# USER MANUAL Service -Registration of Societies

Step 1 – Go to the website (https://rajsahakar.rajasthan.gov.in/home ) and click Login SSO



Step 2 – Login / Register on Single Sign on - https://sso.rajasthan.gov.in/signin

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# Step 3 – Click on Citizen Apps (G2C)



# Step 4- Choose and Click on RAJSAHKAR app

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## Step 5 – For New Registration click on New Registration/Profile Update

# Step 6 – Click on Add New Society or Profiling

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## Step 7 – Choose the required Act and fill the form

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There are three types of Acts available to provide details of the society:-

- 1. Society Registration Act 1958 (NGO, School etc)
- 2. Society Registration Act 2001 (Rajasthan Coperative act 2001)
- 3. Registration of Sports associations under the Rajasthan Sports Act, 2005

After this, attach the details of "Basic Details of Society" and related documents related to "Society Profile".

### Step-8 – Registration for Society Registration Act 1958 (NGO, School etc)

On selecting "Society Registration Act 1958 (NGO, School etc)" in Act, the following screen will be displayed in which if the society is not previously registered then select "New Society Registration" in "Application Type" and if the society is previously registered then select "Old Society Profiling" in "Application Type".

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**Step 9 - After** selecting the "Application Type", if the "BRN/SAN Number" is available then enter it and click on the "Validate" button. In case the "BRN/SAN Number" is not available then click on "Generate SAN" to generate the "BRN/SAN Number".

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Follow the link for registration of BRN/SAN - <u>https://br.raj.nic.in/br/Registration.aspx#</u>!

**Step 10** - After entering the "BRN/SAN Number", enter the details on the following screen and click on the "**Submit** " button. – For Online Submission of Form

- 1st Point :- Submission of application
- 2<sup>nd</sup> Point Application will be forwarded to Dy Registrar Office (DRO)
- 3<sup>rd</sup> Point Payment option will be made active after DRO verifies the application

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4<sup>th</sup> Point: - Payment of application fee

Users can make their society payment by Clicking on the icon given below - SOCIETY- "Society fee payment"

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Click on "PAY" button below and make payment for your society

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5 <sup>th</sup>	Point - Please select	payment	option and	make pav	ment to society
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Step 11 - Track status of application

Go to the Society Menu and click on "Track Your Application"

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	Download Documents		Society Other Information		Society Tasks Panel	
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# Step 12 - Select the "Name of Society"

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# Step 13 - Check Your Application Status (Track Your Application)

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rt	2		FORWARD TO REGISTRAR	ऑनलाइन फॉर्म में एरिया ऑफ़ ऑपरेशन में पूरी डिटेल लिखे (२) एक्सेल शीट में सभी सदस्यों के सम्बंधित कॉलोनी के पते ही भरे	11/06/2020
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ment	7		OBJECTION BY REGISTRAR (BACK TO CITIZEN)	ऑनलाइन फॉर्म में परिया ऑफ ऑपरेशन में पूरी डिटेल लिखे (२) घापथ पत्र नोटरी से अटेस्ट करवाए (३)एक्सेल शीट में सदस्यों के नाम सही भरे तथा उनके कॉलोनी सम्बंधित कॉलोनी के पते ही भरे	07/06/2020
	8		FORWARD TO REGISTRAR	ऑनलाइन फॉर्म में एरिया ऑफ ऑपरेशन में पूरी डिटेल लिखे (२) यापथ पत्र नोटरी से अटेस्ट करवाए (३)एक्सेल भीट में सदस्यों के नाम सही भरे तथा उनके कॉलोनी सम्बंधित कॉलोनी के पते ही भरे	06/06/2020
	9		BACK TO OFFICE ASSISTANT		02/06/2020
	10		OBJECTIONS OF REGISTRAR ARE CLARIFIED	OBJECTIONS OF REGISTRAR ARE CLARIFIED Activate Windows	01/06/2020
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	RAJSAHAKAR (Cooperative Maragement System) =		constructed afficiant
Dashboard	NEW REGISTRATION / PROFILE	MAP YOUR SOCIETY WITH SSO	SOCIETY AMENDMENT ACT 1958 - ANNUAL LIST (SECTION 4 & 4A)
5004V	SOCIETY AMENDMENT ACT 1958 - AMENDMENT (SECTION 12 & 12 A)	DOWNLOAD	
Audit Court		IMPORTANT DATE & ACTION	COMPLAINT RELATED TO LOAN AND MEMBERSHIP RELATED TO GSS
Election			
۲	Downlaad Documents	Society Other Information	Society Tasks Panel
Fee Payment	Registration Certificate	Total No. Of Members	Next Election Date
	Rules And Regulation	Total No. Of Branches	Inspection Due Date tivate Windows
	Member List	Administrative Type	Next AGM Date

