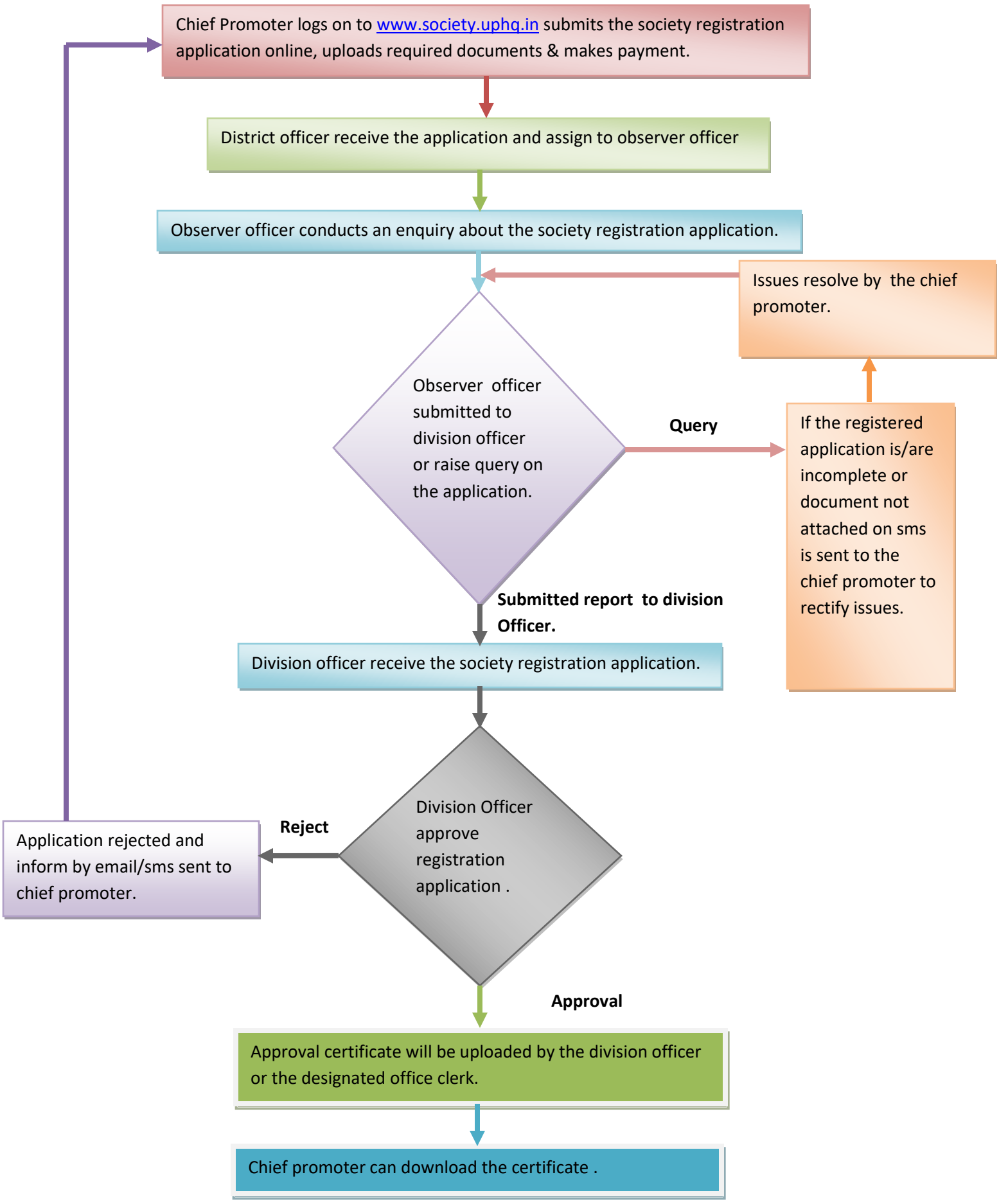
Chief Promoter logs on to www.society.uphq.in submits the society registration application online, uploads required documents & makes payment.
District officer receive the application and assign to observer officer
Observer officer conducts an enquiry about the society registration application.
Issues resolve by the chief promoter.
Observer officer submitted to division officer or raise query on the application.
Query
If the registered application is/are incomplete or document not attached on sms is sent to the chief promoter to rectify issues.
Submitted report to division Officer.
Division officer receive the society registration application.
Division Officer approve registration application .
Reject
Application rejected and inform by email/sms sent to chief promoter.
Approval
Approval certificate will be uploaded by the division officer or the designated office clerk.
Chief promoter can download the certificate .