## **Registrar of Cooperative Societies**

Service Name :- Approving the Seniority List of Housing Societies

#### **Steps for APPLICANT.**

- 1. Register if new user.
- 2. URL : https://sevasindhu.karnataka.gov.in/Sevasindhu/Kannada?ReturnUrl=%2F
- 3. Or URL : <u>https://serviceonline.gov.in/karnataka/</u>

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4. If already registered in Sevasindhu, Login with the credentials.

5. Click on menu->apply for services->message box->inbox->select the required service.

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		1	Amendment of Bye Laws of Souharda co-operative society	Registrar of Cooperative Societies	KARNATAKA
		2	Application Approval of cadre and strength and pay scale	Registrar of Cooperative Societies	KARNATAKA
		3	Application for Accident Assistance	Department of Labour	KARNATAKA
		4	Application for Admission extract	Department of Collegiate Education	KARNATAKA
		5	Application for advertisements in souvenirs and special issues	Department of Information and Public Relations	KARNATAKA
		6	Application for Amendment of Factory Licence	Department of Factories Boilers Industrial Safety & Health	KARNATAKA
		7	Application for Amendment of Memorandum of Association under Section 9 of the Karnataka Societies Registration Act 1960	Registrar of Cooperative Societies	KARNATAKA
		8	Application for Amendment of name, Rules and Regulations under Section 10 of the Karnataka Societies Registration Act 1960	Registrar of Cooperative Societies	KARNATAKA
	-	٥	Application for appointment on compassionate grounds Group C posts	Denartment of Personnel & Administrative Reforms	KARMATAKA

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		2	Application Approval of cadre and strength and pay scale		Registrar of Cooperative Societies		KARNATAKA
		3	Application for Amendment of Memorandum of Association under Section 9 of the Karnataka	Societies Registration Act 1960	Registrar of Cooperative Societies		KARNATAKA
		4	Application for Amendment of name, Rules and Regulations under Section 10 of the Karnatak	a Societies Registration Act 1960	Registrar of Cooperative Societies		KARNATAKA
		5	Application for Bye Law Amendment co-operative societies		Registrar of Cooperative Societies		KARNATAKA
		6	Application for Commencement Certificate under Chit Funds Act 1982		Registrar of Cooperative Societies		KARNATAKA
		7	Application for Issue of License to Money Lender and Pawn Brokers		Registrar of Cooperative Societies		KARNATAKA
		8	Application for Registration of Societies under Section 8 of the Karnataka Societies Registration	on Act 1960	Registrar of Cooperative Societies		KARNATAKA
		9	Approving the Seniority List of Housing Societies		Registrar of Cooperative Societies		KARNATAKA
		10	Prior Sanction Order under Chit Funds Act 1982		Registrar of Cooperative Societies		KARNATAKA



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	2	Application Approval of cadre and strength and pay scale	Registrar of Cooperative Societies	KARNATAKA
	3	Application for Amendment of Memorandum of Association under Section 9 of the Karnataka Societies Registration Act 1960	Registrar of Cooperative Societies	KARNATAKA
	4	Application for Amendment of name, Rules and Regulations under Section 10 of the Karnataka Societies Registration Act 1960	Registrar of Cooperative Societies	KARNATAKA
	5	Application for Bye Law Amendment co-operative societies	Registrar of Cooperative Societies	KARNATAKA
	6	Application for Commencement Certificate under Chit Funds Act 1982	Registrar of Cooperative Societies	KARNATAKA
	7	Application for Issue of License to Money Lender and Pawn Brokers	Registrar of Cooperative Societies	KARNATAKA
	8	Application for Registration of Societies under Section 8 of the Karnataka Societies Registration Act 1960	Registrar of Cooperative Societies	KARNATAKA
	9	Approving the Seniority List of Housing Societies	Registrar of Cooperative Societies	KARNATAKA
	10	Permission to Co-operative Societies for investment of RFD Under Rule 23 of K C S Rule 1960	Registrar of Cooperative Societies	KARNATAKA
	11	Prior Sanction Order under Chit Funds Act 1982	Registrar of Cooperative Societies	KARNATAKA

6. Tick on 'I agree' and click on proceed.

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7. Enter Aadhaar and 'submit'

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8. Enter OTP which is received to registered mobile number linked to Aadhaar number.

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C. Manage Klosk Operations <		Please enter the OTP received in your registered mobile number from UIDAI for XXXXXXXX2225. Enter OTP* 720160 Click on validate button to validate OTP Validate Close	

- 9. Fill all mandatory fields
- 10. Enter 'Captcha'
- 11. Click on 'submit'.
- 12. Enter OTP. OTP will be received to the phone no. which was link to entered Aadhaar.
- 13. Click on 'validate'.



