



Department of Registration
Government of Jharkhand

e-Nibandhan

Society Registration Manual

➤ Click on the “Society/Firm Registration” main menu at the e-Nibandhan Portal.

e-Nibandhan Portal

Government of Jharkhand
Department of Registration

Home | Fee Calculation | **Society/Firm Registration** | Registration Process | Download Form | Pre-Registration | Search Deeds/Non-Encumbrance

MIS Login

User Name:
Password:
Login

Updates

- Ceiling Act is now not in practice from 2008
- NA Fee is not applicable now
- In place of NA, SP fee is applicable

Important Links

JARS
Registration Search
Govt. of Jharkhand
Govt. of India

Society Registration

- New Registration**
- Amendment Registration**
- Track Application
- Certified Copy
- Return Filing
- Manage Registration
- Online Registered Society List
- Registered Society List

Stamp Calculator: Click to calculate the stamp duty online for a particular land and specific area for any location of the Jharkhand. [Click Here >>](#)

Objectionable Lands Search: There are many lands which can not be sold or transferred due to some reasons. To search lands under this category. [Click Here >>](#)

Registration Process: Know about the steps and requirements of the registration process of deeds.

Search Deeds/Non-Encumbrance: Search deeds or non-encumbrance certificates or certified copies.

Jharkhand Agency for Promotion of Information Technology

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➤ There are Seven sub-menus of Society/Firm Registration:-

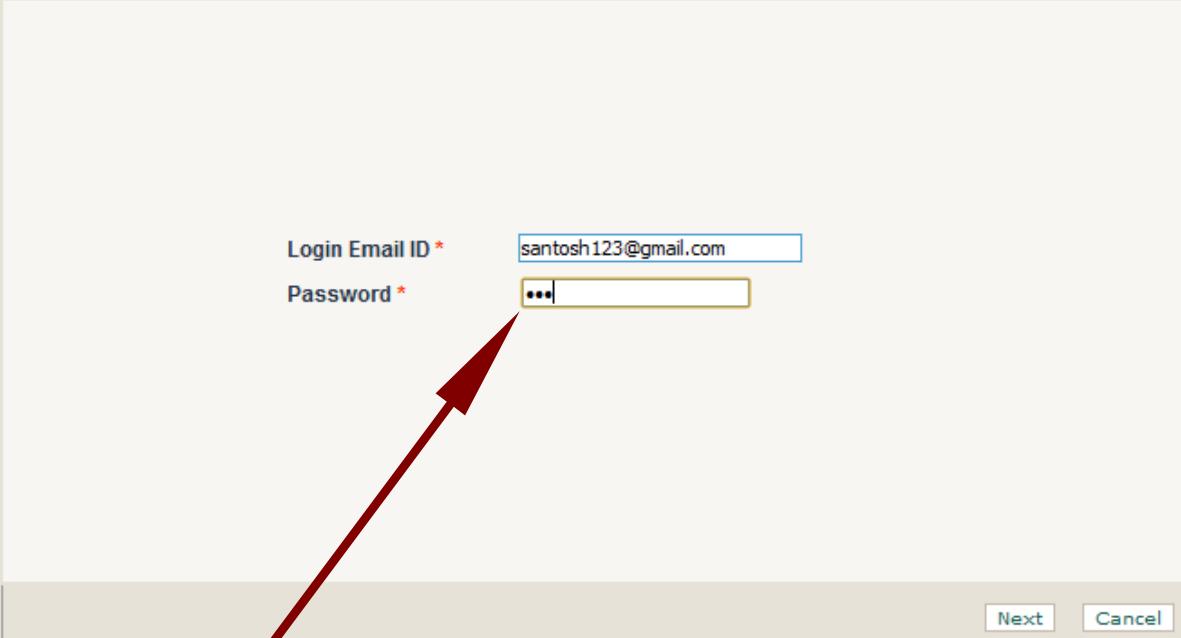
1. **Society Registration**
 - **New Registration**
 - **Amendment Registration**
2. **Firm Registration**
3. **Track Application**
4. **Certified Copy**
5. **Return Filing**
6. **Manage Registration**
7. **Registered Society List**

FOR CORRECTIONS IN CASE OF OBJECTIONS :

- Users can meet his/her Objections, by login into Society Application using their email-id and password which was created while applying for the first time. When user enters the email-id and password, application will open in edit mode.

