



D.O. No. R-11017/17/2026-Banking



भारत सरकार
सहकारिता मंत्रालय
केन्द्रीय पंजीयक सहकारी समितियाँ
का कार्यालय
Government of India
Ministry of Cooperation
Office of Central Registrar of
Cooperative Societies

September 2nd, 2026

Dated: _____ August, 2026

Dear Madam / Sir,

As you are aware, the **National Cooperative Database (NCD)** has been developed by the Ministry of Cooperation to provide an authentic and comprehensive database of cooperative societies across the country. Accurate location information of cooperative societies is an important component of the database and is also useful for planning, monitoring and delivery of various services.

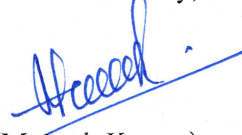
2. To facilitate easy and accurate capture of the GPS location of all functional cooperative societies, the Ministry has developed an **NCD GeoTag Mobile Application**, which was launched by **Hon'ble Home & Cooperation Minister** on 06.07.2026. The application *inter-alia* enables any official / representative of the Multi State Cooperative Society (MSCS) and National Federations (NF) to capture and submit the **GPS location (latitude and longitude) along with a photograph** of the MSCS/NF for verification and approval by the Office of Central Registrar of Cooperative Societies (CRCS).

3. For Geo tagging, the official / representative is required to be physically present at the MSCS / NF. The application can be downloaded through the link available on the NCD Portal (<https://cooperatives.gov.in/ncd-geotag-app>) and accessed using the mobile number of the official / representative of MSCS/NF. The GPS coordinates (latitude and longitude), along with a photograph of the MSCS/NF, may then be submitted for approval. The User Manual for using the application is enclosed for guidance.

4. In view of the above, I would request you to **complete geo-tagging of your MSCS/ NF through NCD Geo Tag Mobile application by 30th September, 2026.**

Warm Regards

Yours sincerely,


(Mukesh Kumar)

To: Chairman / CEO / MD of all MSCS / NF

Copy for information:

Joint Director (NCD), O/o CRCS.

GOVERNMENT OF INDIA
MINISTRY OF COOPERATION

National Cooperative Database
(NCD GeoTag) Mobile Application



USER MANUAL

Edition for Multi-State Cooperative Societies (MSCSs) & National Federations (NFs)

Geo-Tagging Workflow & Verification by the Office of the Central Registrar of Cooperative Societies (CRCS)

Version 1.0 | July 2026

1. Introduction

The National Cooperative Database (NCD) GeoTag Mobile Application, developed under the Ministry of Cooperation, is a digital solution for capturing the precise geographic location (latitude and longitude) and photograph with timestamp of all cooperative entities across the country. This edition of the manual is intended for Multi-State Cooperative Societies (MSCSs) and National Federations (NFs), and for the Office of the Central Registrar of Cooperative Societies (CRCS), which serves as the verifying authority for their submissions.

Using the application, an MSCS or National Federation can locate its own record, confirm its functional status, capture its GPS coordinates along with a site photograph, and submit the geo-tagging for verification. The Office of the CRCS then reviews each submission and approves or rejects it, ensuring accurate and authenticated location data on the NCD Portal.

2. Process for Downloading Mobile Application

The link for downloading NCD GeoTag Mobile application is available on the Home Page of NCD portal (<https://cooperatives.gov.in/ncd-geotag-app>), along with download and installation guide.

3. Login Screen

On opening the application, the user selects the appropriate user type. An MSCS or National Federation logs in under “Cooperative Society” to capture its own location, while the verifying office logs in under “O/o CRCS”. The available user types include Cooperative Society, DRCS Users, RCS Users, NCCT HQ, NCDC HQ, O/o CRCS, and System Admin, so that each user is routed to the interface appropriate to their role.

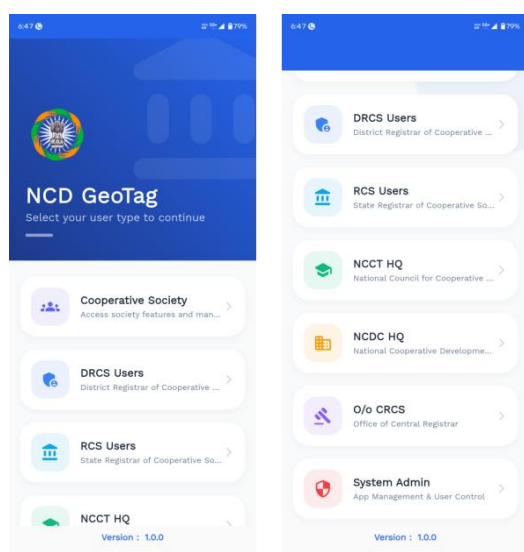


Fig. 2.1 – User type selection

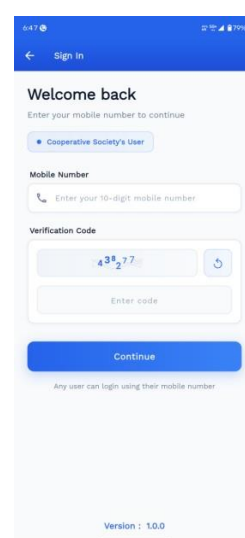


Fig. 2.2 – Login / verification screen

3. Geo-tagging Workflow for MSCSs & National Federations (NF)

An MSCS or National Federation completes the geo-tagging through the following five stages:

