

# Help for Feeding my Existing Cooperative Society Details

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## 1. General Information

Cooperative Societies, who have already been registered through manual process and has obtained their Registration Number, needs to record their details as part of the digitisation process. This would facilitate in future processing and tracking of details like Election Details, Audit Details and transfer of shares. Such Cooperative Societies are referred as “BackLog users”

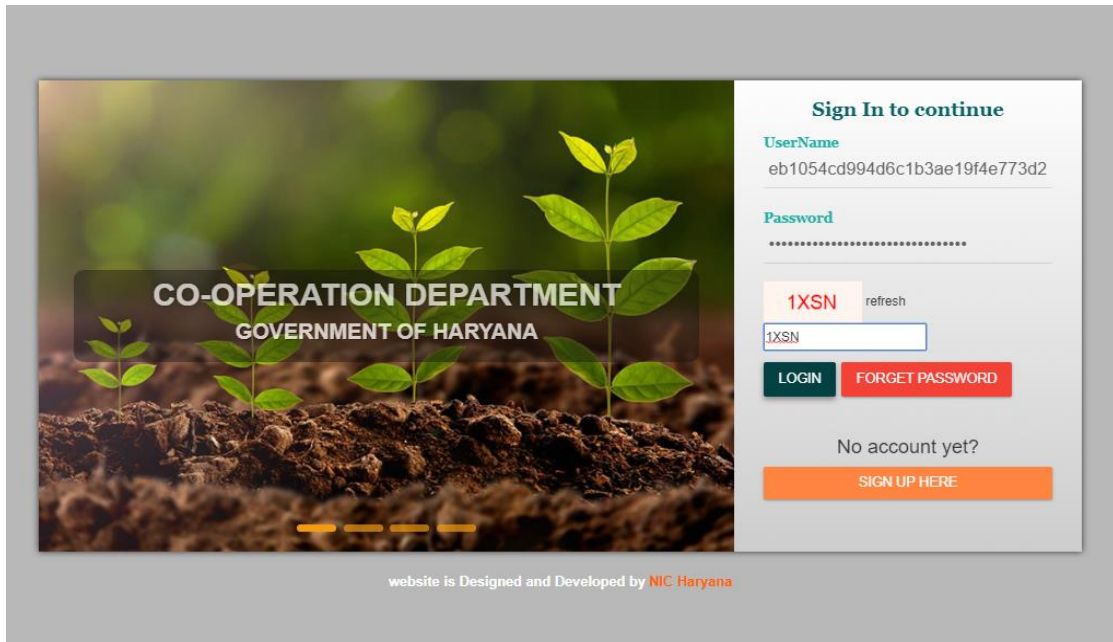
Each cooperative society has been provided with user id and password from the respective ARCS office. The Backlog user’s needs to login with his/her credentials and fed the following details.

- i) [Detail of the Society](#). Details like kind and category of Society, Area of Operation, date of last General Body meeting, Last Audit and Inspection date.
- ii) [Last Managing Committee members](#) Here user needs to fill Date of Election of Managing Committee as well as can add existing Committee member.
- iii) [Last Approved L-Forms](#) : The user shall approved L form members along with images
- iv) [Share Transfer Approval if any](#): Any Share Transfer which might have taken place without the approval of the ARCS officer can update his/her share with the new member.

After completion of all four tabs user can upload L Form in last tab named as Upload & form. This would enable the updated information to be submitted to the office of ARCS for enquiry and finalization

## 2.LOG IN

User shall enter username and password in the respective fields.



The image shows a login interface for the Co-operation Department, Government of Haryana. On the left, there is a banner with a background image of green seedlings growing from dark soil. Overlaid on this banner is a semi-transparent box containing the text "CO-OPERATION DEPARTMENT" and "GOVERNMENT OF HARYANA". Below the banner, a small text line reads "website is Designed and Developed by NIC Haryana". On the right side, there is a white box titled "Sign In to continue". Inside this box, there are two input fields: "UserName" with the value "eb1054cd994d6c1b3ae19f4e773d2" and "Password" with masked characters. Below the password field is a "1XSN" button with a "refresh" link. There are two buttons: a dark green "LOGIN" button and a red "FORGET PASSWORD" button. Below these buttons, there is a link "No account yet?" and an orange "SIGN UP HERE" button.

Figure – 1 Log In Screen

After successful logging user need to reset his password to proceed further.



The image shows the user interface after a successful login. The top header is blue with the text "Co-operation Department" and "Government of Haryana". On the left, there is a dark grey sidebar with a menu containing: "Details of the Society", "Election Details", "Approved L Form", "Share Transfer Approval", and "Upload & Send". The main content area is white and shows two "Password match." labels, each followed by a masked password field and a green checkmark. Below the first password field, there is a green "SUBMIT" button. At the bottom left, there is a small text line: "Copyright © 2018 NIC".

