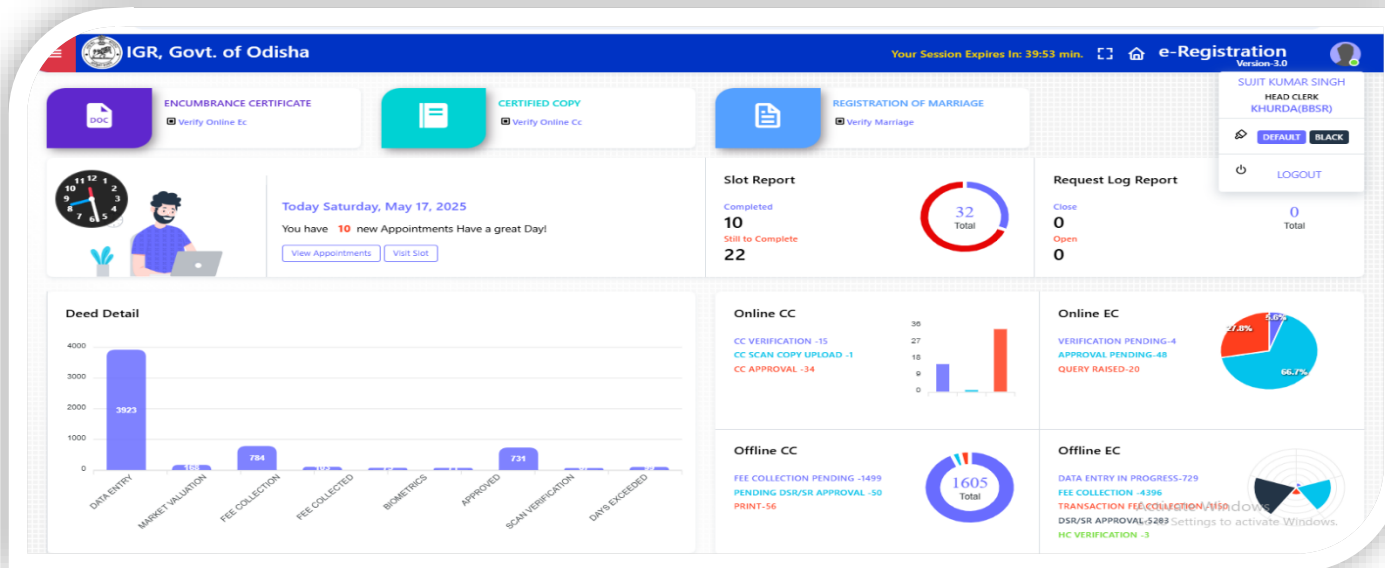




Head Clerk Login (Step-1)

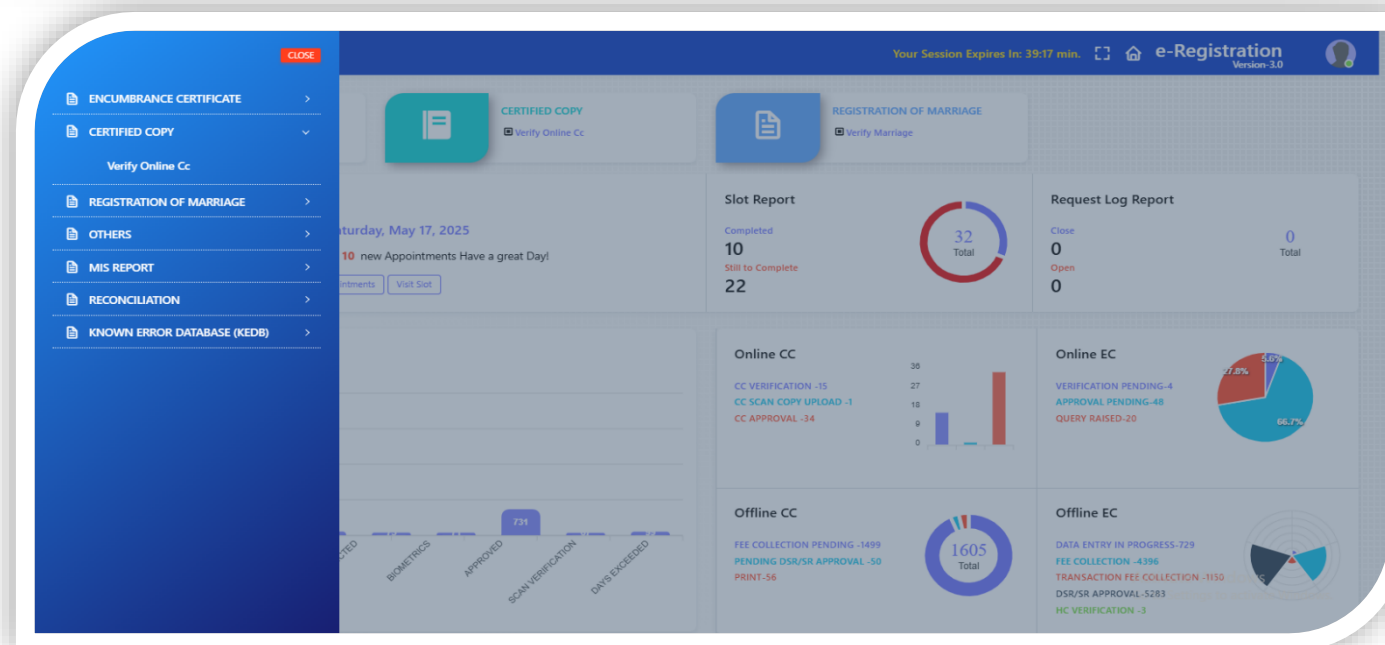
- The Head Clerk logs into the e-Registration software using their credentials.

