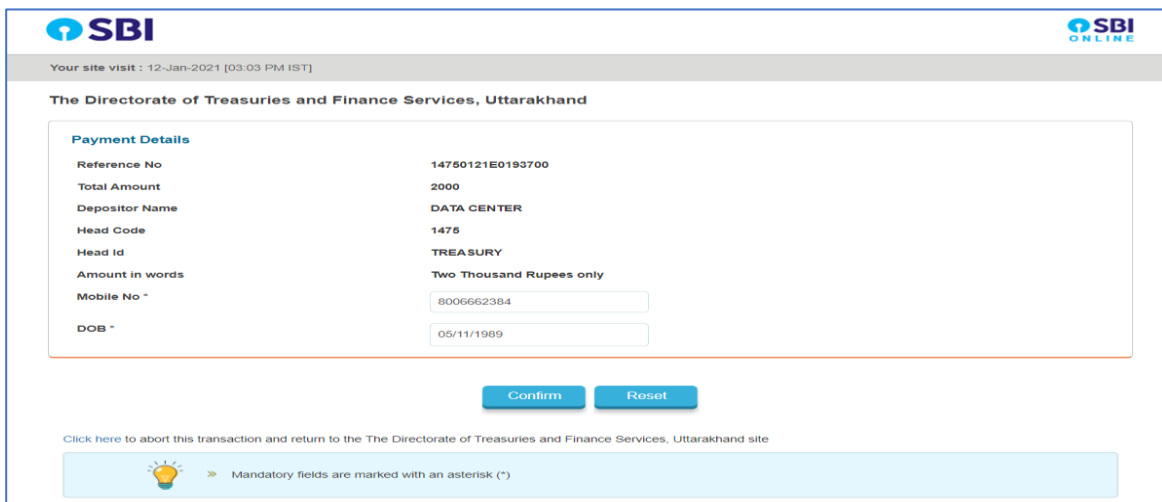
Bank Name	: SBI
Bank Ref No.	: CPAAFWETTO
Depositor Name	: DATA CENTER
Major Head	: 0070
Department	: 0070
Challan No.	: 00700820E0197725
Amount	: 5
Status	: P
Status Description	: Pending for payment
Transaction Date	: 11-Aug-20
Transaction Time	: 10.27.23

[Go to main Page](#)

Fig-041

4. Download the form and through net banking user needs to transfer the challan amount to the beneficiary account details provided in the above step.

- **SBI Branch:** This option is provided for manually depositing cash against the challan in bank.
 1. Click on 'click here' button user directed to next page which is attached below; here user is provided with reference no, amount, depositor name, head code to which the amount is to be credited, enter mobile number and date of birth finally click on confirm button.



SBI ONLINE

Your site visit : 12-Jan-2021 [03:03 PM IST]

The Directorate of Treasuries and Finance Services, Uttarakhand

Payment Details

Reference No	14750121E0193700
Total Amount	2000
Depositor Name	DATA CENTER
Head Code	1475
Head Id	TREASURY
Amount in words	Two Thousand Rupees only
Mobile No *	<input type="text" value="8006662384"/>
DOB *	<input type="text" value="05/11/1989"/>

