

**USER  
MANUAL  
Service -  
Registration  
of Societies**

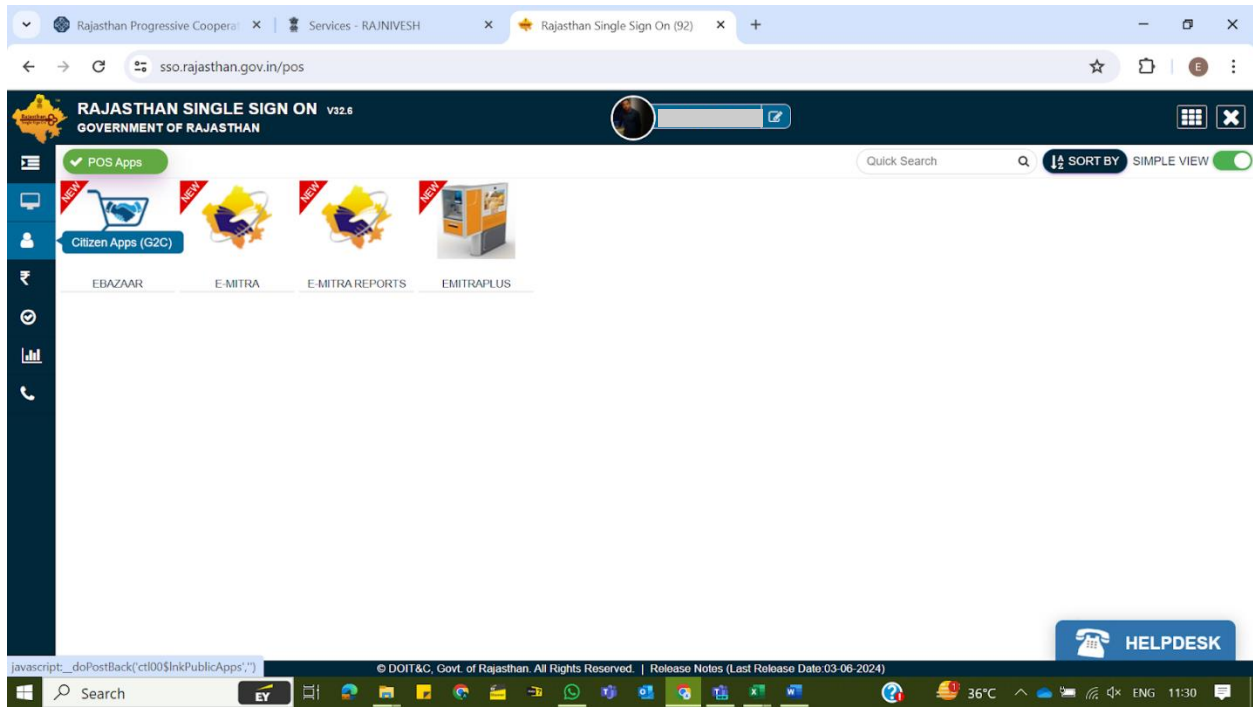
**Step 1** – Go to the website (<https://rajsahakar.rajasthan.gov.in/home> ) and click **Login SSO**

The screenshot shows the homepage of the Rajasthan Sahakar website. The browser address bar displays 'rajsahakar.rajasthan.gov.in'. The page features the Government of Rajasthan logo and a navigation menu with options like Home, About us, News, Tenders, Civil List, Recruitment, Download, Citizens Corner, Gallery, Right to information, F A Q, and Help. A prominent banner image shows the Nehru Sahakar Bhawan building. A 'Login SSO' button is visible in the top right corner. A banner for the Anti Corruption Bureau with a toll-free number 1064 is also present.