Department CC Procedure



Navigate to Certified Copy (Step-2)

- Upon logging in, the dashboard will appear.
- Verifies the request details for accuracy and completeness.



Department CC Procedure



TerraCIS
Terracis Technologies Ltd

IGR, Govt. of Odisha

Your Session Expires In: 38:56 min.



e-Registration
Version-3.0



LIST OF ONLINE CC PENDING APPLICATIONS

SEARCH APPLICATION

Application Id

Search

Show 10 entries

APPLICATION ID	REGISTRATION NUMBER	APPLICANT NAME	APPLICATION DATE	APPLICATION STATUS	PAYMENT STATUS
2025108024666	11082011552	SRI. BIBHUTI RANJAN SWAIN, ADVOCATE	17/MAY/2025	CC VERIFICATION PENDING	PAYMENT IS SUCCESSFUL.
2025108024660	11081128611	SRI. BIBHUTI BHUSAN DASH	17/MAY/2025	CC VERIFICATION PENDING	PAYMENT IS SUCCESSFUL.
2025108024657	11081103220	SRI. BIBHUTI BHUSAN DASH	17/MAY/2025	CC VERIFICATION PENDING	PAYMENT IS SUCCESSFUL.
2025108024655	11081102897	SRI. BIBHUTI BHUSAN DASH	17/MAY/2025	CC VERIFICATION PENDING	PAYMENT IS SUCCESSFUL.
2025108024650	11082213049	SRI. GOPAL KRISHNA BEHERA	17/MAY/2025	CC VERIFICATION PENDING	PAYMENT IS SUCCESSFUL.
2025108024645	11082315597	SRI. MINA KETAN MISHRA	17/MAY/2025	CC VERIFICATION PENDING	PAYMENT IS SUCCESSFUL.
2025108024636	11081707245	SRI. AKASHBBSR	16/MAY/2025	CC VERIFICATION PENDING	PAYMENT IS SUCCESSFUL.
2025108024635	11081121700	SRI. AJIT1432	16/MAY/2025	CC VERIFICATION PENDING	PAYMENT IS SUCCESSFUL.
2025108024631	11082501477	KUM. S. MOHANTY, ADVOCATE	16/MAY/2025	CC VERIFICATION PENDING	PAYMENT IS SUCCESSFUL.
2025108024630	11081711213	KUM. S. MOHANTY, ADVOCATE	16/MAY/2025	CC VERIFICATION PENDING	PAYMENT IS SUCCESSFUL.

Showing 1 to 10 of 15 entries

Previous

1

2

Next

Head Clerk Login (Step-3)

- A list of pending online Certified Copy (CC) applications will be displayed.

Activate Windows

Go to Settings to activate Windows

Department CC Procedure

 IGR, Govt. of Odisha

Your Session Expires In: 37:14 min.   e-Registration
Version: 3.0



CERTIFIED COPY APPROVAL

APPLICATION DETAILS

✓ APPLICATION ID :	2025108024666
✓ APPLICATION DATE :	17-MAY-2025
✓ REGISTRATION NO :	11082011552
✓ APPLICATION TYPE :	NEW
✓ APPLICANT NAME :	SRI. BIBHUTI RANJAN SWAIN, ADVOCATE
✓ APPLICANT ADDRESS :	INDIA ,ODISHA ,CUTTACK ,BIDANASI ,JYOTI BIHAR, LANE-3, H NO-7, BIDANASI
✓ MOBILE NO :	7008017434
✓ NO OF FIRST PARTY :	1
✓ NO OF SECOND PARTY :	1
✓ NO OF PAGES IN DOCUMENT :	11
✓ URGENT STATUS :	NO

FEES PAID

✓ SEARCHING FEE :	₹ 51
✓ INSPECTION FEE :	₹ 21
✓ COPYING FEE :	₹ 34
✓ URGENT FEE :	₹ 0
✓ USER FEE :	₹ 250
✓ TOTAL FEE PAID :	₹ 356
✓ STAMP DUTY :	₹ 100

[Print CC Application Form](#)
[Click Here To View CC](#)
[Print CC Receipt](#)

REMARKS:*

OK

☒ TRANSACTIONS,PAYMENT & CC DETAILS FOUND OK
☐ ANY OBJECTION FOUND

[Back](#) [Back for CC Re-Upload](#) [Verify](#)

Activate Windows
Go to Settings to activate Windows.

Head Clerk Login (Step-4)

- Upon confirmation, forwards the application to the respective DSR/SR for approval.

 IGR, Govt. of Odisha

Your Session Expires In: 36:47 min.   e-Registration
Version: 3.0



CERTIFIED COPY APPROVAL

APPLICATION DETAILS

✓ APPLICATION ID :	2025108024666
✓ APPLICATION DATE :	17-MAY-2025
✓ REGISTRATION NO :	11082011552
✓ APPLICATION TYPE :	NEW
✓ APPLICANT NAME :	SRI. BIBHUTI RANJAN SWAIN, ADVOCATE
✓ APPLICANT ADDRESS :	INDIA ,ODISHA ,CUTTACK ,BIDANASI ,JYOTI BIHAR, LANE-3, H NO-7, BIDANASI
✓ MOBILE NO :	7008017434
✓ NO OF FIRST PARTY :	1
✓ NO OF SECOND PARTY :	1
✓ NO OF PAGES IN DOCUMENT :	11
✓ URGENT STATUS :	NO