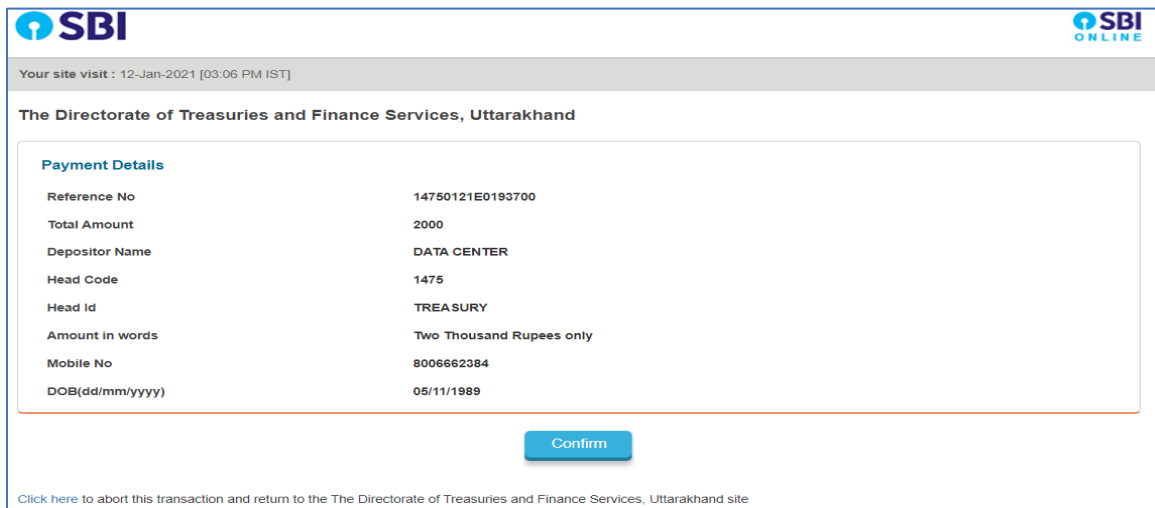
[Confirm](#) [Reset](#)

[Click here to abort this transaction and return to the The Directorate of Treasuries and Finance Services, Uttarakhand site](#)

» Mandatory fields are marked with an asterisk (*)

Fig-042

2. On clicking confirm button user is directed to next page which is attached below; here user is provided with reference no, amount, depositor name, head code to which the amount is to be credited, mobile number and date of birth, this page is for confirming that the information is correctly filled.



SBI ONLINE

Your site visit : 12-Jan-2021 [03:06 PM IST]

The Directorate of Treasuries and Finance Services, Uttarakhand

Payment Details

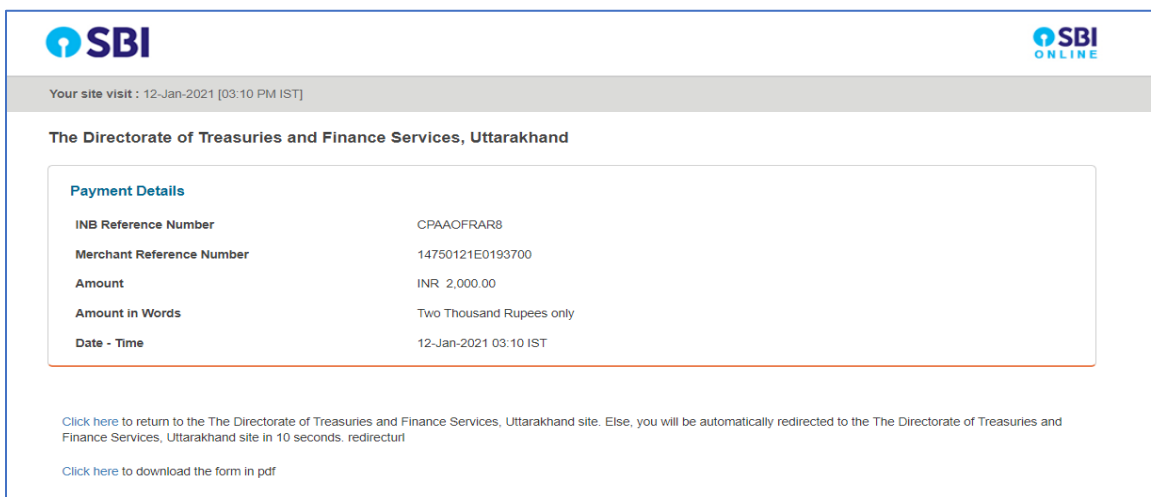
Reference No	14750121E0193700
Total Amount	2000
Depositor Name	DATA CENTER
Head Code	1475
Head Id	TREASURY
Amount in words	Two Thousand Rupees only
Mobile No	8006662384
DOB(dd/mm/yyyy)	05/11/1989

[Confirm](#)

[Click here](#) to abort this transaction and return to the The Directorate of Treasuries and Finance Services, Uttarakhand site

Fig-043

3. On clicking confirm button user is directed to next page which is attached below; here user is provided with 2 different buttons that are;
 1. Click here to Download in pdf, in order to download the form.
 2. Click here to Return to the Directorate of Treasuries and Finance Services, Uttarakhand site, user is directed to next page that is attached below, here message is displayed for pending payment also the user is directed to login page on clicking go to main page. No entry log is saved.