1. LOGIN SCREEN

Application for Society Registration



Application for Society Registration

Login Email ID * santosh123@gmail.com

Password * ***

Next Cancel

- First user has to give his e-mail ID to log in and after that he has to set his password, and then click on the next button.

2.APPLICATION DETAIL'S

➤ After clicking on the next button, second page appears on which user has to fill and choose different required fields such as: - Society Name, Nature of Society, Operational Area, Address, District and Mobile Number.

Application for Society Registration

Society Name *

 Right (✓) symbol indicate to society name is available or not ,for not available symbol is (X)


Nature *

Agricultural
 Education
 Economic
 Industrial
 Social Welfare

Operational Area *

Bokaro
 Chatra
 Dhanbad
 Deoghar
 Dumka
 East Singhbhum
 ...

Address *

District *

Mobile No. *

Any Other Type Add Nature

Any Other Operational Area Add Area

Previous

➤ User can add New Nature of Society and Operational Area by using text box Add nature and Add area.

➤ After filling and selecting the required fields click on the next button.

3. GOVERNING BODY AND DESIROUS PERSON DETAIL'S

- After clicking on the next button third page appears in which user has to first select the type that means whether user is Governing Body or Desirous Person, then user has to fill their Father's/Husband's name, Address, Age, Occupation, Mobile No., Identification Type, Identification No. , Education and Designation, and upload photo.

Application for Society Registration

Type	Name	Father/Husband		Address		Age	Occupation				
Governing Body											
Mobile		Identification Type	Identification No.	Education		Designation					
		Aadhaar									
Photo		<input type="file" value="Choose File"/> <input type="button" value="No file chosen"/>				<input type="button" value="Add/Update"/>					
	TYPE	GNAME	GFNAME	AGE	GADDRESS	GMOBILE	IDENTIFICATIONTYPE	IDENTIFICATIONNO	OCCUPATION	QUALIFICATION	DESIGNATION
	Governing Body	jai	kumar	21	a	9999999999	Aadhaar	1111111111	agriculture	ba	manager
	Governing Body	jai	kumar	211	a	9999999999	Aadhaar	1111111111	agriculture	ba	manager
	Governing Body	jai	kumar	211	a	9999999999	Aadhaar	1111111111	agriculture	ba	manager
	Governing Body	jai	kumar	211	a	9999999999	Aadhaar	1111111111	agriculture	ba	manager
	Governing Body	jai	kumar	211	a	9999999999	Aadhaar	1111111111	agriculture	ba	manager
	Governing Body	jai	kumar	211	a	9999999999	Aadhaar	1111111111	agriculture	ba	manager
	Governing Body	jai	kumar	211	a	9999999999	Aadhaar	1111111111	agriculture	ba	manager

- After filling all the detail's properly user click (add/update) button for adding.

-NOTE

- In Governing Body, there should be at least 7 members.
- User can edit added member by clicking symbol which is appear on left side of screen.
- User can also delete added member by clicking symbol cross which also appear on left side of screen

4. DOCUMENTS UPLOAD

Application for Society Registration

Application (max 2 MB)*	<input type="button" value="Choose file"/> No file chosen
Notice (max 2 MB)*	<input type="button" value="Choose file"/> No file chosen
Resolution (max 2 MB)*	<input type="button" value="Choose file"/> No file chosen
Proceeding (max 2 MB)*	<input type="button" value="Choose file"/> No file chosen
Memorandum of Association (max 2 MB)*	<input type="button" value="Choose file"/> No file chosen
List of Governing Body (max 2 MB)*	<input type="button" value="Choose file"/> No file chosen
List of Desirous Person (max 2 MB)*	<input type="button" value="Choose file"/> No file chosen
Rules and Regulations (max 2 MB)*	<input type="button" value="Choose file"/> No file chosen
Affidavit (max 2 MB)*	<input type="button" value="Choose file"/> No file chosen
Identification Proof(max 2 MB)*	<input type="button" value="Choose file"/> No file chosen
Miscellaneous (if any)(max 2 MB)*	<input type="button" value="Choose file"/> No file chosen

