



CCL

A miniratna cat-I company

सेंट्रल कोलफील्ड्स लिमिटेड

(कोल इंडिया की अनुपंगी इकाई)

दरभंगा हाउस रांची- 834 029

CENTRAL COALFIELDS LIMITED

(A Subsidiary of Coal India Limited)

DARBHANGA HOUSE, RANCHI 834 029

दूरभाष/Phone : 0651-2360129, 0651-2365511

वेबसाइट/Website : <https://www.centralcoalfields.in>

No. 2022-23/PAPs/ 702

Dated 22 Nov. '2022

To

The General Manager,

Argada, Amrapali & Chandragupta, B&K, Barka-Sayal, CRS Barkakana, Dhori, Hazaribagh, Kathara, Kaju, Magadh & Sanghmitra, N.K., Piparwar, Rajrappa, Rajhara.

Sub: Implementation of policy approved by CCL Board for awarding contracts upto Rs. 1.00 crore to PAFs/PAPs Co-operative society.

Dear Sir,

A scheme for awarding contracts upto Rs. 1.00 crore to PAFs/PAPs Co-operative society was approved by CCL Board in its meeting held on 28.01.2022. Subsequently, a standard Operative Procedure (SOP) for implementation of scheme was circulated to all areas after approval of ECFDs during July 2022. The above scheme is to be implemented for beneficitation of Project affected people/family.

The SOP as approved in ECFDs meeting dated 15.07.2022 is segregated with more details in three different broad activities for better appreciation of Area/HQ officials. You are requested to make the dealing executives aware of their duties in this regard.

Further a broad process chart for implementation of the policy has been prepared. This may be given wide circulation amongst the interested PAP groups to make them aware of the procedure.

Yours faithfully

DT(P&P)

CCL, Ranchi.

Enclosure:

1. SOP approved by ECFDs in July'2022.
2. SOP segregated into three categories namely registration of PAP Society, Awarding contacts, and Monitoring.
3. Annexure-I showing the details of PAPs
4. Process Chart

Copy to: -

1. CMD, CCL Ranchi – for kind information
2. GM(Civil)/HoD, CCL Ranchi
3. GM(E&M)/HoD, CCL Ranchi
4. GM(CMC)/HoD, CCL Ranchi
5. HOD(L&R), CCL Ranchi

Segregated SOP for Awarding contracts upto Rs 1.00 crores to PAPs/PAFs Co-operative Society

(Date : 22.11.2022)

The SOP as approved in ECFDs meeting dated 15.07.2022 is segregated with more details in three different broad activities for better appreciation of Area/HQ officials:

1. Registration of PAPs Co-operative Society

- a. Regular meeting (at least twice a month) must be conducted amongst PAPs/PAFs for awarding them of the scheme and procedure to be adopted for benefiting them from the scheme. Also, the registration Authority i.e. Registrar, Co-operative Societies, Jharkhand at 3rd Floor, Pashupalan and Sahkarita Bhawan, Hesag, Hatia, Ranchi – 834003 needs to be widely circulated.

Responsibility: Area GM, Economic Rehabilitation Cell of Area

- b. Format in Annexure I shall be circulated to all PAPs and also proper education may be given for filling up the details in Annexure.

Responsibility: Area GM, Economic Rehabilitation Cell of Area

- c. Scrutinize the Forms submitted by PAPs and any error found in the form must got corrected with due discussion within 07 days.

Responsibility: Area GM, Economic Rehabilitation Cell of Area

- d. The NOC for formation of PAPs Co-operative Society must be issued within 3 days of submission of Form (Annexure-I) by PAPs.

Responsibility: Area GM, Economic Rehabilitation Cell of Area

- e. After registration PAPs Co-operative Society, proof of registration of each society along with affidavit shall be circulated to Central Monitoring Cell, CCL HQ.

Responsibility: Area GM, Economic Rehabilitation Cell of Area

- f. The name and details of each PAPs Co-operative Society shall be circulated to all areas.

Responsibility: HOD(L&R), Central Monitoring Cell

2. Awarding Contracts upto Rs. 1.00 Crores to PAPs Co-operative Society

- a. E&M, Civil and CMC department of CCL HQ must frame a standard NIT in line with Board Decisions and circulated to all areas for implementation.

Responsibility: GM(Civil)/HoD, GM(CMC)/HoD, GM(E&M)/HoD

- b. Respective E&M, Civil and CMC section of Area shall identify the works upto Rs. 1.00 crores as deliberated in Board Approval and invite tenders amongst PAPs Co-operative Society as per Standard NIT circulated by respective Department.

Responsibility: Area GM, SO(Mining), SO(P&P), SO(E&M), SO(Civil)

- c. All statutory compliance like Taxation, PF etc. as applicable, for execution of works to be offered to PAPs Co-operative Society is to be ensured by Area.

Responsibility: Area GM, SO(Mining), SO(P&P), SO(E&M), SO(Civil)

3. Monitoring of scheme

- a. ERC shall address the grievances raised by PAPs and resolve it at the earliest at Area Level.

Responsibility: Area GM, Economic Rehabilitation Cell of Area

- b. ERC shall keep a report in prescribed format at Annexure II and submit to Central Monitoring Cell at L&R Department, CCL HQ by 7th of every month.

Responsibility: Area GM, Economic Rehabilitation Cell of Area

- c. Central Monitoring Cell at L&R Department, CCL HQ shall co-ordinate with ERC of all areas and shall maintain record of the scheme.

Responsibility: HOD(L&R), Central Monitoring Cell

- d. A quarterly meeting shall be arranged by Central Monitoring Cell which shall be attended GM/HoDs of L&R, Civil, E&M and Civil Department.

Responsibility: HOD(L&R), Central Monitoring Cell

- e. Central Monitoring Cell at L&R Department shall submit quarterly report to DT(P&P), CCL and half-yearly report to CMC, CCL and CCL Board.