**Step 14** - Download the final signed certificate - Please select **"DOWNLOAD"** Option on the Dashboard

# Step 15 - Select your society.

	RAJSAHAKAR (Cooperative Management System)	<b>Ω</b>	
Deshboard	Download		
PLD6	Home > Download  Name of Society:      Gownload      Other      Yearly		
Society	··· Select ··· ·· ·· ·· ·· ·· ·· ·· ·· ·· ·· ·· ·		
Audit	Back		
Election			
MIS			
Fee Payment		Activate Windows Go to Settings to activate Windows.	

## Step 16 - Download your Certificate

	RAJSAHAKAR (Cooperative Management System)	<b>0</b> 69
Dashboard	Download	
	Home > Download     Name of Society :	
Society	Download  Other  Vearly	
Audit		
Court	File Name File 1	/lew
	Registration Certificate 0	
Election	Rules And Regulation	
мтя	Member List	
Fee Payment	Back	Activate Windows Go to Settings to activate Windows.

Step 17- Final Digital Signed Certificate.



#### Third party verification

Go on website and choose the option "Citizen corner "on https://rajsahakar.rajasthan.gov.in



Select the menu – "सोसायटी पंजीकरण की स्थिति देखे"



# Check Society Registration Status

RAJSAHAKAR (Cooperative Management System)		
	Check Your Society Registration Status	
Application Number/BRN Number/Society Name *	Application Number/BRN Number/Society Name Submit Reset	
		Activate Windows Go to Settings to activate Windows.

# Enter the Scoiety Registration Number in the textbox and click Submit button to validate the same

ociety Name	Act Society Registration Act 2001 (Rajasthan Coperative act 2001)	District अजमेर	SSO Id	Submit Uploaded By Excel ?	Reset Department Co-	App Id	Submission Date	Status	Registration Certificate	Bank Account Open Certificate
ociety Name	Act Society Registration Act 2001 (Rajasthan Coperative act 2001)	District अजमेर	SSO Id	Uploaded By Excel ?	Department Co-	App Id	Submission Date	Status	Registration Certificate	Bank Account Open Certificate
	Society Registration Act 2001 (Rajasthan Coperative act 2001)	अजमेर		No	Co-					
					operative	(	14/05/2024	ASSIGNED TO OFFICE ASSISTANT		
								Activ Go to	vate Windo Settings to ad	

Citizen can check and verify his/her certificate by self, please scan the barcode from your mobile and click on the URL received on your mobile and download the original certificate to your mobile.

स्वमेर जाते सल्पमेर जाते राजस्थान सरकार सहकारिता विभाग / COOPERATIVE DEPARTMENT					
सहकारता विकास १०००	FERALIVE DEFARTMENT				
रजिस्ट्रीकरण प्रमाण – पत्र /	REGISTRATION CERTIFICATE				
र्ष. संख्या / REG. NO COOP/2024/JAIPUR/	दिनांक / DATE- 23-05-2024				
यह प्रमाणित किया जाता है कि	जिला JAIPUR का रजिस्ट्रेशन ' राजस्थान सोसाइटीज				
रजिस्ट्रेशन एक्ट, 1958 ( राजस्थान एक्ट नेंबर 28, 1958	) 'के अन्तर्गत आज किया गया है। यह प्रमाण पत्र मेरे ठिजिटल				
हस्ताक्षरों से आज जारी किया गया है।					
IT IS CERTIFIED THAT	AT DISTRICT JAIPUR IS REGISTERED UNDER "THE				
RAJASTHAN SOCIETIES REGISTRATION ACT, 1958 (	RAJASTHAN ACT NO. 28, 1958 ) *. THIS CERTIFICATE IS				
SITAL SIGNATURE.	Signature valid				
	Digitally signed by Designation (CEGIS AR Date: 2024.05.2014) 12:42 IST Reason: Approves				

