Help For ARCS Flow

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1. General Information

For ARCS there are two Dashboards. In first Dashboard ARCS can handle the New Registration Societies. And in second Dashboard ARCS can deal with Backlog Societies.

(A) For New Society Registration –

When a new society registered by society member it will be showing in ARCS Dashboard > **Pending Societies** Tab. ARCS can check out all the details of society after that he can send that application to the inspector of that area and inspector check all the details on their end after that they will send it back to the ARCS. ARCS can see that application in **From Inspector** Tab which has been sent by inspector and ARCS can take the appropriate action such as Approved, Hearing Date or Rejection according to his/her decision. If the society has been approved by ARCS then ARCS can generate the Certificate of that society in **Approved Societies** Tab.

(B) For Backlog Registration –

When a Backlog Society registered by society member it will be showing in ARCS Backlog Dashboard > **Pending Societies** Tab. ARCS can check out all the details of society and can modified those details (if necessary) after that he can send that application to the inspector of that area and inspector check all the details on their end and can modify details (if necessary) after that they will send it back to the ARCS. ARCS can see that application in **From Inspector** Tab of Backlog Dashboard which has been sent by inspector. ARCS also can check out any modification done by Inspector in **History** Tab of **From Inspector**.
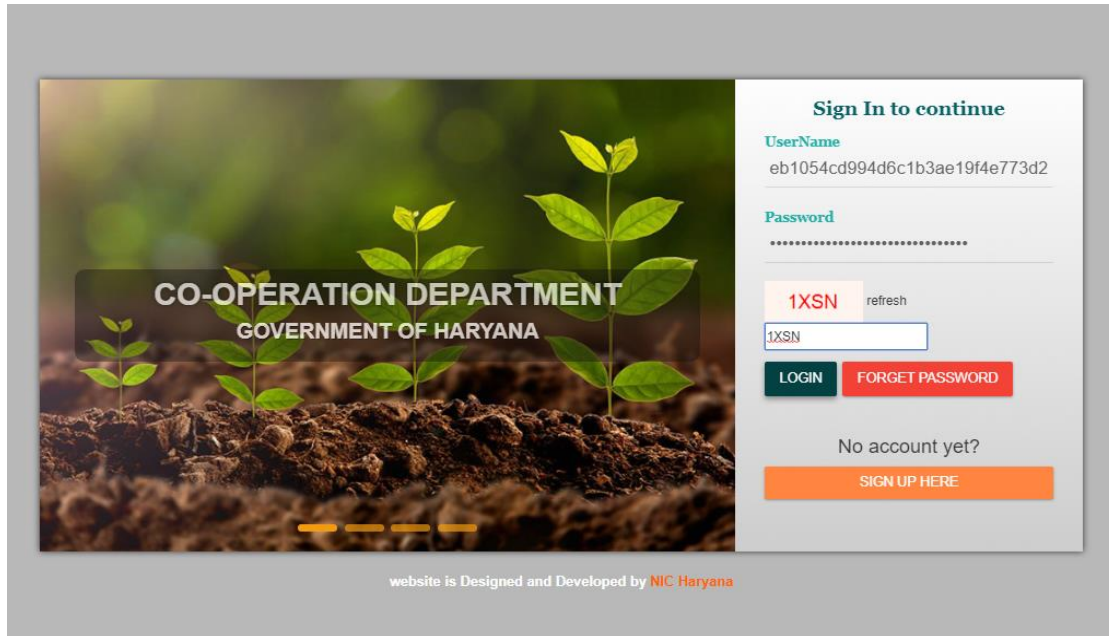
In last step ARCS can Freeze that application in **From Inspector** > **Action** Tab. After that freeze application can be seen in Total Freeze Application and it won't be changeable anymore. Now let's take a deep & pictorial intro on these steps by checking below –

Table content (3 – 3.3) is containing the step of New Society.

Table content (4 – 4.4) is containing the step of Backlog Society.

2. LOG IN

ARCS shall enter username and password in the respective fields.