Responsibility: HOD(L&R), Central Monitoring Cell

Enclosures :

1. Board Approval of scheme vide no. CS/BM/510/2022/64 dated 22.02.2022
2. Minutes of ECFD meeting circulated vide CCL/Rev/2022/1992 dated 22.07.2022.
3. Manual for online society registration in Jharkhand.

Identification of PAPs/परियोजना प्रभावित लोग की पहचान

Conduct a meeting between interested PAPs and collect a form (Annexure I) from SO(L&R) of your Area

इच्छुक PAPs के बीच एक बैठक आयोजित करें और अपने क्षेत्र के एसओ (एल एंड आर) से एक फॉर्म (अनुबंध I) प्राप्त करें

सहकारी समिति के लिए कम से कम 7 लोगों की ज़रूरत होती है।

Submission of Document to Area/क्षेत्रीय कार्यालय में दस्तावेज़ जमा करना

Interested PAPs to SO(L&R) and submit duly filled form for scrutiny

इच्छुक पीएपी एसओ (एल एंड आर) को और जांच के लिए विधिवत भरा हुआ फॉर्म जमा करें

NOC/एनओसी

Area Authorities will issue a NOC to interested Parties for registration as Co-operative Society

क्षेत्रीय प्राधिकारी सहकारी समिति के रूप में पंजीकरण के लिए इच्छुक पार्टियों को एनओसी जारी करेंगे

Registration of Co-operative Society/सहकारी समिति का पंजीकरण

Registration of Co-operative Society from Jharkhand Govt. from 3rd Floor, Pashupalan and Sahkarita Bhawan, Hesag, Hatia, Ranchi - 834003.

For details, visit site: <http://cooperative.jharkhand.gov.in/>

झारखंड सरकार से सहकारी समिति के पंजीकरण के लिए तीसरी मंजिल, पशुपालन और सहकारिता भवन, हेसाग, हटिया, रांची - 834003 जाए।

अधिक जानकारी के लिए, साइट पर जाएँ:
<http://cooperative.jharkhand.gov.in/>

Intimation to Area/क्षेत्र के लिए सूचना

After registration as Co-operative society, submit an affidavit to Area for participation in tendering process.

सहकारी समिति के रूप में पंजीकरण के बाद, निविदा प्रक्रिया में भाग लेने के लिए एक हलफनामा क्षेत्र में जमा करें।

Award of work through tendering process.

CENTRAL COALFIELDS LIMITED
DARBHANGA HOUSE, RANCHI

Sub: Forwarding Minutes of the 510th (No. 01 of 2022)
Meeting of the Board of Directors held on 28.01.2022

Extract from the minutes of the above meeting, in respect of following item, is appended below:

Item No. 510.4(12): Proposal seeking approval for awarding contracts up to Rs 1 crores to land oustees who do not get regular employment in the company, through formation of PAFs/PAPs Co-Operatives Society as per prevalent law, in accordance to the Committee report/recommendations.

The Board was apprised by GM(Civil) and HOD(LP&R) regarding the subject proposal with salient points as detailed below:

1. In the meeting held between Hon'ble Minister of Coal and Hon'ble Chief Minister of Jharkhand on 13/11/2021 at Ranchi it was decided that a scheme to be worked out for allowing contractual works below 1 crore for Rajmahal and other areas of Jharkhand, without e-tendering which shall benefit the land oustees who otherwise do not get employment against land and also do not find regular employments elsewhere.
2. Subsequently, a committee was constituted at CCL vide office order no.CMD/CCL/2022/00/05 dtd. 06.01.2022 for formulating necessary guidelines in this respect.
3. The committee after examination of the ongoing practices/modalities in different subsidiaries as well as existing provision of different manuals, has recommended as below:
 - a. Formation of PAFs/PAPs Co-Operatives Society by PAFs/PAPs residing within a range of 30 Kms from respective Project Boundary as per prevalent law and Establishment of an Economic Rehabilitation Cell (ERC) for PAFs/PAPs at Area level along with Central Monitoring Cell (CMC) under LP&R Department, CCL HQ.
 - b. Award of contractual work by various department of CCL to the PAFs/PAPs Co-Operative Societies under broad framework of relevant manuals, rules and guidelines through limited tender as per DOP in vogue.
 - c. Incorporation of suitable clauses enabling participation of such co-operative societies for contracts valuing less than one crore in the E-procurement NIT and relaxations in eligibility criteria which is derived from relaxations approved byCIL Board decision vide its 232nd meeting held on 2nd July 2007 for works of Civil, Coal transportation & E&M jobs.
 - d. Formulation of SOP by each department detailing all procedures required for execution of above suggested methodology.
 - e. Tenure of the policy will be initially for 02 years and will be subsequently extended/amended seeing the effectiveness and benefits to the land-oustees /PAPs.
4. The Board was further apprised by GM(Civil) and HOD(LP&R) that initially the under listed work categories shall be selected with relaxation in provisions as below:
 - 4a. **Type of Work Value:** **Below Rs. 1 Crore including GST**
 - 4a.1: Coal transportation: Loading/Loading & Transportation/Transportation of Coal in different areas.

Contd....P/2

- 4a.2: Civil Works: Mostly labour-intensive works which involve unskilled workforce like, Cleaning, Sweeping & Upkeeping, Gardening, Horticulture Works other petty Civil Works (Works & Service Contract).
- 4a.3: E&M Works: Petty E&M labour intensive works which involve unskilled workforce.
- 4a.4: Hiring of Vehicles: Below Rs. 1 Crore including POL & GST.
- 4b. **Proposed Relaxation:** Derived from relaxations approved by CIL Board decision vide its 232nd meeting held on 2nd July 2007 with more relaxation in relevant experiences.
- 4b.1: Earnest Money Deposit: 100% relaxation
- 4b.2: Performance security: Initial performance security of 0.25% of the annualized value of work to be deposited. Balance 4.75% security to be deducted from the running account bill.
- 4b.3: Relevant Experience: 100% relaxation
- 4b.4: Working Capital / Financial Turnover: Only certificate from Banker regarding financial soundness/assistance should be sufficient.