Upload Files and Click the Finish button to complete the application

[Website Home](#) | [Download CheckList](#) | [Download Manual](#) | [For Correction](#)

- **User has to upload Application, Notice, Resolution, Proceeding, Memorandum of Association, Governing Body List, Desirous Person List, Rules and Regulations, Affidavit, Identification Proof and Miscellaneous (if any) document in PDF format.**

NOTE :

- The file should be in pdf format.
- Wait while file is properly uploaded.
- After uploading all files click Finish.
- The List of desirous person is to be attested by a Notary/Gazetted Officer.
- Identification proof of all members of governing bodies should be attached.
- Affidavit should clearly mention that the member of Governing Bodies is not related to each other.
- Compulsorily affix a Welfare Stamp of Rs. 15 on the affidavit.

5.FINALIZING SCREEN

Application for Society Registration

Your Application submitted successfully with Application ID: 20 Use this ID to track the status of application

[Click Here to pay fee Online](#)

[Previous](#)

[Finish](#)

[Cancel](#)

[Website Home](#) | [Download CheckList](#) | [Download Manual](#)

- **User can get Application Id from above screen.**
- **Go for payment click above “Click here to pay fee Online” link.**

6.RECIEPT FOR PAYMENT



निबंधन विभाग, झारखण्ड

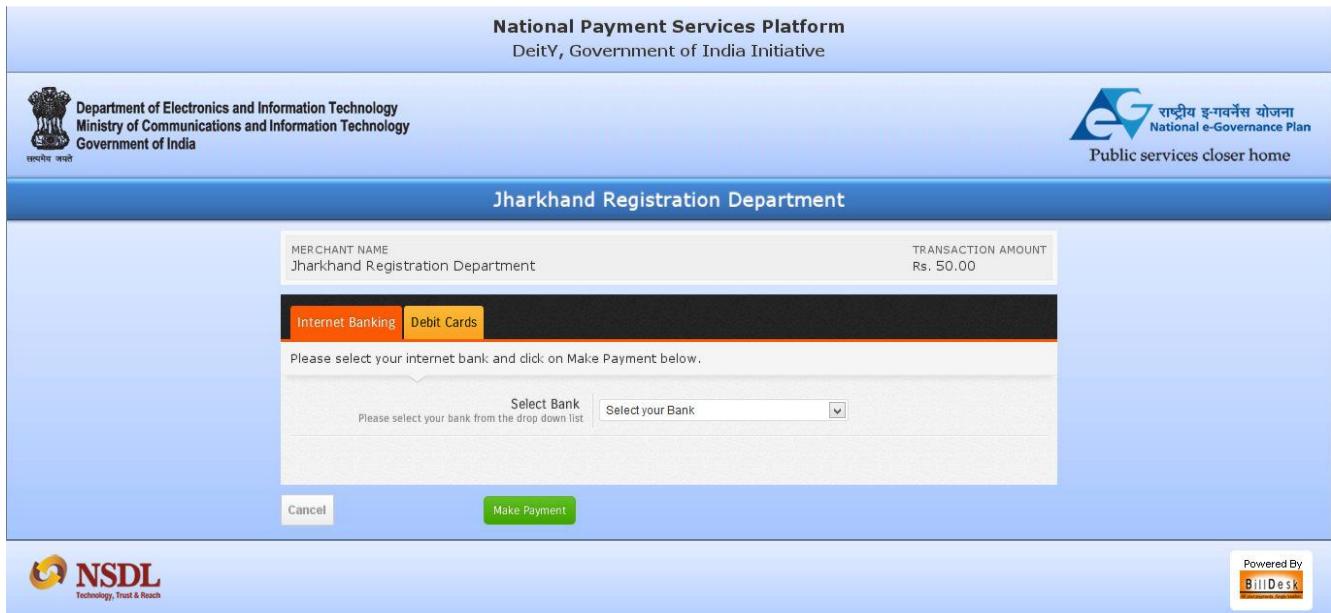
(शुल्क प्राप्ति रसीद)

Temporary App ID	20	Date	4/15/2014
Applicant Name	s4	Time	
Transaction ID		Reference No.	
Fee Name			
Fee Amount			

Pay

- Payment Receipt is displayed. User can click pay button and go to payment gateway.