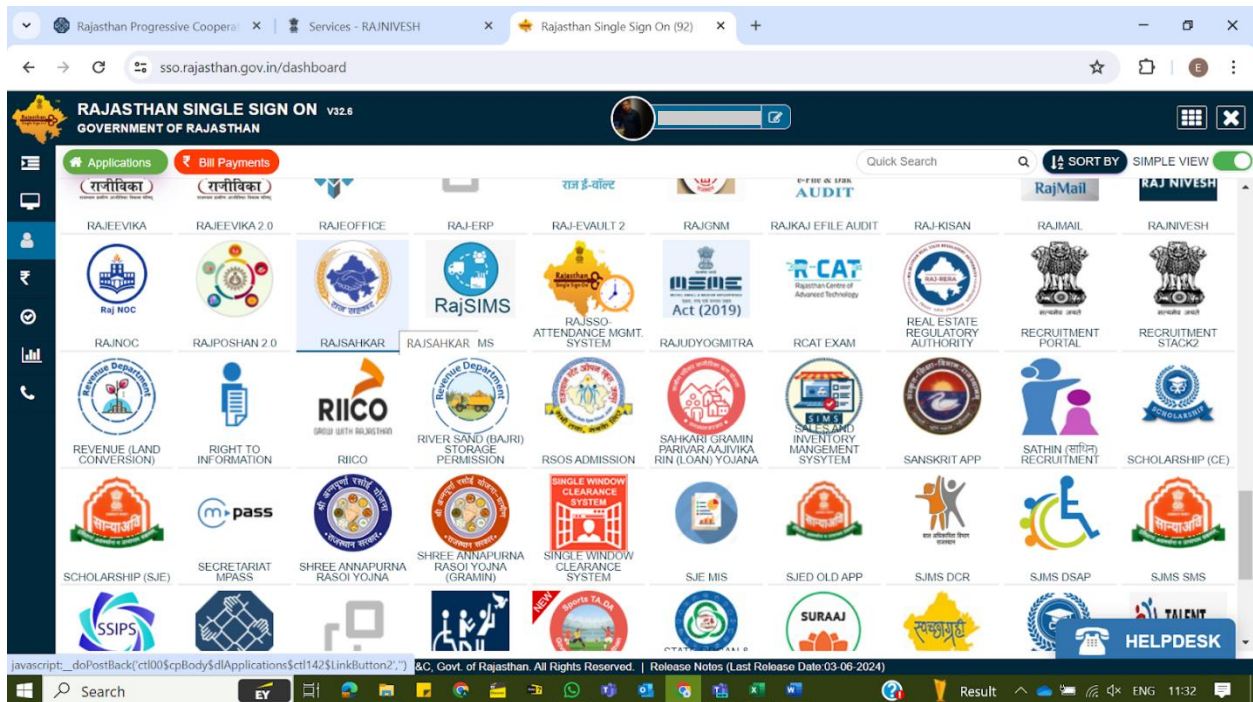
**Step 2** – Login / Register on Single Sign on - <https://sso.rajasthan.gov.in/signin>

The screenshot shows the login page for the Rajasthan Single Sign On system. The browser address bar displays 'sso.rajasthan.gov.in/signin'. The page header includes the 'Rajasthan Single Sign On v32.6' logo and the tagline 'One Digital Identity for all Applications'. The page is divided into 'Login' and 'Registration' sections. The 'Login' section contains input fields for 'Digital Identity (SSOID/ Username)', 'Password', and a CAPTCHA challenge with the sequence '1 5 4 8 3 1'. A 'Login' button is located below the CAPTCHA. A cookie consent banner is visible at the bottom of the page, and the footer contains site information and visitor statistics.

### Step 3 – Click on Citizen Apps (G2C)



### Step 4- Choose and Click on RAJSAHKAR app





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

The screenshot shows the RAJSAHAKAR (Cooperative Management System) dashboard. The main navigation menu on the left includes Dashboard, PLDB, Society, Audit, Court, and Election. The dashboard features several key service tiles: 'New Registration / Profile Update' (highlighted in orange), 'Map Your Society With SSO', 'Society Amendment Act 1958 - Annual List (Section 4 & 4A)', 'Society Amendment Act 1958 - Amendment (section 12 & 12 A)', 'Download', 'Other Services', 'Important Date & Action', and 'Complaint related to loan and membership related to GSS'. At the bottom, there are buttons for 'Download Documents', 'Society Other Information', and 'Society Tasks Panel'.

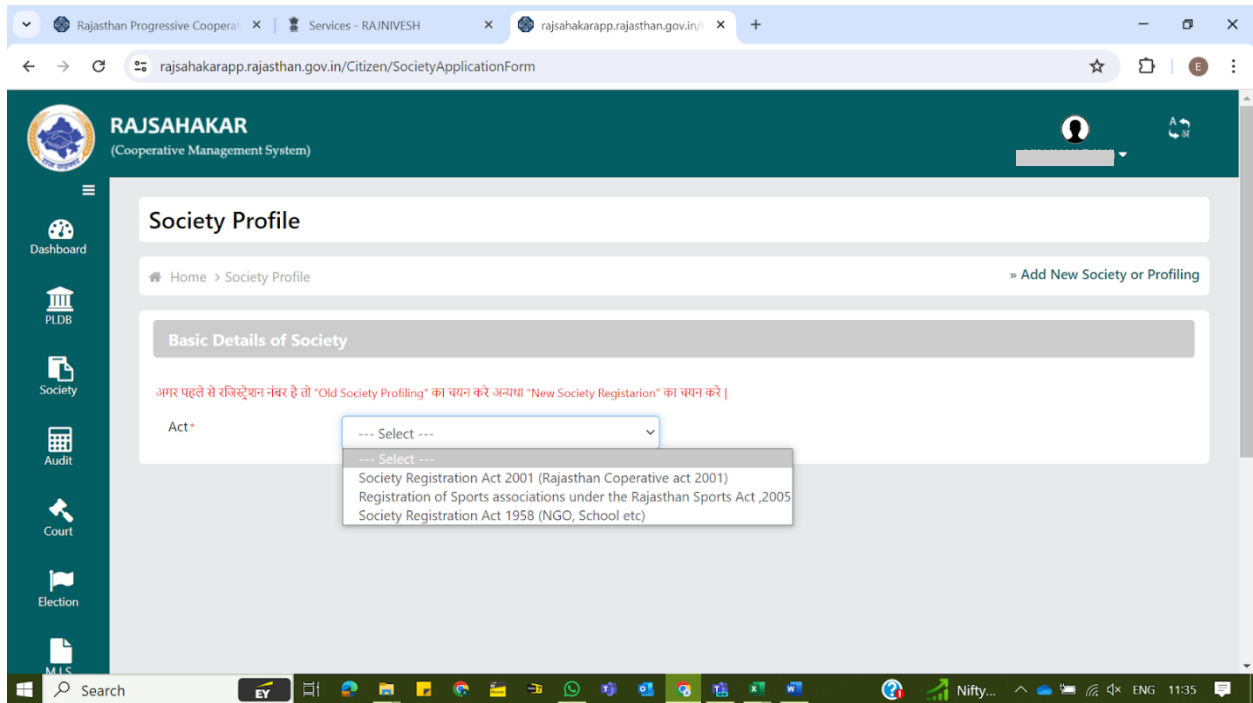
## Step 6 – Click on Add New Society or Profiling

