

1. Charitable Society Registration

1.1.1 To Register a Charitable Society/NGO, user must first Sign up himself/herself. Click on **Apply online for Society(Charitable/NGO) Registration** menu (under **Society Registration >>HP Societies Registration Act,2006**) in the Home Page as Shown in Fig 1.1

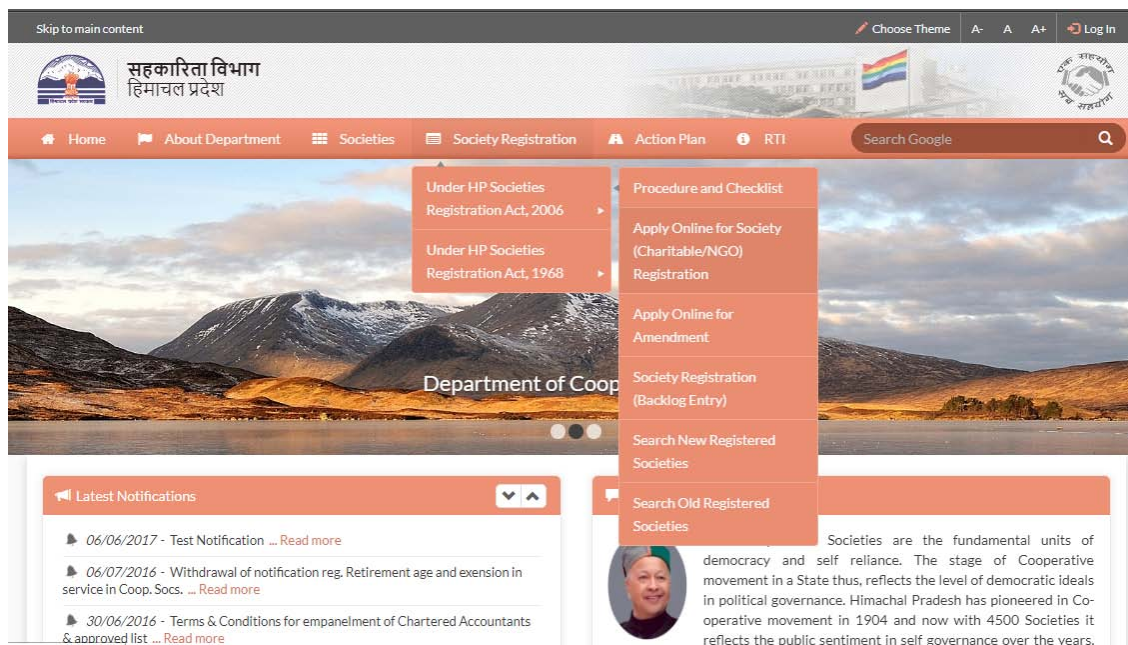
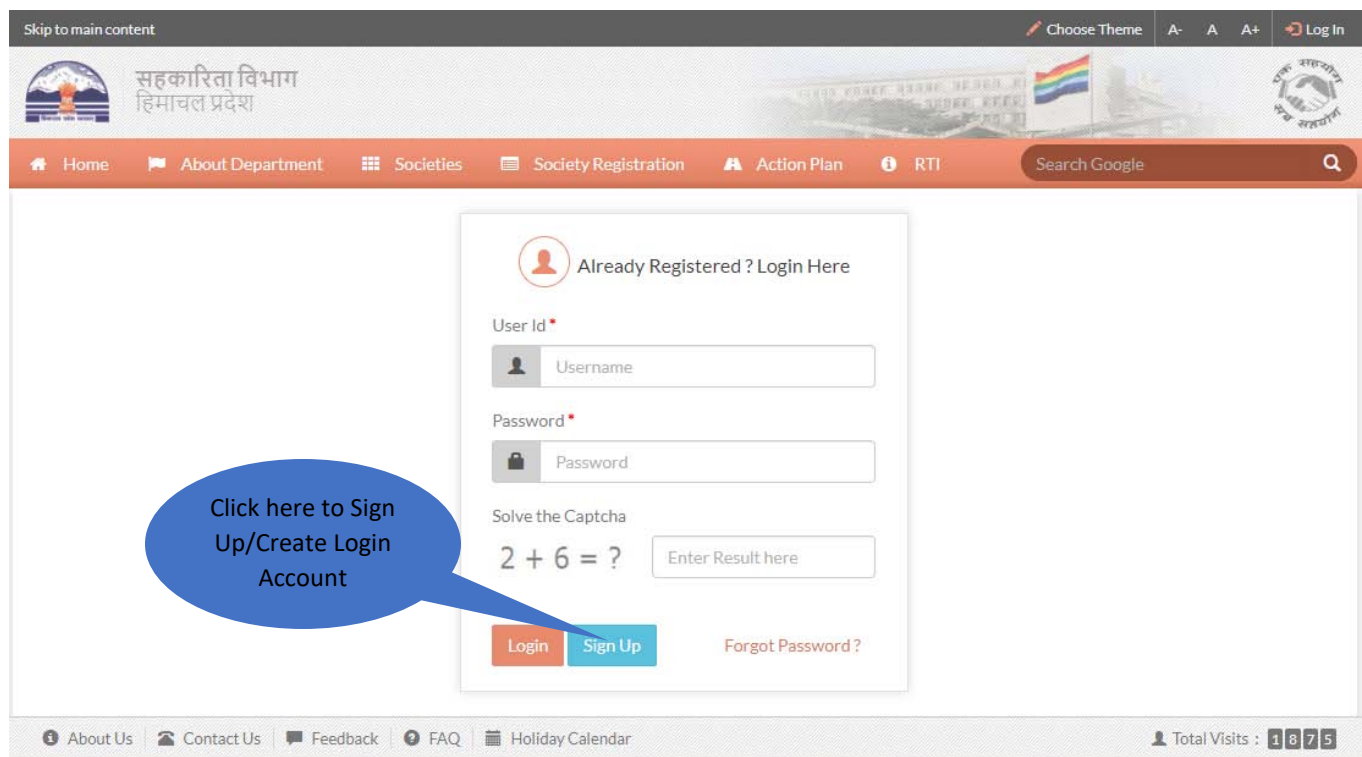


Fig 1.1

How to create a log in Account?

1.1.2 User will be directed to following window (Fig 1.2). A user can Log into the website, if he/she has already signed up. A new User needs to click on the **Sign Up** button to create a pre-registration account.



The screenshot shows a web page for the 'सहकारिता विभाग हिमाचल प्रदेश' (Cooperatives Department Himachal Pradesh). The page features a navigation menu with links for Home, About Department, Societies, Society Registration, Action Plan, and RTI. A search bar is also present. The main content area displays a login and sign-up form. The form is titled 'Already Registered ? Login Here' and includes fields for 'User Id' (Username), 'Password', and a captcha question '2 + 6 = ?'. Below the form are buttons for 'Login' and 'Sign Up', along with a 'Forgot Password?' link. A blue callout bubble points to the 'Sign Up' button with the text 'Click here to Sign Up/Create Login Account'. The footer contains links for 'About Us', 'Contact Us', 'Feedback', 'FAQ', and 'Holiday Calendar', along with a 'Total Visits : 1875' counter.

Skip to main content Choose Theme A- A A+ Log In

सहकारिता विभाग
हिमाचल प्रदेश

Home About Department Societies Society Registration Action Plan RTI Search Google

Already Registered ? Login Here

User Id *
Username

Password *
Password

Solve the Captcha
2 + 6 = ? Enter Result here

Login Sign Up Forgot Password ?

About Us Contact Us Feedback FAQ Holiday Calendar Total Visits : 1875

Fig 1.2

1.1.3 User will be directed to the following window (Fig 1.3). Here, User must fill up the form as shown in the Fig 1.3 and click on **Submit** button.

Home About Department Societies Society Registration Action Plan RTI Search Google

Create an Account for Charitable/NGO Society Registration

User Name * C L Kashyap Address The Mall Shimla, HP

STD Code * 0177 Phone Number * 2659940 Email Id * cl.kashyap@gmail.com

Mobile Number * +91 9805998822 Password *

Confirm Password *

Captcha 6 + 1 = ?

Enter Above Expression Result * 7

Submit Activate User Id

Password Requirements

HPCD Account Passwords Must be atleast 8 characters long and

- Should not be similar to the current password
- Should contain atleast one uppercase character (A through Z)
- Should contain atleast one lower case character (a through z)
- Should contain atleast one base 10 digit (0 through 9)
- Should contain atleast one non alphanumeric character (!@#\$\$%^ etc)

Fig 1.3

1.1.4 Following message will appear on the screen (Fig 1.4). User will get a **User Id** and an **Activation Code** on his/her registered mobile number and email-Id. User must activate the account before logging in. Click on **click here** link in the message popup or **Activate User Id** button in the previous page (Fig 1.3), to go to activation page.

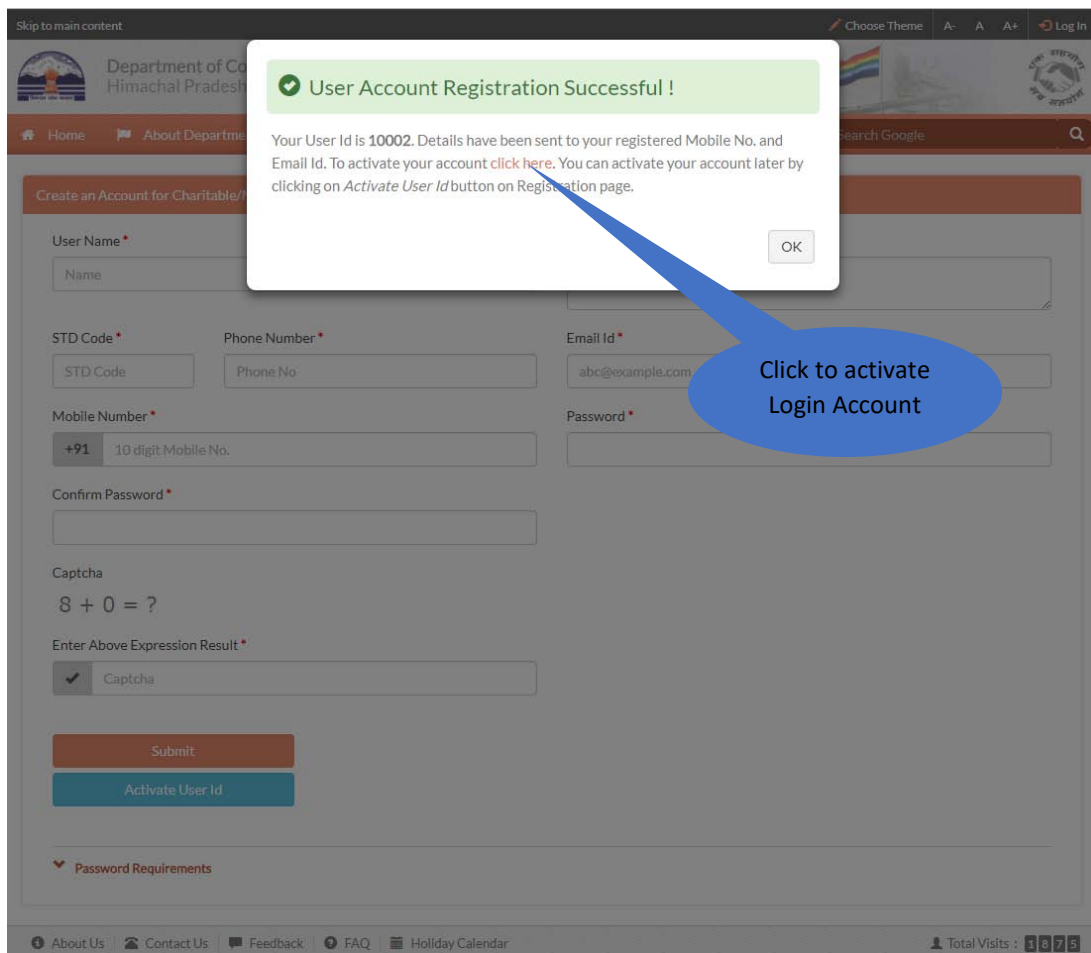


Fig 1.4

1.1.5 User will be directed to following window. In this window (Fig 1.5), User has to enter the User Id and Activation Code and click on the submit button. In case User hasn't received the Activation code, he/she can click on **Send New Activation Code** link (Fig 1.5). A new activation code will be sent to the User's registered mobile no. and email-id.

Skip to main content Choose Theme A- A A+ Log In

Department of Cooperation
Himachal Pradesh

Home About Department Societies Society Registration Action Plan RTI Search Google

Activate User Id

User Id * Activation Code *

Captcha
7 + 8 = ?