SBI ONLINE

Your site visit : 12-Jan-2021 [03:10 PM IST]

The Directorate of Treasuries and Finance Services, Uttarakhand

Payment Details

INB Reference Number	CPAAOFRR8
Merchant Reference Number	14750121E0193700
Amount	INR 2,000.00
Amount in Words	Two Thousand Rupees only
Date - Time	12-Jan-2021 03:10 IST

[Click here](#) to return to the The Directorate of Treasuries and Finance Services, Uttarakhand site. Else, you will be automatically redirected to the The Directorate of Treasuries and Finance Services, Uttarakhand site in 10 seconds. redirecturl

[Click here](#) to download the form in pdf

Fig-044

5. Download the form, take out the print and deposit cash in respective SBI bank.

- After getting acknowledgement, status changes to challan submitted and pending for approval at Deputy Registrar level.
- After approving challan from Deputy Registrar level Permanent Registration number is generated for the society.
- After approving the challan, Deputy Registrar has to E-sign the registration certificate and provide hard copy to the respective society.

4.3.2. Amendment of Society

In order to amend the data of society (data like name, address, members) user is provided with the method to update the data. Let us learn how user can amend the data of the existing society.

Note: Only those societies who have permanent registration number can amend the data. Users whose application is pending at registrar office cannot perform renewal or amendment.

- In order to perform amendment login from permanent registration number. After logging in access dashboard (Society-> Dashboard). On doing so user is directed to the page attached below;

Note: As we can see in the image that in the 2nd column user is provided with all sort of societies. User can identify the case of amendment and renewal by looking at the valid upto date.

- If valid upto date is greater than or equal to date on which user is working are the cases of amendment.
 - If valid upto date is less than the date on which user is working are the cases of renewal.
- As we can see in the image attached below that the valid upto date of case is 28 Dec, 2025, it clearly indicates that the case is of amendment and not renewal.

Support ▾

Society ▾

Society Dashboard

Challan To Generate

SL. No.	Application Code	Society Name	Society Name(Hindi)	Date Of Proposal	Applied For	Challan Amount	Select							
Please check society name and other details,after filling Basic Information delete option will be disabled														
SL. No.	Registration No	Renewal Code	Society Name	Society Name(Hindi)	Registration Date	Valid Upto Date	Registration Type	Status	Basic Details Action	Delete	Application For	Document Upload	Esign	Registration Certificate
1	UK06008122020004459	TRSOC0100081020000001	Finance data center.	वित्त डाटा सेंटर	29-DEC-2020	28-DEC-2025	Gov		Select	Delete	Print	Upload	Esign	Download
Society Amendment														
SL. No.	Registration No	Amendment Code	Society Name	Society Name(Hindi)	Registration Date	Valid Upto Date	Registration Type	Status	Basic Details Action	Delete	Application For	Document Upload		
2	UK06008122020004459	UKAM0601220	Finance data center.	वित्त डाटा सेंटर	29-DEC-2020	28-DEC-2025	Gov	Society Basic Details Fill Pending For Upload	Select	Delete	Print	Upload		
Society Renewal														
SL. No.	Registration No	Application Code	Society Name	Society Name(Hindi)	Registration Date	Valid Upto Date	Registration Type	Status	Basic Details Action	Delete	Application For	Document Upload		

Fig-045

- Click on select button provided in the column. As a result, user is directed to the page attached below. As can be seen in the image attached below that user is provided with 6 tabs which are basically the fields that can be amended.