The Board appreciated the proposal, as it will assist the land-oustees, PAPs/PAFs with a sustainable means of livelihood and opined that this scheme will further promote entrepreneurial skills amongst the economically weaker section of those land oustees who do not get regular employment against land acquisition for mining purposes and will thus encourage them to start their own means of livelihood, which will go a long way in uplifting the economic status of the land-oustees.

After detailed deliberations and based on the appraisal, the Board agreed to the subject proposal for an initial period of two years and further extendable based on the effectiveness of the scheme as brought out in the agenda note and directed to ensure compliances to extant guidelines of CVC in this respect and necessary approvals be obtained, if required.

The Board further directed for expeditious implementation of the scheme across the company and an ATR regarding the status and implementation of the scheme be put up to the Board every six months.

Submitted for immediate necessary action to ensure compliances of the directives of the Board. ATR, may please be submitted within 08 days, so that it can be placed before the Board at least 07 days in advance of the next Board Meeting.

D(T/P&P)

GM(LP&R)
GM(Civil)

Ref No. CS/BM/510/2022/64


Company Secretary

Date: 22.02.2022



CENTRAL COALFIELDS LIMITED
(Govt. of India Undertaking)
A Miniratna Company
Land & Revenue Department
Darbhanga House, Ranchi – 834 001
Phone: (0651) 9260492 9265579

Ref No: CCL/Rev/2022/ 1992

Date: 22/07/2022

To,

The General Manger,

Argada/ Barka Sayal/ Kuju/ Rajrappa/ Hazaribag/ B&K/ Dhori/KBP/ N.K./ Piparwar/
Rajhara/ Magadh-Sangmitra/ Kathara/Amrapali-Chandragupt/ Civil-HQ/ E&M-HQ/
CMC-HQ/ Legal-HQ

Sub: Minutes of the 21st ECFD, CCL meeting held on 15.07.2022 on the subject
“SOP for awarding contracts up to Rs 1 Crore to land oustees who do not get
regular employment in the company, through formation of PAFs/PAPs Co-
Operatives Society as per prevalent law”

Dear Sir,

Please find attached the minutes of the meeting as subjected above for your
kind information and needful action as per the deliberations/directives.

Singh
22/07/22
HOD/LP&R
HQ. CCL

Copy to:

- 1.DT (O), CCL – For kind information.
- 2.D(P), CCL - For kind information
- 3.TS to CMD,CCL.
4. Office copy

CENTRAL COALFIELDS LIMITED

DARBHANGA HOUSE: RANCHI

E-1035469

Ref. No. CS/ECFD/2022:21/99

Date: 21-07-2022

Forwarding the extract of the Minutes of the 2022: 21st Empowered Committee of Functional Directors (ECFD) meeting held on 15-07-2022:

Item No.:

21.02: Proposal seeking approval of SOP for awarding contracts up to Rs 1 Crore to land oustees who do not get regular employment in the company, through formation of PAFs/PAPs Co-Operatives Society as per prevalent law (Re-submitted pursuant to ECFD 15.01 directive).

The subject SOP was presented by GM(Civil) and HoD(LP&R) after observing compliance to the directives of the 15th ECFD meeting dtd: 21.05.2022.

It was further apprised by GM(Civil) that the SOP and its Annexures have been vetted by the Legal Deptt., HQ, CCL and further has been accepted by the Committee members also.

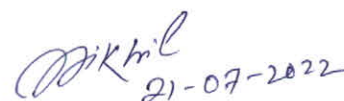
On a query, it was also apprised that one PAP can only be member of any one cooperative society at a time.

The ECFD after detailed deliberations, agreed to the proposed SOP and directed as follows:

1. The ERC members be lesser in number and technical HODs would be in dealing roles for respective tendering and ERC constitution be allowed with more flexibility and to be done at Area level as per requirements.
2. The performance of the Scheme be constantly monitored at HQ level also and GM(Civil) and HOD(LP&R) should suggest for further modifications / changes, as required time to time.

Any further changes and modifications in the SOP, as required time to time be done with the approval of the respective FDs only.

It is therefore, requested to kindly peruse the above and take necessary action under intimation to this office.



**Asst. Manager (MM/CS)
Company Sectt.**

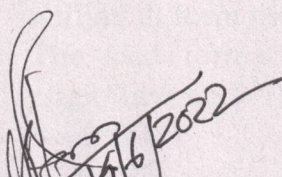
GM(Civil)

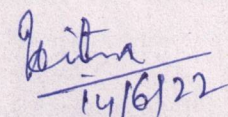
HOD(LP&R)

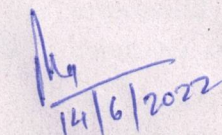
Copy for kind information to: DT(O), CCL; DT (P&P), CCL.

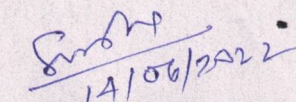
A meeting conducted on 14.06.2022 by GM(Civ.), GM(E&M), GM(CMC) and HOD(LP&R) to review the changes in SOP and the Annexure I, II and III suggested and vetted by Legal Dept., HQ, CCL vide E-Office no. 707664 in light of the directive given in the minutes of the 15th meeting of ECFD, CCL held on 21.05.2022 (copy enclosed) over the subject “ Proposal seeking approval of SOP for Awarding contracts up to Rs 1 crores to land oustees who do not get regular employment in the company, through formation of PAFs/PAPs Co-Operatives Society as per prevalent law”

The members are of the opinion that the SOP and its Annexures as suggested and vetted by Legal Dept., HQ, CCL is acceptable and hereby recommends the same enclosed with this note for placing before the ECFD, CCL for competent approval.