Enter Above Expression Result *
 15

[Send new Activation Code ?](#)

About Us Contact Us Feedback FAQ Holiday Calendar Total Visits : 1875

Address
Directorate of Cooperation
Sahkar Bhawan, Block No. 25, SDA Complex,
Kasumpti, Shimla (171009) Himachal Pradesh

Contact
Telephone : 0177 2620970
Email : rcs-hp@nic.in
Website : www.coophp.nic.in

Related Links
HP State Co-operative Bank
Panchayati Raj
Rural Development
Food & Civil Supplies
Himbunkar
HP Woolfed

Fig 1.5

1.1.6 On clicking Submit button, following response message will appear on the screen (Fig 1.6) regarding activation of the account. User now has his/her User Id and password and can login through the window shown in Fig 1.1

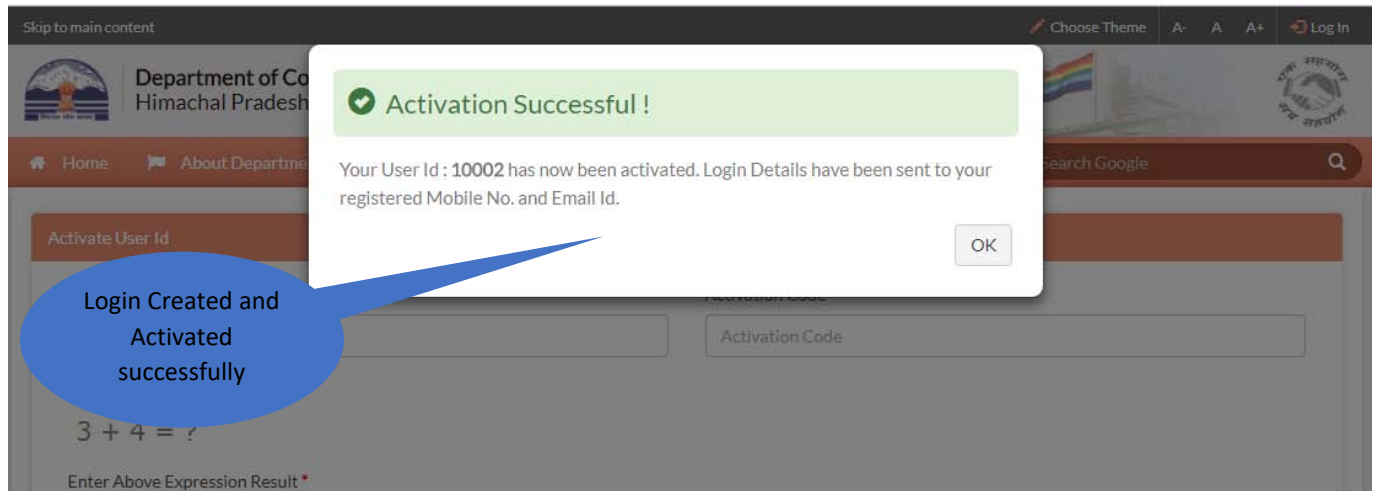


Fig 1.6

1.1.7 After Logging in, User will be directed to the following window (Fig 1.7). A link to the Registration form; **Apply for new Registration** will be available under **Society Registration Menu**.

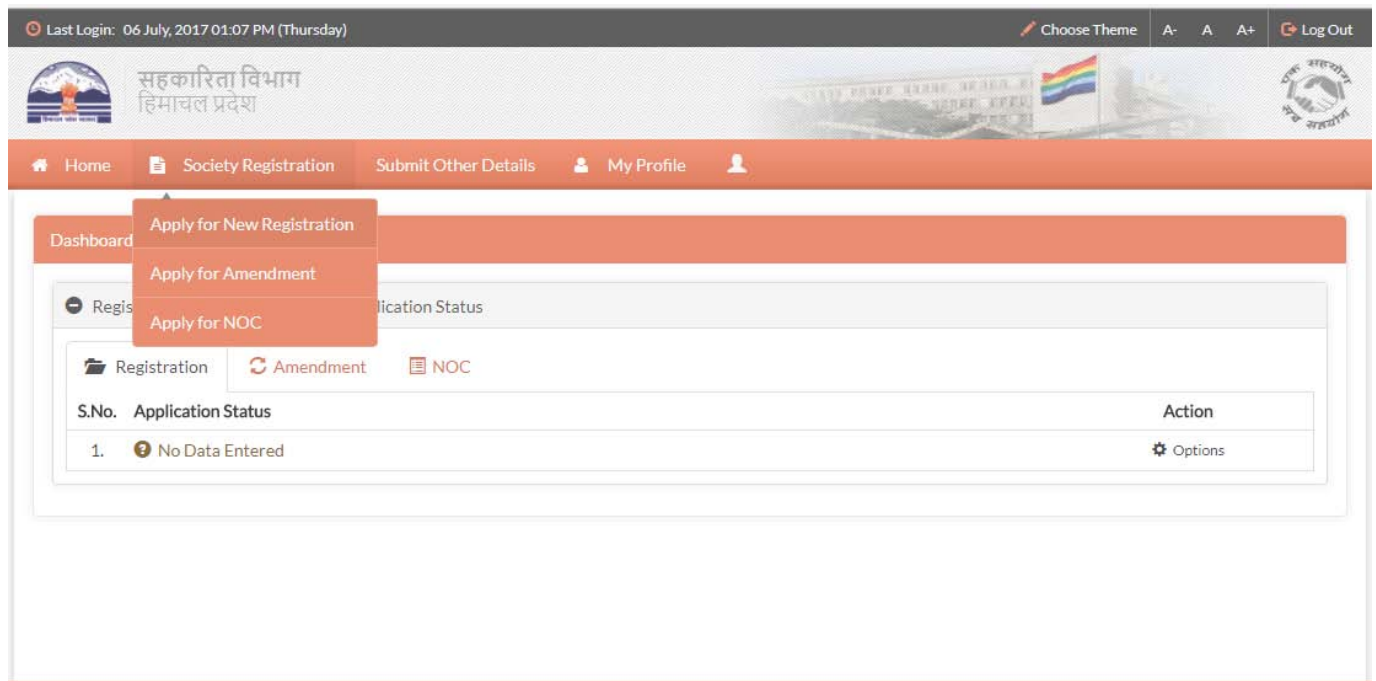


Fig 1.7

1.1.8 On clicking the link, User will be directed to the Registration form window (Fig 1.8). The Registration form has been split into sub-forms which can be accessed through left menu panel as shown in Fig 1.8. The first menu pertains to the basic details of the Society. User can fill forms in any sequence. The forms will be saved as draft initially so that user doesn't need to fill all of them at once. Assuming, User starts filling the form in the same line of sequence as that of the left menu panel, User needs to fill the society details as shown in the Fig 1.8.

Fig 1.8

1.1.9 To Add Objective user needs to click on Add Objective button as shown in Fig 1.8. A pop-up window will appear on the screen as shown in Fig 1.9. User can enter the Objective here and click on Save as Draft button to save it. The saved Objective will appear to the user as in Fig 1.8. The objective can also be deleted if required. User can add many other Objectives in the similar way.

Fig 1.9

1.1.10 Now, to save the Society Details, User needs to click on **Save as Draft** button as shown in Fig 1.8. The details will be saved (with a confirmation message), which can be updated till the form is finally submitted. A green Tick will appear in the corresponding menu i.e. **Society Details** in the left menu panel indicating that the form is complete as shown in Fig 2.2



Fig 2.0

1.1.11 Next form is for adding General Body members. User needs to click on **General Body** menu in the left menu panel. User will be directed to the following window (Fig 2.1). To add a new member user needs to click on **Add New member** button.

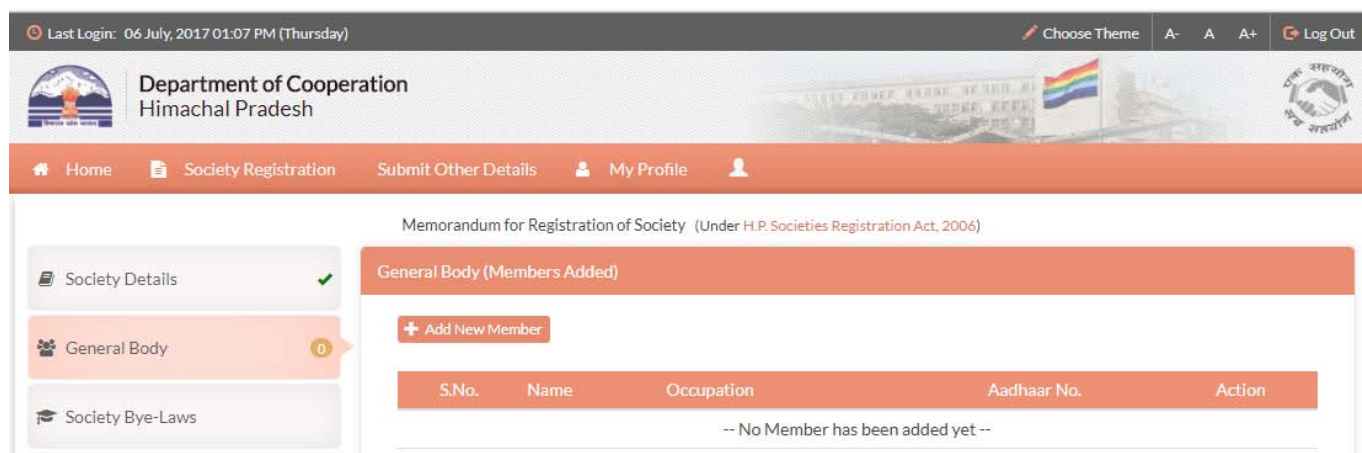


Fig 2.1

How to Upload scanned documents?

1.1.12 User will be directed to the following window (Fig 2.2). User needs to fill up the form as shown in the Fig 2.2 and click on **Save as Draft** button.

Last Login: 06 July, 2017 01:07 PM (Thursday) Choose Theme A- A A+ Log Out

सहकारिता विभाग
हिमाचल प्रदेश

Home Society Registration Submit Other Details My Profile

Memorandum for Registration of Society (Under H.P.Societies Registration Act, 2006)

Society Details ✓

General Body 0

Society Bye-Laws

Election Details

Copy of Proceeding of Meeting

Governing Body 0

Submit

General Body Add a new Member

Back

Name * Chaman Kashyap Age * 37

Occupation * Government Job Aadhaar No. * 238109138224

Marital Status * Married Unmarried Address with Father / Husband Name * The Mall Shimla, HP

Member Type * Founder Member Membership Fees * 10

Scanned Aadhaar Card (.pdf only) * Choose File Aadhar 1.pdf

Save as Draft

Fig 2.2

Click on Choose File Button. In the corresponding File Chooser window, select a pdf file you wish to upload. Make sure the file size doesn't exceed 100KB.

1.1.13 The saved entry will appear to the user (along with a confirmation message) as shown in Fig 2.3. The corresponding count (1 in this case) will be displayed in the **General Body** Menu of the left menu panel. User can view the details of the User by clicking on **Details** button.

