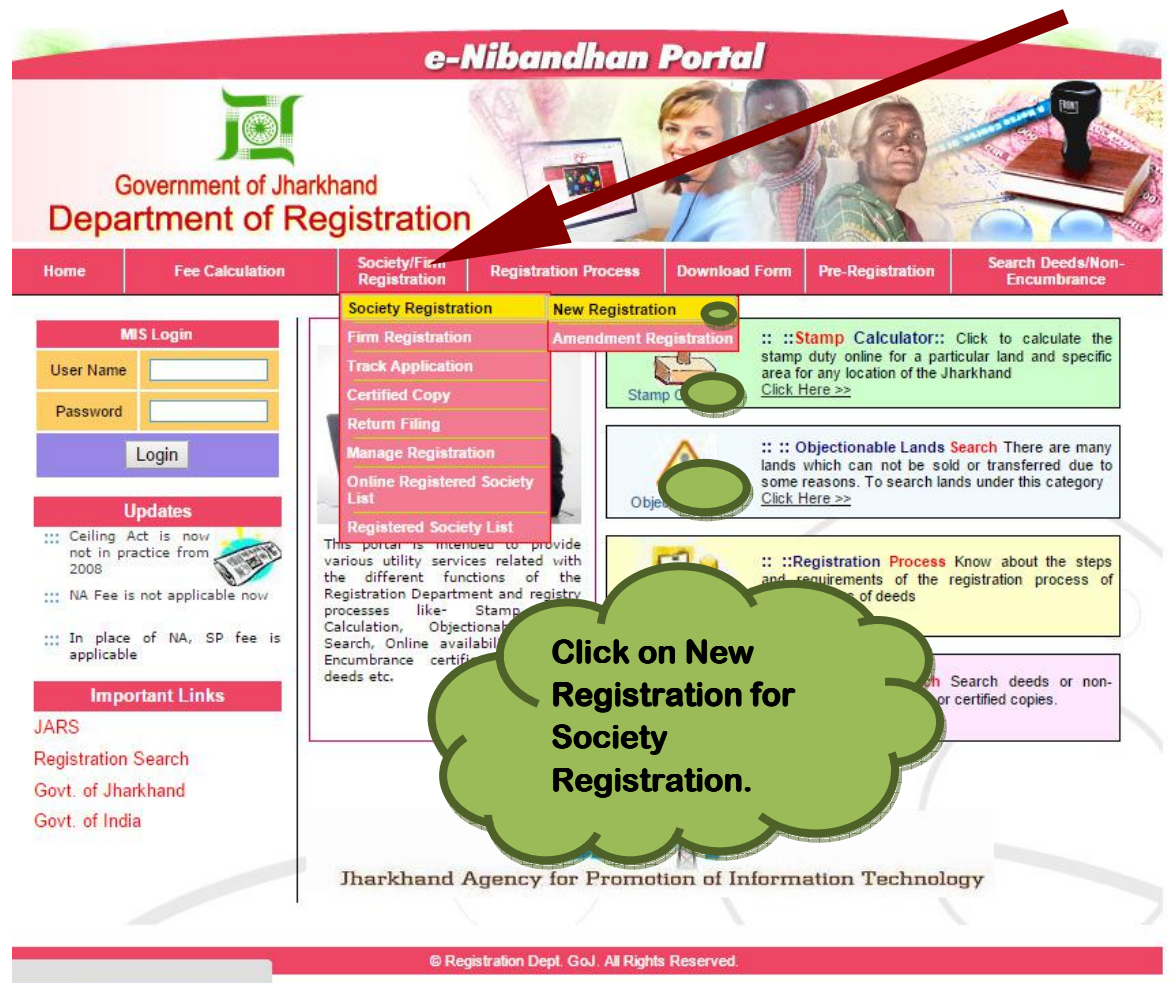


Department of Registration  
Government of Jharkhand

***e-Nibandhan***

**Society Registration Manual**

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



- 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

Login Email ID \*

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 \*  

Nature \*  
☐ Agricultural  
☐ Education  
☐ Economic  
☐ Industrial  
☐ Social Welfare

Any Other Type  Add Nature

Operational Area \*  
☐ Bokaro  
☐ Chatra  
☐ Dhanbad  
☐ Deoghar  
☐ Dumka  
☐ East Singhbhum  
Any Other Operational Area  Add Area

Address \*

District \*

Mobile No. \*

Previous Next Cancel

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

- 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	Choose File No file chosen				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

Previous Next Cancel

- 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](#)