The screenshot shows the 'Society Profile' page in the RAJSAHAKAR system. The breadcrumb trail is 'Home > Society Profile'. A search bar and a 'Records Per Page' dropdown (set to 15) are present. The main content is a table with the following data:

Sr. No.	Name of Society	Society Registration No	Society Type	Registration Date	Status	Upload Bank Statement	Actions
1			GOVERNMENT SCHOOL DEVELOPMENT AND MANAGEMENT COMMITTEE		PARTIALLY SUBMITTED		 
					OBJECTION BY REGISTRAR (BACK		

The 'Add New Society or Profiling' link is located in the top right corner of the page.

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



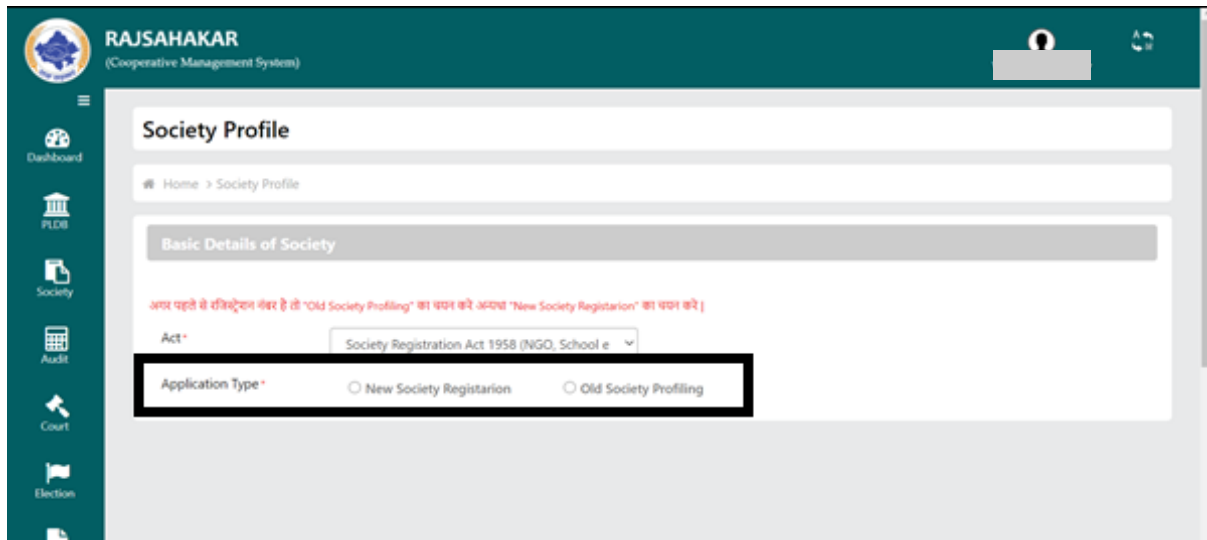
There are three types of Acts available to provide details of the society:-

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

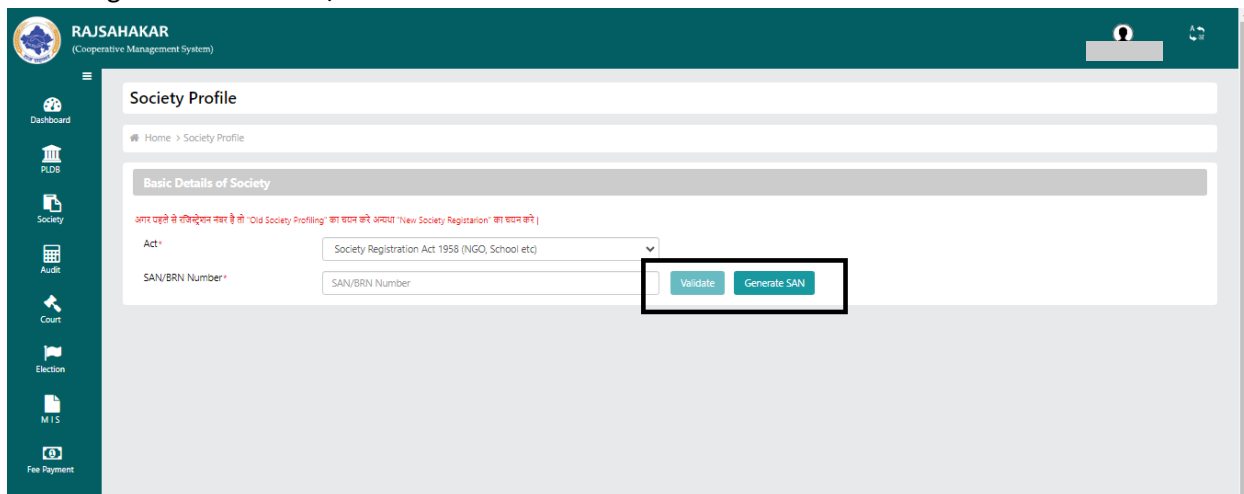
After this, attach the details of “Basic Details of Society” and related documents related to “Society Profile”.