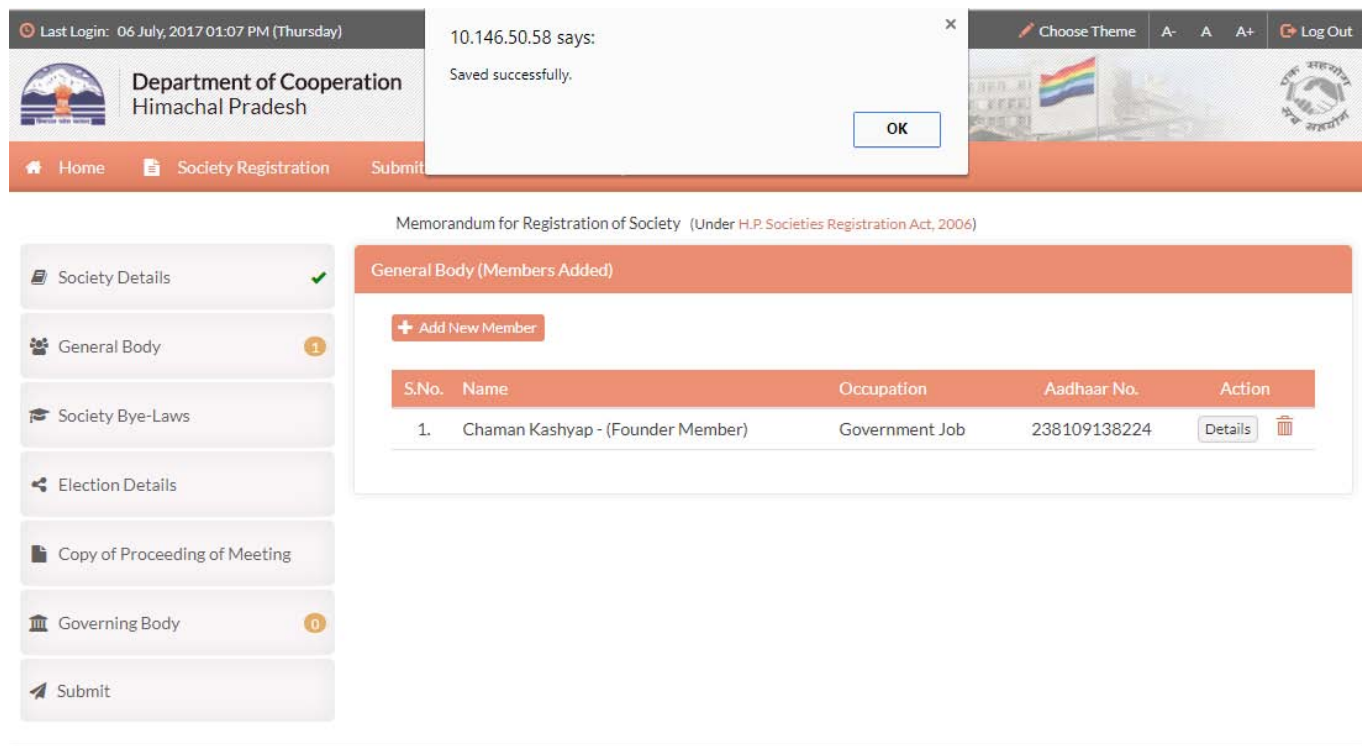


Fig 2.3

1.1.14 The details of the user will be shown in a popup as in Fig 2.4.

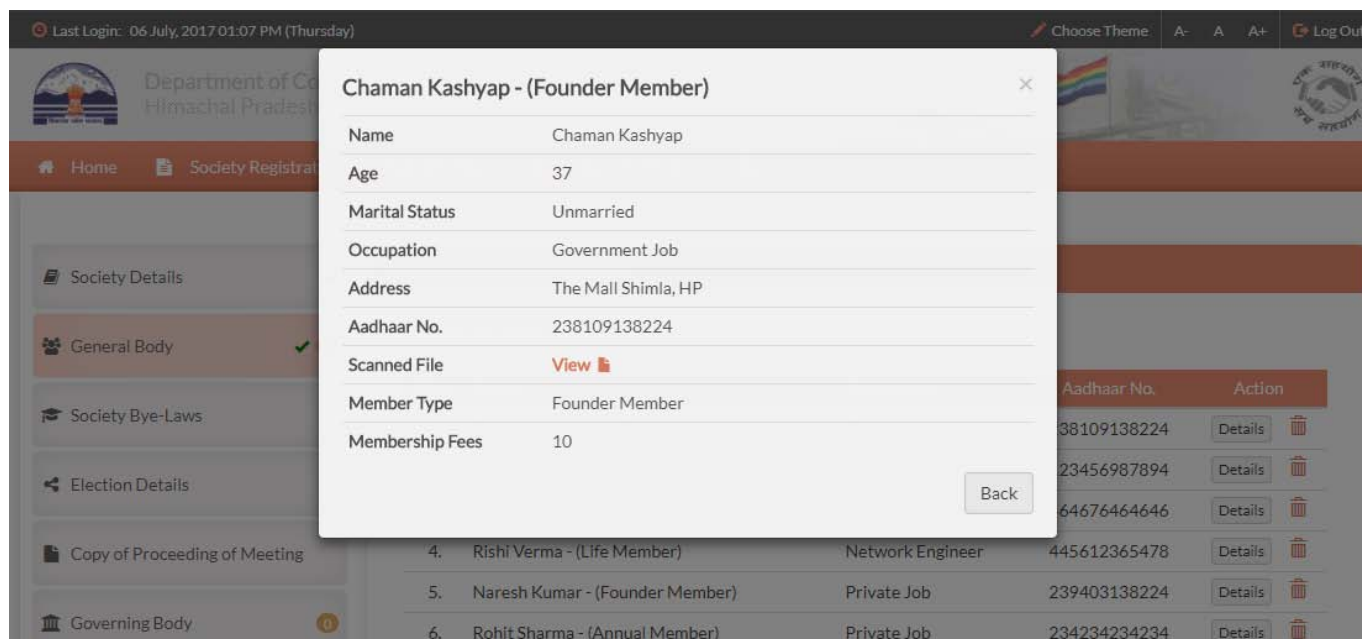


Fig 2.4

1.1.15 User needs to enter a minimum of seven members in similar way. After adding at least 7 members, a green Tick will appear in the corresponding menu (i.e. **General Body**) in the left menu panel as shown in the Fig 2.5

Last Login: 06 July, 2017 01:07 PM (Thursday) Choose Theme A- A A+ Log Out

सहकारिता विभाग
हिमाचल प्रदेश

Home Society Registration Submit Other Details My Profile

Memorandum for Registration of Society (Under H.P. Societies Registration Act, 2006)

Society Details ✓

General Body ✓ 7

Society Bye-Laws

Election Details

Copy of Proceeding of Meeting

Governing Body 0

Submit

General Body (Members Added)

+ Add New Member

S.No.	Name	Occupation	Aadhaar No.	Action
1.	Chaman Kashyap - (Founder Member)	Government Job	238109138224	Details
2.	Jltender Kumar - (Life Member)	Private Job	123456987894	Details
3.	Mahender Kumar - (Founder Member)	Network Engineer	464676464646	Details
4.	Rishi Verma - (Life Member)	Network Engineer	445612365478	Details
5.	Naresh Kumar - (Founder Member)	Private Job	239403138224	Details
6.	Rohit Sharma - (Annual Member)	Private Job	234234234234	Details
7.	Naveen Kumar - (Life Member)	SW Engineer	345436364634	Details

Fig 2.5

1.1.16 Next form is for adding Society's Bye-Laws. User needs to click on **Society Bye-Laws** menu in the left menu panel. User will be directed to the following window (Fig 2.6). Here, user can upload the document and click on **Save as Draft** button.

The screenshot displays a web application interface for society registration. At the top, a dark header shows the last login time as '06 July, 2017 01:07 PM (Thursday)', a 'Choose Theme' option, font size settings (A-, A, A+), and a 'Log Out' button. Below this is a banner with the logo of the 'सहकारिता विभाग हिमाचल प्रदेश' (Himachal Pradesh Cooperative Societies Department) and a building image. A navigation bar contains links for Home, Society Registration, Submit Other Details, and My Profile. The main content area is titled 'Memorandum for Registration of Society (Under H.P. Societies Registration Act, 2006)'. On the left, a sidebar menu lists various steps: Society Details (checked), General Body (checked with 7 notifications), Society Bye-Laws (highlighted), Election Details, Copy of Proceeding of Meeting, Governing Body (0 notifications), and Submit. The main form area is titled 'Society Bye-Laws (Add Bye-Laws)' and features radio buttons for 'Upload' (selected) and 'Editor'. It includes a file upload field with a 'Choose File' button and the text 'No file chosen', and a date selection field for 'Annual General meeting date according to Bye-Laws' with a 'day/month' input and a calendar icon. A 'Save as Draft' button is located at the bottom of the form.

Fig 2.6

1.1.17 User has also been given an option to use text editor as shown in Fig 2.7 to create Bye-Laws document online, the content of which can be used at later stages when applying for amendment.

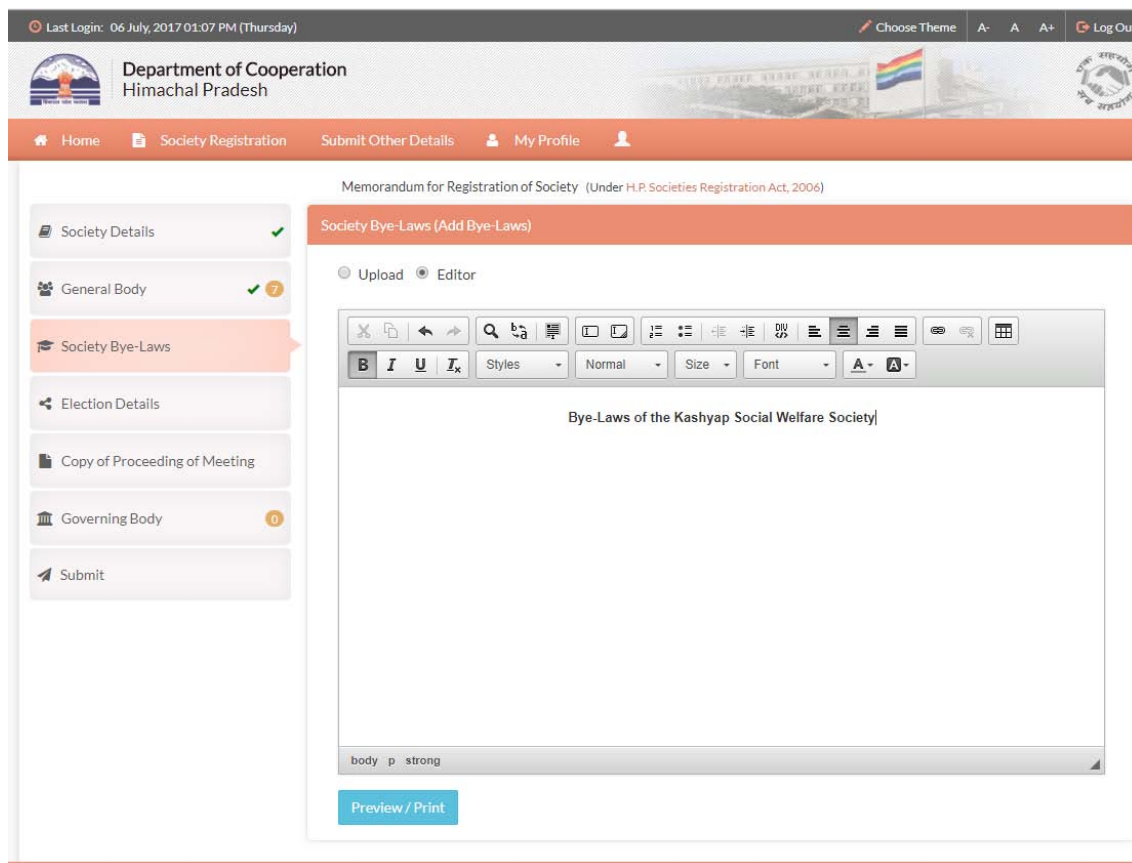


Fig 2.7

1.1.18 Next form is for adding Election details. User needs to click on **Election Details** menu in the left menu panel. User will be directed to the following window (Fig 2.8). User needs to fill up the details and click on **Save as Draft** button.

Last Login: 13 July, 2017 06:07 PM (Thursday) Choose Theme A- A A+ Log Out

Home Society Registration Submit Other Details My Profile

Memorandum for Registration of Society (Under H.P. Societies Registration Act, 2006)

Society Details ✓

General Body ✓ 7

Society Bye-Laws ✓

Election Details

Copy of Proceeding of Meeting

Governing Body 0

Submit

Election Details

Election Date of the Governing Body * 05/07/2017

Term of the Governing Body in Year(s) as per Bye-laws * 3

Save as Draft

Fig 2.8

1.1.19 Next form is for uploading scanned copy of Proceeding of Meeting. User needs to click on **Copy of Proceeding of Meeting** menu in the left menu panel. User will be directed to the following window (Fig 2.9). To upload a file, click on **Add Copy of Proceeding of Meeting** button.

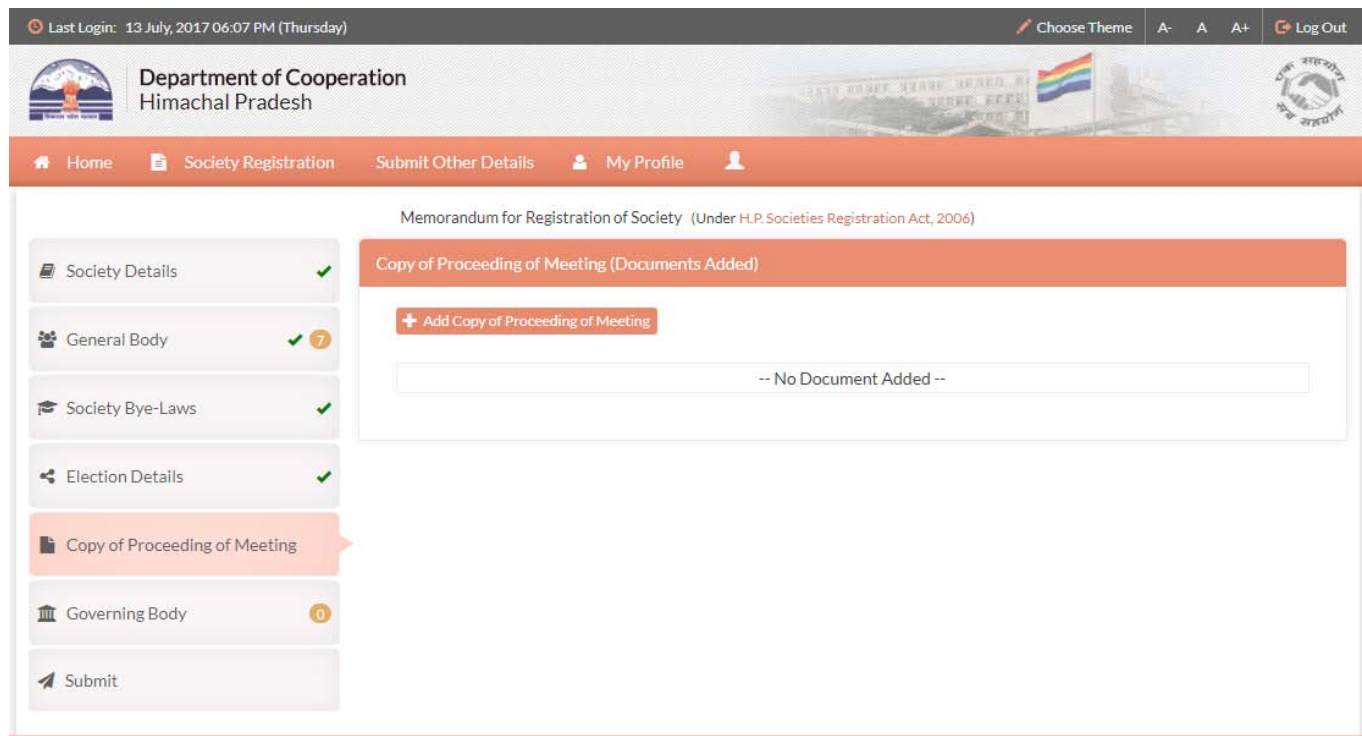


Fig 2.9

1.1.20 User will be directed to the following window (Fig 3.0). Fill up the form as shown in the Fig 3.0 and click on **Save as Draft** button.

