



झारखण्ड सरकार

Revenue, Registration and Land Reforms Department

Government of Jharkhand

User Manual

**Re-Registration of Society Registered
at Undivided Bihar**

Step 1: Open Website enibandhan.jharkhand.gov.in and go to registration Link if not registered yet.

The screenshot shows the homepage of the Jharkhand Registration Department website. The header includes the logo and name of the department: "निबंधन प्रभाग राजस्व, निबंधन एवं भूमि सुधार विभाग झारखण्ड सरकार". There are two profile pictures of officials, one labeled "मंत्री" (Minister) and the other "सचिव" (Secretary). The navigation menu includes: HOME, FEE CALCULATION / PAYMENT, SOCIETY / FIRM REGISTRATION, EASE OF DOING BUSINESS, DOWNLOADS, and SEARCH. A dropdown menu for "SOCIETY / FIRM REGISTRATION" is open, listing: Registration, Login, Society Registration, Firm Registration, Checklist For Society & Firm, Track Application, Certified Copy Upto 30/03/2016, Certified Copy From 15/07/2016, Return Filing, Manage Registration, Registered Society List, MIS For Registered Society, and MIS For Registered Firm. On the right, there are "CITIZEN LOGIN" and "MIS LOGIN" options. The "CITIZEN LOGIN" form has a text input field with "officer2(firm)", a password field with "*****", and a green "LOGIN" button. Below the login form, it says "Not Register? Register Now" and "Forgot Password". A "LATEST UPDATES" section is visible on the left, and a "NOTIFICATION & ORDER" section is on the right. The footer contains "TOTAL LAND OBJECTION", "REGISTERED MARRIAGE", and "Total Registered Marriage".

Step 2: Register yourself by giving the following information required in this form.

The registration form is titled "Registration" and includes the instruction "Register yourself for pre-Registration." It contains the following fields:

- Your Full Name:** A text input field with the placeholder "enter your name".
- Valid E-Mail ID:** A text input field with the placeholder "example@gmail.com".
- Mobile Number:** A text input field with the placeholder "0000000000".
- Aadhar Number:** A text input field with the placeholder "enter 12 digit aadhar number".

At the bottom of the form is a green "Register" button.

Step 4: Go to Login Option available in portal.

The screenshot shows the official website of the Jharkhand Registration Department. The header includes the department's name in Hindi: "निबंधन प्रभाग राजस्व, निबंधन एवं भूमि सुधार विभाग झारखण्ड सरकार". It also features portraits of the Minister and Secretary. The main navigation bar contains links for HOME, FEE CALCULATION / PAYMENT, SOCIETY / FIRM REGISTRATION, EASE OF DOING BUSINESS, DOWNLOADS, and SEARCH. A dropdown menu is open under "SOCIETY / FIRM REGISTRATION", listing options such as Registration, Login, Society Registration, Firm Registration, Checklist For Society & Firm, Track Application, Certified Copy Upto 30/03/2016, Certified Copy From 15/07/2016, Return Filing, Manage Registration, Registered Society List, MIS For Registered Society, and MIS For Registered Firm. The "Login" option is highlighted. To the right, there is a login form with fields for "officer2(firm)" and a password field, a "LOGIN" button, and links for "Not Register? Register Now" and "Forgot Password". Below the navigation bar, there is a "LATEST UPDATES" section with a "Welcome" message and a list of updates. At the bottom, there are sections for "TOTAL LAND OBJECTION", "REGISTERED MARRIAGE", and "NOTIFICATION & ORDER".

Step 5: Login to portal using login and password sent to your email

The screenshot shows a login form with a green header containing a padlock icon and the text "Login Please enter your credentials to login." Below the header, there are two input fields: "Username" with the placeholder text "example@gmail.com" and "Password" with placeholder text "*****". At the bottom of the form, there is a green "Login" button and a link for "Forgot Password?".

Step 6: Go to Application for society re-Registration option available on dashboard.