### 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”.



**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”.



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

The screenshot shows a web browser window displaying the Sanstha Aadhaar website. The page header includes the logo of the Government of Rajasthan and the text "Sanstha Aadhaar (Formerly known as 'Rajasthan Business Register') Government of Rajasthan Directorate of Economics & Statistics". The version number is 14.1.6.24. The navigation menu includes Home, About, Search SAN, Registration, Feedback, Notification, Photo Gallery, Contact, and Login. The main content area is titled "APPLICATION FOR" and features four categories: Firm (All private firms operating in Rajasthan), NGOs (All NGO/VO operating in Rajasthan), Government, and Autonomous/Semi Government. Each category has an "Apply Now" button. The Windows taskbar is visible at the bottom, showing the search bar, task view, and system tray with a temperature of 40°C and time of 13:04.

**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



### Society Profile

Home > Society Profile

#### Basic Details of Society

Act\*  Society Registration Act 1956 (NGO, School etc)  Old Society Profiting\*  New Society Registration\*  New School\*

Application Type\*  New Society Registration  Old Society Profiting

SSRN Number\*

Name of Society\*

Society Type\*

Major Activity\*  Activity\*

Business\*

Total Number of Member of Society\*

Date of Last AGM\*  No of Members who Participated in AGM\*

Area of operations\*

#### Area of Operations of the Society

Sr. No.	State	Division	District	Block	Gram/Panchayat	Village	City	Ward	Delete
1	Rajasthan	Jaipur	Ahwar	N/A	N/A	N/A			<input type="button" value="Delete"/>
2	Rajasthan	Jaipur	Jaipur	N/A	N/A	N/A			<input type="button" value="Delete"/>
3	Rajasthan	Ajmer	Ajmer	N/A	N/A	N/A			<input type="button" value="Delete"/>

Area of Operation as per by Laws

#### Attachment List

Certificates & Attachments	File	Sample	File View
Upload Object(s) (1 MB)*	<input type="button" value="Choose File"/> No file chosen		
Rules And Regulation (2 MB)*	<input type="button" value="Choose File"/> No file chosen		
Upload List of Members of the Society(Letters) (1 MB)*	<input type="button" value="Choose File"/> No file chosen		

#### Executive Committee

Sr. No.	AADHAAR Number	Name	Father/ Husband Name	Mobile No.	Category	Post
1			S/O: Bapang Lal Kumawat	9461569464	OBC	CHAIRMAN/PRESIDENT
2			RAPA	1234567890	SC	POST
3			RAPA	1234567890	SC	POST
4			RAPA	1234567890	SC	POST
5			S/O: Bapang Lal Kumawat	9461569464	GEN	RAJEEV
6			RAPA	1234567890	SC	POST
7			RAPA	1234567890	SC	POST
8			RAPA	1234567890	SC	POST

\* If you see another work in this column number in this column will appear red in red color, office, to society needs, verify all red of

#### Office Address

House/Building Number\*

Locality\*

Division

Urban / Rural  Urban  Rural

Pin\*

Lane/Street Name\*

State\*

District\*

City\*

Ward\*

#### Chairman

Chairman Address Details same as Above Address details?

House/Building Number\*

Locality\*

Division

Urban / Rural  Urban  Rural

Pin\*

Lane/Street Name\*

State\*

District\*

City\*

Ward\*

I do hereby declare and state that:-

- That, the above cited applicant members are applying for registration of our proposed society with the name given above.
- That, there is no society registered with the aforesaid name in this area and on the address given in our application form. The applicant members are not members/office bearers of any other society having similar objects.
- That, The society has been formed to achieve the objects mentioned in the Rules and Regulations of the proposed society in its area of operation, as mentioned in the application for registration.
- That, The objects mentioned in the Rules and Regulations of the proposed Society are in accordance with section 20 of the Societies Registration Act, 1956, and the society or its members/office bearers shall not have any other objects.

I, do hereby verify that the aforesaid contents of the above declaration are true and correct to the best of my personal knowledge. Nothing material has been concealed and no part of it is false.