The screenshot displays the user interface of the Department of Cooperation Himachal Pradesh. At the top, there is a header with the department's name and logo, and a navigation bar with links for Home, Society Registration, Submit Other Details, and My Profile. The main content area is titled 'Memorandum for Registration of Society (Under H.P. Societies Registration Act, 2006)'. On the left, a sidebar menu lists various sections: Society Details (checked), General Body (7 notifications), Society Bye-Laws (checked), Election Details (checked), Copy of Proceeding of Meeting (selected), Governing Body (0 notifications), and Submit. The main form area is titled 'Copy of Proceeding of Meeting (Add new Document)'. It contains a 'Back' button, an 'As On' date field with the value '06/07/2017', and a 'Scanned Document (.pdf only)' field with a 'Choose File' button and the filename 'Copy of Proceeding of the Meeting.pdf'. A 'Save as Draft' button is located at the bottom of the form.

Fig 3.0

1.1.21 The saved entry will appear to the user as in the following window (Fig 3.1). User can view the uploaded document. User can also delete the document if required and add a new document. A green Tick will appear in the corresponding menu (i.e. **Copy of Proceeding of Meeting**) in the left menu panel as shown.

Department of Cooperation
Himachal Pradesh

Home Society Registration Submit

Memorandum for Registration of Society (Under H.P.Societies Registration Act, 2006)

Copy of Proceeding of Meeting (Documents Added)

Document Name	As On	Action
Copy of Proceeding of the Meeting	06/07/2017	

Society Details ✓
 General Body ✓ 7
 Society Bye-Laws ✓
 Election Details ✓
 Copy of Proceeding of Meeting ✓
 Governing Body 0
 Submit

Fig 3.1

1.1.22 Next form is for adding Governing Body members. User needs to click on **GoverningBody** menu in the left menu panel. User will be directed to the following window (Fig 3.2). To add a new member user needs to click on **Add New member** button.

The screenshot displays the web interface for the Department of Cooperation, Himachal Pradesh. At the top, there is a header with the department's name and logo, a navigation bar with links for Home, Society Registration, Submit Other Details, and My Profile, and a user profile icon. The main content area is titled 'Memorandum for Registration of Society (Under H.P. Societies Registration Act, 2006)'. On the left, a sidebar menu lists various options: Society Details, General Body, Society Bye-Laws, Election Details, Copy of Proceeding of Meeting, Governing Body (highlighted), and Submit. The 'Governing Body' section is active, showing a table with the following structure:

S.No.	Name	Address	Designation	Occupation	Action
-- No Member has been added yet --					

An 'Add New Member' button is located above the table.

Fig 3.2

1.1.23 User will be directed to the following window (Fig 3.3). User needs to fill up the form as shown in the Fig 3.3

Memorandum for Registration of Society (Under H.P. Societies Registration Act, 2006)

Governing Body (Add a new Member)

Back

Select from General Body

Name *

Address of correspondence *

Designation *

Occupation *

--Select--

Save as Draft

Fig 3.3

1.1.24 User can add a member from General Body. To do so, User Needs to click on **Select from General Body** button. A pop-up appears on the screen as shown in Fig 3.4 which contains the list of members previously added in the General Body.

Select a Member

Chaman Kashyap - (Founder Member)

Jltender Kumar - (Life Member)

Mahender Kumar - (Founder Member)

Rishi Verma - (Life Member)

Naresh Kumar - (Founder Member)

Rohit Sharma - (Annual Member)

Naveen Kumar - (Life Member)

Back

Fig 3.4

1.1.25 Clicking on a member name (Fig 3.4) will automatically fill member’s details as shown in Fig 3.5. To save the details in Governing body, click on **Save as Draft** button.

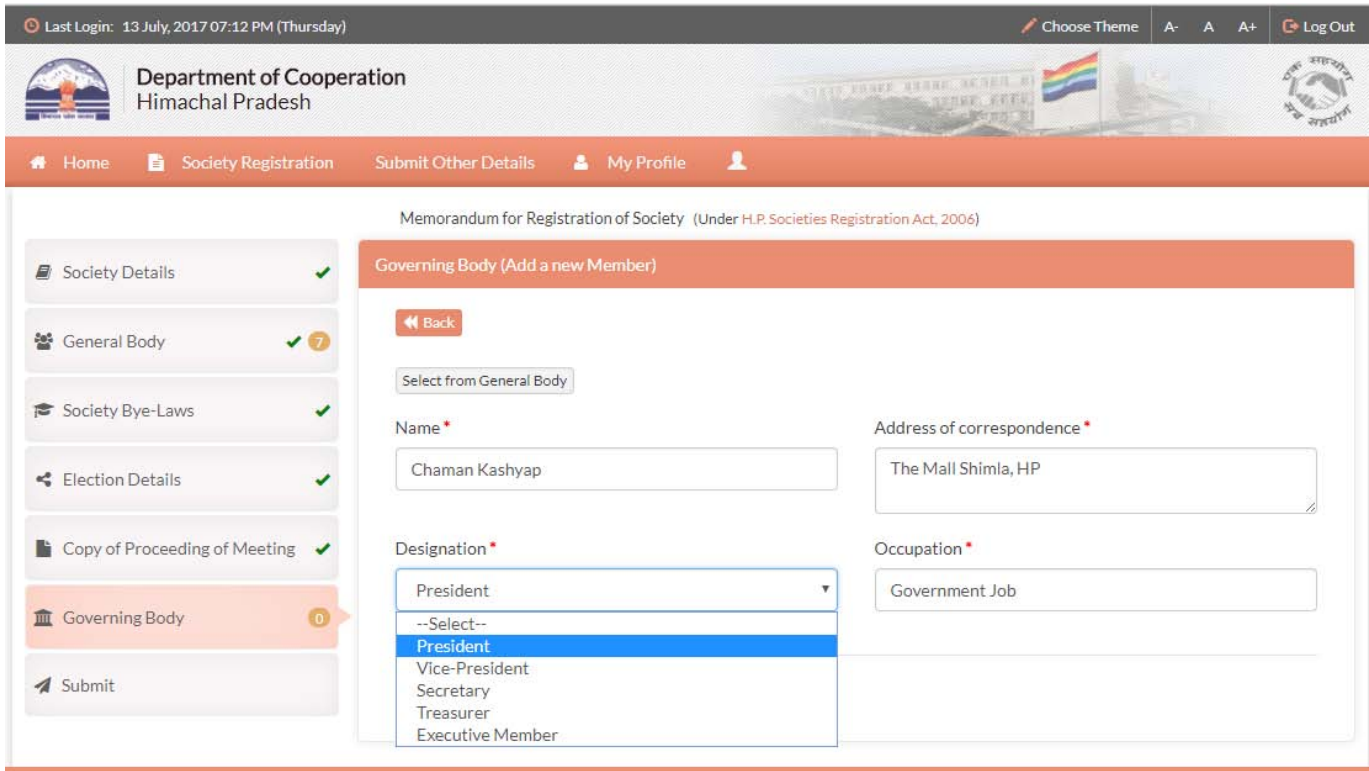


Fig 3.5

1.1.26 The saved entry will appear to the user as in Fig 3.6. The corresponding count (1 in this case) will be displayed in the **Governing Body** Menu of the left menu panel. User can also delete the entry if required.

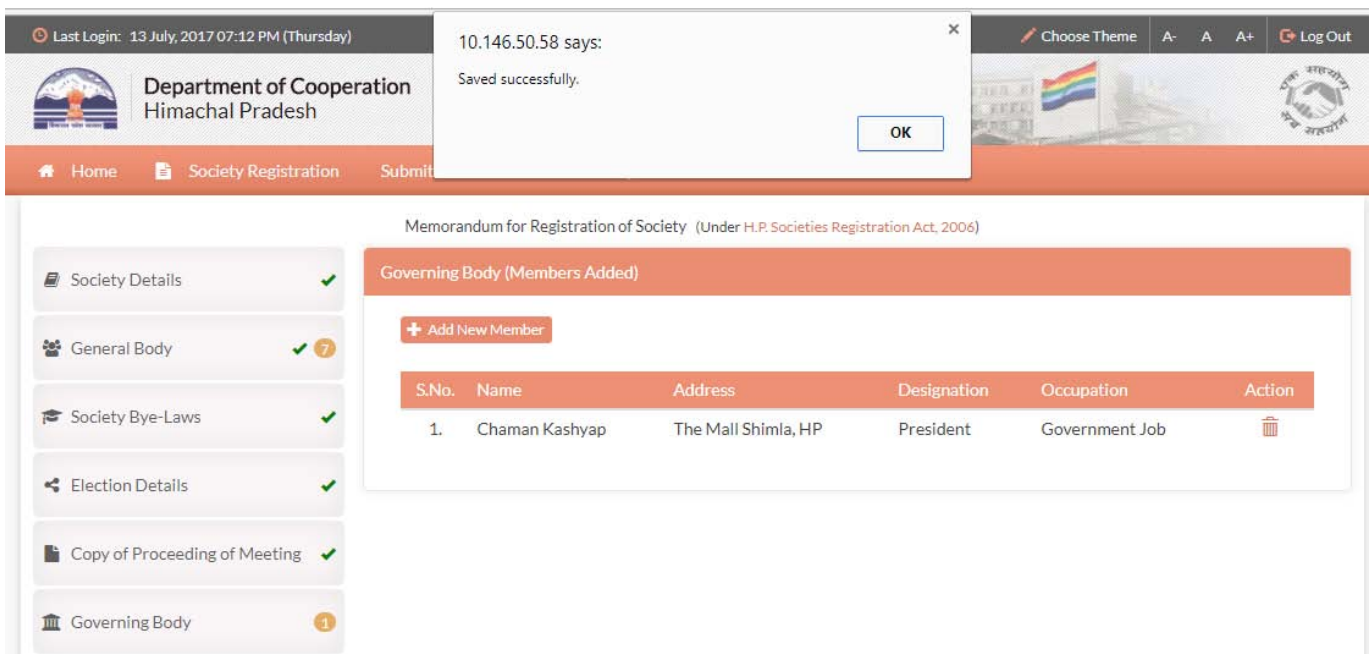


Fig 3.6

1.1.27 User needs to enter a minimum of five members in similar way out of which a minimum of 3 members should be from General Body. After adding at least 5 members, a green Tick will appear in the corresponding menu (i.e. **Governing Body**) in the left menu panel as shown in the Fig 3.7

Memorandum for Registration of Society (Under H.P. Societies Registration Act, 2006)

Governing Body (Members Added)

[+ Add New Member](#)

S.No.	Name	Address	Designation	Occupation	Action
1.	Chaman Kashyap	The Mall Shimla, HP	President	Government Job	
2.	Jltender Kumar	NIC CGO Shimla, HP	Vice-President	Private Job	
3.	Mahender Kumar	NIC CGO Shimla, HP	Secretary	Network Engineer	
4.	Rishi Verma	Kainthu Shimla, HP	Treasurer	Network Engineer	
5.	Naresh Kumar	The Mall Shimla, HP	Executive Member	Private Job	

Fig 3.7

1.1.28 After completing all the forms, User can finally Submit the form to the Department. To do so, User needs to click on **Submit** menu in the left menu panel. User will be directed to the following window (Fig 3.8).

The screenshot displays the user interface of the Department of Cooperation, Himachal Pradesh. At the top, a dark header bar shows the last login time as '13 July, 2017 07:12 PM (Thursday)', a 'Choose Theme' option, and 'Log Out' button. Below this is a navigation bar with 'Home', 'Society Registration', 'Submit Other Details', and 'My Profile' links. The main content area is titled 'Memorandum for Registration of Society (Under H.P. Societies Registration Act, 2006)'. On the left, a sidebar menu lists various steps: 'Society Details' (checked), 'General Body' (checked with a '7' icon), 'Society Bye-Laws' (checked), 'Election Details' (checked), 'Copy of Proceeding of Meeting' (checked), 'Governing Body' (checked with a '5' icon), and 'Submit' (highlighted in orange). The main content area has a red header 'Submit Memorandum' and a yellow warning box stating: 'Please check your Application before submitting. Thereafter, you will not be allowed to edit your application. Keep a printed copy of your application with you for future references.' Below the warning is a green button labeled 'Click here for Application Preview'. A dropdown menu labeled 'Submit Application To' is currently set to '--Select--'. At the bottom of the main content area is a red 'Submit' button.