Society Registration Amedant

Current Name and Address

Registration No	UK06008122020004459
सोसाइटी का नाम (हिंदी में)	वित्त डेटा सेंटर
Name of the Society (in English)	Finance data center.
Addresses	ABCD Dehradun

Society Name Society Address Society Member Memorandum Of Association Rules and Regulations Rights And Responsibility

New Name Of Society

सोसाइटी का नाम (हिंदी में)

Name of the Society (in English)

Fig-046

- Say we need to update the name of the society, enter the name of the society in English and in Hindi, like we have entered and can be seen in the image attached below. After doing so click on submit button.



Society Registration Amedant

Current Name and Address

Registration No	UK06008122020004459
सोसाइटी का नाम (हिंदी में)	वित्त डेटा सेंटर
Name of the Society (in English)	Finance data center.
Addresses	ABCD Dehradun

Society Name Society Address Society Member Memorandum Of Association Rules and Regulations Rights And Responsibility

New Name Of Society

सोसाइटी का नाम (हिंदी में)

Name of the Society (in English)

Fig-047

- After making the changes click on submit button as a result Pop up message is generated on the screen with the message “SUCCESS: DATA SAVED” Say we need to update the name of the society, enter the name of the society in English and in Hindi, like we have entered and can be seen in the image attached below. After doing so click on submit button.



Fig-48

- In the similar manner user can amend any of the 6 field and submit the amended data. On submitting the data Amendment code is generated as can be seen in the image 036 user is provided with amendment code i.e., UKAM0600121000982.
Note: System doesn't allow Rules and Regulation and Rights and Responsibility to amend individually both the tab are supposed to be updated one after another using continue button.
- After amendment code i.e., UKAM0600121000982 is generated go back to dashboard. Now as we can see in the image attached below that the case we amended is visible under Society Amendment column.

Society Dashboard

Challan To Generate

SL. No.	Application Code	Society Name	Society Name(Hindi)	Date Of Proposal	Applied For	Challan Amount	Select							
Please check society name and other details,after filling Basic Information delete option will be disabled														
SL. No.	Registration No	Renewal Code	Society Name	Society Name(Hindi)	Registration Date	Valid Upto Date	Registration Type	Status	Basic Details Action	Delete	Application For	Document Upload	Esign	Registration Certificate
1	UK06008122020004459	TRSOC0100081020000001	Finance data center.	वित्त डाटा सेंटर	29-DEC-2020	28-DEC-2025	Gov		Select	Delete	Print	Upload	Esign	Download

Society Amendment

SL. No.	Registration No	Amendment Code	Society Name	Society Name(Hindi)	Registration Date	Valid Upto Date	Registration Type	Status	Basic Details Action	Delete	Application For	Document Upload
2	UK06008122020004459	UKAM0600121000982	TEST	परीक्षा	29-DEC-2020	28-DEC-2025	Gov	Society Basic Details Fill Pending For Upload	Select	Delete	Print	Upload

Fig-049

- Further Upload the supporting document using Upload button provided on the dashboard.

- After completing the procedure submit the hard copy of documents at respective Deputy Registrar office.
- After getting documents verified from Deputy Registrar office, E-challan option gets enabled in the dashboard continue by generating E-challan as discussed in the Generating E-challan, Kindly refer to this section in order to understand working of E-challan.
- After submitting the challan and getting approved by the Deputy Registrar office the society is amended.

4.3.3. Renewal of Society

In order to renew the society user is provided with the method to renew the society. Let us learn how user can renew the society whose validity has expired.

Note: Only those societies who have permanent registration number can renew the data. Users whose application is pending at registrar office cannot perform renewal or amendment.

- In order to perform renewal login from permanent registration number. After logging in access dashboard (Society-> Dashboard). On doing so user is directed to the page attached below;

Note: As we can see in the image that in the 2nd column user is provided with all sort of societies. User can identify the case of amendment and renewal by looking at the valid upto date.