FEES PAID

✓ SEARCHING FEE :	₹ 51
✓ INSPECTION FEE :	₹ 21
✓ COPYING FEE :	₹ 34
✓ URGENT FEE :	₹ 0
✓ USER FEE :	₹ 250
✓ TOTAL FEE PAID :	₹ 356
✓ STAMP DUTY :	₹ 100

[Print CC Application Form](#)
[Click Here To View CC](#)
[Print CC Receipt](#)

REMARKS:*

OK

☒ TRANSACTIONS,PAYMENT & CC DETAILS FOUND OK
☐ ANY OBJECTION FOUND

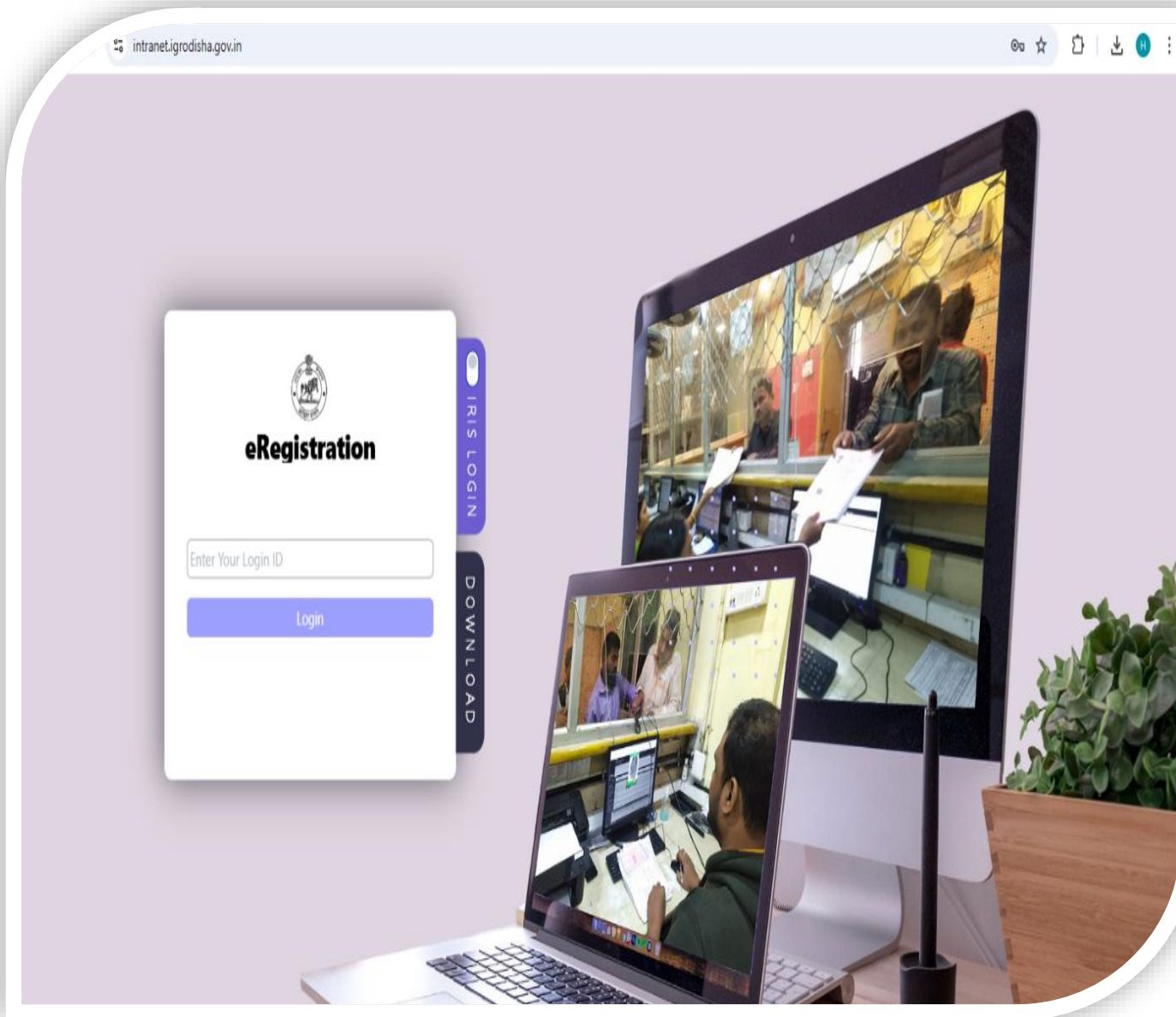
[Back](#) [Back for CC Re-Upload](#) [Verify](#)

Activate Windows
Go to Settings to activate Windows.