Figure – 2 after Log In

### 3.DETAILS OF THE SOCIETY

After changing the password user will be redirect to first tab named as Detail of the Society.

In Details of the society tab user can see 11 different fields related to the society. Starting Four filled such as Society Name, Old Registration Number, Date of Registration, and Computer Generated Id will be already filled. User will fill rest of the mandatory filled in this tab & proceed further. Here you can check out the image preview of the tab in the given screenshot.

Co-operation Department Government of Haryana	
1. Society Name *	2. Old Registration No. *
The Blossom	785
3. Date of Registration *	4. Computer Generated Id *
05-09-2018	2018090500000010
5 Kind Of Society *	6. Category of Society (e.g. General/Employees/Ex Servicemen etc.) *
7. Area of Operation *	8. Date of Last General body meeting *
9. Last Date of Audit *	10. Last Date of Inspection *

Figure – 3 Details of the Society

### 4. ELECTION DETAILS

Election Detail tab contains two sections. In the above one user shall fill the Date of Election of Managing Committee. After filling the election detail

user needs to add the Existing Managing Committee Member by click on the button named as -

**Add Existing Managing Committee Members.** After adding the member if user wants some kind of modification in added entry user can modify or delete the entry from the listing which will appear on the same tab after adding the member. User can see the figure 4 which showing preview of “How to add Date of Election” and figure 5 contains “Added Member of Managing Committee Member”.