- If valid upto date is greater than or equal to date on which user is working are the cases of amendment.
 - If valid upto date is less than the date on which user is working are the cases of renewal.
- As we can see in the image attached below that the valid upto date of case is 22 Nov, 2019, it clearly indicates that the case is of renewal and not of amendment.

Support

Society

Society Dashboard

Challan To Generate

SL. No.	Application Code	Society Name	Society Name(Hindi)	Date Of Proposal	Applied For	Challan Amount	Select
Please check society name and other details,after filling Basic Information delete option will be disabled							

SL. No.	Registration No	Renewal Code	Society Name	Society Name(Hindi)	Registration Date	Valid Upto Date	Registration Type	Status	Basic Details Action	Delete	Application For	Document Upload	Esign	Registration Certificate
1	UK06008122020005385	25028D	The Watershed Project Management Unit(Wpmu)	दा वाटरशेड प्रोजेक्ट मैनेजमेन्ट यूनिट उत्तराखण्ड (डब्ल्यू पी एम यू)	23-NOV-2009	22-NOV-2019	Gov	Registration No Generated Active Society	Select	Delete	Print	Upload	Esign	

Society Amendment

SL. No.	Registration No	Amendment Code	Society Name	Society Name(Hindi)	Registration Date	Valid Upto Date	Registration Type	Status	Basic Details Action	Delete	Application For	Document Upload
---------	-----------------	----------------	--------------	---------------------	-------------------	-----------------	-------------------	--------	----------------------	--------	-----------------	-----------------

Society Renewal

SL. No.	Registration No	Application Code	Society Name	Society Name(Hindi)	Registration Date	Valid Upto Date	Registration Type	Status	Basic Details Action	Delete	Application For	Document Upload
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Fig-050

- Click on select button provided in the column. As a result, user is directed to the page attached below. As can be seen in the image attached below that user is provided with few details related to society.

Support Society

Renewal of Society

Details of Society

Select Action

☒ Create Application
 ☐ Upload Documents

Registration Code

UK06008122020005385

Renewal Code:

New

Registration Code:

UK06008122020005385

Submission Date:

12-Jan-2021

Valid Upto:

22-NOV-2019

Name of Society(Hindi):

दा बादरशेड प्रोजेक्ट मैनेजमेन्ट यूनिट उत्तराखण्ड (डब्लू पी एम यू)

Name of Society(English):

The Watershed Project Management Unit(Wpmu)

Last Annual Submission Date:

31-MAR-2015

Type:

☐ Social Welfare
 ☒ Mahila Mangal Dal/Yuva Morcha

Renewal Permission Fee(in Rs.):

2550

Annual Submission Fee (in Rs.):

(600 x 5) + 500 =3500

Challan Amount (Rs.)

6050

Please Fill Details

SL. No.	Fin Year	Total Assets(₹):	Total Receipts(₹):	Total Expenditures(₹):	Total Liabilities(₹):	Donation/Grants:	Donation/Grants in India(₹):	Donation/Grants from Foreign(₹):
1	20152016	271510242	306241125	310042531	271510242	Grants	295203000	0
2	20172018	180529101	124693753	104743056	180529101	Grants	116245000	0
3	20162017	160578404	192136282	303068120	160578404	Grants	181932000	0
4	20192020	80711284	3853941	61999374	80711284	Grants	0	0
5	20182019	138856716	84998698	126671082	138856716	Grants	77556000	0

Save

Fig-051

- Click on save button in order to renew.
- Further Upload the supporting document using Upload button provided on the dashboard.
- After completing the procedure submit the hard copy of documents at respective Deputy Registrar office.
- After getting documents verified from Deputy Registrar office, E-challan option gets enabled in the dashboard continue by generating E-challan as discussed in the Generating E-challan, Kindly refer to this section in order to understand working of E-challan.
- After submitting the challan and getting approved by the Deputy Registrar office the society is renewed.