14/6/2022
GM(Civil)
CCL Ranchi


14/6/22
GM(CMC)
CCL Ranchi


14/6/2022
GM(E&M)
CCL Ranchi


14/06/2022
HOD(LP&R)
CCL Ranchi

Standard Operating Procedure

1. Formation of Economic Rehabilitation Cell (ERC): -

- i) An ERC must be formed by the Area General Manager at Area level comprising of following members: -
- a) G.M. (Operation)/ S.O. (Min.) – Chairman of the Committee
 - b) S.O. (PnP) - Members
 - c) S.O. (Pers) - Members
 - d) S.O. (Civ.) - Members
 - e) A.F.M. - Members
 - f) S.O. (E&M) - Members
 - g) Area Survey Officer - Members
 - h) Project Officer or his nominated Officer - Members

2. Functions of ERC: -

(A) To spread awareness among the villagers about the scheme:

- i) The ERC shall conduct regular meeting with the villagers of different villages under the Area, for educating, assisting and making them aware regarding eligibility criteria and conditions for the formation of PAFs/PAPs Co-Operative Societies and also detailing them about the scheme of CCL approved by CCL Board, for award of contracts up to 01 Cr to the PAFs/PAPs Co-Operative Societies. Minutes of the meeting must be recorded in the Area and also be communicated to the Central Monitoring Cell - PAF/PAP (CMC-PAF/PAP) formed at LP&R Dept., HQ. Members of the ERC may nominate other officer from their department for attending the meeting on their behalf.

(B) To facilitate PAFs/PAPs in formation of PAFs/PAPs Co- Operative Society.

- i) A format enclosed as **Annexure-I** shall be provided to the interested PAFs/PAPs willing to form the PAFs/PAPs Co-Operative Society.
- ii) The said format shall be filled by the interested PAFs/PAPs understanding the eligibility and Terms & Conditions for formation of the PAFs/PAPs Co-Operative Society.
- iii) For scrutiny, the filled format shall be submitted to the ERC of the Area along with the supporting documents including By-Laws of the society incorporating all the term and condition mentioned in this SOP to become a member of the society for scrutiny of the Format. The ERC may demand further documents if needed.
- iv) Upon scrutiny of the submitted format and documents, the ERC shall issue a NOC to the interested parties for registering themselves as PAFs/PAPs Co-Operative Society, as per prevalent Act, Rule and Policy for the purposes of the scheme said above. A copy of the NOC shall also be communicated to Central Monitoring Cell - PAF/PAP (CMC - PAF/PAP).
- v) The PAFs/PAPs Co-Operative Society so formed thereafter, must inform the ERC regarding the formation of the society and shall also submit a copy of the document of proof of the registration.
- vi) After registration of society, no new PAFs/PAPs can become a member until and unless obtain NOC from ERC, as per procedure mentioned in clause (i) to (iv) of 2(B).
- vii) Upon formation of the PAFs/PAPs Co-Operative Society, the ERC must obtain an affidavit on the Non-Judicial Stamp paper of value not less than Rs. 50, duly attested by Notary-Public, in the prescribed format enclosed as **Annexure-III** from the members of the Society so formed, before their participation in the contract as per the scheme.

[Signature]
14/6/22

[Signature]
14/6/22

[Signature]

[Signature]

viii) The ERC must educate and assist the formed PAFs/PAPs Co- Operative Society in matters pertaining to participation in the said scheme.

C. Monitoring and redressal of Grievances in respect of PAFs/PAPs Co-Operative Society.

- i) The ERC shall address the grievances raised in this respect and shall resolve it at the earliest at Area level.
- ii) The ERC must keep and maintain records in the prescribed format enclosed as **Annexure-II** and shall monthly communicate in the 1st week of every month to the Central Monitoring Cell- PAF/PAP(CMC-PAF), LP&R Dept., HQ.
- iii) The ERC may seek help from Central Monitoring Cell - PAF/PAP(CMC- PAF)/concerned Dept. of HQ for any clarity in implementation of the scheme.

3. Formation and functions of Central Monitoring Cell - PAF/PAP (CMC-PAF):

- i) A Central Monitoring Cell- PAF/PAP(CMC-PAF) must be formed at LP&R Dept., HQ level headed by GM/HOD LP&R.
- ii) Shall keep and maintain records in view of the reports and other documents sent by ERC of the respective Area.
- iii) Shall extend help to the ERC for smooth implementation of the scheme in matters pertaining to LP&R Dept.

4. Quarterly meeting shall be held between the GMs/HODs of LP&R Dept., E&M Dept., CMC Dept. and Civil Dept. of HQ and minutes of the same shall be kept in record by each dept.

5. The E&M Dept., CMC Dept. and Civil Dept. of HQ must frame a standard NIT in line with the decision of the CCL Board w.r.t. the scheme said above and circulate it to ERC formed at Area level. ERC can suggest modifications in Standard NITs for smooth functioning. The corresponding Department may act on these modifications as per relevant rules with competent approval.

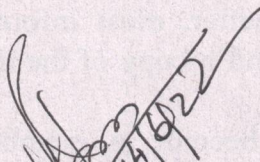
6. Efforts should be made that each PAPs Co-operative Society of the concerned area gets maximum benefit from the proposed scheme.

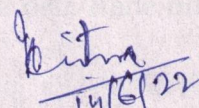
7. All statutory compliance like Taxation, PF etc , as applicable , for execution of works to be offered to PAPs Co-operative Society (as decided by CCL Board) ,is to be ensured by respective Department by incorporating requisite provisions in their NIT.