Fig 3.8

1.1.29 Before submitting, User can preview the form by clicking on **Click here for Application Preview** Button. The following popup will appear on the screen with all the details filled by the Applicant/User. In the Preview Pop-up, user can take print of the Application Form and save it for future references.

The screenshot shows a web application interface with a sidebar on the left and a main content area. A 'Department of Co-Operatives, Himachal Pradesh' logo is visible. The sidebar contains navigation items: Home, Society Registration, Society Details, General Body, Society Bye-Laws, Election Details, Copy of Proceeding of Meeting, Governing Body, and Submit. The main content area shows a 'Print Application' button and a preview of the application form.

Application Preview

[Print Application](#)

Society Details

Name of Society	Kashyap Social Welfare Society
Address	Cart Road, H. No. 12/23, Shimla, HP
Society Type	Social Welfare
Area of Operation	District Level
District	SHIMLA
Objectives of the society	To spread awareness amongst members and public against social evil i.e. HIV/AIDS, Terrorism, population control, gender injustice, corruption, drug ad

General Body Members

S.N.	General Details	Address	Occupation	Aadhaar Details
1.	Name : Chaman Kashyap - (Founder Member) Age : 37 Marital Status : Unmarried	The Mall Shimla, HP	Government Job	Aadhaar No. : 238109138224 View File
2.	Name : Jitender Kumar - (Life Member) Age : 40 Marital Status : Married	NIC CGO Shimla, HP	Private Job	Aadhaar No. : 123456987894 View File
3.	Name : Mahender Kumar - (Founder Member) Age : 40 Marital Status : Married	NIC CGO Shimla, HP	Network Engineer	Aadhaar No. : 464676464646 View File

Fig 3.9-A

Society Details

General Body ✔

Society Bye-Laws

Election Details

Copy of Proceeding of Meeting

Governing Body ✔

Submit

Address

Directorate of Cooperation
Sahkar Bhawan, Block No. 25, SDA Complex
Kasumpti, Shimla (171009) Himachal Pradesh

Website is designed and developed by NIC, H
Manager: Capt. R.S. Rathore, Deputy Registrar

*Browser Compatibility: This website is
Chrome 35 or above and Opera 40 or above.*

4.	Name : Rishi Verma - (Life Member) Age : 41 Marital Status : Married	Kainthu Shimla, HP	Network Engineer	Aadhaar No. : 445612365478 View File
5.	Name : Naresh Kumar - (Founder Member) Age : 32 Marital Status : Unmarried	The Mall Shimla, HP	Private Job	Aadhaar No. : 239403138224 View File
6.	Name : Rohit Sharma - (Annual Member) Age : 36 Marital Status : Unmarried	The Mall Kasumpti Shimla, HP	Private Job	Aadhaar No. : 234234234234 View File
7.	Name : Naveen Kumar - (Life Member) Age : 40 Marital Status : Married	Near Bharari Shimla, HP	SW Engineer	Aadhaar No. : 345436364634 View File

Society Bye-Laws

[View Bye Laws](#)

Governing Body Members

S.N.	Name	Address	Designation	Occupation
1.	Chaman Kashyap	The Mall Shimla, HP	President	Government Job
2.	Jltender Kumar	NIC CGO Shimla, HP	Vice-President	Private Job
3.	Mahender Kumar	NIC CGO Shimla, HP	Secretary	Network Engineer
4.	Rishi Verma	Kainthu Shimla, HP	Treasurer	Network Engineer
5.	Naresh Kumar	The Mall Shimla, HP	Executive Member	Private Job

Documents

S.N.	Document Name	As On	Action
6.	Copy of Proceeding of the Meeting	06/07/2017	View File

[Back](#)

edit your application. Keep a

5. Private Bank Food & Civil Supplies
Himbunkar
HP Woolfed

for any query regarding this website, please contact
for any in-advertent errors.

Explorer 10 or above. Firefox 33 or above.

Fig 3.9-B

1.1.30 User can take print of the Application Form by clicking on Print Application button in the preview popup (Fig 3.9-A) and save it for future references as shown below.

Memorandum for Registration of Society
(Under HP Societies Registration Act, 2006)

[Registration Id: 10002]

1. Name of Society	Kashyap Social Welfare Society
2. Society Address	Cart Road, H. No. 12/23, Shimla, HP
3. Society Type	Social Welfare
4. Area Of Operation	District Level
5. District	SHIMLA

6. The aim(s) and objective(s) of the society shall be as follows:-

Sr. No.	Objective(s)
1.	To spread awareness amongst members and public against social evil i.e. HIV/AIDS, Terrorism, population control, gender injustice, corruption, drug ad

7. We, the several persons whose names and addresses are subscribed below are desirous of forming a society in pursuance of the aforesaid Memorandum of Association and have signed the memorandum in the presence of the witness as shown below:-

Sr. No.	General Details	Address	Occupation	Aadhaar No.
1.	Name : Chaman Kashyap - (Founder Member) Age : 37 Marital Status : Unmarried	The Mall Shimla, HP	Government Job	238109138224
2.	Name : Jitender Kumar - (Life Member) Age : 40 Marital Status : Married	NIC CGO Shimla, HP	Private Job	123456987894
3.	Name : Mahender Kumar - (Founder Member) Age : 40 Marital Status : Married	NIC CGO Shimla, HP	Network Engineer	464676464646
4.	Name : Rishi Verma - (Life Member) Age : 41 Marital Status : Married	Kainthu Shimla, HP	Network Engineer	445612365478
5.	Name : Naresh Kumar - (Founder Member) Age : 32 Marital Status : Unmarried	The Mall Shimla, HP	Private Job	239403138224
6.	Name : Rohit Sharma - (Annual Member) Age : 36 Marital Status : Unmarried	The Mall Kasumpti Shimla, HP	Private Job	234234234234
7.	Name : Naveen Kumar - (Life Member) Age : 40 Marital Status : Married	Near Bharari Shimla, HP	SW Engineer	345436364634

8. The management of the affairs of the society is entrusted by the regulations of the society to the Governing Body, whose names, addresses and occupations are specified below:-

4.0-A

Sr. No.	Name	Address	Designation	Occupation
1.	Chaman Kashyap	The Mall Shimla, HP	President	Government Job
2.	Jitender Kumar	NIC CGO Shimla, HP	Vice-President	Private Job
3.	Mahender Kumar	NIC CGO Shimla, HP	Secretary	Network Engineer
4.	Rishi Verma	Kalnthu Shimla, HP	Treasurer	Network Engineer
5.	Naresh Kumar	The Mall Shimla, HP	Executive Member	Private Job

It is hereby declared that the information and particulars furnished above are true and correct to the best of my/our knowledge and belief and nothing has been concealed.

C L Kashyap
Address: The Mall Shimla, HP
Mobile Number: 980598822
Email Id: cl.kashyap@gmail.com

4.0-B

1.1.31 To submit the form User first needs to select Office (Fig 4.1) and click on **Submit** button.

The screenshot shows the user interface for submitting a memorandum. At the top, the header includes the user's last login time (13 July, 2017 07:12 PM) and options for theme selection and logging out. The main navigation bar contains links for Home, Society Registration, Submit Other Details, and My Profile. The left sidebar lists various form sections: Society Details (checked), General Body (checked with 7 items), Society Bye-Laws (checked), Election Details (checked), Copy of Proceeding of Meeting (checked), and Governing Body (checked with 5 items). The main content area is titled 'Memorandum for Registration of Society (Under H.P. Societies Registration Act, 2006)'. It features a 'Submit Memorandum' header, a yellow warning box with a 'Click here for Application Preview' button, a 'Submit Application To' dropdown menu currently set to 'DC Office, SHIMLA', and a 'Submit' button.

Fig 4.1

1.1.32 On successful submission, user will be directed to the following window (Fig 4.2).

The screenshot shows the confirmation message after a successful submission. The header and navigation bar are identical to the previous figure. The main content area features a green success message: 'Application Submitted'. Below this, it states: 'You Application for Registration has been submitted and is under process. To know the status of your application Click here'.

Fig 4.2

How to track the status of the application?

1.1.33 User can check the status of application status by clicking on **Home** menu in the top menu bar as shown in the Fig 4.0. User will be directed to the following window (Fig 4.3).

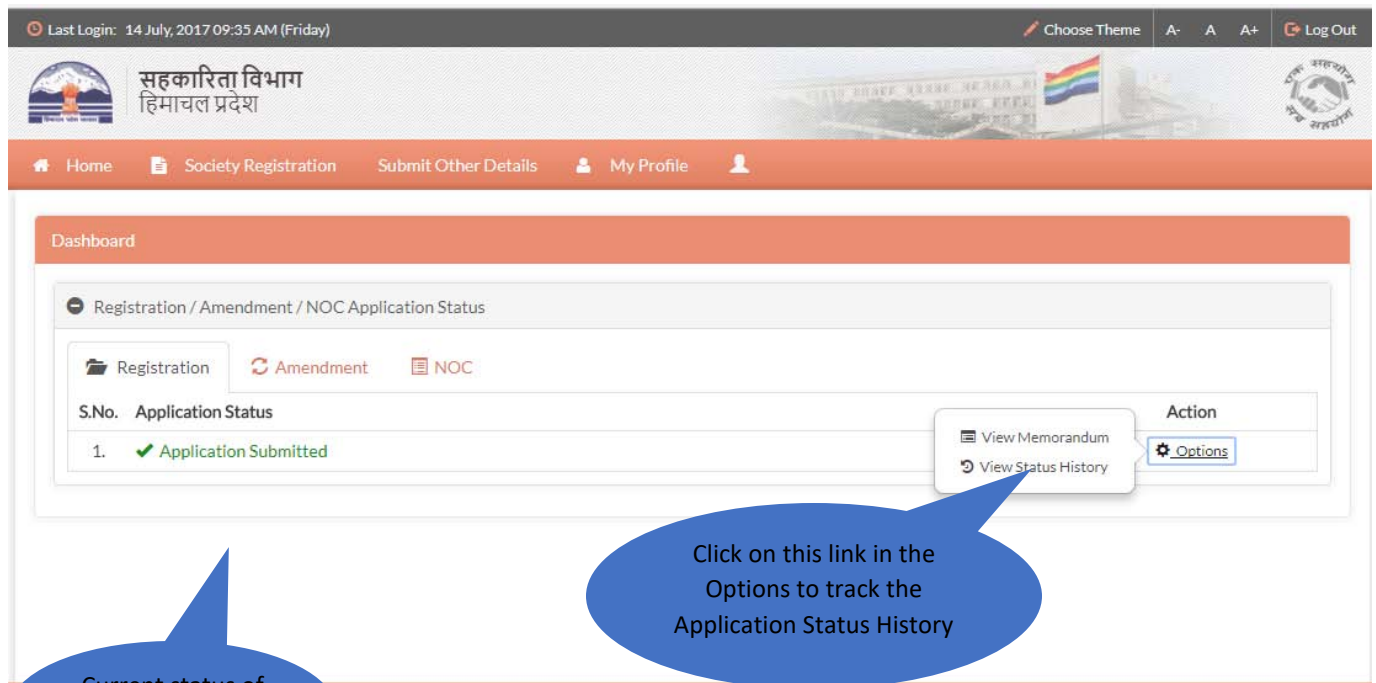


Fig 4.3

1.1.34 The **Application Status** in Fig 4.3 will keep updating in compliance to the movement of the Application Form in the Department. To view previous status as well, User needs to click on **View Status History** link in **Options**. A pop-up window will appear as shown in Fig 4.4

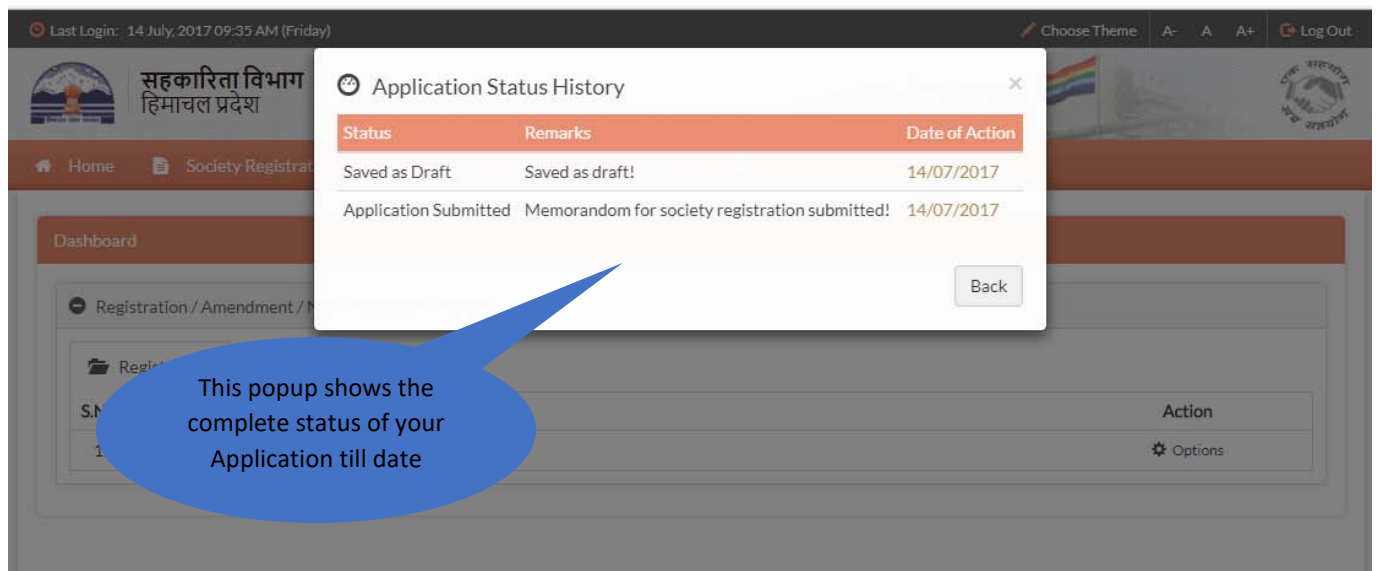


Fig 4.4

1.1.35 Even though the registration form is submitted by the user, the application might be returned to the user by the department in case any discrepancies, incorrect data is found. The user can click on edit memorandum button in the options as shown in the Fig 4.5.

