

## Online District Level Society:

1. Click on the URL: <https://www.igrodisha.gov.in/>
2. Click on **Society Registration** link.

The screenshot displays the homepage of the Odisha Registration Department. At the top, there is a banner with a large yellow Rupee symbol on the left and a hand holding a blue pen writing 'Services' on the right. The banner text includes: BENCHMARK VALUATION, DOCUMENT STATUS, ONLINE CERTIFIED STATUS, ONLINE DEED REGISTRATION, and ENCUMBRANCE CERTIFICATE. Below the banner, there are several navigation and service blocks:

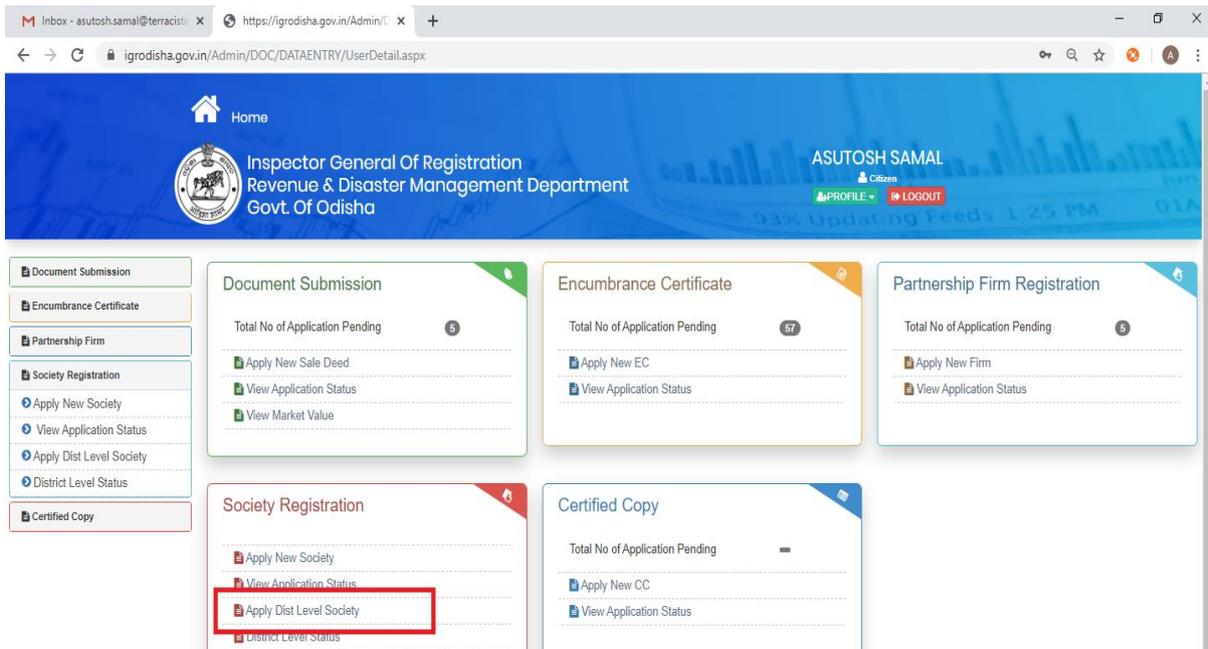
- Existing User? Login** (green button) and **New User? Register Now** (red button).
- Department Login** (blue button) and **Track Application Status** (light blue button).
- Registration Performance** section listing top 10 Revenue, Document, EC, and CC Generated Register Offices, and Status of all SROs.
- Govt. Fees Details** section for SALE IMMOVABLE, showing Minimum Stamp in Rs (0), % of Stamp Fee (5), and Registration Fee (2%).
- Know your Sub-Registrar Office** and **Odisha Registration Offices** sections.
- Ease of Doing Business** section with links to Regd. & Stamp Duty Calculator, Model Deed, Acts & Rules, Stamp Act and Rules, Marriage Act, Public Service Delivery Timeline, Document Registration Procedure, Contact Details of District Registrars, and Govt. Fees Details.
- Online Services** section with links to Requisite Documents For Registration, Online Property/Document Submission, Online Encumbrance Certificate, Online Certified Copy, **Society Registration** (highlighted with a red box), Online Marriage Certificate, Online Payment of Registration Fees, and Online Payment of Stamp Duty.
- Revenue Status** and **News & Update** sections at the bottom.
- Vertical sidebar on the right with **Help Desk Support** and **Payment Support** buttons.