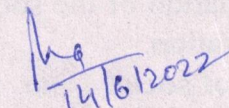
8. The proposed scheme will be introduced first time so, the award of work for a particular area may be limited to Co-operative Society of PAPs formed by that area only , for better upliftment of local PAPs . However, it may be reviewed later , as & when required on need basis

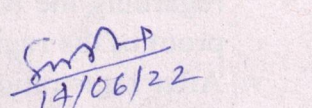
9. After approval of proposed SOP, the user department will prepare NIT as per their requirement, after incorporating necessary provisions , in line with directives of CCL Board and get it approved by their respective Directorate as per relevant manual and guidelines.

10. However, the above SOP may be reviewed as & when required for successful implementation.


GM(Civil)
CCL Ranchi


GM(CMC)
CCL Ranchi


GM(E&M)
CCL Ranchi


GM(LP&R)/H.O.D.
CCL Ranchi

Annexure-I

Sl. No.	Village	Name of PAP/PAF Society	Name of Member and Spouse	Name of Father	Gender	Aadhaar No.	Eligibility of PAF/PAP		Status of Employment*	Cash in lieu of Employment in CCL#	Residential location from project within 30 kms (Yes/No)		Whether member of any other Co-Operative Society. If yes, pls mention	Remarks
							Land Owner	Affected family			YES/NO	YES/NO		
1.a														
1.b														
2.a														
2.b														
3.a														
3.b														

Note: 1. *either didn't get employment against land nor is in process and also not in regular employment elsewhere.
 2. # either hasn't received nor is in process.

Signature of Co-Operative members

[Handwritten Signature]
 14/6/22

[Handwritten Signature]
 14/6/22

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 14/06/22

Annexure-II

Sl. No.	Area	Village	Name of PAP/PAF Society	Registration no. and date of Formation of Co-perative Society	Nature of Contract Awarded with brief Description	Amount of Contract (in Rs)	Progressive nos. of contract awarded with cumulative amount in Rupees		Remarks
							Current FY	Since inception	
1									
2									
3									
4									
5									
6									

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14/6/22

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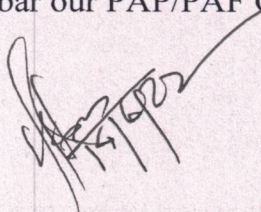
Affidavit

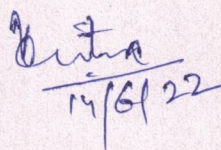
We all, details mentioned in table below: -

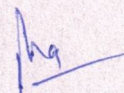
Sl. No.	Village	Name of PAP/PAF Society	Name of Member and Spouse	Name of Father	Gender	Aadhaar No.	Eligibility of PAP/PAF		Status of Employment	Cash in lieu of Employment in CCL	Residential locatbn from project within 30 kms (Yes/No)		Whether member of any other Co-Operative Society. If yes, pls mentbn	Remarks
							Land Owner	Affected family			YES/NO	YES/NO		
1.a														
1.b														
2.a														
2.b														
3.a														
3.b														

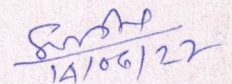
declare that:-

1. We all are the members Co-Operative Society namely..... bearing registration no. registered at.....on dated
2. Any members of the above said Registered Co-Operative Society hasn't got employment against land nor their employment proposal is in process and also, they are not in regular employment elsewhere.
3. Any members of the above said Registered Co-Operative Society hasn't got cash in lieu of employment nor any such proposal is in process in CCL.
4. If any above-mentioned member or his/her spouse applies for employment or cash in lieu of employment, then his/her name would be deleted from this registered Co-operative society before bidding for new contracts under this scheme.
5. We shall abide by the By-Laws of the society and will maintain the required numbers of members as per Act/Law for bidding of new contracts under this scheme.
6. Further at any stage, status/information submitted in this affidavit changes, we will inform the same to ERC at the earliest and shall make the changes accordingly in the registered Co-Operative Society before bidding for new contracts under the scheme with a fresh submission of affidavit.
7. We hereby declare that if any information said above is found to be different at any instance then CCL management will have rights to cancel the work awarded, blacklist/debar our PAP/PAF Co-operative Society.




14/06/22




14/06/22

Online Society Registration

Step 1. Open URL: <http://www.enibandhan.jharkhand.gov.in>

Step 2: Go to "Register Now" option.

निबंधन प्रभाग
राजस्व, निबंधन एवं भूमि सुधार विभाग
झारखण्ड सरकार

मंत्री
राजस्व, निबंधन एवं भूमि सुधार विभाग

सचिव
राजस्व, निबंधन एवं भूमि सुधार विभाग

HOME FEE CALCULATION / PAYMENT SOCIETY / FIRM REGISTRATION EASE OF DOING BUSINESS DOWNLOADS ONLINE REGISTRATION

CITIZEN LOGIN MIS LOGIN

er.sammikumar@gmail.com

...

LOGIN

Not Register? Register Now
Forgot Password

LATEST UPDATES Welcome to New e-Nibandhan Portal

This portal is intended to provide various utility services related with the different functions of the Registration Department and registry processes like- Online Application for Deed Registration, online fee payment, online Search, online Registration of Society/ Firm Checking Minimum Valuation of Land, list of Stamp and Registration fee and to give information about various Acts/ Rules, Notification, Circular of dept.

KNOW ABOUT THE STEPS AND REQUIREMENTS OF THE REGISTRATION PROCESS OF DIFFERENT TYPES OF DEEDS . [LEARN MORE](#)

Activate Windows
Go to PC settings to activate Windows.

Step 3: Register yourself by filling your name, email-id, phone number and aadhaar number.

Login to portal Home

Registration
Register yourself for pre-Registration.