The screenshot displays a web application interface. At the top, a dark header bar contains the text "Last Login: 14 July, 2017 09:58 AM (Friday)", a "Choose Theme" button, font size controls (A-, A, A+), and a "Log Out" button. Below this is a navigation bar with icons and labels for "Home", "Society Registration", "Submit Other Details", and "My Profile". The main content area is titled "Dashboard" and features a section for "Registration / Amendment / NOC Application Status". This section includes tabs for "Registration", "Amendment", and "NOC". A table with the following structure is shown:

S.No.	Application Status	Action
1.	<p>Application Returned</p> <p>Remarks on file : <i>Kindly correct society Address in your memorandum.</i></p>	<p>Edit Memorandum</p> <p>View Status History</p> <p>Options</p>

At the bottom of the page, there are three columns of information: "Address" (Directorate of Cooperation, Sahkar Bhawan, Block No. 25, SDA Complex, Kasumpti, Shimla (171009) Himachal Pradesh), "Contact" (Telephone: 0177 2620970, Email: rcs-hp@nic.in, Website: www.coophp.nic.in), and "Related Links" (HP State Co-operative Bank, Panchayati Raj, Rural Development, Food & Civil Supplies, Himbunkar, HP Woolfed).

Fig 4.5

1.1.36 User will be directed to the following window (Fig 4.6).

Department of Cooperation Himachal Pradesh

10.146.50.58 says: Saved successfully.

Memorandum for Registration of Society (Under H.P. Societies Registration Act, 2006)

Society Details

Name of the Society *
Kashyap Social Welfare Society

Society Type *
Social Welfare

Area of Operation *
District Level

District *
SHIMLA

Address *
Cart Road, H. No. 12/23, Near High Court Shimla, HP

Aim(s) / Objective(s) of Society * (View Sample Objectives)

S.No.	Objective / Aim	Action
-------	-----------------	--------

Save as Draft

Progress List:

- Society Details ✓
- General Body ✓ 7
- Society Bye-Laws ✓
- Election Details ✓
- Copy of Proceeding of Meeting ✓
- Governing Body ✓ 5
- Submit

Fig 4.6

1.1.37 After accommodating necessary changes in the form, user can resubmit the form as shown below (Fig 4.7)

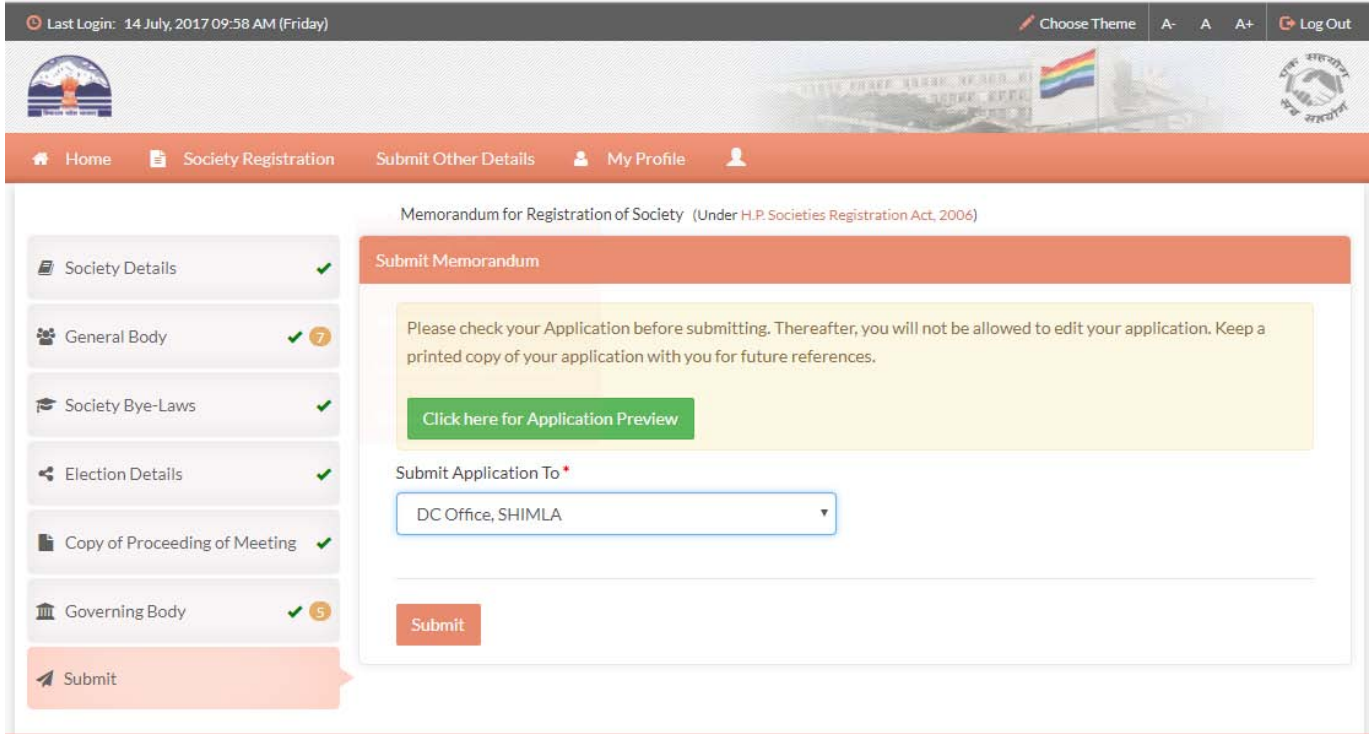


Fig 4.7

1.1.38 Application status history will be updated accordingly as shown below (Fig 4.8).

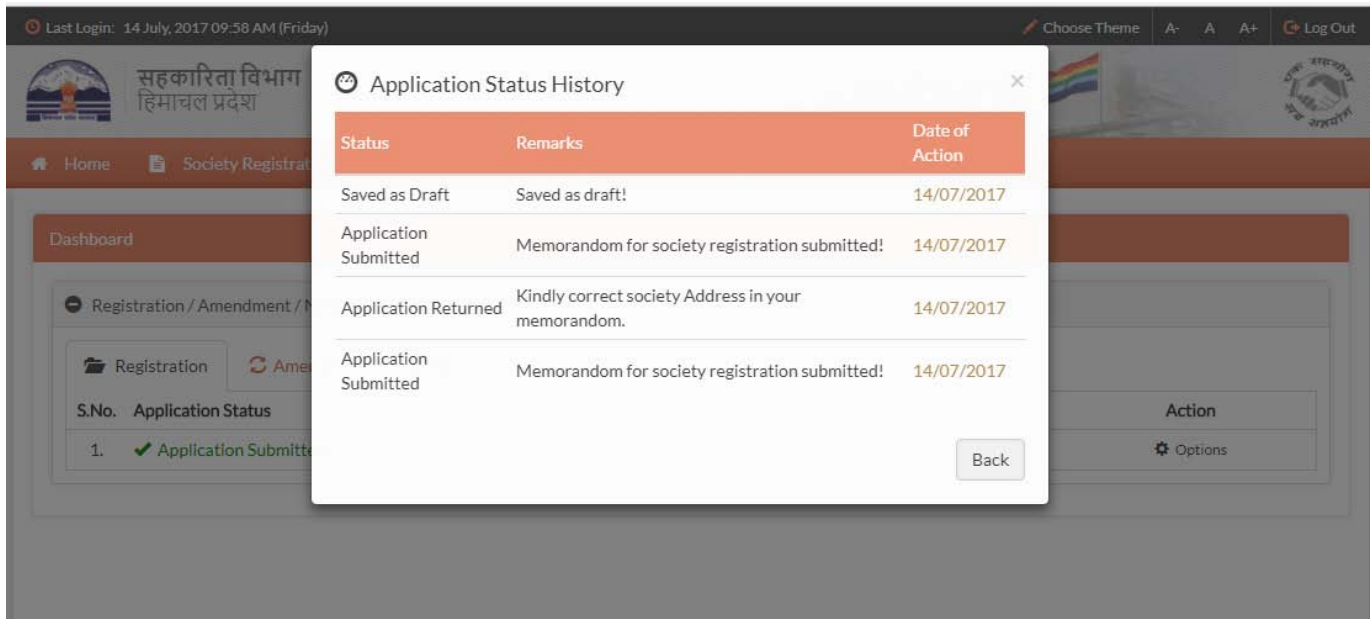
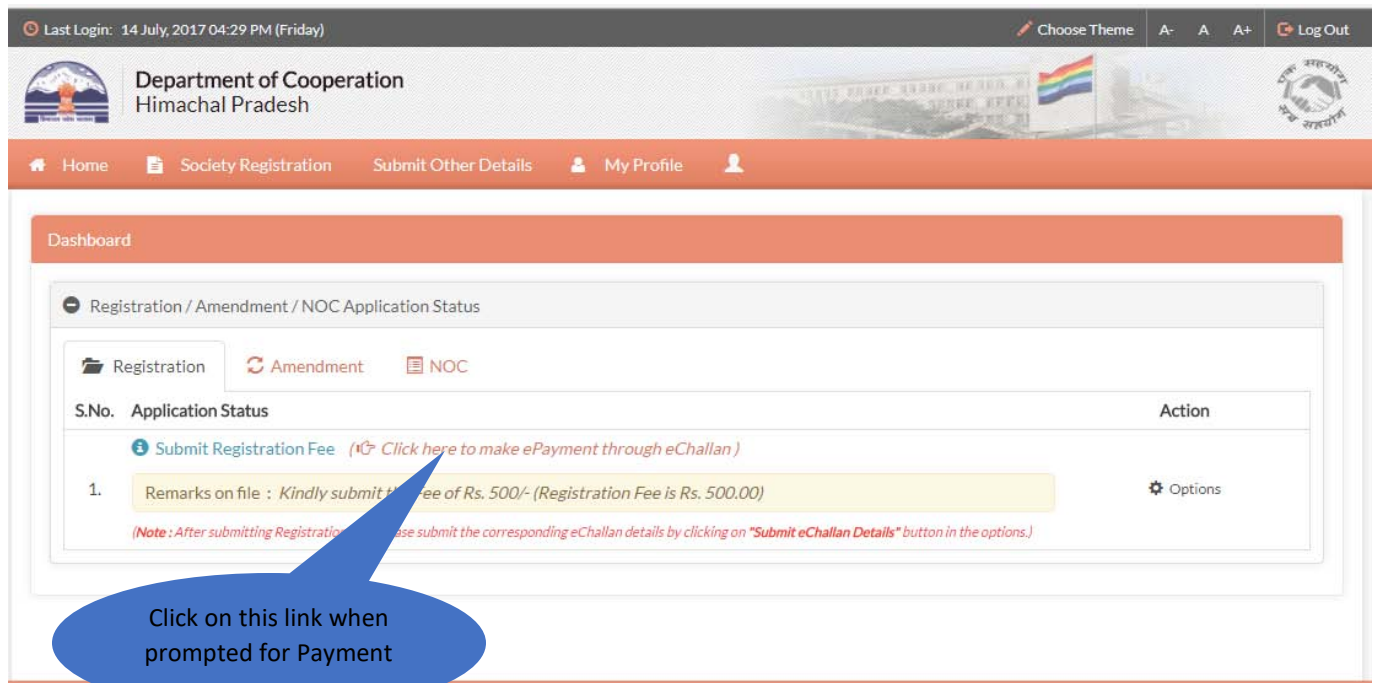


Fig 4.8

How to make payment for Registration?

1.1.39 During the Approval process, User will be prompted on his/her home screen (dashboard) to submit registration Fee (Fig 4.9). The user needs to click on **Click here to make ePayment through eChallan** link.



The screenshot shows the user interface of the Department of Cooperation Himachal Pradesh. At the top, there is a header with the department name and logo, and a navigation bar with links for Home, Society Registration, Submit Other Details, and My Profile. The main content area is titled "Dashboard" and displays "Registration / Amendment / NOC Application Status". Below this, there are tabs for "Registration", "Amendment", and "NOC". A table lists application statuses, with the first entry highlighted in yellow. A blue callout bubble points to the link "Click here to make ePayment through eChallan" in the first row.

