Check List for Society

1) Only online application is to be submitted on departmental on departmental website, regd.jharkhand.gov.in/jars/website or e-nibandhand.gov.in and Fee of fifty rupees is to be paid online.

2) The name of society must not resemble government organization or similar to previously registered society.

3) Application must be submitted by authorized person only.

4) The notice of "Aam Sabha" (General Body) must be issued to at least 10 days before of the meeting.

5) The Proceeding of meeting must have the list of General Body members and must be signed by all those who have attended it. Besides, the proceeding must contain name and designation of all selected members of Executive body. Proceeding should also mention that Memorandum and Rules have been approved in Governing Body.

6) Executive Body must have at least 7 member with photo and signature. They must not be related to each other.

7) Desirous persons list must have at least 7 members with photo & signature and attested by notary public.

8) The objective of society must not be commercial & in the memorandum the full name of society & its address must be mentioned.

9) The Memorandum must contain address of the society also. It must be mentioned in it that “Society will not involve in any commercial activity.”

10) Rules must have provision of fund management. Withdrawal of fund from bank account must be with at least 2 office bearer's signature.

11) For foreign contributions, Rules must mention that for it consent of Home Department of India will be taken.

12) Quorums of meeting should be 50%+1

13) In rules there must be provision that 1/3 Member may call for meeting of General Body within 30 days.
14) Rules must have provision that Inspector General of Registration may call for Audit of society at the cost of society.

15) Dissolution/ Amendment provision must be with 3/5 majority.

16) Affidavit must have welfare stamp of Rs. 15/- and mention that member of Executive Body are not related to each other.

17) Upload original/Colour scanned ID proof of all executive body members.

18) For office address of society, rent agreement/electricity bill/Gas connection/bank passbook may be uploaded. If the office runs in a member's house, it must be mentioned in the proceeding of General Body.

19) Every page of By-laws i.e. Proceeding, Rules & Memorandum must be signed by three office Bearer.

20) The uploaded documents must not contain overwriting/cutting & Memorandum, Executive list, Desirous List and By-laws must be neatly typed.

21) All PDF must be properly uploaded.


23) Inspector General of Registration can reject the application of the applicant doesn't property comply the objection or if the applicant is not proper.

24) For amendment a comparative chart of previous and amended provision should be uploaded, besides list of general body members attested by secretary, president & treasurer should be uploaded. In the affidavit regarding amendment, it must be mentioned that there is no dispute in the society regarding amendment & the amendment is passed by 3/5 majority of General Assembly & In case of dispute I.G.R will be able to cancel the amendment registration.

25) All documents must be uploaded in original not Xeroxed copy.

26) Affidavit must also mention that all the papers uploaded are correct.