Successful
CC Application No- 2025108024666 Verify By Head Clerk

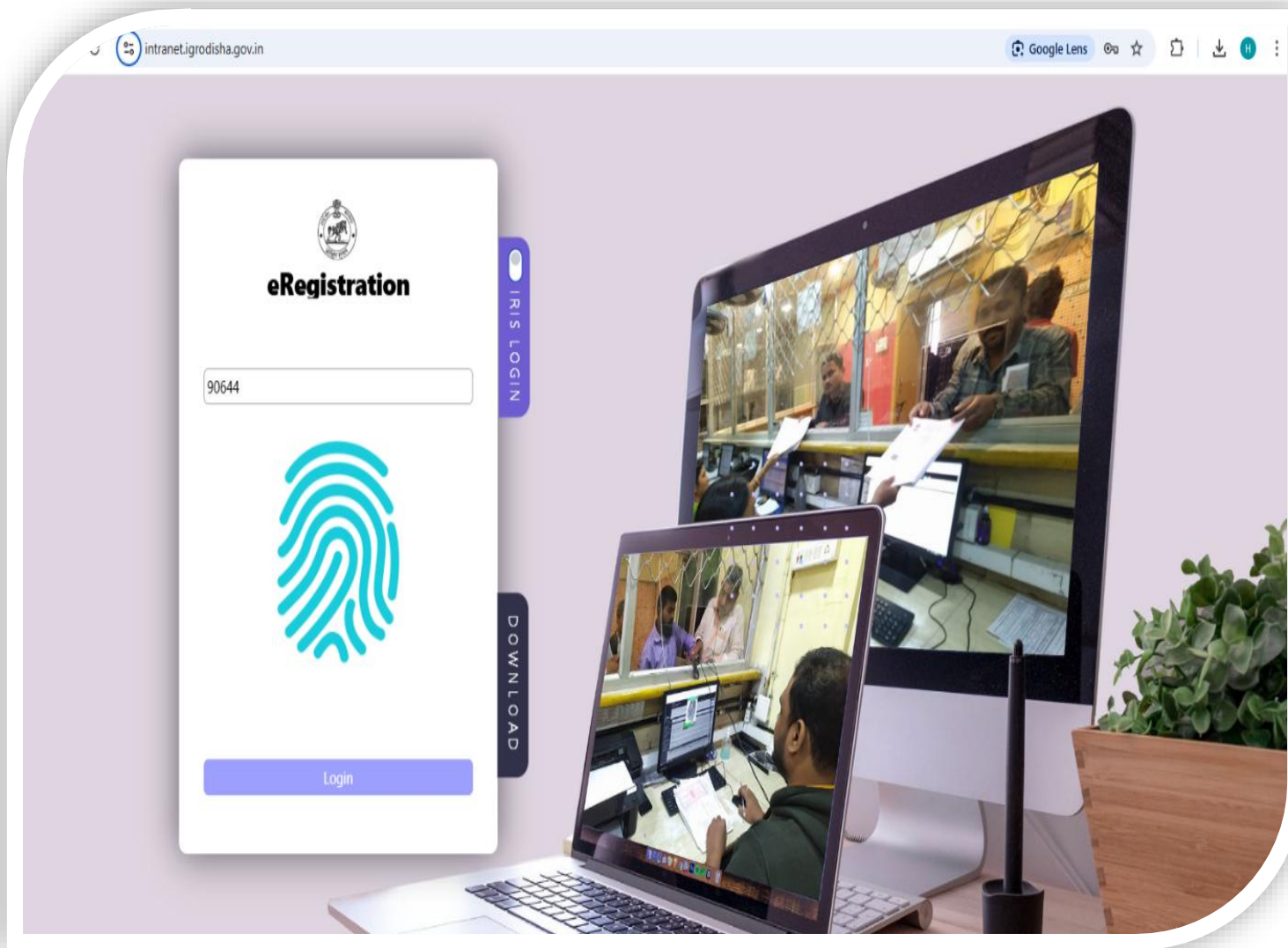
OK

Department CC Procedure



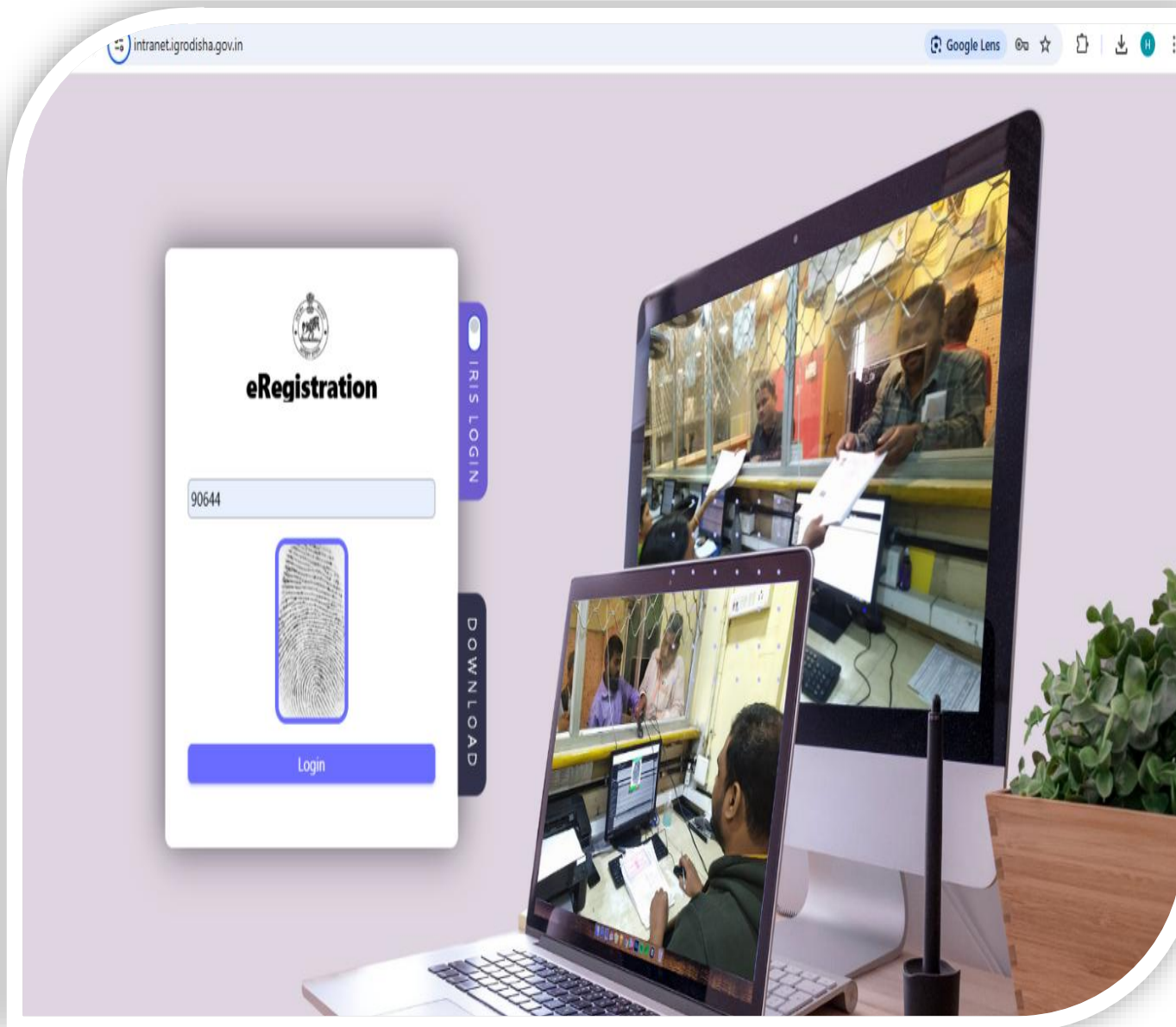
DSR/SR Login (Step-5)

