Help For Inspector Flow

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1. General Information

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

(A) For New Society Registered –

Dashboard will show all detail & status of societies.

The application for the society shall be submitted to respective ARCS through the portal http://cooponline.rcsharyana.gov.in.

ARCS in turn shall send the application to Inspector.

Inspector can check out the details of society which has been sent by ARCS in **Pending Societies** Tab of Dashboard.

After manual scrutiny by field enquiry, inspector can send the application to the ARCS.

(B) For Backlog Society –

Once the existing societies updates their society details and submits through the portal http://cooponline.rcsharyana.gov.in, the updated information is received by the ARCS officer.

ARCS shall send the application to Inspector.

Inspector verifies the details of society in **Pending Societies** Tab of Backlog Dashboard and can modify those details (if necessary)

Next the application is reverted back to ARCS from the last step of **Forward To ARCS Officer** of **Pending Societies** Tab–

Table content (3 – 3.1) is containing the step of New Society.

Table content (4 – 4.1) is containing the step of Backlog Society.

2. LOG IN

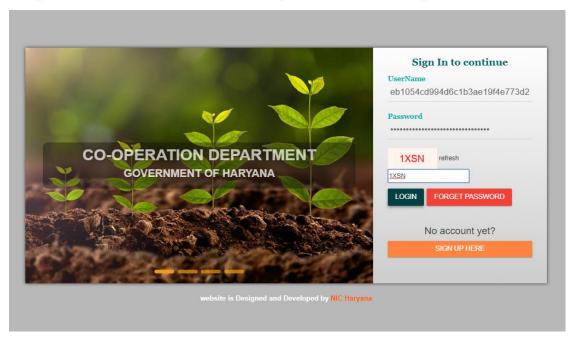Inspector shall enter username and password in the respective fields.

Figure – 1 Log in Screen

After successful logging Inspector screen will look like -

Figure – 2 after Log In

3. DASHBOARD FOR NEW SOCIETY

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

(i)   Total Application
(ii) Total Pending
(iii) To ARCS
(iv) Backlog Dashboard

Recent application is listed at the top. Refer Figure 2.

(a) Total Application defines the count of application which includes application which has been come from ARCS end forwarded to ARCS.
(b) Total Pending defines the count of application which comes from ARCS.
(c) To ARCS defines the count of application which has been sent to ARCS by Inspector.
(d) Backlog Dashboard defines the count of no. of application in Backlog Dashboard.

3.1 Pending Societies

In Pending Societies tab (Refer Fig 3), Inspector needs to select the society from the list and click on search button. After that Inspector 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 **Form G** Inspector needs to answer 25 questions with a remark about society. Remark can be either positive or negative. If the remark is positive then the positive report will generate in **Form F** otherwise negative. Inspector needs to download the **Form F** & **Form G** which has been generated according to his answer in **Form G** Tab. In last **Forward** tab Inspector will send the selected application to the ARCS with the uploaded copy of downloaded Form F & Form G.

Figure – 3 Pending Societies > Society Details

4. Backlog Dashboard

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

   (i)   Total Backlog Application
   (ii)   Total Pending Backlog Application
   (iii)   To ARCS Officer

(a) Total Backlog Application defines the count of application which includes application which has been come from ARCS and forwarded to ARCS.

(e) Total Pending Backlog Application defines the count of Backlog application which comes from ARCS.

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

4.1 Pending Societies

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

Figure – 4 Backlog Section > Pending Societies > Society Details