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”

RAJSAHAKAR  
(Cooperative Management System)

Dashboard

Society

- Society OTP Verification
- Society Fee Payments**
- PLDB Scheme List
- Profiling/Registration
- Track Your Application
- Credit Cooperative Society Complaint Form
- Amendment

Download Documents

- Rules And Regulation
- Member List

Society Other Information

- Total No. Of Members: 7
- Total No. Of Branches: 0
- Administrative Type: Board

Society Tasks Panel

- Next Election Date
- Inspection Due Date
- Next AGM Date

Click on “PAY” button below and make payment for your society

RAJSAHAKAR  
(Cooperative Management System)

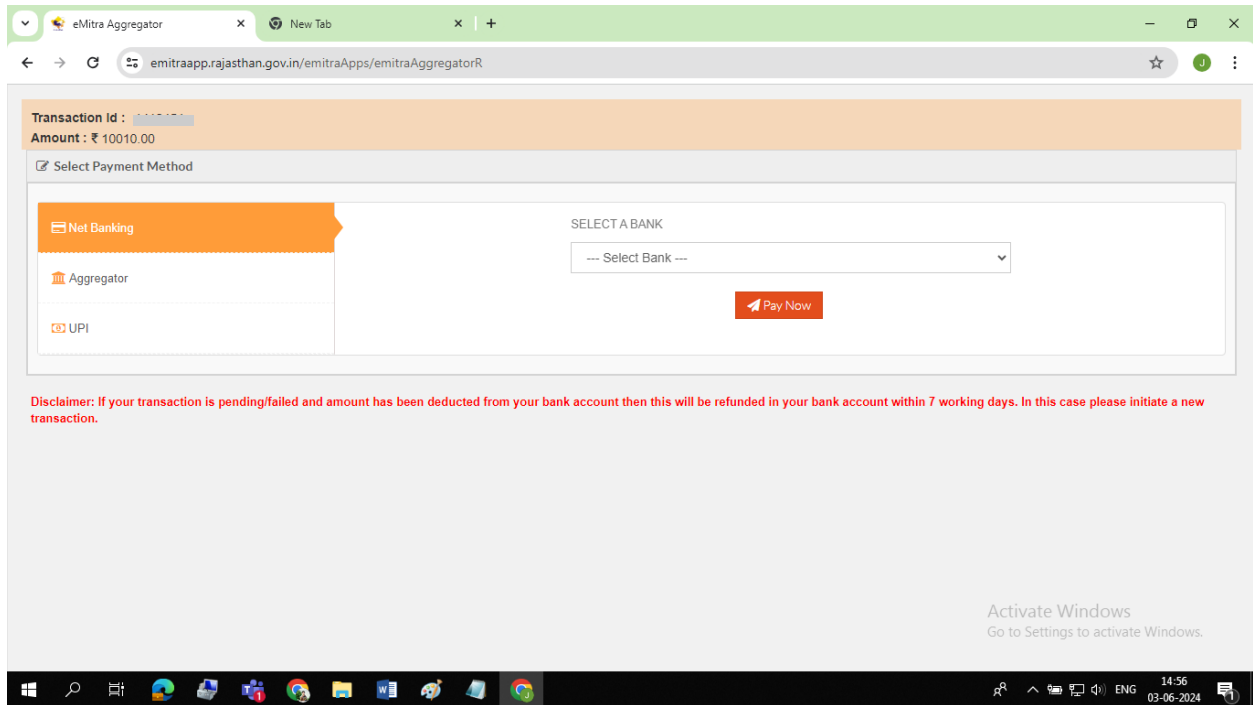
Society Fee Payment

Home > Society Fee Payment

Sr. No.	Name of Society	Act	Society Registration No	Society Type	Payment Status	Payment
1		Society Registration Act 1958 (NGO, School etc)		RAJASTHAN APARTMENT OWNERSHIP ACT332		<b>Pay</b>

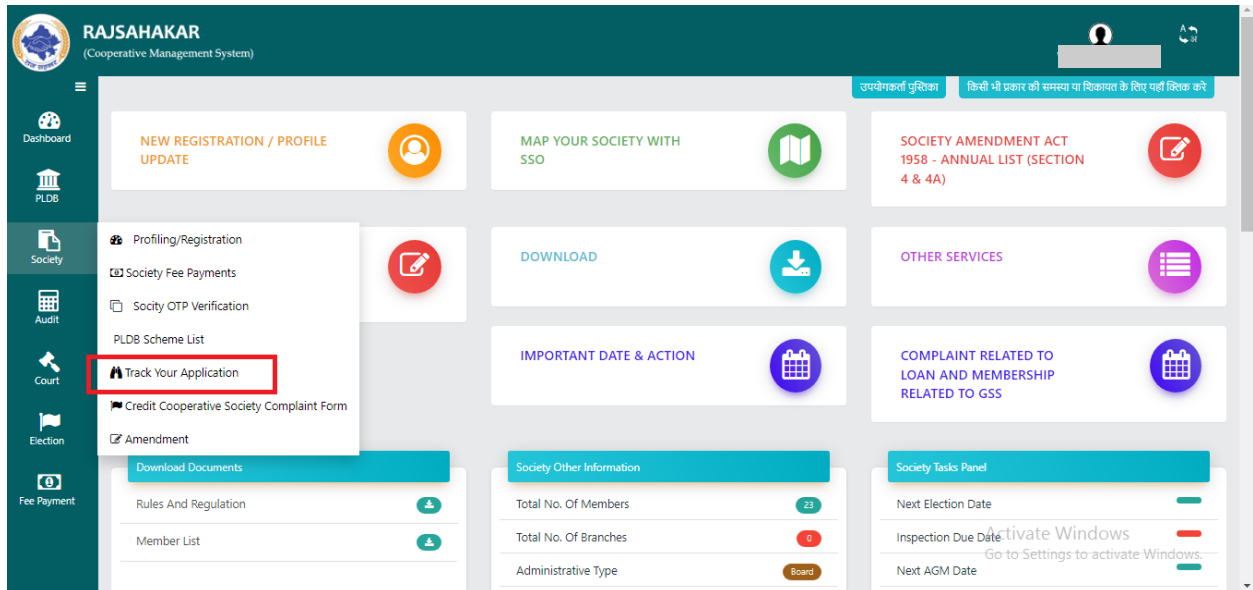
Activate Windows  
Go to Settings to activate Windows.