- The designated officer (DSR/SR) logs into their account using their credentials.
- Enter the login ID to proceed.



Biometric Authentication (Step-5)

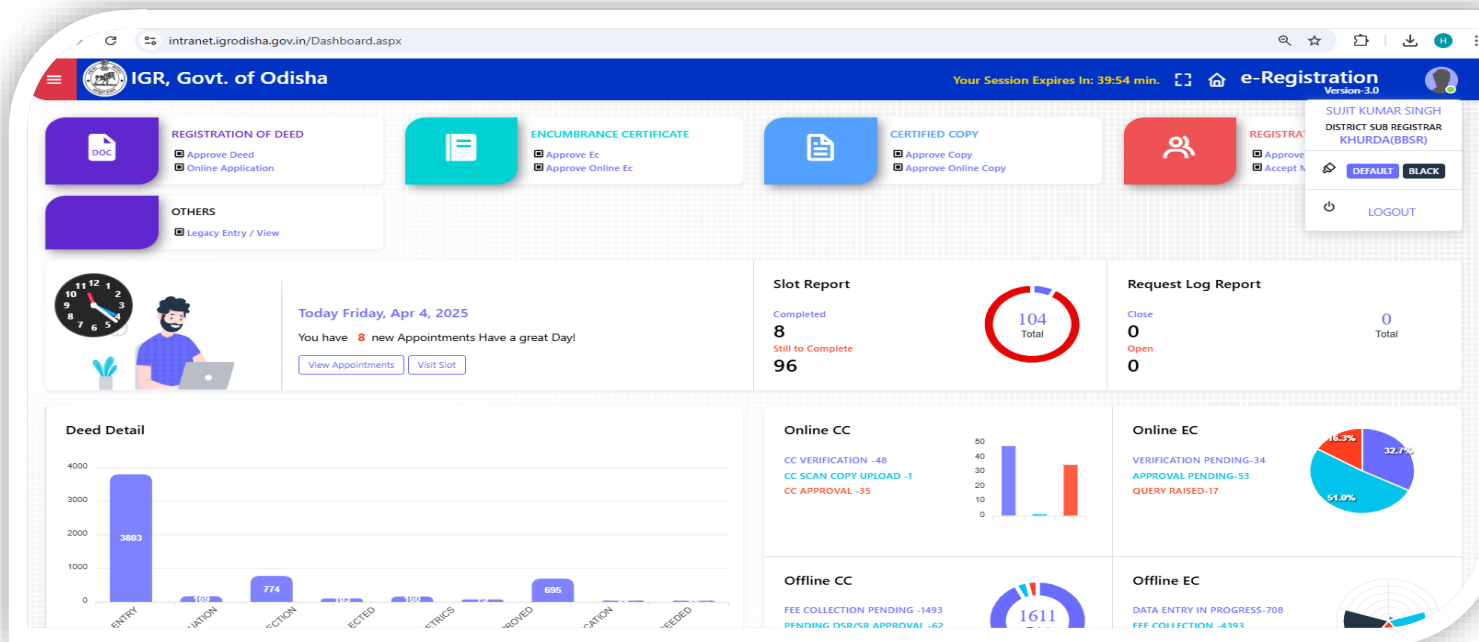
- Enter the login ID to proceed.
- Complete the biometric verification for secure access.



Account Access (Step-6)