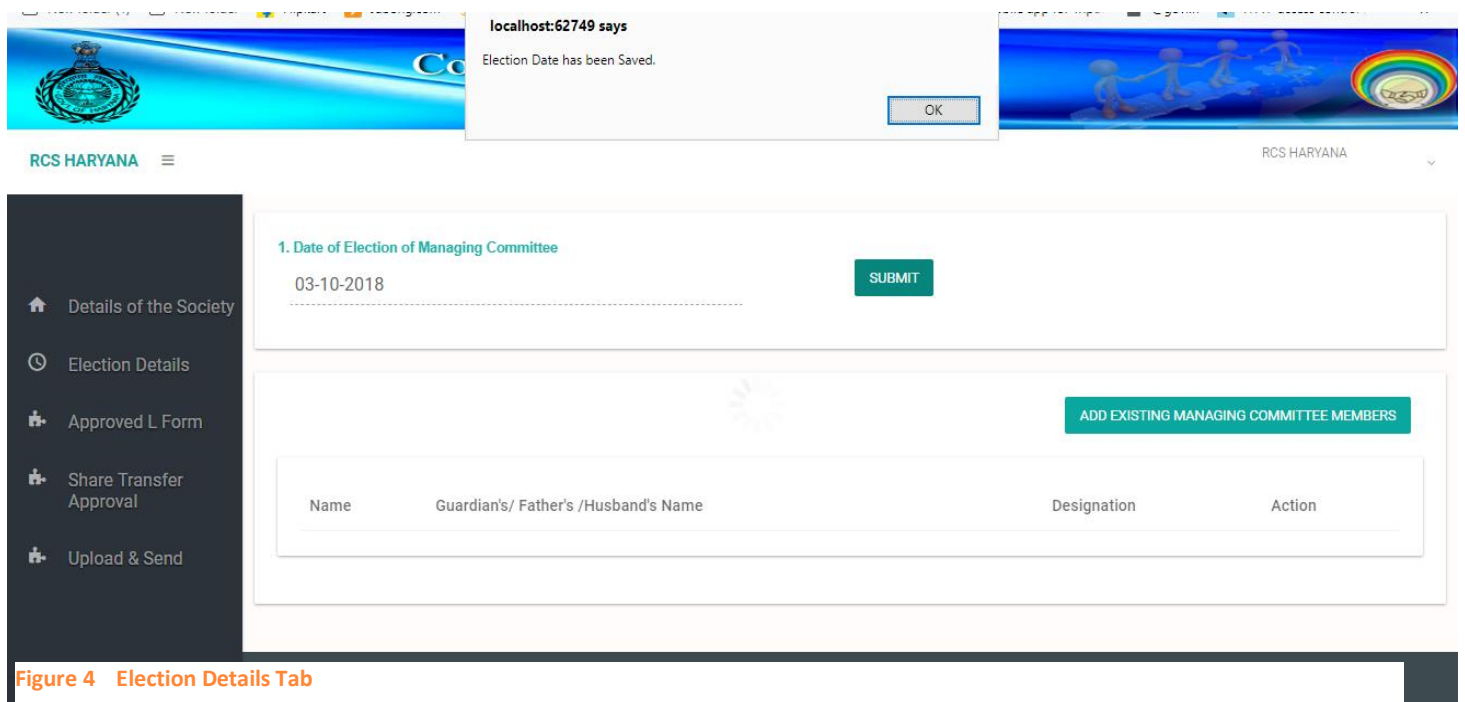


Figure 4 Election Details Tab

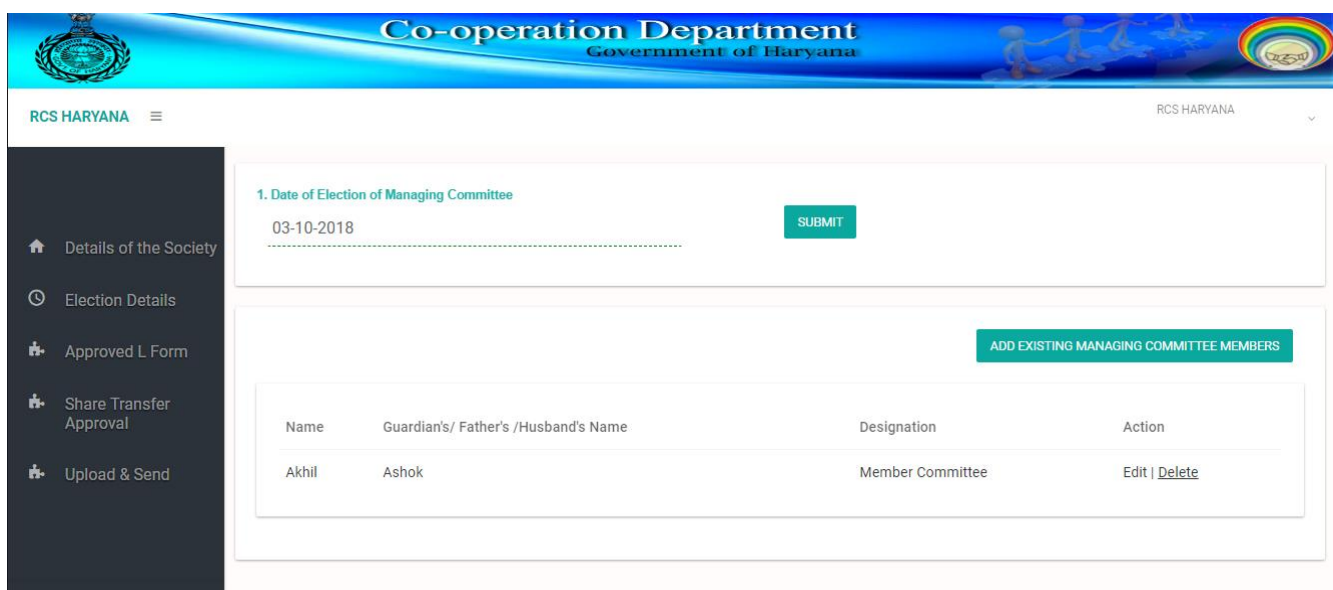


Figure 5 List of ADD EXISTING MANAGING COMMITTEE MEMBER

## 5. APPROVED L FORM

In Approved L form user can see all users which were added from Election Detail tab. In this tab user can modify added members by click on Edit link from the list or can add new society member as well by click on –

**ADD LIST OF MEMBER** button.

The screenshot displays the 'ADD NEW MEMBER IN APPROVED L FORM' interface. The form is divided into 12 numbered fields for data entry. The left sidebar contains navigation links: 'Details of the Society', 'Election Details', 'Approved L Form' (which is the active tab), 'Share Transfer Approval', and 'Upload & Send'. The right sidebar features an 'ADD LIST OF MEMBERS' button and an 'Action' section with 'Edit | Delete' options. The form fields are as follows:

- 1.1 Member's Photo: Includes a 'Choose File' button and a note 'No file chosen' with a sub-note 'photo size should be 150 kb'.
- 1.2 Member's Name: Text input field containing 'Akhil'.
- 2. Guardian's/Father's/Husband's Name: Text input field containing 'Ashok'.
- 3. Relationship With Member: Dropdown menu showing 'Father'.
- 3. Select Gender: Dropdown menu showing 'Select Gender'.
- 4. Date of Birth: Text input field.
- 5. Age: Text input field.
- 6. Mobile: Text input field with a note '10 digit mobile no'.
- 7 Email: Text input field containing 'example@example.com'.
- 8. Aadhaar No.: Text input field with a note '12 aadhaar no'.
- 9. Occupation of member: Text input field.
- 10. No. of Shares Subscribed: Text input field.
- 11. Name of Nominee: Text input field.
- 12. Nominee Age: Text input field.

Figure 6 ADD NEW MEMBER IN APPROVED L FORM

## 6. SHARE TRANSFER APPROVAL

In Share Transfer Approval tab user can transfer his share to another member of the society. For that user first click on **Add Share Transfer** button & needs to fill all mandatory field after that user can transfer his share to

another member of the society by choosing the member from the Old Member Name field. User can checkout below image for reference.