7. PAYMENT GATEWAY



- The above screen is payment gateway by which user can make their payment.
- Here user can pay online by internet banking or debit cards through NSDL.

8. TRACK APPLICATION

Application Tracking for Society/Firm Registration

Application :	Society
Application Id :	62
Reg. No. :	
Applied on :	13/05/2014
Applied for :	Business Planning & Development-Birsa Agricultural University Society

Application Status

Sl. No.	Date	Remarks	Status
1	20/05/2014	Advocate welfare stamp of rs15 is not affixed on the affidavit. The List of Desirous person and Governing body there are some vacant places which are not filed. The provision of dissolution should be only on the basis of the majority of 3/5th members.	Returned
2	20/05/2014	Objection- 1- List of Governing body me serial no. 10, 11 and 12 ka name and photo nahi hai. 2- Affidavit par 15rs ka advocate welfare stamp nahi hai. 3- Rules and Regulation me Qouram ke kandika wrong hai.	Forwarded

- **Users can track their application status by their Application Id.**
- **User has to select Application type (i.e. Society/Firm) and then enter his/her “Application ID”. All the details regarding that application ID will appear.**
- **When the application is finally approved by the authority, a link will appear to download certificate.**

9. CERTIFIED COPY

- Users can download their certified copy by using valid application Id.
- To download Certified Copy, payment of Rs. 15 has to be made.

e-Nibandhan Portal

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Department of Registration

Home Fee Calculation Society/Firm Registration Registration Process Download Form Pre-Registration Search Deeds/Non-Encumbrance