## 5<sup>th</sup> Point - Please select payment option and make payment to society



## Step 11 - Track status of application

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



## Step 12 - Select the "Name of Society"

**RAJSAHAKAR**  
(Cooperative Management System)

**TRACK YOUR APPLICATION**

Home > Track Your Application

**Name of Society :**

- Select ---
- SDMC GOVT SENIOR SECONDARY SCHOOL MATHU GAMRA PAL
- AADARSH VIHAR B RIDHU NAGAR B VIKASH SAMITI
- DUNGARPUR ZILA TABLE TENNIS SANGH
- MS DUKAN
- AIS OFFICERS GROUP HOUSING COOPERATIVE SOCIETY LIMITED
- OWAN DUGDH UTPADAK SHAKARI SAMITI\_1
- RAJ12EEEEV
- VAISHNAV SOCIAL AND EDUCATION SOCIETY KISHANGARH BAS
- RAJEEV KUMAWAT SPORTS
- NAME OF SPORT ASSOCIATION RAJEEV
- SAKHEE GRAM VIKAS SANSTHAN SAWAIMADHOPUR
- RRRR1WOZEROONEAJ12EEEEV
- SAMRAT ASHOK KUSHWAH SAMAJ SEVA SAMITI
- SMC GOVT UPPER PRIMARY SCHOOL GUDHA KIRATWAS
- CHANDUMAL DAYANI 456 JANTA COLONY BEES DUKAN ADARSH NAGAR JAIPUR
- KIRANA DUKAN
- DHIRAN MAL KAPDA DUKAN
- KISHAN LAL KHELARAM GENERAL STORE AND CHAI KI DUKAN
- OWAN DUGDH UTPADAK SHAKARI SAMITI

Status Remarks Date

Back

Activate Windows  
Go to Settings to activate Windows.

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

User Registration Request App | New Tab

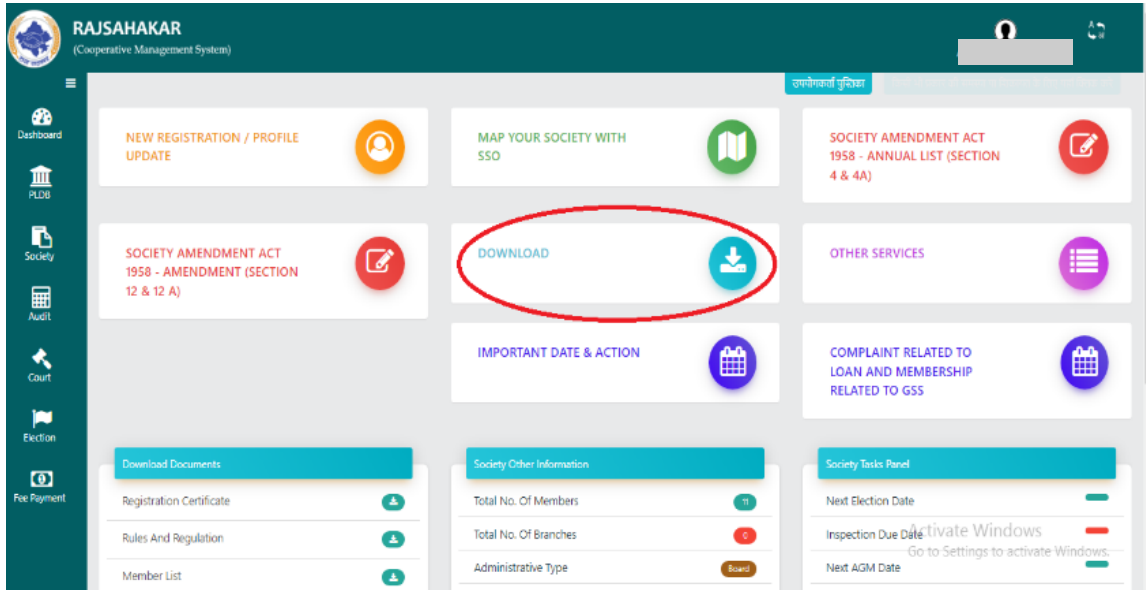
rajsahakarapp.rajasthan.gov.in/Citizen/ApplicationStatusByCitizen