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Manage Kiosk Operations	<	1.000 (0)	Application for Appro	val of Seniority List Of Housing Soci	eties		
		Organisation Details					
		Registration Number/ನೋಂದಣಿ ಸಂಖ್ಯೆ "	12345	Name of the Applicant/ ಅರ್ಜಿದಾರರ ಹೆಸರು *	G.Chaitra		
		Name of the Cooperative Society/ಕೋ ಆಪರೇಟಿವ್ ಸೊಸೈಟಿಯ ಹೆಸರು	Test	Date/ଘଟ୦୦ଟ ି	28/06/2019		
		Mobile Number of the Applicant/ ಅರ್ಜಿದಾರರ ಮೊಬೈಲ್ ಸಂಖ್ಯೆ *	9480726850	E-Mail address/ಇಮೇಲ್ ವಿಳಾಸ *	gchaitra43@gmail.com		
		Address of the Society/ಕೋ ಆಪರೇಟಿವ Address 1/ವಿಳಾನ 1	್ ಸೊಸೈಟಿಯ ವಿಳಾಸ				

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Address 2/ವಿಳಾಸ	2		
Address 3/ವಿಳಾಸ	3		
Country/ದೇಶ *		India	T
State/ರಾಜ್ಯ *		KARNATAKA	•
District/ಜಿಲ್ಲೆ		BELAGAVI	•
Postal Code/ಪೊಳಿ	ಸ್ಟಲ್ ಕೋಡ್ *	590001	
Additional Detail	S		
Application Reference Number(Token Number)	1		
Register Number			
Serial Number	1		
Application Received On	28/06/2019	Ū	

14. Review the submitted application.(Draft\_application number)

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	Name of the Cooperative Society/ಕೋ ಆಪರೇಟಿವ್ ಸೊಸೈಟಿಯ ಹೆಸರು :	Test	
	Date/ದಿನಾಂಕ :	28/06/2019	
	Mobile Number of the Applicant/ಆರ್ಜಿದಾರರ ಮೊಬೈಲ್ ಸಂಖ್ಯೆ :		
	E-Mail address/ಇಮೇಲ್ ವಿಳಾಸ : Address of the Society/ಕೋ ಆಪರೇಟಿವ್ ಸೊಸೈಟಿಯ	gchaitra43@gmail.com ವಿಳಾಸ	
	Address 1/এখনস 1 :	EDCS, Bangalore	
	Country/ದೇಶ :	India	

15. Click on 'attach annexures'.

E-Mail address/apable/ 2049A .	gcnaina4 sigginair.com
Address of the Society/ಕೋ ಅಪರೇಟಿವ್ ಸೊಸೈ	ಟಿಯ ವಿಳಾಸ
Address 1/ವಿಳಾಸ 1 :	EDCS, Bangalore
Country/ದたぎ:	India
State/ರಾಜ್ಯ :	KARNATAKA
District/ಜಿಲ್ಲೆ :	BELAGAVI
Postal Code/ಪೋಸ್ಯಲ್ ಕೋಡ್ :	590001
Additional Details	
Application Reference Number(Token Number)	1
Register Number	1
Serial Number	1
Application Received On	28/06/2019
Apply to the Office	ADRCS Office(AD RCS- Housing )
28/6/2019 11:57:07 IST	http://serviceonline.gov.in/config:
1	

- 16. Attach annexures. With all mandatory documents.
- 17. Click on 'save annexure'.
- 18. Review of the annexure after attachment. Generated Application reference number.
- 19. Click on E-sign and make payment.
- 20. Tick mark at 'I agree' then click on 'proceed'.
- 21. Enter Aadhaar number
- 22. Click on 'get OTP'. OTP will be received to the phone no. which is linked to enter Aadhaar.

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Enter Your Virtual ID / Adhaar Number	
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Enter Your Aadhaar OTP	
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23. Successful submission of the application is done from applicant. Log out.

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Application Approval of pay scale	cadre and strength and
G.Chaitra	
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Type of document(s)	Document(s) Attached
Bye law extract regarding area of operation /jurisdiction of the coopertive Society.	Bye law extract regarding area of operation /jurisdiction of the coopertive Society.
Extract of Board Resolution.	Extract of Board Resolution.
Previous Cadre Strength and Pay Scale approved Order copy.	Previous Cadre Strength and Pay Scale approved Order copy.
Particulars showing the present establishment expenditure and estimated expenditure for the proposed Cadre Strength and Pay scales.	Particulars showing the present establishment expenditure and estimated expenditure for the proposed Cadre Strength and Pay scales.
Particulars showing the Working Capital / Turn over for the last year	Particulars showing the Working Capital / Turn over for the last year.
Percentage of the establishment cost before sanction and after sanction of pay scale.	Percentage of the establishment cost before sanction and after sanction of pay scale.
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After approval or rejection from the department users, The approval or rejection certificate can be downloaded from 'menu'->'view status of the application'->view submitted application->'get data'- >search with the application reference no. ->click on the 'delivered' or 'rejected' to get the certificate.