The screenshot displays the 'Details of Old and New member' form within the RCS Haryana portal. The form is divided into several sections. The top section, titled 'Details of Old and New member', contains a 'First Time Share Transfer' checkbox, a dropdown for '1. Old Member's Name' (currently showing 'Select'), and fields for 'Share Transfer Approval Date' and 'Share Transfer Approval Letter No.'. Below this is a section for 'Copy of Date of Resolution' with a 'Choose File' button (showing 'No file chosen') and an 'UPLOAD' button. The bottom section, 'Add new member's details', includes a '1.1 Member's Photo' field with a 'Choose File' button (showing 'No file chosen') and a 'View Member's Photo' link. A note specifies 'Photo size should be maximum 150 kb'. The '1.2 New Member's Name' field is partially visible at the bottom. The left sidebar shows navigation options: 'Details of the Society', 'Election Details', 'Approved L Form', 'Share Transfer Approval', and 'Upload & Send'. The right sidebar shows the 'SHARE TRANSFER APPROVAL' section with an 'Action' button. The footer indicates 'Copyright © 2018 NIC'.

Details of Old and New member

First Time Share Transfer ☐

1. Old Member's Name \*  
Select

Share Transfer Approval Date

Share Transfer Approval Letter No.

Copy of Date of Resolution

Choose File No file chosen

UPLOAD

Add new member's details

1.1 Member's Photo \*  
Choose File No file chosen

View Member's Photo

1.2 New Member's Name \*

Photo size should be maximum 150 kb

Figure 7 AFTER CLICK ON ADD SHARE TRANSFER

## 7. Upload & Send

In Upload & Send tab user will upload mandatory approved L Form and click on send button to forward his application to ARCS. After that user will not be able to do any changes in any section.

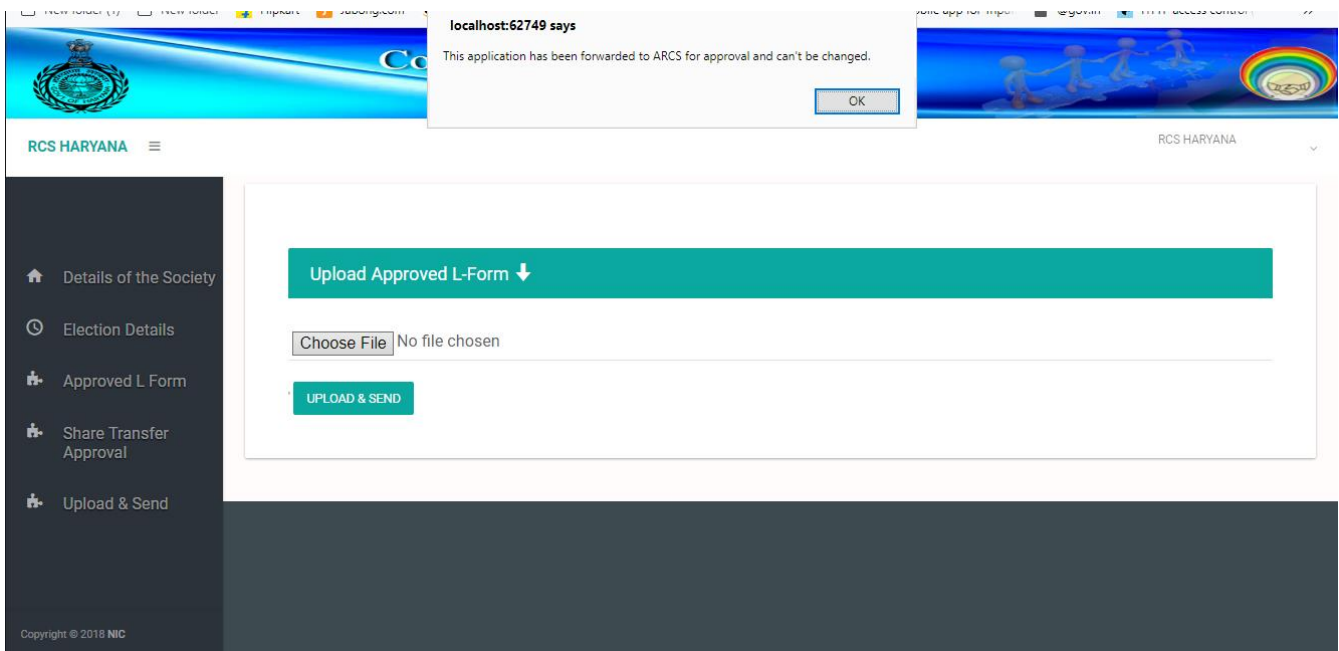


Figure 8 UPLOAD & SEND