Your Full Name
enter your name

Valid E-Mail ID
example@gmail.com

Mobile Number
0000000000

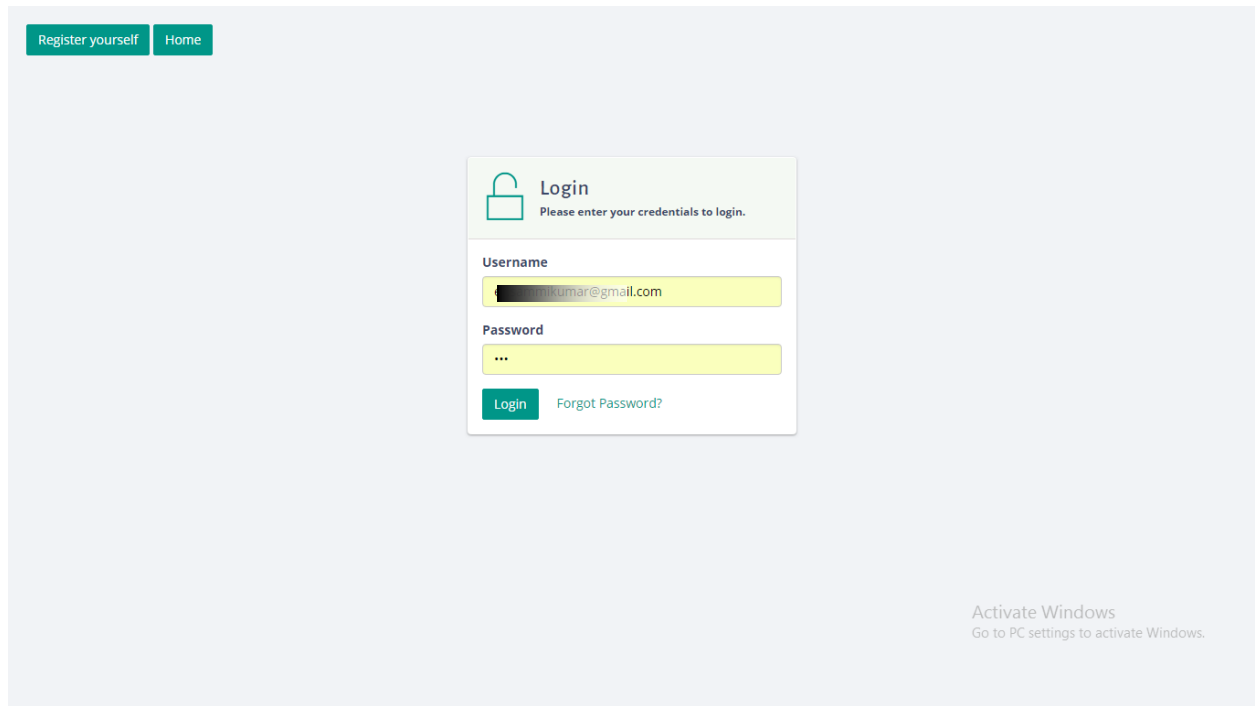
Aadhar Number
enter 12 digit aadhar number

Register

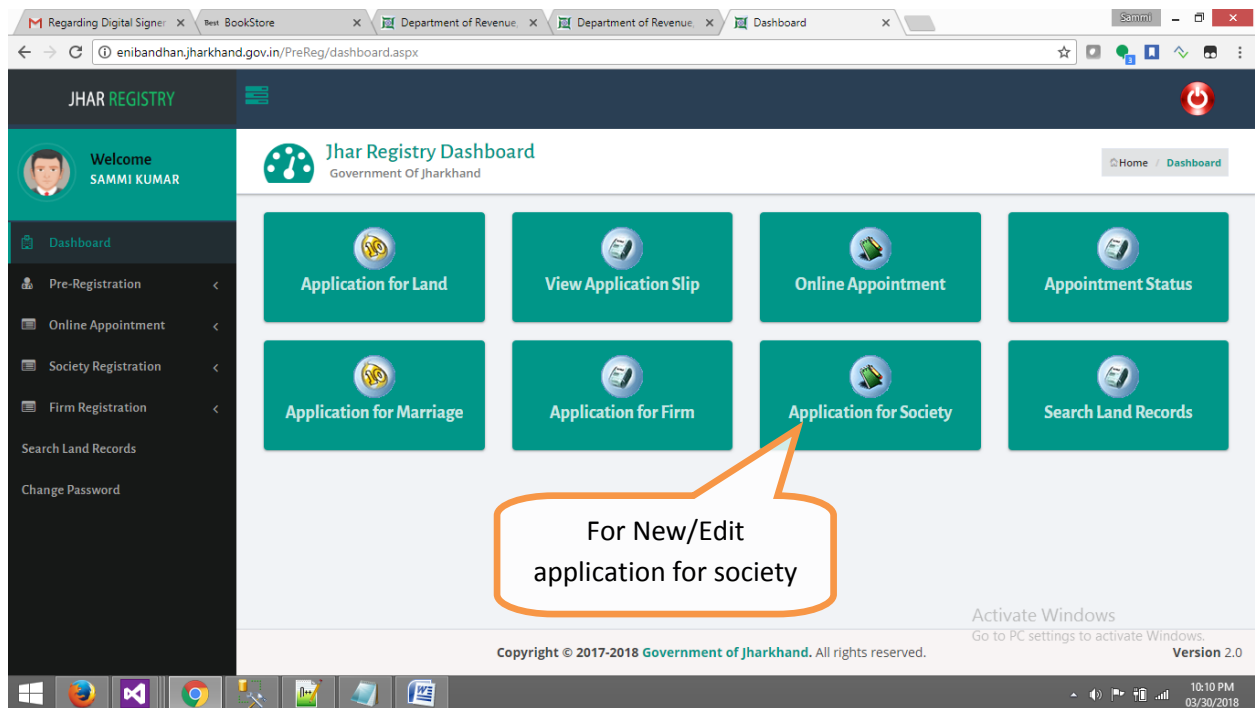
Activate Windows

Step 4: Password will be sent to your provided email ID.