**Name of Society :**  
AADARSH VIHAR B RIDHU NAGAR B VIKASH SAMITI

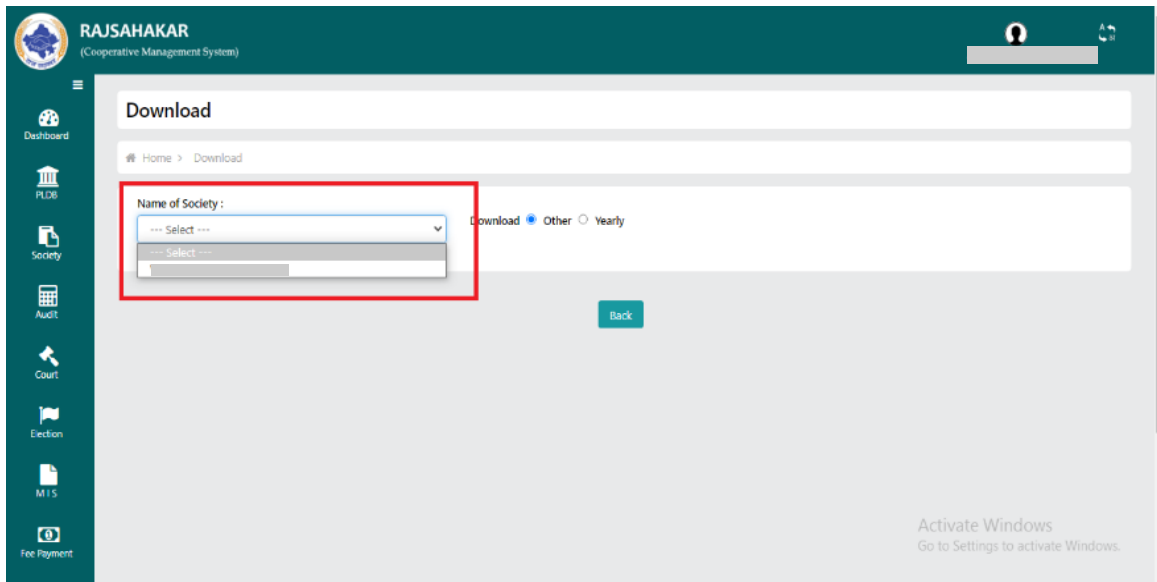
Sr. No.	Assign To	Status	Remarks	Date
1		OBJECTION BY REGISTRAR (BACK TO CITIZEN)	ऑनलाइन फॉर्म में एरिया ऑफ ऑप्शन में पूरी डिटेल् लिखे [R] एक्सेल शीट में सभी सदस्यों के सम्बंधित कॉलोनी के पते ही भरे	15/06/2020
2		FORWARD TO REGISTRAR	ऑनलाइन फॉर्म में एरिया ऑफ ऑप्शन में पूरी डिटेल् लिखे [R] एक्सेल शीट में सभी सदस्यों के सम्बंधित कॉलोनी के पते ही भरे	11/06/2020
3		BACK TO OFFICE ASSISTANT		09/06/2020
4		OBJECTIONS OF REGISTRAR ARE CLARIFIED	OBJECTIONS OF REGISTRAR ARE CLARIFIED	08/06/2020
5		PARTIALLY SUBMITTED		08/06/2020
6		PARTIALLY SUBMITTED		08/06/2020
7		OBJECTION BY REGISTRAR (BACK TO CITIZEN)	ऑनलाइन फॉर्म में एरिया ऑफ ऑप्शन में पूरी डिटेल् लिखे [R] बायप पत्र नोटरी से अटैस्ट करवाए [R]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 ऑप्शन में पूरी डिटेल् लिखे [R] बायप पत्र नोटरी से अटैस्ट करवाए [R]एक्सेल शीट 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	01/06/2020
11		PARTIALLY SUBMITTED		01/06/2020

Activate Windows  
Go to Settings to activate Windows.

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



**Step 15** - Select your society.



## Step 16 - Download your Certificate

RAJSAHAKAR  
(Cooperative Management System)

Download

Home > Download

Name of Society :  Download  Other  Yearly

File Name	File View
Registration Certificate	<a href="#">📄</a>
Rules And Regulation	<a href="#">📄</a>
Member List	<a href="#">📄</a>

Back

Activate Windows  
Go to Settings to activate Windows.

## Step 17- Final Digital Signed Certificate.

राजस्थान सरकार  
सहकारिता विभाग / COOPERATIVE DEPARTMENT  
रजिस्ट्रीकरण प्रमाण - पत्र / REGISTRATION CERTIFICATE

पं. संख्या / REG. NO.- COOP/2024/JAIPUR/[redacted] दिनांक / DATE- 23-05-2024

यह प्रमाणित किया जाता है कि [redacted] जिला JAIPUR का रजिस्ट्रेशन ' राजस्थान सोसाइटीज रजिस्ट्रेशन एक्ट, 1958 ( राजस्थान एक्ट नंबर 28, 1958 ) ' के अन्तर्गत आज किया गया है। यह प्रमाण पत्र मेरे डिजिटल हस्ताक्षरों से आज जारी किया गया है।

IT IS CERTIFIED THAT [redacted] AT DISTRICT JAIPUR IS REGISTERED UNDER 'THE RAJASTHAN SOCIETIES REGISTRATION ACT, 1958 ( RAJASTHAN ACT NO. 28, 1958 ) '. THIS CERTIFICATE IS ISSUED TODAY UNDER MY DIGITAL SIGNATURE.

