

# User Instruction Guide

## USER'S MANUAL

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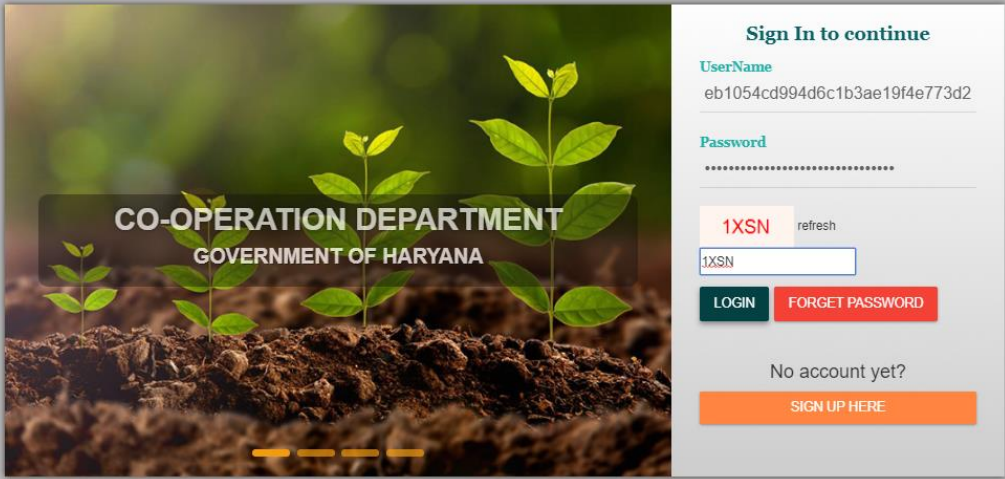
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## **1. General Information –**

**In Backlog Section user needs to login with his/her hand over credentials. After successfully logged in user can see five different tabs on left panel. By default Detail of Society tab will be selected. In this section user need to fill all mandatory filled of Detail of Society. After completion of first tab user should go to Election Detail tab. Here user needs to fill Date of Election of Managing Committee as well as can add existing Committee member. In third tab user will fill approved L form and can modify added member as well. In Fourth tab Share Transfer Approval user can transfer his share to another member of society. After completion of all four tabs user can upload L Form in last tab named as Upload & form. After that user won't be able to do any modification.**

## 2. LOG IN

First of all user will enter username and password in the respective fields. After successfully logged in user need to reset his password for proceed further. After changing the password user will be redirect to first tab named as **Detail of the Society.**



Sign In to continue

UserName  
eb1054cd994d6c1b3ae19f4e773d2

Password  
.....

1XSN refresh

1XSN

LOGIN FORGET PASSWORD

No account yet?  
SIGN UP HERE

website is Designed and Developed by NIC Haryana

Figure – 1 Log In Screen



Co-operation Department  
Government of Haryana

RCS HARYANA

RCS HARYANA

Details of the Society

Election Details

Approved L Form

Share Transfer Approval

Upload & Send

Password match. ✓

Must contain at least 1 number and 1 uppercase and lowercase letter and 1 special char, and at least 8

SUBMIT

Password match. ✓

### 3. DETAILS 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.

The screenshot shows the 'Details of the Society' form. The header includes the Co-operation Department logo and name. The left sidebar lists navigation options: Details of the Society (selected), Election Details, Approved L Form, Share Transfer Approval, and Upload & Send. The form fields are as follows:

Field Number	Field Name	Value
1	Society Name *	The Blossom
2	Old Registration No. *	785
3	Date of Registration *	05-09-2018
4	Computer Generated Id *	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”.

localhost:62749 says  
Election Date has been Saved.

OK

RCS HARYANA

1. Date of Election of Managing Committee

03-10-2018

SUBMIT

ADD EXISTING MANAGING COMMITTEE MEMBERS

Name	Guardian's/ Father's /Husband's Name	Designation	Action
------	--------------------------------------	-------------	--------

Details of the Society

Election Details

Approved L Form

Share Transfer Approval

Upload & Send

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Figure 4 Election Details Tab



Co-operation Department  
Government of Haryana



RCS HARYANA

RCS HARYANA

Details of the Society

Election Details

Approved L Form

Share Transfer Approval

Upload & Send

1. Date of Election of Managing Committee

03-10-2018

SUBMIT

ADD EXISTING MANAGING COMMITTEE MEMBERS

Name	Guardian's/ Father's /Husband's Name	Designation	Action
Akhil	Ashok	Member Committee	Edit   <a href="#">Delete</a>

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.