The screenshot shows the Jhar Registry Dashboard for the Government of Jharkhand. The user is logged in as SOMA KUMARI. The dashboard features a sidebar with navigation options: Dashboard, Pre-Registration, Online Appointment, Society Registration (selected), Firm Registration, and Search Land Records. The main content area displays eight application options in teal boxes: Society Re-Registration, View Application Slip, Online Appointment, Appointment Status, Application for Marriage, Application for Firm, Application for Society, and Search Land Records. The footer includes copyright information for 2017-2018 and a version number of 2.0.

Step 7: Form of Society application will appear

The screenshot displays the 'Online Pre Registry' form for 'Application for Society Registration'. The form fields are: Application Type (dropdown menu), Registered Email ID (ER.SAMMIKUMAR@GW), Password (Sammi@123), and Previous Application ID (if any, pls read NOTE). A red instruction states: 'Pls. fill application ID for amendment'. The form includes 'Next' and 'Cancel' buttons. The footer contains copyright information and a version number of 2.0.

Step 8: Choose Application Type as "Re-Registration". Your registered email ID along with password will already filled. If you wants to change password then you can.

Online Pre Registry
Government Of Jharkhand

Dashboard / Logout

Application for Society Registration

Application Type: ---select---
Registered Email ID *: Sammi@123
Password :
Previous Application ID (if any, pls read NOTE):

Pls. fill application ID for amendment

Next Cancel

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Step 9: Fill **Old Registration Number** along with **Old Registered date** and fill Other details of Society.

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Application for Society Registration

Old Registration Number *: 202
Old Registration Date: 02/02/2003
Society Name *: My old society
Nature *: Agricultural
 Education
 Economic
 Industrial
 Social Welfare
Any Other Type: Add Nature
Operational Area *: Bokaro
 Chatra
 Dhanbad
 Deoghar
 Dumka
Any Other Operational Area: Add Area
Official Address *: test address
District *: Ranchi
Mobile No. (Should be correct no. of Authorized person of Society) *: 9801319095
Aadhaar No.: 420324038320


Previous Next Cancel

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Step 10: Fill current Governing body and desirous personal details.



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[Dashboard](#) [Logout](#)

Application for Society Registration

Type *

Name *

Father/Husband *

Address *

Age *

Occupation *

Governing Body

party7

test father1

test address

32

BE

Mobile *

Identification Type *

Identification No. *

Education *

Designation *

Photo *

7801319095

Aadhaar No.

340324038320

BE

President

Browse... No file sel

Add/Update

	Type	GName	GFName	Age	GAddress	GMobile	Identification Type	IdentificationNo	Occupation	Qualification	Designation
	Governing Body	party1	test father	32	test address	9801319095	Aadhaar No.	420324038320	BE	BE	President
	Governing Body	party2	test father1	32	test address	7801319095	Aadhaar No.	340324038320	BE	BE	President
	Governing Body	party3	test father1	32	test address	7801319095	Aadhaar No.	340324038320	BE	BE	President
	Governing Body	party4	test father1	32	test address	7801319095	Aadhaar No.	340324038320	BE	BE	President
	Governing Body	party5	test father1	32	test address	7801319095	Aadhaar No.	340324038320	BE	BE	President
	Governing Body	party6	test father1	32	test address	7801319095	Aadhaar No.	340324038320	BE	BE	President
	Governing Body	party7	test father1	32	test address	7801319095	Aadhaar No.	340324038320	BE	BE	President

[Previous](#) [Next](#) [Cancel](#)


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Step 11: Mark All checklist



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Government Of Jharkhand

[Dashboard](#) [Logout](#)