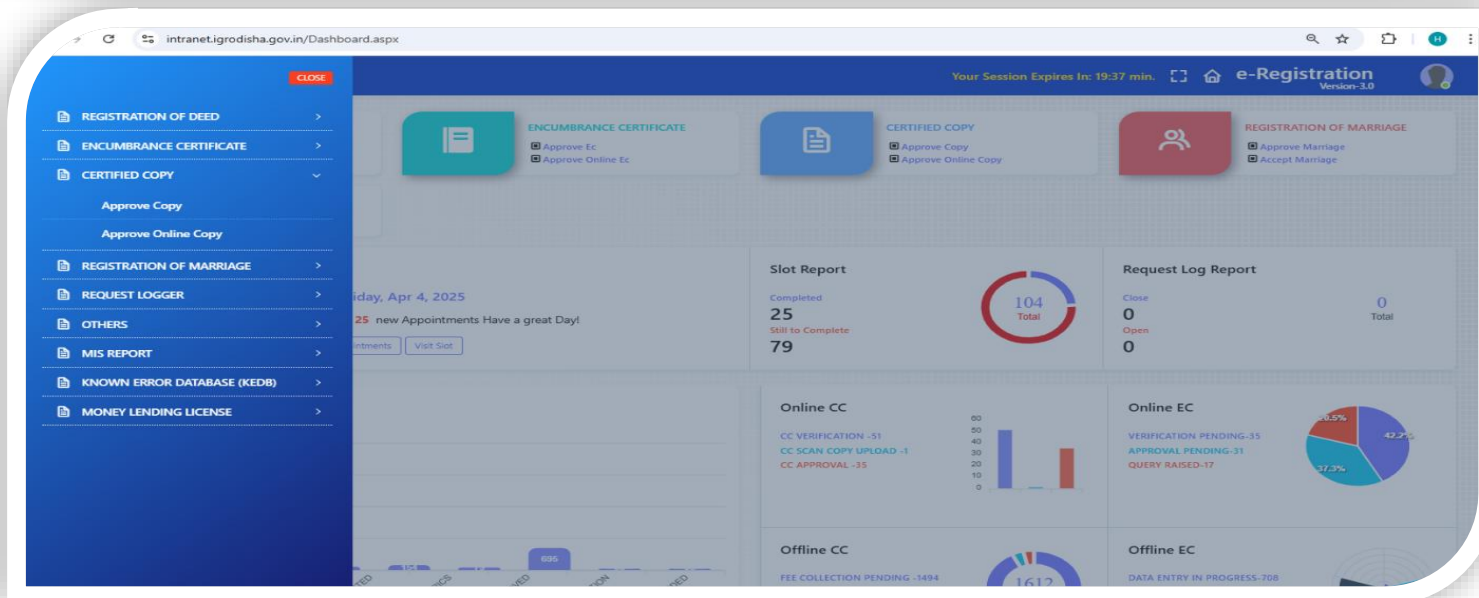
- After successful biometric verification, click the Login option to access the account.

Department CC Procedure



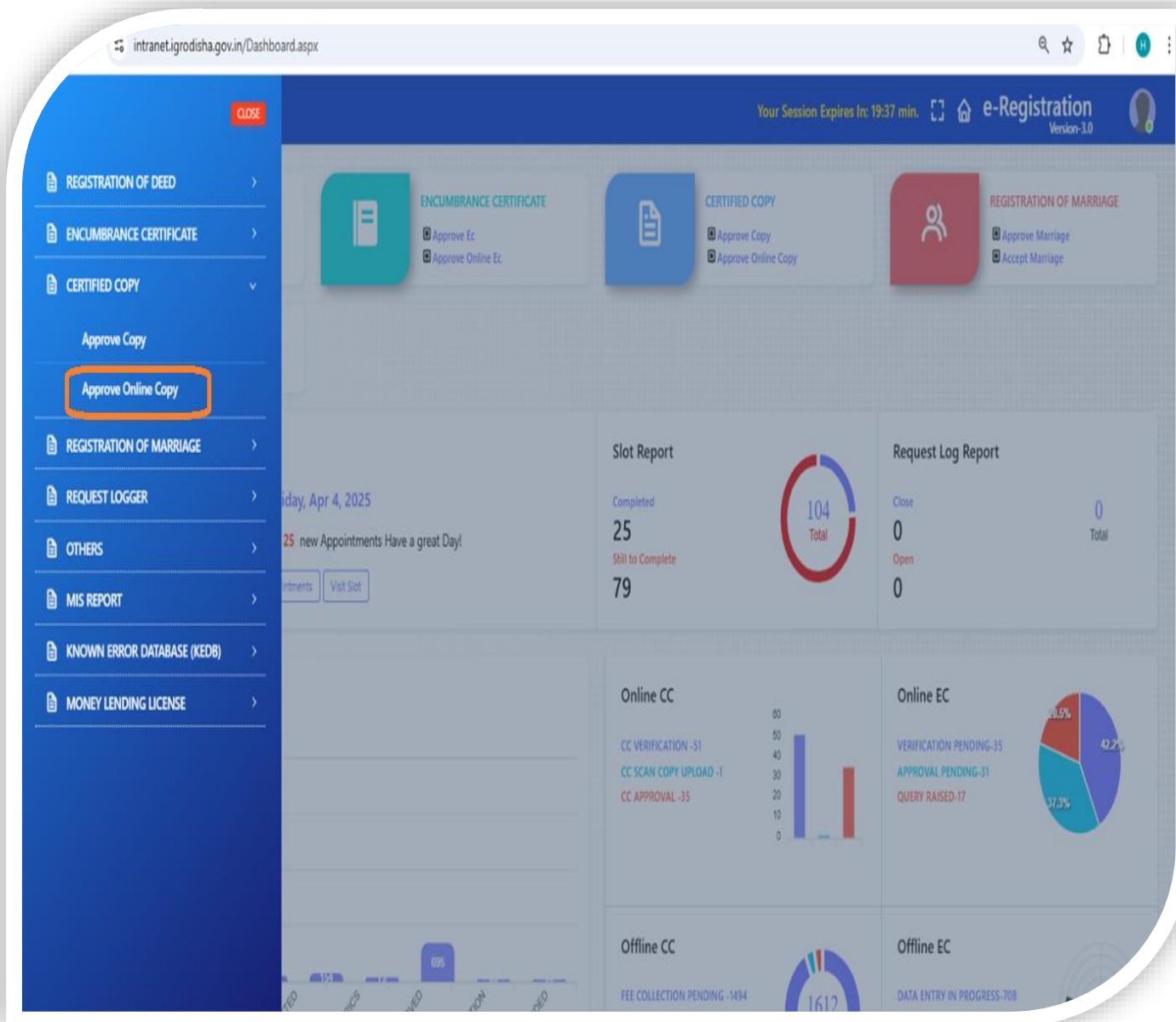
Navigate to Certified Copy (Step-7)

- Upon logging in, the dashboard will appear.



