

No.F.1 (80)/COOP/IT/2014(PAD) / 16,694-725  
GOVERNMENT OF TRIPURA  
DEPARTMENT OF COOPERATION  
AGARTALA.

Dated, Agartala, the 07.11.2017

**MEMORANDUM**

WHEREAS, "EASE OF DOING BUSINESS" is a priority of the State Government;

AND WHEREAS, there is a need to define clear timeline for approval of Registration Certificate/ Amendment of Bye Laws and service procedures for obtaining the Certificate & approved Bye-laws of Societies under the Societies Registration Act. 1860.

Now, considering all aspects. it is ordered that the Registering Authority should issue the required Registration Certificate and Certificate of amendment of bye-laws within 30 (thirty) days from the date of receipt of the application in complete manner or may ask for additional documents /records or reject the application with intimation to the applicant showing proper reason under the Societies Registration Act. 1860.

The Service procedure & a check memo is enclosed.

This will take effect from the date of its publication in official Gazette.

*by 6.11.17*  
(Animesh Das),  
Deputy Secretary,  
to the Government of Tripura.

Copy to:-

1. The P.A to the Hon,ble Minister, Cooperation etc, Department, Government of Tripura, Agartala for kind information of Hon,ble Minister.
2. The P.A to the Secretary, Department of Cooperation, Government of Tripura for kind information to the Secretary.
3. The Registrar of Cooperative Societies/Societies, Tripura for kind information.
4. Deputy Registrar of Cooperative Societies/Societies West /South/ North/ Gomati/ Khowai/ Dhalai/ Sepahijala/ Unakoti District for information.
5. The Manager, Government Press, Agartala with request to publish the Memorandum in the Tripura Gazette, Extra ordinary issue and send to this Department 5(five) spare copies for office record.
6. All Assistant Registrar of Cooperative Societies/Societies, under the establishment of Department of Cooperation, Government of Tripura for information.

*alc*

*by 6.11.17*  
(Animesh Das),  
Deputy Secretary,  
to the Government of Tripura

# SERVICES TO CITIZEN

**O/o the Registrar of Societies, under the Department of Cooperation, Government of Tripura,  
SERVICE PROCEDURES FOR REGISTRATION OF SOCIETIES & THEIR AMENDMENT.**

Name of the Department	<b>Department of Cooperation</b>
Communication Address	O/o the Registrar of Societies, Palace Compound, Uttar Gate, Agartala, Sadar, West Tripura District, Pin:- 799001, (Phone-0381-2323765, Fax No.0381-2325935), (e. mail- rcstripura 2013 @ gmail.com.
Name of the Service	Approval of the Registration & Amendment of Bye-laws of Societies under Societies Registration Act. 1860 applicable in Tripura.
Procedure	<ul style="list-style-type: none"> <li>i) Applicant is to submit the Registration proposal/Amendment Proposal along with required documents to the concerned cooperative Inspector (Coop).</li> <li>ii) Application received against receipt of acknowledgement.</li> <li>iii) Spot verification of the documents &amp; inspection by the concerned Circle Inspector &amp; issuing visit note,</li> <li>iv) If found satisfactory, the proposal to be submitted to the Registering authority through concerned DRCS/ARCS.</li> <li>v) DRCS/ARCS shall verify the proposal.</li> <li>vi) If found satisfactory, DRCS/ARCS forward the proposal to the Registering Authority with specific recommendation.</li> <li>vii) If the proposal found not satisfactory by the DRCS/ARCS, observation are to be communicated to the applicant concerned</li> <li>viii) On scrutiny of the proposal at RCS office, proposal shall be submitted to the Registering authority.</li> <li>ix) If the proposal is found incomplete, it should be returned back to the applicant for necessary correction &amp; re- submission.</li> <li>x) Registration certificate to be issued.</li> </ul>
Documents & Statutory form to be Submitted (in case of New Registration proposal)	<ul style="list-style-type: none"> <li>i) Resolution Copy of First organization meeting on the formation of a Society under S.R.Act. 1860.</li> <li>ii) 3(three) nos. bye-laws duly filed up properly without any printing mistake or correction by erasing &amp; Pasting.</li> <li>iii) Visit note along with Specific recommendation of concern Circle Inspector on proposal. Recommending Officer must examine the proposal carefully.</li> <li>iv) Nomenclature of the Society must be relevant to the objects of the Society.</li> <li>v) No-Objection Certificate has to be furnished along with latest "Khatian" or documentary proof of house tax receipt, rent receipt or copy of electric bill by any person on whose land/premises the office of the proposed Society would be opened. No-Objection Certificate may not require in case of the Society has its own land/premises.</li> <li>vi) A Certificate from any Gazetted Officer has attached with the declaration about the genuinity of the applicants and their signature.</li> <li>vii) Photo copy of voter Identity Card, Aadhar Card &amp; Ration Card may be given as proof of address &amp; Identity of the promoter members.</li> <li>viii) A copy of Govt. Notification is required in case of Govt. sponsored Society.</li> <li>ix) <b>NOC</b> from the concerned authority is to be submitted in respect of the promoter members who are in Government service.</li> <li>x) In case of registration for Temple, Masjid, Gurdwara etc. sufficient documentary for proof establishing legal competent and control of applicant Society over such places should be filed.</li> </ul>