Application for Society Registration

Check List

- Address proof of office.
- Advocate Welfare Stamp of Rs. 15/- in Affidavit must mention that governing body members are not related to each other as family members.
- Affidavit is uploaded with the matter "All uploaded documents are correct."
- Aim of society should not be a profitable business entity. Memorandum must have Society full name.
- Application of Society is uploaded with authorized person signature.
- Desirous member list should be attested by Notary/Gazette officer & have minimum of 7 members.
- GB meeting, Memorandum & Rules should have 3 authorized person's signature.
- General body meeting should be called within 30 days of 1/3rd members request.
- Identity proof of all members.
- In case of Amendment, Comparative chart should be uploaded with 1st & current general body meeting duly signed by president, secretary, treasurer. Affidavit should be given that amendment is passed by 3/5th of general body members.
- Name of Society is same on the entry page and the documents uploaded.
- Name of Society should not match any Government agency/ previously registered Society.
- No overwriting or cutting in uploaded documents.
- Notice of general body meeting should be given at least 10 days before the meeting.
- NULL Application, GB meeting Notice, Proceeding, Governing body list, Desirous body list, GB member's list, Memorandum, Rules, Identity proof, Affidavit, Address proof. These 11 documents must be uploaded.
- Office of Inspector General, Registration can audit expenses of society.
- One Objection raised more than 2 times & not complied within time-limit or if wrong documents are uploaded.

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Step 12: Upload required documents along with **Old Bylaws** which includes (**Old Memorandum, Rules and Governing Body**), **Comparative chart** as per given format and Old Certificate.

Online Pre Registry
Government Of Jharkhand

Dashboard Logout

Application for Society Registration

Old Bylaws(Old Memorandum, Rules and Governing Body) (max 2 MB)*	Choose File	1.a ...pdf
Old Certificate (max 2 MB)*	Choose File	1.a ...pdf
Comparative Chart (max 2 MB)*	Choose File	1.a ...pdf
Application (max 2 MB)*	Choose File	1.a ...pdf
Notice (max 2 MB)*	Choose File	1.a ...pdf
Proceeding (max 2 MB)*	Choose File	1.a ...pdf
Memorandum of Association (max 2 MB)*	Choose File	1.a ...pdf
List of Governing Body (max 2 MB)*	Choose File	1.a ...pdf
List of Desirous Person (max 2 MB)*	Choose File	1.a ...pdf
Rules and Regulations (max 2 MB)*	Choose File	1.a ...pdf
Affidavit (max 2 MB)*	Choose File	1.a ...pdf
Identification Proof (max 2 MB)*	Choose File	1.a ...pdf
Address Proof of the Office (max 2 MB)*	Choose File	1.a ...pdf
Miscellaneous (if any) (max 2 MB)*	Choose File	1.a ...pdf
Objection Compliance Letter (in case of objection)(max 2 MB)*	Choose File	1.a ...pdf

Upload Files and Click the Finish button to complete the application

For the same objections occurring more than 2 times & Applicant doesn't comply, then his/her application will be rejected.

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Previous Finish Cancel

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Step 12: After successful submission application number will display.

Online Pre Registry
Government Of Jharkhand

Dashboard Logout

Application for Society Registration

Your Application submitted successfully with Email ID: ER.SAMMIKUMAR@GMAIL.COM Password: Sammi@123 Application ID:55 Use this ID to track the status of application
Click Here to pay fee Online

For the same objections occurring more than 2 times & Applicant doesn't comply, then his/her application will be rejected.

Previous Cancel

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Step 13: Proceed for online payment through e-Gras payment gateway.

 Govt. of Jharkhand Department of Registration		
Receipt/Challan for Fees deposited for Society/Firm New Registration/Certified Copy		
Application ID	19	Payment Date:
Payment ID	1209201806034830755	Time:
Transaction ID		SOCIETY ID: 55
Reference No.		
Date of Application	12/09/2018	
Applicant Name	My old society	
Fee For	Society New Application	
Fee Amount	50	
GRN No.		
CIN No.		
Pay Status		
<i>Registration Officer</i>		
<input type="button" value="Print"/> <input type="button" value="Pay"/>		