MIS Login

User Name Password Login

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Registration Process

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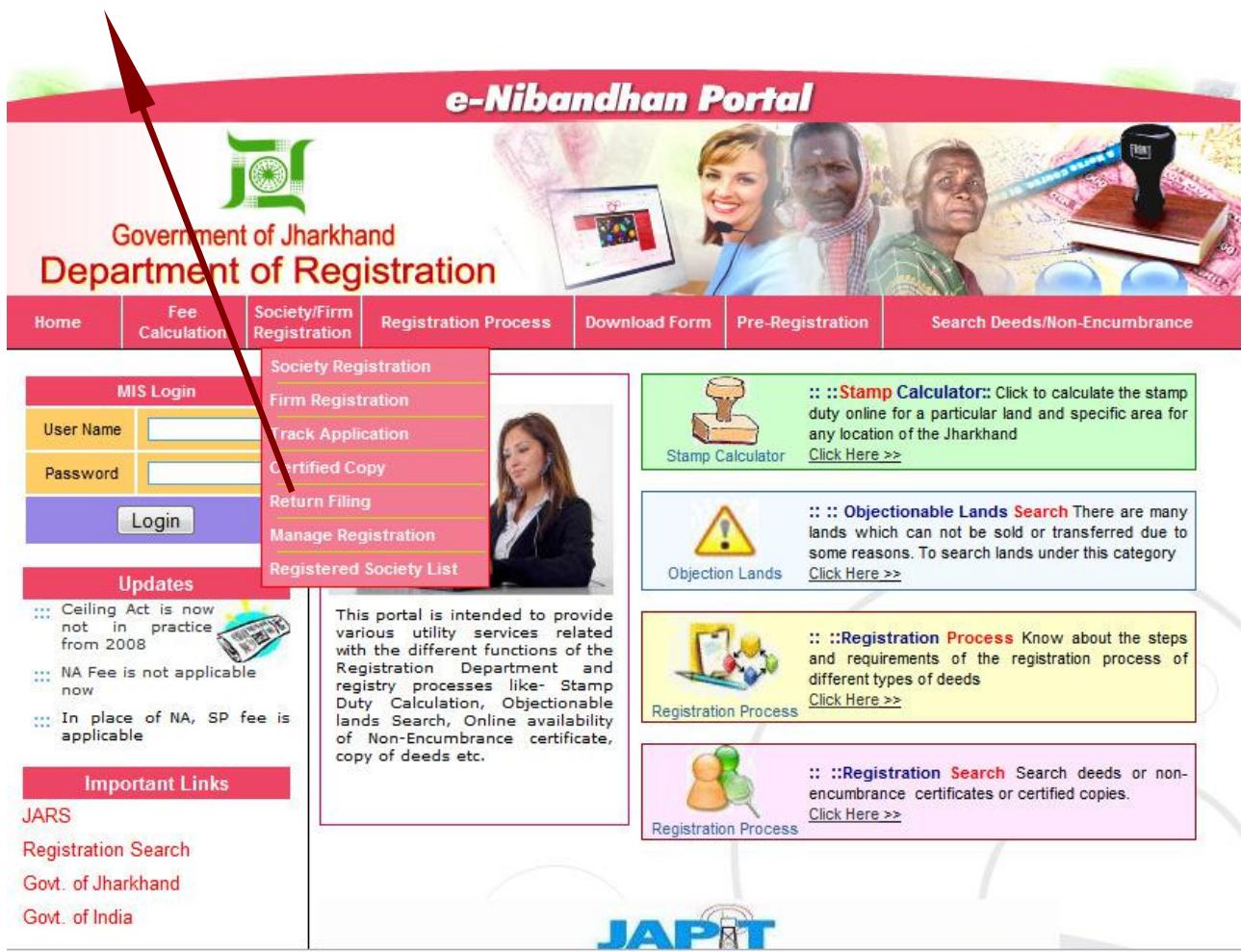
Registration Search

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JAPIT

10. RETURN FILLING

➤ Registered users can easily file their Annually/Quarterly Return Statement.



The screenshot shows the e-Nibandhan Portal homepage for the Government of Jharkhand Department of Registration. A red arrow points to the 'Return Filing' link in the 'Society Registration' sidebar. The page features a banner with three people (a woman in a headset, a man in a red shirt, and an elderly woman) and a stamp. The sidebar includes 'MIS Login', 'User Name' and 'Password' fields, a 'Login' button, and 'Updates' (Ceiling Act, NA Fee, SP fee). The main content area has sections for 'Stamp Calculator', 'Objectionable Lands Search', 'Registration Process', and 'Registration Search'. A 'JAPIT' logo is at the bottom.

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Stamp

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Objection Lands

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This portal is intended to provide various utility services related with the different functions of the Registration Department and registry processes like- Stamp Duty Calculation, Objectionable lands Search, Online availability of Non-Encumbrance certificate, copy of deeds etc.

JAPIT

➤ The following is a screenshot of return filling homepage.

Application for Online Return File for Society

Society Name *

District *

Registration No. *

Registration Year *

Return Type *

Period *

Upload Files :

Annual Activity Report (max 2 MB)*	<input type="button" value="Choose File"/> no file selected
Annual Audit Report (max 2 MB)*	<input type="button" value="Choose File"/> no file selected
List of Governing Body (max 2 MB)*	<input type="button" value="Choose File"/> no file selected
Form 'H' (max 2 MB)*	<input type="button" value="Choose File"/> no file selected

STEPS FOR RETURN FILLING

- Fill valid registered society name.
- Select district name.
- Enter registered society registration number.
- Select registered society registration year.
- Select Return type like Annual or Quarterly.
- Select the Quarter (if Return type is Quarterly).
- Upload following documents.
 - Annual activity report.
 - Annual audit report.
 - List of governing body
 - Form "H"

NOTE- Documents size should be less than 2MB. And mandatory fields must be filled.