#### Steps to be performed by Caseworker

1. Login to Case worker page using provided login credentials.

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Forgot Password   New us	er ? Register here	Check Status Now	
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2. Go to->MENU->message box->inbox->'select service' and 'select Task' ->click on 'get data'

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- 3. Click on application number to review the application. After review click on 'close'.
- 4. Fill mandatory fields.
- 5. Write remarks. Click on 'submit'.

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			Application Due Date :				17/07/2019		
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			Verification of additional RCS Caseworker	Case Worker		17/06/2019	NA	Waiting to be F	ulled
			Registrar of Cooperative Societies CaseWorker	Caseworker State		17/06/2019	NA	Waiting to be F	ulled
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6. Successful submission message. Log out or continue the same step for more applications received.



#### Steps to be performed by Superintendent.

1. Login to Superintendent Page.

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2. Go to->MENU->message box->inbox-> Click on 'pull'.



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		Showing 1 to 1 of 1 entries				
		SL.No. Ap	plication Number	Status	Action	Return to Pool
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- 3. Click on 'View Processing History'->click on 'Completed' to verify the applicant's application.
- 4. Fill mandatory fields.
- 5. Write remarks. Click on 'submit'.

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Applications	Application Reference Number-	RG0105190000004	
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			venication for Arcs Onice Superindent	Arco bengalurd Cifcle-1 - Superintendo	ent 24/00/2019	NA .	Under Processing				
			Verification of JRCS Office Superintendent	Office Superindent	24/06/2019	NA	Waiting to be Pulled				
			Verification of additional RCS Caseworker	Case Worker	17/06/2019	NA	Waiting to be Pulled				
line.gov.in/configure	ka/verifyP	endingAp	ol.do?OWASP_CSRFTOKEN=41FA-ZULR-3	Caseworker State	17/06/2019	NA	Waiting to be Pulled				

venification of additional MCS Caseworker	Case moliver	17/00/2019	INA	waiting to be Pulled		
Registrar of Cooperative Societies CaseWorker	Caseworker State	17/06/2019	NA	Waiting to be Pulled		
Verification of DRCS caseworker	View	17/06/2019	NA	Waiting to be Pulled		
Verification of ARCS officer Caseworker	ARCS Bengaluru Circle-1 - Caseworker	17/06/2019	24/06/2019 16:41:15	Forwarded/ಮುಂದಿನ ಕ್ರಮಕ್ಕಾಗಿ ಕಳುಹಿಸಲಾಗಿದೆ		
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6. Successful submission message.

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<ul> <li>Manage Profile</li> <li>Message Box</li> <li>Inbox</li> <li>Sent Applications</li> <li>Revalidate Payment</li> <li>DSC Management</li> <li>Reports</li> </ul>	< < < < < <				
		Successfully Submitted Back to Inbox			
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### Steps to be performed by ARCS .

- 1. Login to ARCS page.
- 2. Go to->MENU->message box->inbox-> Click on 'pull'

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- 7. Click on 'View Processing History'->click on 'Completed' to verify the applicant's application.
- 8. Fill mandatory fields.
- 9. Write remarks. Click on 'submit'.

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# Steps APPLICANT's login: approval or rejection certificate or sent back for clarification

After approval or rejection from the department users, The approval or rejection certificate can be downloaded from 'menu'->'view status of the application'->view submitted application->'get data'->search with the application reference no. ->click on the 'delivered' or 'rejected' to get the certificate.

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	Seva Sindhu provides a hassle free service processes of the department by removing	delivery through reduced turnaround time, minimized vis zumbersome, time consuming and non-value add steps, t	its to avail services and reduced opportunity cost. I hereby enhancing the citizen service delivery mech	Seva Sindhu also aids the department in simplifying the anism.

- 1. Applicant can see the status of the application in 'current status' section. Below screenshot contain
  - a. 'under process' application which is applied and seen by the workflow officer
  - b. 'delivered' output certificate received
  - c. And 'waiting for applicant's response' Officer sent back the annexure for clarification
  - d. 'initiated' application applied and is not seen by the department officer.



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	243 Application Approval of cadre and strength and pay scale	RG010S190000005	24/06/2019	24/06/2019	24/07/2019	Under Process
	245 Application Approval of cadre and strength and pay scale	RG010S190000004	17/06/2019	17/06/2019	17/07/2019	Delivered

2. Click on 'delivered' to check the output certificate.

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