- Click the “**Certified Copy**” option from the menu.

Department CC Procedure



The screenshot displays the TerraCIS e-Registration dashboard. The left sidebar contains a menu with the following items: REGISTRATION OF DEED, ENCUMBRANCE CERTIFICATE, CERTIFIED COPY, REGISTRATION OF MARRIAGE, REQUEST LOGGER, OTHERS, MIS REPORT, KNOWN ERROR DATABASE (KEDB), and MONEY LENDING LICENSE. Under the 'CERTIFIED COPY' item, there are two sub-options: 'Approve Copy' and 'Approve Online Copy', with the latter being highlighted by an orange rectangle. The main dashboard area shows a top navigation bar with the URL 'intranet.igrodisha.gov.in/Dashboard.aspx', a session expiration timer 'Your Session Expires In: 19:37 min.', and the 'e-Registration Version-3.0' logo. Below the navigation bar, there are three main sections: 'ENCUMBRANCE CERTIFICATE' with options 'Approve Ec' and 'Approve Online Ec'; 'CERTIFIED COPY' with options 'Approve Copy' and 'Approve Online Copy'; and 'REGISTRATION OF MARRIAGE' with options 'Approve Marriage' and 'Accept Marriage'. The dashboard also features several reports and charts: a 'Slot Report' showing 25 completed and 79 still to complete appointments; a 'Request Log Report' showing 0 close, 0 open, and 0 total requests; an 'Online CC' bar chart showing CC VERIFICATION -51, CC SCAN COPY UPLOAD -1, and CC APPROVAL -35; an 'Online EC' pie chart showing VERIFICATION PENDING-35 (42.2%), APPROVAL PENDING-31 (37.3%), and QUERY RAISED-17 (20.5%); an 'Offline CC' donut chart showing FEE COLLECTION PENDING -1494 and 1612; and an 'Offline EC' donut chart showing DATA ENTRY IN PROGRESS-708.

Approve Online Copy (Step-8)

- Select the “**Approve Online Copy**” option to proceed with the approval process.

Department CC Procedure

intranet.igrodisha.gov.in/CC/OPE/OnlineCCAppList.aspx

IGR, Govt. of Odisha

Your Session Expires In: 08:35 min.

e-Registration
Version-3.0

LIST OF ONLINE CC PENDING APPLICATIONS

SEARCH APPLICATION

Application Id Search

Show 10 entries

APPLICATION ID	REGISTRATION NUMBER	APPLICANT NAME	APPLICATION DATE	APPLICATION STATUS	PAYMENT STATUS
2025108016824	911080806770	SRI. JITEN KUMAR SWAIN	04/APR/2025	CC APPROVAL PENDING	PAYMENT IS SUCCESSFUL.
2025108016515	11081109549	SRI. PRASANTA KUMAR SETHI	02/APR/2025	CC APPROVAL PENDING	PAYMENT IS SUCCESSFUL.
2025108016501	911080802665	SRI. SHREETAM NANDA	02/APR/2025	CC APPROVAL PENDING	PAYMENT IS SUCCESSFUL.
2025108016500	11081607950	SRI. PRASANTA KUMAR PARIDA	02/APR/2025	CC APPROVAL PENDING	PAYMENT IS SUCCESSFUL.
2025108016491	11081313940	SRI. PRASANTA KUMAR PARIDA	02/APR/2025	CC APPROVAL PENDING	PAYMENT IS SUCCESSFUL.
2025108016489	11081310106	SRI. PRASANTA KUMAR PARIDA	02/APR/2025	CC APPROVAL PENDING	PAYMENT IS SUCCESSFUL.
2025108016486	11081611101	SRI. PRASANTA KUMAR PARIDA	02/APR/2025	CC APPROVAL PENDING	PAYMENT IS SUCCESSFUL.
2025108016484	11081611102	SRI. PRASANTA KUMAR PARIDA	02/APR/2025	CC APPROVAL PENDING	PAYMENT IS SUCCESSFUL.
2025108016481	11081608317	SRI. PRASANTA KUMAR PARIDA	02/APR/2025	CC APPROVAL PENDING	PAYMENT IS SUCCESSFUL.
2025108016478	11081608262	SRI. PRASANTA KUMAR PARIDA	02/APR/2025	CC APPROVAL PENDING	PAYMENT IS SUCCESSFUL.

Showing 1 to 10 of 14 entries

Previous 1 2 Next

IGRODAPPSRVRS

View Pending Applications (Step-9)

- A list of pending online Certified Copy (CC) applications will be displayed.
- Choose the relevant CC ID from the list to review the application.