1.1 Member's Photo \* Member's Photo  
Choose File No file chosen  
photo size should be 150 kb

1.2 Member's Name \*  
Akhil

2. Guardian's/Father's/Husband's Name \* 3. Relationship With Member \*  
Ashok Father

3. Select Gender \* 4. Date of Birth  
Select Gender

5. Age \* 6. Mobile \*  
10 digit mobile no

7 Email 8. Aadhaar No.  
example@example.com 12 aadhaar no

9. Occupation of member \* 10. No. of Shares Subscribed \*

11. Name of Nominee \* 12. Nominee Age \*

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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.

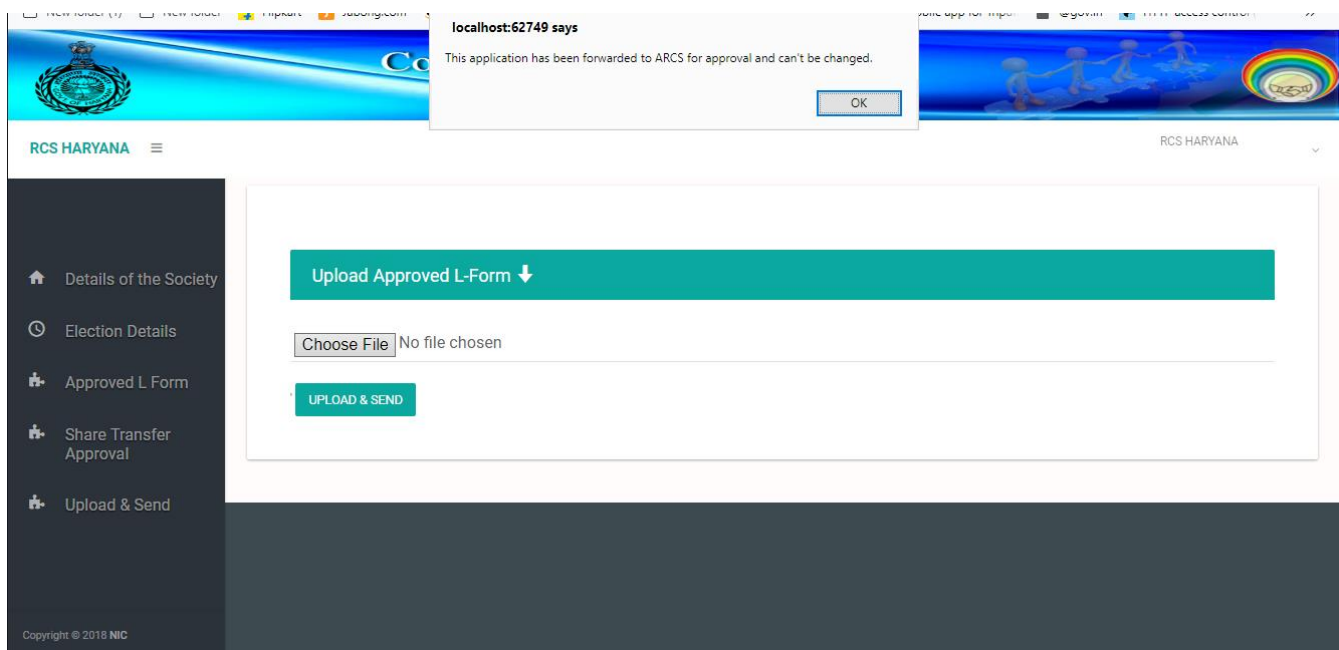
The screenshot displays the 'SHARE TRANSFER APPROVAL' form within the RCS Haryana web application. The interface includes a dark sidebar on the left with navigation options: 'Details of the Society', 'Election Details', 'Approved L Form', 'Share Transfer Approval' (highlighted), and 'Upload & Send'. The main content area is titled 'Details of Old and New member' and contains several input fields: 'First Time Share Transfer' (checkbox), '1. Old Member's Name' (dropdown menu), 'Share Transfer Approval Date' (text field), and 'Share Transfer Approval Letter No.' (text field). Below these is a section for 'Copy of Date of Resolution' with a 'Choose File' button and an 'UPLOAD' button. The bottom section, 'Add new member's details', includes '1.1 Member's Photo' (with a 'Choose File' button and a 'View Member's Photo' link) and '1.2 New Member's Name' (text field). A note specifies 'Photo size should be maximum 150 kb'. The footer of the sidebar indicates 'Copyright © 2018 NIC'.

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