

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

Action Item	Steps	Who deliver	Verification	Verifier	Document Needed	Timeline	Contact Person	Timelin e under RTSG Act	Fee	
1	2	3	4	5	6	7	8	9	10	
Society Registration	(i)	Go to the http://enibandhan.jharkhand.gov.in	User	User	User			AIG	45 working days	Rs. 50/- Only
	(ii)	User Registration	User	User	User					
	(iii)	Login	User	User	User					
	(iv)	Dashboard	User	User	User					
	(v)	Society Registration	User	User	User					
	(vi)	Entry of Society's Detail	User	User	User					
	(vii)	G.B. List entry	User	User	User					
	(viii)	Uploading Documents	User	User	User	(i) Application				
						(ii) Notice				
						(iii) Proceeding				
						(iv) Memorandum				
						(v) Governing Body List				
						(vi) Desirous Person List				
						(vii) Rule and Regulation				
						(viii) Affidavit				
						(ix) Identification proof				
					(x) Office Address Proof					
					(xi) Additional Information (if any)					
					(xii) Compliance Letter					
	(ix)	General Application ID	User	User	User					
	(x)	Online Payment (Rs. 50 only)	User	User	User					
	(xi)	Inquiry of Application by Officer-I	Assistant/ S.O.	Assistant/ S.O.	Assistant/ S. O.	10 days				
		Inquiry of Application by Officer-II	AIG	AIG	AIG	15 days				
		Inquiry/ Approval of Society by Officer-III IGR	IGR	AIG/IGR	AIG/IGR	20 days				
		Certificate Generated by AIG	AIG	AIG	AIG					