

Procedure

For new society registration

The application for registration of society began with creation of Log-In ID in edistrict.wb web portal. After log in, applicant choose the service for new registration of societies under West Bengal Societies Registration act 1961 and complete the application process, which includes application form fill up and uploading of supporting document as per instruction page.

Once the application is completed, it is submitted to the department's end and a unique application Identity Number (AIN) is generated.

After submission, dealing assistant from the department checks the application and forwards it to Registrar with his view within the stipulated time.

Registrar reviews the application and the dealing assistants' comments. Either he returns the application to the applicant, if some more documentation is required. Once the application is returned, the applicant compliances the queries and resubmit the application.

If an application is found correct from all respect, the same is forwarded by the dealing assistant to the Registrar. After a complete review registrar makes payment order.

On successful payment, the application is approved by the registrar. Once approved, certificate is generated and the same has to be downloaded by the applicant.