Signature valid

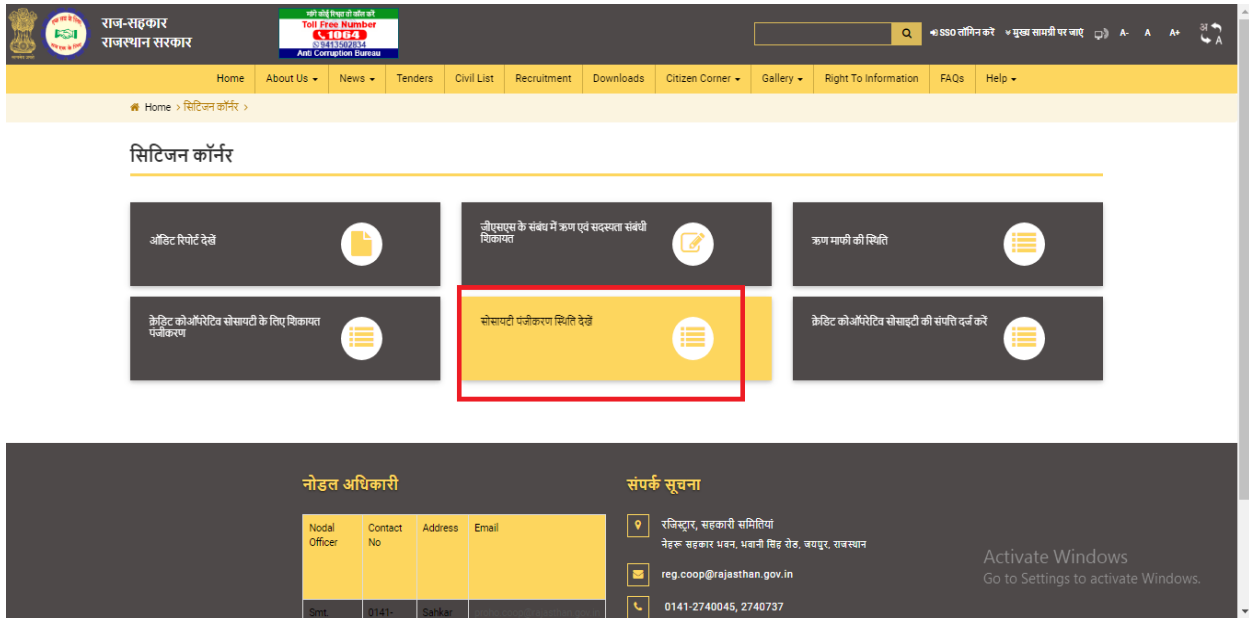
Digitally signed by [redacted]  
Designation: REG. CLERK  
Date: 2024.05.23 12:42 IST  
Reason: Approved  
Location: Jaipur

## 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




**Check Your Society Registration Status**

Application Number/BRN Number/Society Name \*

Activate Windows  
Go to Settings to activate Windows.

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



**Check Your Society Registration Status**

Application Number/BRN Number/Society Name \*

Sr No.	Society Name	Act	District	SSO Id	Uploaded By Excel?	Department	App Id	Submission Date	Status	Registration Certificate	Bank Account Open Certificate
1		Society Registration Act 2001 (Rajasthan Cooperative act 2001)	अजमेर		No	Co-operative		14/05/2024	ASSIGNED TO OFFICE ASSISTANT		

Activate Windows  
Go to Settings to activate Windows.

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.



सत्यमेव जयते

राजस्थान सरकार

## सहकारिता विभाग / COOPERATIVE DEPARTMENT

### रजिस्ट्रीकरण प्रमाण - पत्र / REGISTRATION CERTIFICATE

पं. संख्या / REG. NO.- COOP/2024/JAIPUR/ [REDACTED]

दिनांक / DATE- 23-05-2024

यह प्रमाणित किया जाता है कि [REDACTED] जिला JAIPUR का रजिस्ट्रेशन 'राजस्थान सोसाइटीज रजिस्ट्रेशन एक्ट, 1958 ( राजस्थान एक्ट नंबर 28, 1958 )' के अन्तर्गत आज किया गया है। यह प्रमाण पत्र मेरे डिजिटल हस्ताक्षरों से आज जारी किया गया है।

IT IS CERTIFIED THAT [REDACTED] AT DISTRICT JAIPUR IS REGISTERED UNDER 'THE RAJASTHAN SOCIETIES REGISTRATION ACT, 1958 ( RAJASTHAN ACT NO. 28, 1958 )'. THIS CERTIFICATE IS DIGITALLY SIGNED BY [REDACTED] DIGITAL SIGNATURE.



Signature valid

Digitally signed by [REDACTED]  
Designation: REGISTRAR  
Date: 2024.05.23 12:42 IST  
Reason: Approved  
Location: Jaipur