Step 5: Use login credential for login to portal.



Step 6: Click on application for society option for new or edit application.



Step 7: For new application leave previous application id as blank and for edit application fill your previously applied application ID. Then click on next button.

enibandhanjharkhand.gov.in/PreReg/societyPreReg.aspx

Online Pre Registry
Government Of Jharkhand

Dashboard / Logout

Application for Society Registration

Registered Email ID * ER.SAMMIKUMAR@G

Previous Application ID (if any, pls read NOTE)

Pis. fill application ID for amendment

Next Cancel

Next button

Activate Windows
Go to PC settings to activate Windows.

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Step 8: Fill Details of society as required. Then click on next button.

enibandhanjharkhand.gov.in/PreReg/societyPreReg.aspx

Online Pre Registry
Government Of Jharkhand

Dashboard / Logout

Application for Society Registration

Society Name * Test Society

Nature *
 Agricultural
 Education
 Economic
 Industrial
 Social Welfare
Any Other Type Add Nature

Operational Area *
 Sahibganj
 Saraikela Kharsa
 Simdega
 West Singhbhum
 Whole Jharkhand
Any Other Operational Area Add Area

Official Address * test address

District * Ranchi

Mobile No. (Should be correct no. of Authorized person of Society) * 9801319095

Aadhaar No.

Previous Next Cancel

Activate Windows
Go to PC settings to activate Windows.

Step 9: Fill details of desirous persons. Minimum 7 persons are required. Then click on next button.

enibandhan.jharkhand.gov.in/PreReg/societyPreReg.aspx

Online Pre Registry
Government Of Jharkhand

Application for Society Registration

Type *
Governing Body

Name *
Father/Husband *
Address *
Age *
Occupation *

Mobile *
Identification Type *
Aadhaar No.

Identification No. *
Education *
Designation *

Photo *
Choose File No ...sen

Add/Update

	Type	GName	GFName	Age	GAddress	GMobile	Identification Type	IdentificationNo	Occupation	Qualification	Designation
<input checked="" type="checkbox"/>	Governing Body	test1	test	26	test	9801319095	Aadhaar No.	420324038320	test	BE	sd
<input checked="" type="checkbox"/>	Governing Body	test2	test	26	test	9801319095	Aadhaar No.	420324038320	test	BE	sd
<input checked="" type="checkbox"/>	Governing Body	test3	test	26	test	9801319095	Aadhaar No.	420324038320	test	BE	sd
<input checked="" type="checkbox"/>	Governing Body	test4	test	26	test	9801319095	Aadhaar No.	420324038320	test	BE	sd
<input checked="" type="checkbox"/>	Governing Body	test5	test	26	test	9801319095	Aadhaar No.	420324038320	test	BE	sd
<input checked="" type="checkbox"/>	Governing Body	test6	test	26	test	9801319095	Aadhaar No.	420324038320	test	BE	sd
<input checked="" type="checkbox"/>	Governing Body	test7	test	26	test	9801319095	Aadhaar No.	420324038320	test	BE	sd

Previous Next Cancel

Activate Windows
Go to PC settings to activate Windows.

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Step 10: Mark and confirm all check list. Then click on next button.