2

Documents to be Submitted (in case of amendment of bye-laws)	<ul style="list-style-type: none"> <li>i. Copy of first notice issued to all members of the Society for Special General meeting in regard to amendment of bye-laws of the Society ( Notice issue before 15 (fifteen) days of the SGM.</li> <li>ii. Copy of Second Notice issued to all members of the Society for Special General meeting in regard to amendment of bye-laws of the Society ( Notice issue before 30 (thirty) days of the SGM.</li> <li>iii. Minute's copy of the both Special General meeting with adopted the text bye-laws.</li> <li>iv. Text Bye-laws – 3 (three) copy duly signed by Secretary &amp; President of the Society with seal.</li> <li>v. List of Executive Committee of the Society – at least for last 3(three) years.</li> <li>vi. Audited Accounts- at least for last 3(three) years.</li> </ul>
Maximum number of days to wait to get this Service delivered	<b>30 (thirty) days</b>
Whom to approach as an appeal ( Competent Officer) If, the Service is not delivered in time	<b>Secretary of Cooperation</b>
Maximum number of days to wait to get decision of the Competent Officer.	<b>30 (thirty) days</b>

m

**Check memo under S.R. Act. 1860.**

**A) Section-1 Societies formed by Memorandum of Association and registration:-**

Any 7(seven) or more persons associated for any literary, Scientific or charitable purpose, or for any such purpose as is described in Section 20 of this Act, may be subscribing their names to a Memorandum of Association and filing the same with the Registrar of Societies from themselves into a Society under this Act.

**Section -2 Memorandum of Association:-**

The Memorandum of Association shall contain the following things, that is to say-

- i) The name of the Society.
- ii) The objects of the Society.
- iii) The names, addresses and occupation of the Governors, Council, Directors, Committee, or other Governing body to whom by, the rules of the Society, the management of its affairs is entrusted.
- iv) A Copy of the Rules and Regulation of the Society, Certified to be a correct copy by not less than 3 (three) of the members of the Governing body, shall be filed with the Memorandum of Association.

**Section-3. Registration and fees:-**

Upon such memorandum and certified copy being filed the Registrar shall certify under his hand that the Society is registered under this Act. There shall be paid to the Registrar for every such registration a fee fifty Rupees or such smaller fee as the State Government may from time to time direct and all fees so paid shall be accounted for to the State Government.

**B) Section 3A. Name of the Society:-**

1. No Society shall be registered under a name which is identical with or too nearly resembles the name of any other Society or anybody corporate which has been previously registered or incorporated under this Act, or any other Law for the time being in force as the case may be.

No Society shall use in its nomenclature any of the words namely:-

Union, State, Land, Mortgage, Gandhi, Reserve Bank or any word expressing or implying the sanction, approval or patronage of Central or any State Government or any word which suggest or is calculated to suggest connection with any local authority or any corporation or body constituted by the Government under any law for the time being in force except when the State Government signifies its consent to the use of such words as part of the name of a Society by order in writing.

*m*

**WORK FLOW FOR REGISTRATION OF SOCIETIES & THEIR AMENDMENT UNDER THE PROVISION OF SOCIETIES REGISTRATION ACT 1860, WHICH IS APPLICABLE IN TRIPURA.**

Steps	Activity	Service level in days	Responsible
1.	Applicant Submit registration proposal/amendment proposal in the circle office & collect receipt copy	1 day	Dealing Clerk
2.	Entry in to received book & send it to Registration Section	1 day	Dealing Clerk
3.	Section entry in to Register & put up to Section In-charge for verification of the documents	2 day	Dealing Clerk
4.	Section in-charge verify the documents, if found satisfactory, then send it to the concerned B.O (DRCS/ARCS) for verification, and if found that the proposals are not satisfactory, these observation are to be communicated to the applicant.	5 days	Section officer
5.	Concerned DRCS/ARCS verify the documents, if found satisfactory, then send to the Registering authority with Specific recommendation.	3 days	DRCS/ARCS
6.	Received by the Registering authority and make entry in the Register.	1 day	Dealing Clerk
7.	Registering authority send back the proposal to the Registration Section	1 day	Dealing Clerk
8.	Registration Section makes entry in the Register, and then sends it to the Branch officer.	2 day	Dealing Clerk
9	Branch officer verified the documents and send to the Registering authority with his/her views	3 days	Section In-charge/Branch officer
10	Subject to necessity, for legal views proposal may send to the law Section	2 days	Law Officer
11	If found not Satisfactory, observation to be communicated to the applicant,	2 days	Dealing Clerk/ Dealing Assistant, Section In-Charge, Branch Officer/ Registering authority.
12	If found Satisfactory, , registration certificate is issued	7 days	Dealing Clerk/ Dealing Assistant, Section In-Charge, Branch Officer/ Registering authority.

M