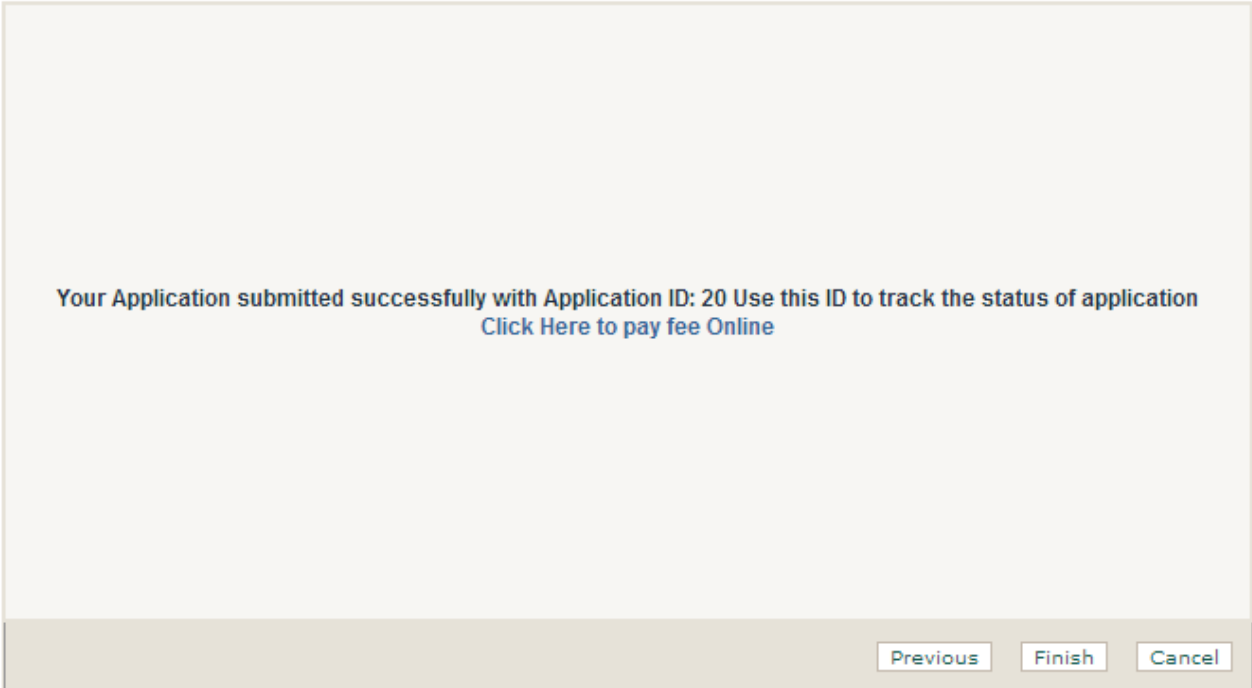
- User has to upload Application, Notice, Resolution, Proceeding, Memorandum of Association, Governing Body List, Desirous Person List, Rules and Regulations, Affidavit, Identification Proof and Miscellaneous (if any) document in PDF format.

## **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**




The screenshot shows a web application interface for society registration. It features a large, light beige rectangular area in the center. Inside this area, the text reads: "Your Application submitted successfully with Application ID: 20 Use this ID to track the status of application" followed by a blue hyperlink "Click Here to pay fee Online". At the bottom right of the beige area, there are three buttons: "Previous", "Finish", and "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

 <b>निबंधन विभाग, झारखंड</b> (शुल्क प्राप्ति रसीद)			
Temprarory App ID	20	Date	4/15/2014
Applicant Name	s4	Time	
Transaction ID		Reference No.	
Fee Name			
Fee Amount			
<input type="button" value="Pay"/>			

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

## 7. PAYMENT GATEWAY

**National Payment Services Platform**  
DeitY, Government of India Initiative

Department of Electronics and Information Technology  
Ministry of Communications and Information Technology  
Government of India

राष्ट्रीय ई-गवर्नेंस योजना  
National e-Governance Plan  
Public services closer home

**Jharkhand Registration Department**

MERCHANT NAME: Jharkhand Registration Department  
TRANSACTION AMOUNT: Rs. 50.00

Internet Banking | Debit Cards

Please select your internet bank and click on Make Payment below.

Select Bank  
Please select your bank from the drop down list

Select your Bank

Cancel | Make Payment


NSDL  
Technology, Trust & Reach

Powered By  
BillDesk

- 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**

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**

- Firm Registration
- Track Application
- Certified Copy**
- Return Filing
- Manage Registration
- Registered Society List

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.

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

**Objection Lands**  
:: :: 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**  
:: ::Registration Process Know about the steps and requirements of the registration process of different types of deeds  
[Click Here >>](#)

**Registration Search**  
:: ::Registration Search Search deeds or non-encumbrance certificates or certified copies.  
[Click Here >>](#)

**JAPIT**

## 10. RETURN FILLING

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

**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/Firm Registration**

- Society Registration
- Firm Registration
- Track Application
- Certified Copy
- Return Filing**
- Manage Registration
- Registered Society List

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.

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

**Objection Lands**  
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 different types of deeds  
[Click Here >>](#)

**Registration Search**  
Search deeds or non-encumbrance certificates or certified copies.  
[Click Here >>](#)

**JAPT**

- The following is a screenshot of return filling homepage.

### Application for Online Return File for Society

Society Name *	<input type="text"/>	District *	<input type="text"/>
Registration No. *	<input type="text"/>	Registration Year *	2000-2001 ▼
Return Type *	Annual ▼	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.