

Application Procedure for Partnership Firms and Societies							
S.No	Process Step	Process Step Description	Responsibility Centre	Firm's Timeline	Society's Timeline	Firm's Fees	Society's Fees
Step 1	Submission of Application and Payment	Applicant fills in the online application form along with the required documents & pays fees online via Treasury Portal	Applicant	No timeline		Firm's Reg. Fee 635 rs.	Society's Reg. Normal 5000 rs Society's reg. Tatkal 8000 rs Mahila and Yuva Mandal Normal Reg. 2000 rs Mahila and Yuva Mandal Reg. Tatkal 3000 rs
Step 2	Approval / Objection In case of Objection	Assistant Registrar either approves or objects the application In case of objection, reason will be given to applicant for objection. Applicant will be notified via sms/email.	Assistant Registrar	4 Days	Normal (4 Days) Tatkal (3 Days)		
Step 3	In case of Objection, Applicant's Response to the Query	Applicant provides the additional information/documents online that has been asked for	Applicant	No timeline	No timeline		
Step 4	In case of Approval, Applicant will E sign the approved documents	Applicant will E sign the approved documents and submit it to the department	Applicant	No timeline	No timeline		
Step 5	Approval/ Objection of signed documents and Certificate generation	In case of approval, digitally signed certificate is generated	Assistant Registrar	3 Days	Normal (3 Days) Tatkal (2 Days)		
Step 6	In case of objection in E signed documents	Applicant will again perform the same process of Esign (Step 4)	Applicant	No timeline			
Step 7	After approval of signed documents and certificate generation, download certificate	Applicant can download the copy of the registration certificate online	Applicant	No timeline			

Note: The one time application fee for 'Registration of Partnership Firm & Registration of Societies' are taken at the time of application submission, no other fees is being charged by the Department at any stage of the application process irrespective of size of firm/society.