Figure – 1 Log in Screen

After successful logging ARCS screen will look like -

Figure – 2 after Log In

3. DASHBOARD FOR NEW SOCIETY

 In the Dashboard ARCS can see all application & their status such as

   (i)   Total Application
   (ii)   Total Pending
   (iii)   To Inspector
   (iv)   From Inspector
   (v)   Total Approved
   (vi)   More Than 10 Days
   (vii)   More Than 20 Days
   (viii) More Than 25 Days

Latest Arrived Society application can also see in the listing of this tab. For image reference checkout the Figure 2 on page 3.

(a) Total Application defines the count of application which includes new registration and application which has been come from inspector end.
(b) Total Pending defines the count of application which comes from new registration.
(c) To Inspector defines the count of application which has been sent to Inspector by ARCS.
(d) From Inspector defines the count of application which has been sent to ARCS by Inspector.
(e) Total Approved defines the count of application which has been approved by ARCS.
(f) More Than 10 Days defines the count of pending society of new registration which has been delayed by 10 days.

(g) More Than 20 Days defines the count of pending society of new registration which has been delayed by 20 days.

(h) More Than 25 Days defines the count of pending society of new registration which has been delayed by 25 days.

3.1 Pending Societies

In Pending Societies tab ARCS needs to select the society from the list and click on search button. After that ARCS is able to see **Society Details** in first tab of **Pending Societies** and **List of Member** in second tab and attached Documents can be checked in **Document** tab. In last **Forward** tab ARCS will send the selected application to the Inspector of that area. After that forwarded application won't be available in **Pending Societies** tab of ARCS.

Figure – 3 Pending Societies > Society Details

Figure – 4 Pending Societies > Action Tab

3.2 From Inspector

In **From Inspector** tab ARCS needs to select the society from the list which has been come from the inspector and click on search button. After that ARCS will able to see **Society Details** in first tab of **Pending Societies** and **List of Member** in second tab and attached Documents can be checked in **Document** tab. In last **Action** tab ARCS will choose the desired action according to his decision such as Approved (For giving approval to the society), Hearing Date (For giving any Hearing date), and Reject (For rejection of the society) and also provide a date & remark regarding that decision. After that ARCS click on submit button and application won't be available in From Inspector tab.

Figure – 5 from Inspector > Society Details

Figure – 6 from Inspector > Society Details

3.3 Approved Societies

In **Approved Societies** tab ARCS can select the society from the list for which certificate need to be generate. After click on search button the View Certificate button will appear on screen and ARCS click on that button and generate the certificate for selected approved society.
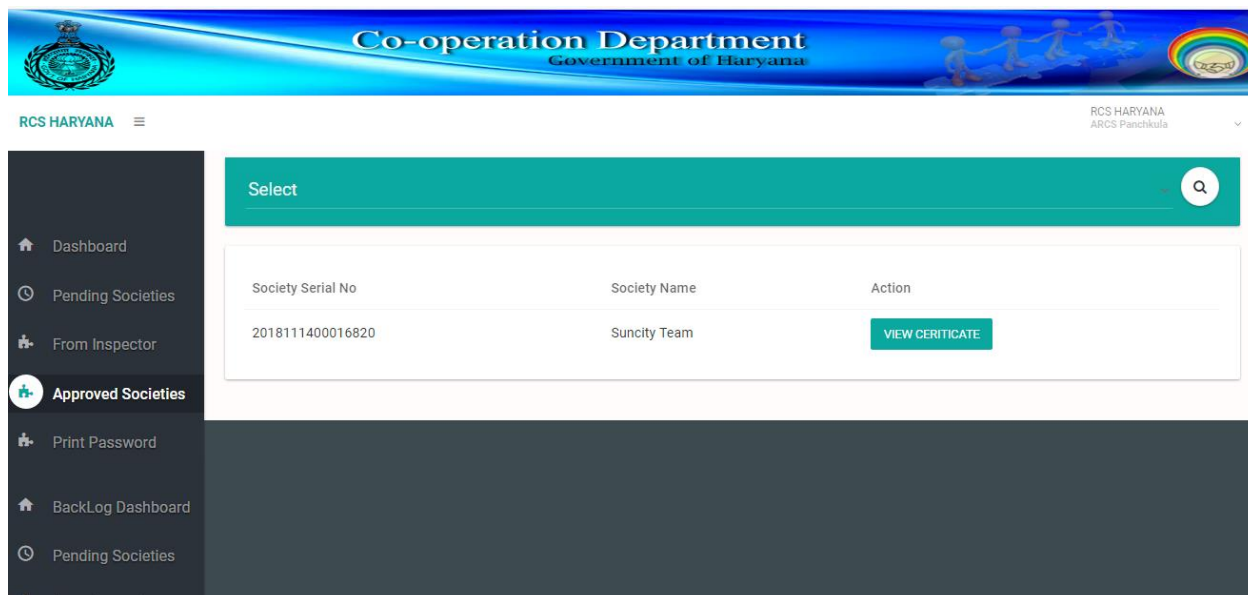