1. **Physical presence at MSCS / NF:** For Geo tagging, the official from MSCS / NF is required to be physically present at the head quarter of the MSCS / NF.
2. **Login:** The user needs to download Android or iOS Mobile application on his/her Mobile phone through the links available on NCD portal. Then, select 'Cooperative Society' user type. For login into the NCD GeoTag Mobile application, enter your Mobile number and verify it through OTP.
3. **MSCS / NF Selection** – The user identifies and selects its own MSCS/NF using either its name or its unique NCD ID. If the entity is not found in the records, the user should contact the Office of the CRCS for inclusion.
4. **Functional-status Verification** – The user confirms the operational status of the MSCS/NF by selecting the functional or non-functional option.
 - If the entity is marked non-functional, the user specifies the reason from a dropdown (Non-Functional, Wrong Entry, Duplicate Entry, Not Exist, or Other).
 - If the MSCS/NF is marked as Functional, the user can select exact location of the society on google map. After the user refines the GPS coordinates on the map, the photograph of the MSCS/NF needs to be uploaded before submitting request.
5. **Confirmation and Review** – On clicking 'Submit' button, a "Success!" screen confirms that the geo-tagging has been recorded, and the "Submitted Data" dashboard allows the user to review and filter submissions by status.

Screens – MSCS/NF Selection & Status Verification

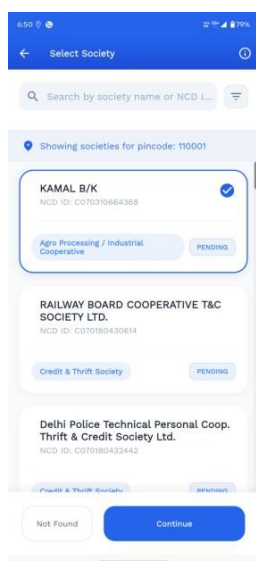


Fig. 3.1 – MSCS / NF search / selection

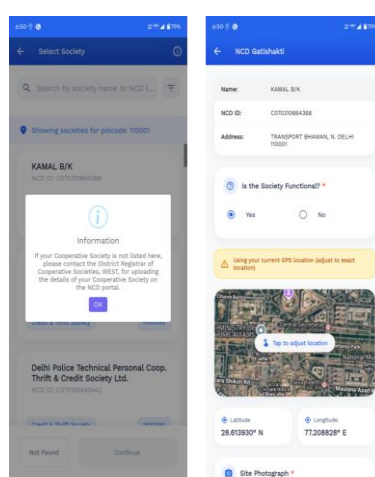


Fig. 3.2 – Functional status check

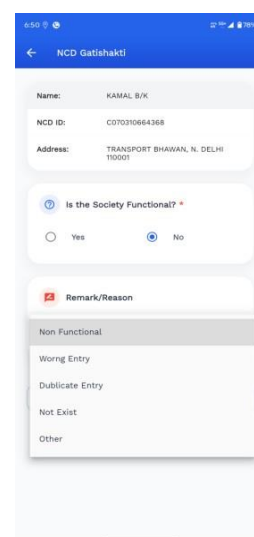