S.No.	Application Status	Action
1.	Submit Registration Fee (Click here to make ePayment through eChallan) Remarks on file : Kindly submit the fee of Rs. 500/- (Registration Fee is Rs. 500.00)	Options

(Note: After submitting Registration, please submit the corresponding eChallan details by clicking on "Submit eChallan Details" button in the options.)

Fig 4.9

1.1.40 User will be directed to the website of Department of Finance, H.P. Here user has to login as guest as shown in Fig 5.0.

Himachal Pradesh
Integrated Financial Management System(IFMS)

(ePayment through eChallan)
DEPARTMENT OF FINANCE
Treasuries, Accounts and Lotteries

CHALLAN

Himachal Pradesh e-Challan : A Gateway of Govt. Receipts

Various Reports

- HOD Wise
- DDO Wise
- Treasury Wise
- Service Wise
- Search/Print Challan

News & Updates

ARE REQUESTED TO LOG ON TO SBI FOR MAKING THEIR ON TIME PAYMENTS

DEPARTMENT	RS.(IN LAKHS)
Excise and Taxation	28203.633
Industries	6197.912
Transport	437.268
Energy	18098.077
Others	366.578
Excise and Taxation	28203.633
Industries	6197.912
Transport	437.268
Energy	18098.077
Others	366.578

Authorised Login

Login ID:

Login As:

[Create New Account](#) [Forgot Password?](#)
For Non-Registered Users , Use Login ID as 'guest'

Instructions

- 1: Login
- 2: Select Department Services

Fig 5.0

1.1.41 User will be directed to the following window. Here user must fill the details as shown in Fig 5.1 and click on **Submit** button.

Himachal Pradesh
Integrated Financial Management System(IFMS)

(ePayment through eChallan)
DEPARTMENT OF FINANCE
Treasuries, Accounts and Lotteries

CHALLAN

Date: 14/07/2017 16:22:47

Welcome, You are Login as : guest | [Logout](#)

eChallan - : Challan Payment Gateway

Instructions

a) * implies mandatory fields. # Error Msg on Mouse over.

b) Tendered By and mobile no. Field should be correct as the challan generated will be password protected

c) eg. ABC67890 where ABC is first 3 chars of Tendered By and 67890 is the last 5 digit of Mobile no.

d) in service(s) enter Amount > 0 whichever service is applicable.

e) For manual payment, deposit amount by cash/DD/Cheque at bank counter.

List(HOA)

Payment Detail

Department*

Distt/Trea.*

DDO*

Head(HOA)*

Dept Ref. No Licence/Permit/TIN/Registration etc.

Remarks

Payee Detail

Tendered By*

Address*

Email

Mobile*

Period from To

Service(s)*	Head	Payment of (Service)	Amount Rs.
	0425-00-800-01	MISCELLANEOUS RECEIPTS	<input type="text" value="500"/>
	0425-00-800-02	ASSISTANCE FROM NATIONAL CO-OP.DEV.CORP.	<input type="text" value="0"/>
	0425-00-800-06	RECEIPT ON ACCOUNT OF REDEMPTION OF SHARE MONEY FROM CO-SOCIETIES.	<input type="text" value="0"/>

Pay Mode* Total Amount(Rs.) 500 (Five Hundred)

Bank*

Enter Code

Fig 5.1

Disclaimer: Content on this website is published and managed by Department of Treasuries, Accounts and Lotteries, Himachal Pradesh, Shimla. For any query regarding this website, please contact the "Web Information Manager: Sh Deepak Bhardwaj[Additional Director], addtre-hp[at]nic[dot]in". Contents of this website are informative only and for benefit of the public. However, these do not confer any legal right or obligation. Website designed by National Informatics Centre.

1.1.42 User will be directed to the following window (Fig 5.2). Here user needs to click on **Print Challan** button.

Himachal Pradesh
Integrated Financial Management System(IFMS)

(ePayment through eChallan)
DEPARTMENT OF FINANCE
Treasuries, Accounts and Lotteries

CHALLAN

Date: 14/07/2017 16:22:47 Welcome, You are Login as : guest | Logout

eChallan -:: Challan Payment Gateway

Govt. of Himachal Pradesh
E-CHALLAN

Transaction Date:
Challan Date:

GRN...#...
Challan No.

Dept Ref. No. 10002
Tender By. Kashyap
Particulars MISCELLANEOUS RECEIPTS -Society Registration Fee
Amount Rs.500 (Rupees Five Hundred)
Bank MANAGER, SBI SHIMLA/UCO JCC CHAKKAR SHIMLA

Treasury SML00
DDO 501 (On whose behalf the money is tendered)
DEPUTY COMMISSIONER SHIMLA

Payment of (Service) Head Amount Rs.
MISCELLANEOUS RECEIPTS 0425-00-800-01 500

Kashyap
(Tenderer)

Click Print Challan button to continue

Back Print Challan

Fig 5.2

1.1.43 User will be directed to the following window (Fig 5.3). Here user needs to click on **Print Challanlink**.

Himachal Pradesh
Integrated Financial Management System(IFMS)

(ePayment through eChallan)
DEPARTMENT OF FINANCE
Treasuries, Accounts and Lotteries

CHALLAN

Date: 14/07/2017 16:22:47 Welcome, You are Login as : guest | Logout

eChallan -:: Challan Payment Gateway

HIMGRN No.	B17G124425
Bank	MANAGER, SBI SHIMLA/UCO JCC CHAKKAR SHIMLA
Amount	Rs.500
Print Challan	Print Challan

Unable to Print Challan->Please note Created Challan can be RePrinted through Search Challan Option available at Home Page.

Click on this link to Print your challan

List(HOA)

Fig 5.3

1.1.44 A corresponding eChallan will be generated as shown in fig 5.4.




E-CHALLAN Government Of Himachal Pradesh Department of Finance Treasuries, Accounts & Lotteries		E-CHALLAN Government Of Himachal Pradesh Department of Finance Treasuries, Accounts & Lotteries		E-CHALLAN Government Of Himachal Pradesh Department of Finance Treasuries, Accounts & Lotteries	
Valid Upto	20-Jul-2017	Valid Upto	20-Jul-2017	Valid Upto	20-Jul-2017
Treasury Copy		Dept Copy		Remmitter Copy	
HIMGRN	B17G124425	HIMGRN	B17G124425	HIMGRN	B17G124425
Date:-	14-07-2017 04:33:02PM	Date:-	14-07-2017 04:33:02PM	Date	14-07-2017 04:33:02PM
Department	Co-Operative Societies	Department	Co-Operative Societies	Department	Co-Operative Societies
BarCode		BarCode		BarCode	
Period	14-07-2017 To 14-07-2017	Period	14-07-2017 To 14-07-2017	Period	14-07-2017 To 14-07-2017
DDO	SML00-501- DEPUTY COMMISSIONER SHIMLA	DDO	SML00-501- DEPUTY COMMISSIONER SHIMLA	DDO	SML00-501- DEPUTY COMMISSIONER SHIMLA
Head		Head		Head	
	₹Amount		₹Amount		₹Amount
0425-00-800-01-MISCELLANEOUS RECEIPTS	500	0425-00-800-01-MISCELLANEOUS RECEIPTS	500	0425-00-800-01-MISCELLANEOUS RECEIPTS	500
Total/Net Amount	500	Total/Net Amount	500	Total/Net Amount	500
In words	Five Hundred	In words	Five Hundred	In words	Five Hundred
Payee Detail		Payee Detail		Payee Detail	
Licence/Vehicle/Permit/TIN no.	10002	Licence/Vehicle/Permit/TIN no.	10002	Licence/Vehicle/Permit/TIN no.	10002
MISCELLANEOUS RECEIPTS -Society Registration Fee		MISCELLANEOUS RECEIPTS -Society Registration Fee		MISCELLANEOUS RECEIPTS -Society Registration Fee	
Remitter Name	Kashyap	Remitter Name:-	Kashyap	Remitter Name:-	Kashyap
Address	The Mall Shimla, HP	Address:-	The Mall Shimla, HP	Address:-	The Mall Shimla, HP
FOR USE IN RECEIVING BANK		FOR USE IN RECEIVING BANK		FOR USE IN RECEIVING BANK	
Bank CIN No	HIMGRN B17G124425	Bank CIN No	HIMGRN B17G124425	Bank CIN No	HIMGRN B17G124425
Amount	₹ 500	Amount	₹ 500	Amount	₹ 500
Bank	MANAGER, SBI SHIMLA/UCO JCC CHAKKAR SHIMLA	Bank	MANAGER, SBI SHIMLA/UCO JCC CHAKKAR SHIMLA	Bank	MANAGER, SBI SHIMLA/UCO JCC CHAKKAR SHIMLA
Cheque-DD-No.		Cheque-DD-No.		Cheque-DD-No.	
NIC-HP	B17G124425	e-Challan (IFMS)	NIC-HP	B17G124425	e-Challan (IFMS)

Fig 5.4

Copy of Challan to be used for Fee Payment in the bank

1.1.45 After submitting the Registration fee in the corresponding bank, User needs to click on **Submit eChallan Details** button in the options as shown below (Fig 5.5).

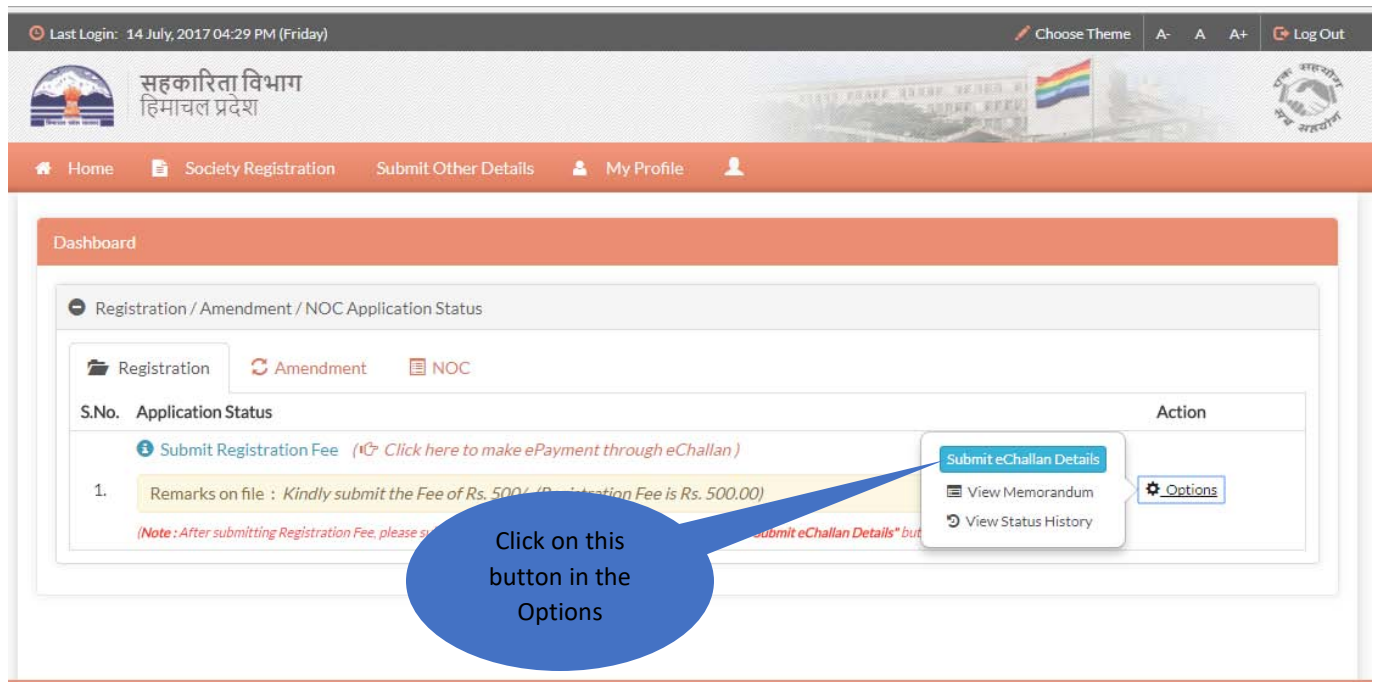


Fig 5.5

1.1.46 A following popup will appear as shown in Fig 5.6 where user needs to enter the Fee details and click on Submit button.