Figure – 7 Approved Certificate Tab

After click on View Certificate button there will be Print & Download button which generate the Final Certificate of Society –

Figure – 8 Approved Certificate Tab

4. Backlog Dashboard

In the **Backlog Dashboard** ARCS can see all application & their status such as

(i)   Total Backlog Application
(ii)   Total Pending Backlog
(iii)   To Inspector Backlog Application
(iv)   From Inspector
(v)   Total Backlog Application Freeze

Total Backlog Application defines the count of application which includes Backlog registration and application which has been come from inspector end.

(i) Total Pending Backlog defines the count of application which comes from Backlog registration.

(ii) To Inspector Backlog Application defines the count of application which has been sent to Inspector by ARCS.

(iii) From Inspector defines the count of application which has been sent to ARCS by Inspector.

(iv) Total Backlog Application Freeze defines the count of application which has been freeze by ARCS.

Figure – 9 Dashboard Tab

4.1 Pending Societies

In Pending Societies tab ARCS needs to select the society from the list and click on search button. After that ARCS will able to see **Backlog Details** in first tab of **Pending Societies** and **Election Details** in second tab. In Form L tab ARCS able to see the member of societies and in Approved L form ARCS can see further more details of all members and can edit them by click on edit. In share transfer tab ARCS can see the details of Share transfer and attached Documents can be checked in **Document** tab. In last **Forward o Inspector** tab ARCS will send the selected application to the Inspector of that area. After that forwarded application won't be available in **Pending Societies** tab of ARCS.

Figure – 10 Pending Societies > Backlog Details

Figure – 11 Pending Societies > Forwarded To Inspector

4.2 From Inspector

In **From Inspector** tab ARCS needs to select the society from the list and click on search button. After that ARCS will able to see **Backlog Details** in first tab of **Pending Societies** and **Election Details** in second tab. In Form L tab ARCS able to see the member of societies and in Approved L form ARCS can see further more details of all members and can edit them by click on edit. In share transfer tab ARCS can see the details of Share transfer and attached Documents can be checked in **Document** tab. In last **Action** tab ARCS will Freeze the application with a remark and date and it won't be editable anymore and the application will automatically transfer to **Total Freeze** tab.

Figure – 12 from Inspector > Backlog Details

Figure – 13 from Inspector > Action

In **Total Freeze Application** tab ARCS needs to select the society from the list which has been freeze and click on search button. After that ARCS will able to see **Backlog Details** in first tab of **Pending Societies** and **Election Details** in second tab. In Form L tab ARCS able to see the member of societies and in Approved L form ARCS can see further more details of all members. In share transfer tab ARCS can see the details of Share transfer and attached Documents can be checked in **Document** tab. In the freeze tab anything can't be changed in any section.

Figure – 14 Total Freeze Application > Backlog Details

4.4 History

In From Inspector - **History** tab of ARCS can see the history which shows the changes done in the application by inspector.

Figure – 15 from Inspector> History