Department CC Procedure

intranet.igrodisha.gov.in/CC/DSR/CC_DETAILDBYSR.aspx?AppID=XjEqXGqIPqPYi%2ft2RxpVcA%3d%3d

IGR, Govt. of Odisha

Your Session Expires In: 08:11 min. e-Registration Version 3.0

CERTIFIED COPY APPROVAL

APPLICATION DETAILS

✓ APPLICATION ID :	2025108016824
✓ APPLICATION DATE :	04-APR-2025
✓ REGISTRATION NO :	6770/2008/1 (911080806770)
✓ APPLICATION TYPE :	OLD
✓ APPLICANT NAME :	SRI. JITEN KUMAR SWAIN
✓ APPLICANT ADDRESS :	INDIA ,ODISHA ,KHURDA ,BHUBANESWAR ,BHUBANESWAR
✓ MOBILE NO :	9124252002
✓ NO OF FIRST PARTY :	5
✓ NO OF SECOND PARTY :	1
✓ NO OF PAGES IN DOCUMENT :	20
✓ URGENT STATUS :	NO

FEES PAID

✓ SEARCHING FEE :	₹ 151
✓ INSPECTION FEE :	₹ 21
✓ COPYING FEE :	₹ 61
✓ URGENT FEE :	₹ 0
✓ USER FEE :	₹ 250
✓ TOTAL FEE PAID :	₹ 483
✓ STAMP DUTY :	₹ 100

REMARK

Back Download Deed Back To Citizen Approve (Digi-Sign)

IGRODAPPSRVRS

Review Application Details (Step-10)

- The application details will be displayed.
- Add any necessary remarks in the designated field.

intranet.igrodisha.gov.in/CC/DSR/CC_DETAILDBYSR.aspx?AppID=XjEqXGqIPqPYi%2ft2RxpVcA%3d%3d

IGR, Govt. of Odisha

Your Session Expires In: 07:46 min. e-Registration Version 3.0

CERTIFIED COPY APPROVAL

APPLICATION DETAILS

✓ APPLICATION ID :	2025108016824
✓ APPLICATION DATE :	04-APR-2025
✓ REGISTRATION NO :	6770/2008/1 (911080806770)
✓ APPLICATION TYPE :	OLD
✓ APPLICANT NAME :	SRI. JITEN KUMAR SWAIN
✓ APPLICANT ADDRESS :	INDIA ,ODISHA ,KHURDA ,BHUBANESWAR ,BHUBANESWAR
✓ MOBILE NO :	9124252002
✓ NO OF FIRST PARTY :	5
✓ NO OF SECOND PARTY :	1
✓ NO OF PAGES IN DOCUMENT :	20
✓ URGENT STATUS :	NO

FEES PAID

✓ SEARCHING FEE :	₹ 151
✓ INSPECTION FEE :	₹ 21
✓ COPYING FEE :	₹ 61
✓ URGENT FEE :	₹ 0
✓ USER FEE :	₹ 250
✓ TOTAL FEE PAID :	₹ 483
✓ STAMP DUTY :	₹ 100

REMARK Approved

Back Download Deed Back To Citizen Approve (Digi-Sign)

IGRODAPPSRVRS

Department CC Procedure

You Are Signing Certified Copy

APPLICATION TYPE :	CERTIFIED COPY
APPLICATION ID :	2025108016824
APPLICANT NAME :	SRI. JITEN KUMAR SWAIN
APPLICATION DATE :	4/4/2025 12:00:00 AM
APPLICANT ADDRESS :	INDIA , ODISHA , KHURDA , BHUBANESWAR , BHUBANESWAR

Cancel

Sign Now

Digital Signature Setup (Step-11)

- Ensure the digital signature device is installed on the DSR/SR's computer.
- Enter the required PIN to authorize the digital signature.

You Are Signing Encum

APPLICATION	
APPLICATION	
APPLICANT N	
APPLICATION	
APPLICANT ADDRESS :	INDIA, ODISHA, KHURDA, RAGHUNATH PUR , BHUBANESWAR

Enter User PIN

User PIN:

Note: Length should be between 6–32 characters

OK Cancel SoftKeyboard

Please wait Digital Sign is being printed on files 1 Out Of 1

Cancel

Signing...

You Are Signing Encum

APPLICATION
APPLICATION
APPLICANT N
APPLICATION
APPLICANT ADDRESS : INDIA, ODISHA, KHURDA, RAGHUNATH PUR , BHUBANESWAR

Enter User PIN

User PIN: *****

Note: Length should be between 6–32 characters

OK Cancel SoftKeyboard

Please wait Digital Sign is being printed on files 1 Out Of 1

Cancel Signing...

Sign the Document (Step-12)

- Click the Sign Now option to apply the digital signature.
- A confirmation page will appear upon successful signing.

You Are Signing Certified Copy

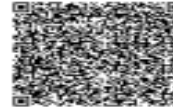
APPLICATION
APPLICATION
APPLICANT N
APPLICATION
APPLICANT ADDRESS : INDIA ,ODISHA ,KHURDA ,BHUBANESWAR ,BHUBANESWAR

Please wait Digital Sign is being printed on files 1 Out Of 21

Cancel Signing...



CERTIFIED COPY NO. CC1082025003503 OF YEAR-2025
COPY APPLICATION NO. 2025108016824 OF YEAR-2025
CERTIFIED COPY OF : DOCUMENT NO. 6770/2008/1



Total No. of Pages:21

Details of fees paid towards certified copy

1. Searching Fee : Rs. 151
2. Inspection Fee : Rs. 21
3. Copying Fee : Rs. 61
4. User Fee : Rs. 250

Total Fee : Rs. 483(Four hundred eighty-three rupees only)

Certified that a sum of Rs. 100(One hundred rupees only) being the proper stamp duty has been paid by Sri. JITEN KUMAR SWAIN

Signature of the proper officer,
Registering Officer,
KHURDA(BBSR)



Digitally signed by SUJIT
KUMAR SWAIN
Date: 2025.04.04 11:53:14
+05:30

View and Print the Certified Copy (Step-14)

- The digitally signed PDF document will be available for viewing.

- Proceed to print or save the Certified Copy as needed.