Fig. 3.3 – Reason selection dropdown

Screens – Location, Submission & Review



Fig. 3.4 – GPS refinement

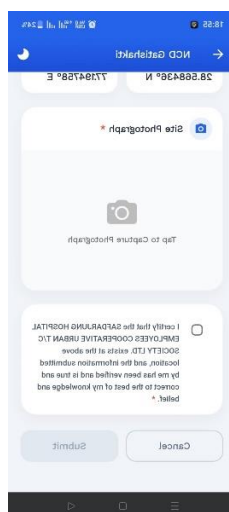


Fig. 3.5 – Photo capture

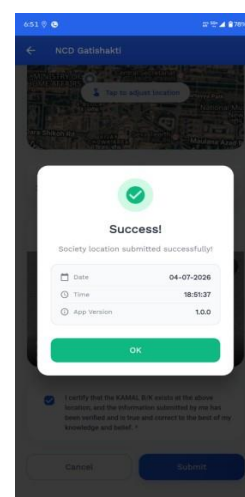


Fig. 3.6 – Success confirmation

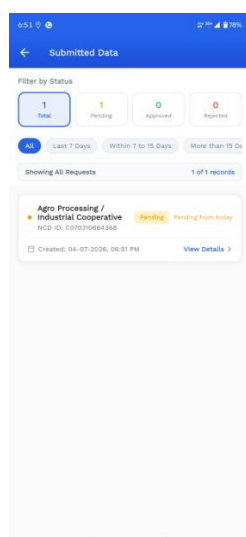


Fig. 3.7 – Submitted data

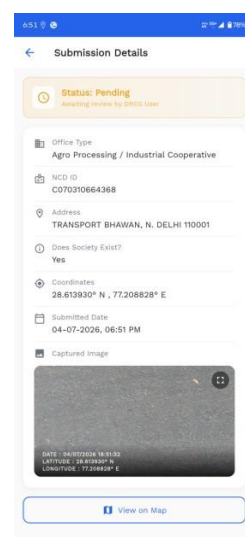


Fig. 3.8 – Filtered records

4. Verification by the Office of the CRCS

Geo-tagging submissions made by MSCs and National Federations are verified by the Office of the CRCS, which logs in under the “O/o CRCS” user type. The verification follows the same review-and-approve pattern:

Dashboard Overview – On login, the O/o CRCS user sees a geo-tagging statistics summary showing the total number of MSCs and National Federations and the count that are geo-tagged versus pending.

Request Management – Pending submissions can be filtered by entity name, sector, or date range for efficient processing.

Approval Workflow – For each submission, “View Details” shows the entity’s NCD ID, address, GPS coordinates and site photograph, on the basis of which the user may Approve or Reject the entry, subject to a confirmation prompt.

Status Tracking – Dedicated “Approved” and “Rejected” logs maintain a clear audit trail of all reviewed submissions.

Screens – O/o CRCS Verification

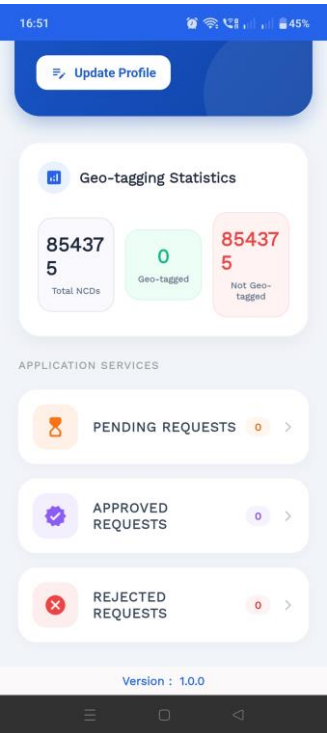


Fig. 4.1 – O/o CRCS geo-tagging statistics dashboard

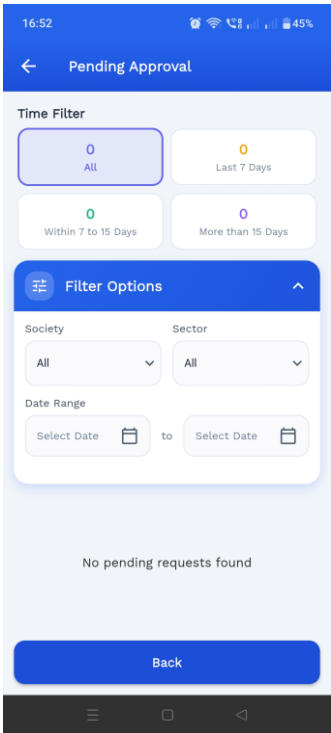


Fig. 4.2 – Pending approval list with time & filter options

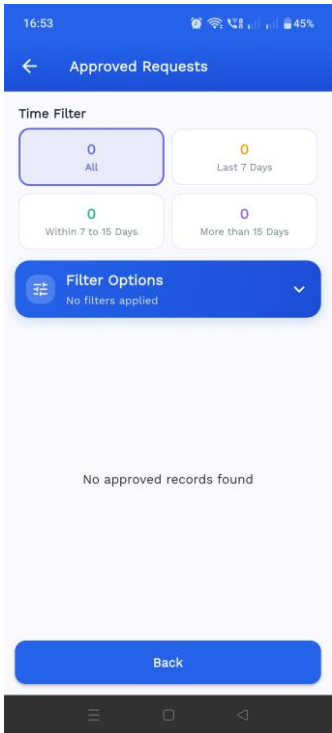


Fig. 4.3 – Approved requests log

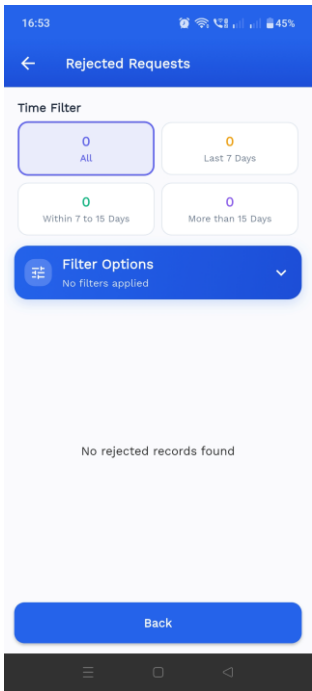


Fig. 4.4 – Rejected requests log