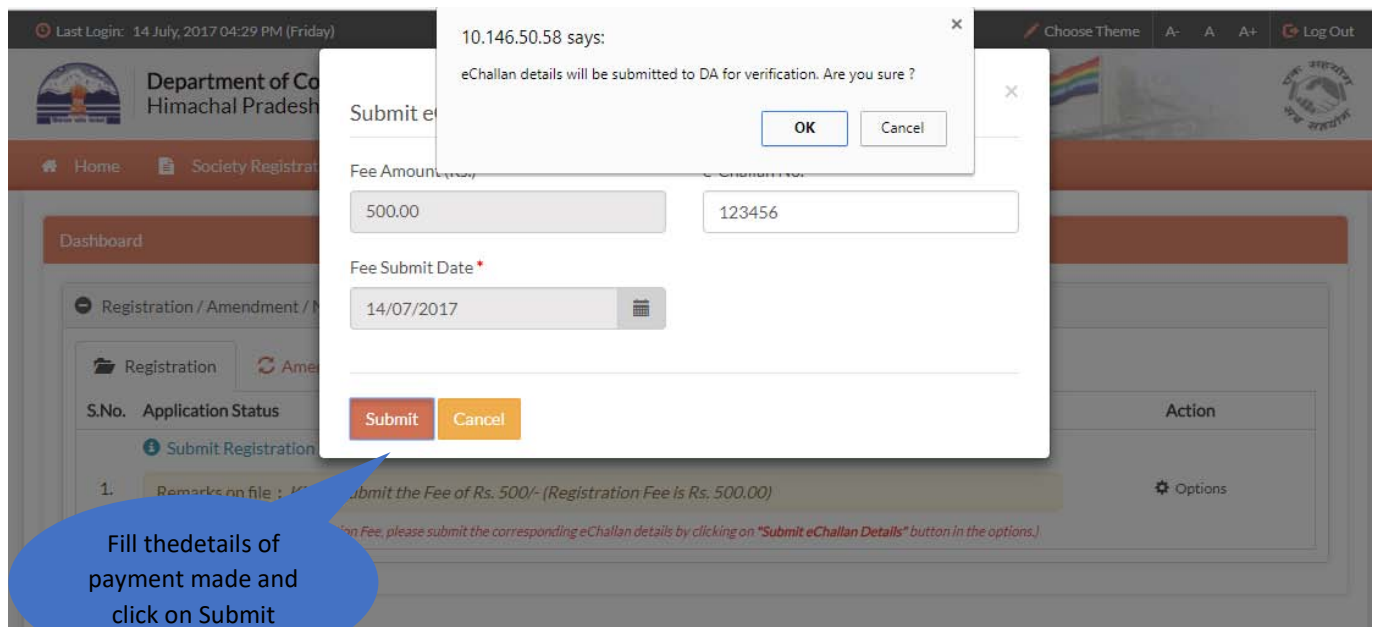


Fig 5.6

1.1.47 The Application status will be updated on successful submission of Registration Fee (Fig 5.7). The Fee details will be verified by the department before processing the application further.

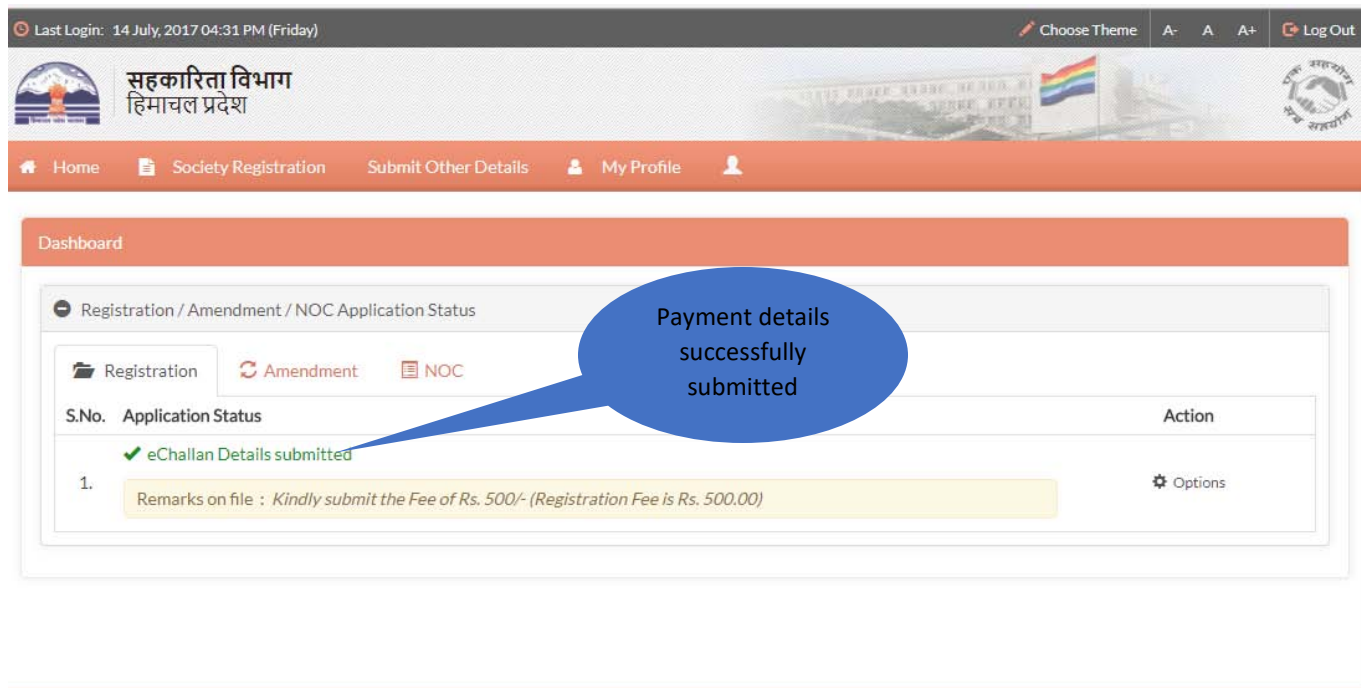


Fig 5.7

1.1.48 Application status history will be updated accordingly as shown below (Fig 5.8).

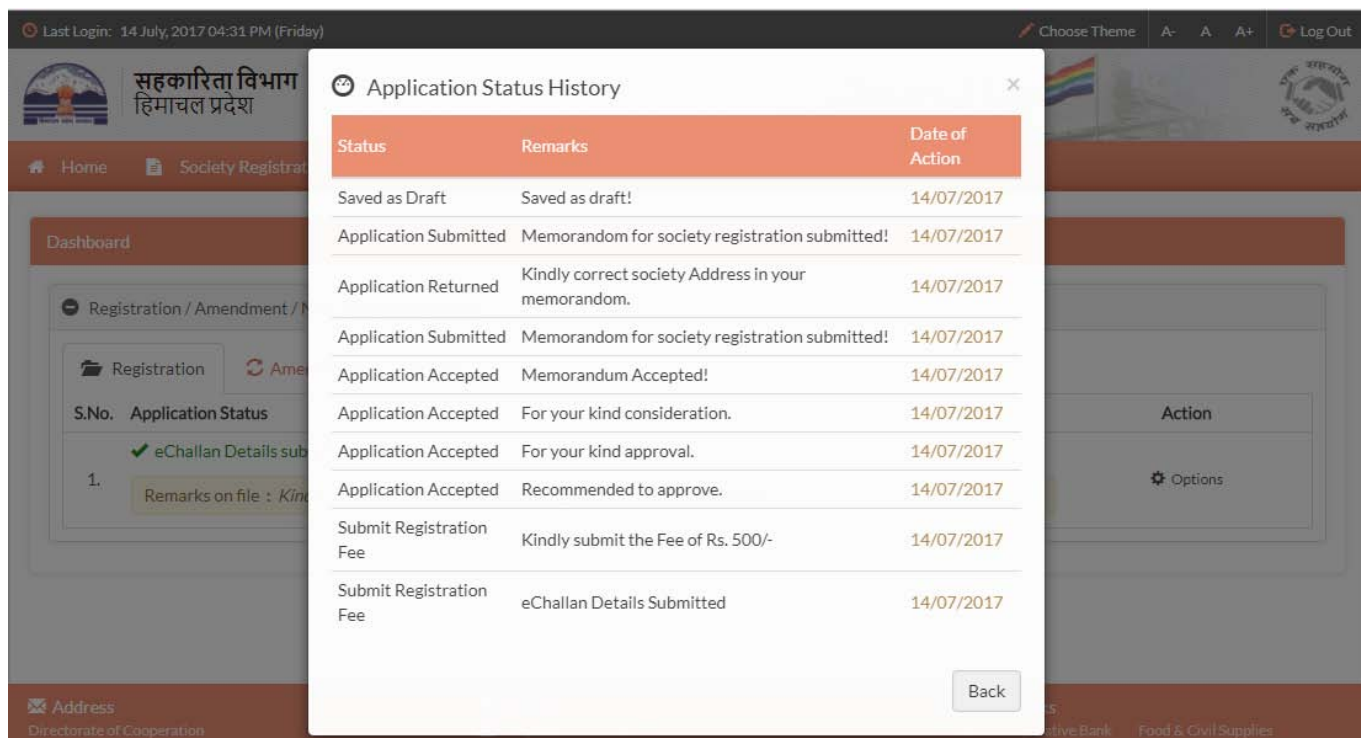
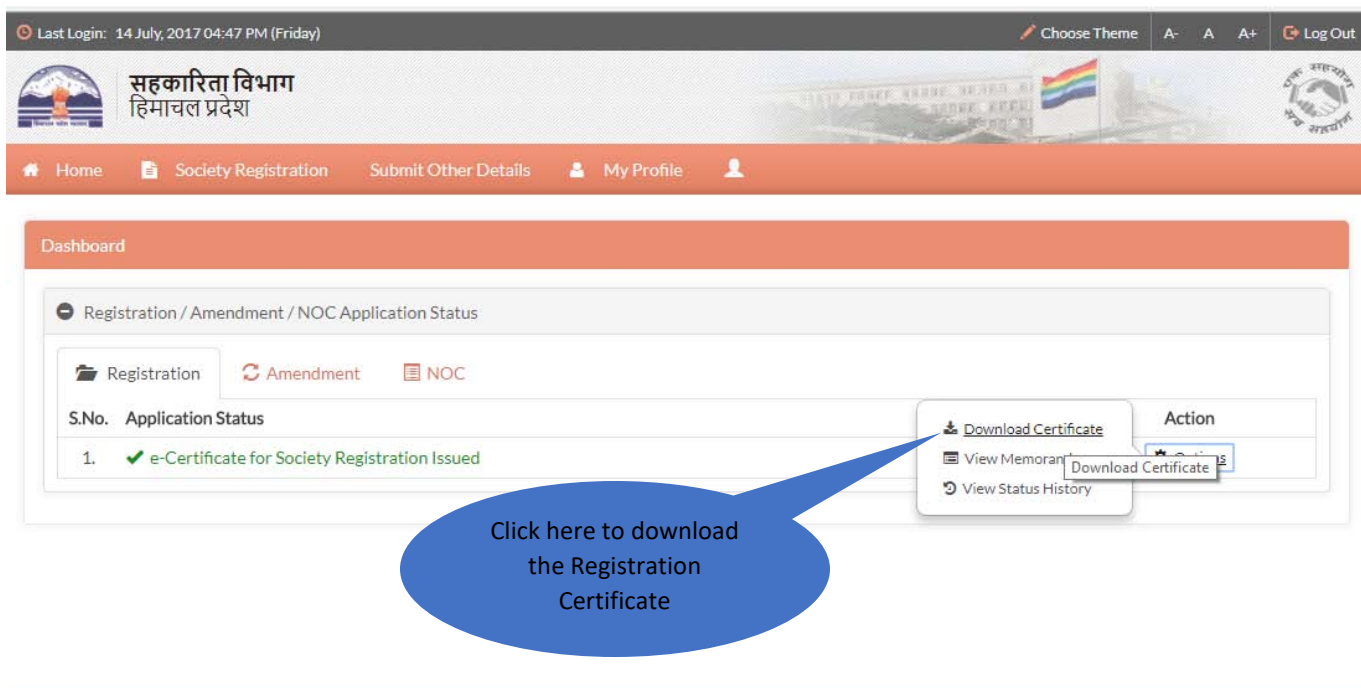


Fig 5.8

How to download the final approval certificate?

1.1.49 On final approval of the Application, Registration Certificate will be available to the user for download through a download link in the options as shown below (Fig 5.9).



The screenshot shows a web application interface for the Himachal Pradesh Sahakarita Vibhag. The top navigation bar includes 'Home', 'Society Registration', 'Submit Other Details', and 'My Profile'. The main content area is titled 'Dashboard' and displays 'Registration / Amendment / NOC Application Status'. Below this, there are tabs for 'Registration', 'Amendment', and 'NOC'. A table lists application statuses, with one entry: '1. e-Certificate for Society Registration Issued'. To the right of the table is an 'Action' column with three options: 'Download Certificate', 'View Memorandum', and 'View Status History'. A blue callout bubble points to the 'Download Certificate' link in the 'Action' column.

S.No.	Application Status	Action
1.	e-Certificate for Society Registration Issued	Download Certificate View Memorandum View Status History

Fig 5.9

1.1.50 Registration Certificate will be like the one shown in Fig 6.0

Registration No : 
HPCD-4

Certificate of Registration of Societies



**H.P. Societies Registration Act 2006
(Act No. 25 of 2006)**

I hereby certify that the **Kashyap Social Welfare Society** has on **14/07/2017** been registered under the provisions of the H.P. Societies Registration Act, 2006 (Act No. 25 of 2006).

Given under my hand and seal at DC Office, SHIMLA, Himachal Pradesh


Registrar of Societies
Himachal Pradesh

Fig 6.0