enibandhan.jharkhand.gov.in/PreReg/societyPreReg.aspx

Online Pre Registry
Government Of Jharkhand

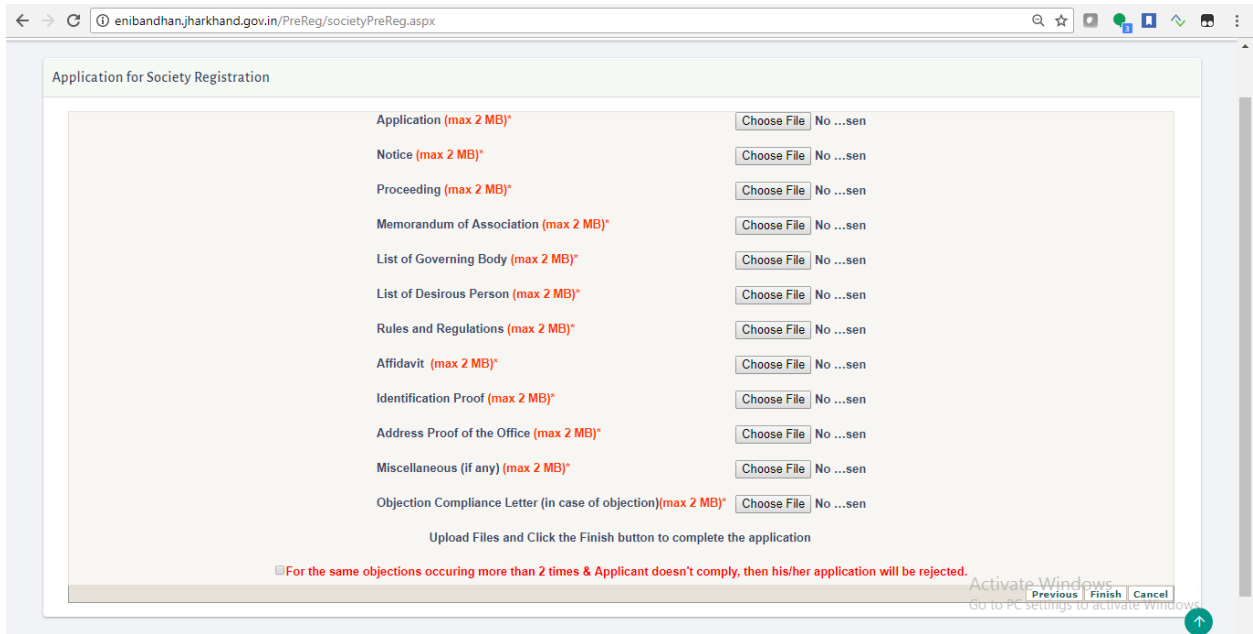
Application for Society Registration

Check List

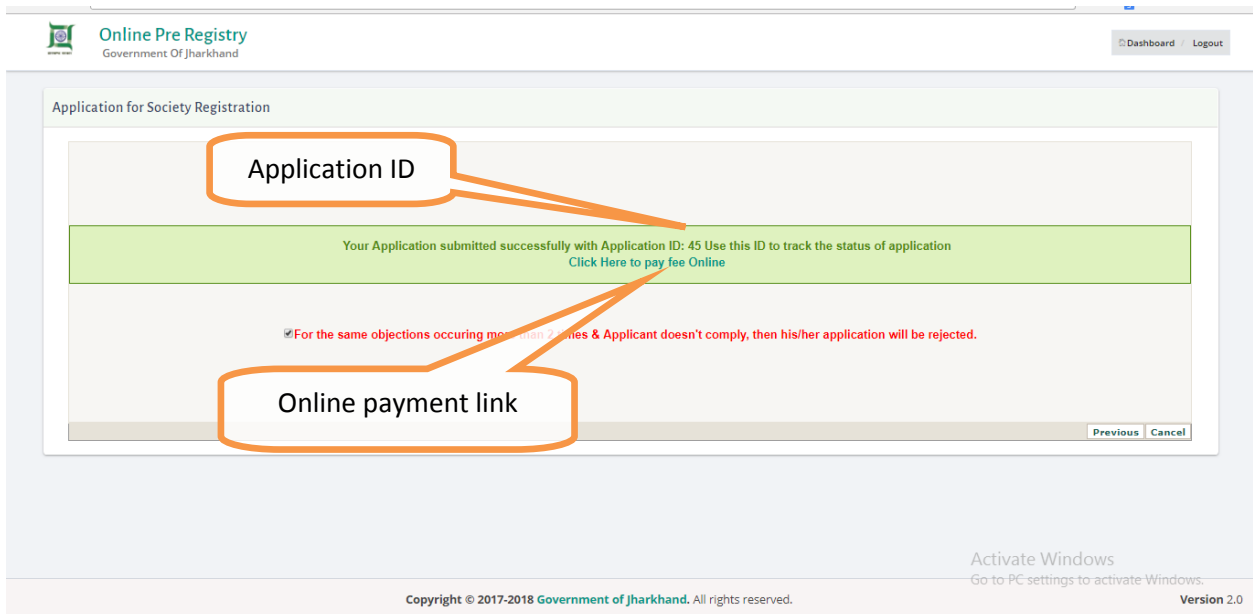
- Address proof of office.
- Advocate Welfare Stamp of Rs. 15/- in Affidavit must mention that governing body members are not related to each other as family members.
- Affidavit is uploaded with the matter "All uploaded documents are correct."
- Aim of society should not be a profitable business entity. Memorandum must have Society full name.
- Application of Society is uploaded with authorized person signature.
- Application, GB meeting Notice, Proceeding, Governing body list, Desirous body list, GB member's list, Memorandum, Rules, Identity proof, Affidavit, Address proof. These 11 documents must be uploaded.
- Desirous member list should be attested by Notary/Gazette officer & have minimum of 7 members.
- GB meeting, Memorandum & Rules should have 3 authorized person's signature.
- General body meeting should be called within 30 days of 1/3rd members request.
- Identity proof of all members.
- In case of Amendment, Comparative chart should be uploaded with 1st & current general body meeting duly signed by president, secretary, treasurer. Affidavit should be given that amendment is passed by 3/5th of general body members.
- Name of Society is same on the entry page and the documents uploaded.
- Name of Society should not match any Government agency/ previously registered Society.
- No overwriting or cutting in uploaded documents.
- Notice of general body meeting should be given at least 10 days before the meeting.

Activate Windows
Go to PC settings to activate Windows.


Step 11: Upload scanned documents in PDF format. then click on next button



Step 12: An application ID will generate for you, note it for future reference. Then click on online payment link to submit registration fee.




Step 13: Take a copy of the pre-payment receipt for future reference in case of payment failure. Then click on pay button which will redirect you to payment gateway.

 Govt. of Jharkhand Department of Registration		
Receipt/Challan for Fees deposited for Society/Firm New Registration/Certified Copy		
Application ID	19	Payment Date: 28/03/2018
Payment ID	2803201804490716743	Time: 04:51:16 PM
Transaction ID		SOCIETY ID ██████████
Reference No.		
Date of Application	28/03/2018	
Applicant Name	MANISH KUMAR	
Fee For	SOCIETY	
Fee Amount	50 Only.	
GRN No.		
CIN No.		
Pay Status	-----	
<i>Registration Officer</i>		
<input type="button" value="Print"/>	<input type="button" value="Pay"/>	

 **Print Button**

 **Pay Button**

Step 14: After successful payment a receipt will generate against your application.

 Govt. of Jharkhand Department of Registration		
Receipt/Challan for Fees deposited for Society/Firm New Registration/Certified Copy		
Application ID	19	Payment Date: 28/03/2018
Payment ID	201804490716743	Time: 04:51:16 PM
Transaction ID		SOCIETY ID: 79
Reference No.	201808781907243	
Date of Application	28/03/2018	
Applicant Name	MANISH KUMAR	
Fee For	SOCIETY	
Fee Amount	50 50 Only.	
GRN No.	508813	
CIN No.	2018032806332	
Pay Status	SUCCESS; NA	
		<i>Registration Officer</i>