

Standard Operating Procedure (SoP) and Documents required for Firm Registration

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Action Item	Step	Who deliver	Verification	Verifier	Document Needed	Timeline	Contact Person	Timeline under RTSG Act	Fee
1	2	3	4	5	6	7	8	9	10
Firm Registration	(i)	Go to the http://enibandhan.jharkhand.gov.in	User	User	User				
	(ii)	User Registration	User	User	User				
	(iii)	Login	User	User	User				
	(iv)	Dashboard	User	User	User				
	(v)	Application For Firm	User	User	User				
	(vi)	Entry of Firm's Detail	User	User	User				
	(vii)	Entry of Firm's Partner's	User	User	User				
	(viii)	Uploading Documents	User	User	User	(i) Application			
						(ii) Verification Form			
						(iii) Partnership Deed			
						(iv) ID Proof			
						(v) Office Address Proof			
					(vi) Affidavit				
					(vii) Compliance Letter				
					(viii) Additional Information (if any)				
	(ix)	General Application ID	User	User	User				
	(x)	Online Payment (Rs. 3 only)	User	User	User				
	(xi)	Inquiry of Application by Officer-I	Assistant/S.O	Assistant/S.O	Assistant/S.O			10 days	
	(xi)	Inquiry of Application by Officer-II	Assistant/S.O	Assistant/S.O	Assistant/S.O			15 days	
	(xii)	Inquiry/ Approval of Firm / Certificate by DIG	DIG	DIG	DIG			20 days	

DIG

45 working days

Rs 3/- Only