3. The following screen will be displayed

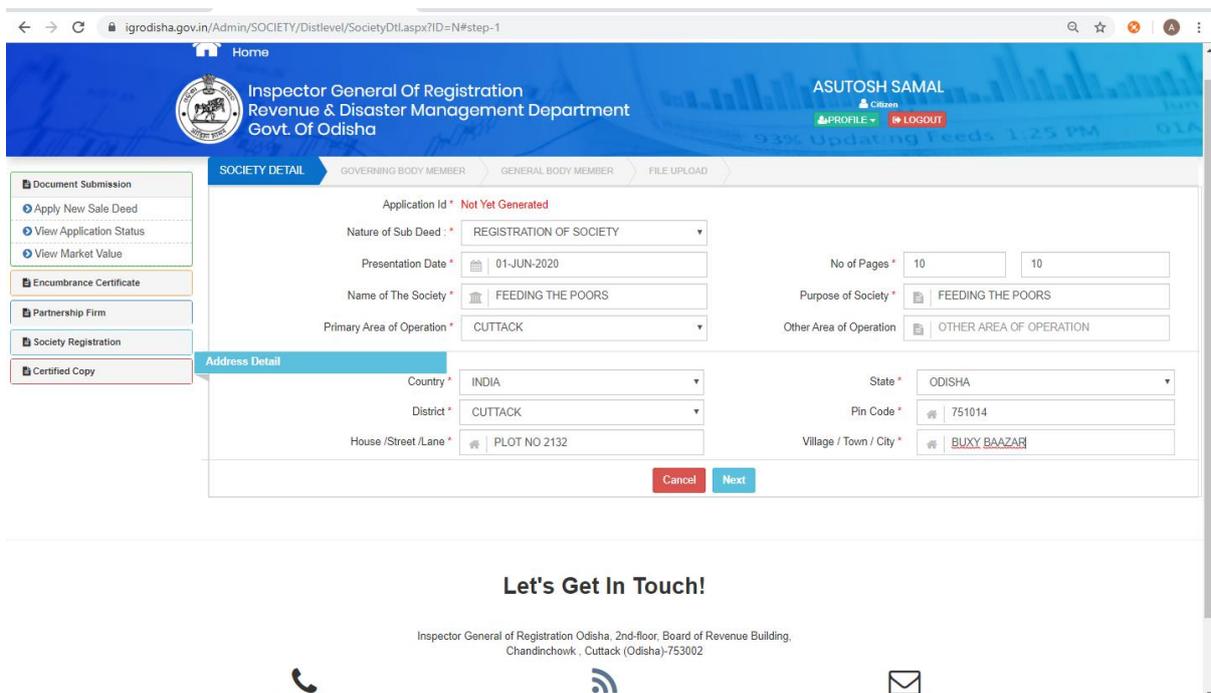
The screenshot shows the 'New User Registration' form on the website. The browser address bar shows [igrodisha.gov.in/Admin/Login/NEW/NewUser.aspx](https://www.igrodisha.gov.in/Admin/Login/NEW/NewUser.aspx). The page header includes the Odisha state emblem and the text: Inspector General Of Registration, Revenue & Disaster Management Department, Govt. Of Odisha. A 'Home' link is also present. On the left, there is a 'Citizen Corner' menu with links to: Ease of Doing Business, Benchmark Valuation, Model Deed, Acts & Rules, Stamp Act and Rules, Marriage Act, **Society Registration** (highlighted with a blue arrow), and Firm Registration. The registration form fields are:

- User Name \*
- Date of Birth \* (01-JUN-2020)
- E-Mail ID \*
- Mobile No. \*
- Login Id \* (with a 'Check Availability' button)
- Password \*
- Retype Password \*
- Security Question \* (---Select---
- Answer \*
- Enter Image Text \* (with a CAPTCHA image showing '479297' and a 'Submit' button)

4. After Successful Login, Dashboard will be displayed, click on “Apply Dist Level Society” for new Society registration.



5. New Society entry detail page will be displayed.



- After filling the society registration detail, click on the Next Button. Thereafter add at least five (5) numbers of governing body member one by one. (Using Through Add Button)

igrodisha.gov.in/Admin/SOCIETY/Distlevel/SocietyDtl.aspx#step-2

**SOCIETY DETAIL** **GOVERNING BODY MEMBER** GENERAL BODY MEMBER FILE UPLOAD

Name \* NAME  
 Relation FATHER  
 Profession \* CULTIVATION  
 Mobile Number MOBILE NUMBER  
 Aadhaar No AADHAAR NO  
 Date of Join in Society \* 01-JUN-2020  
 Identity Proof [Choose File](#) No file chosen

Age AGE Gender  Male  Female  
 Relation Name RELATION NAME  
 Caste CASTE  
 Email ID EMAIL ADDRESS  
 Designation \* CHAIRMAN  
 Address Proof [Choose File](#) No file chosen

**Address Details**  
 Country INDIA  
 State ODISHA  
 District ---SELECT---  
 Pin Code PIN CODE  
 House /Street /Lane HOUSE /STREET /LANE  
 Village / Town / City VILLAGE / TOWN / CITY

NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	Joining Date	Edit	Delete
KRUSHNA PANDA	MR PANDA	BUYX BAZAR,PLOT NO 202, CUTTACK, ODISHA, INDIA, 751240	CHAIRMAN	CULTIVATION	30-May-2020	<a href="#">Edit</a>	<a href="#">Delete</a>
ASUTOSH SAMAL	BB SAML	PLOT NO 1219,BUYX BAZAR, CUTTACK, ODISHA, INDIA, 751014	CHAIRMAN	CULTIVATION	01-Jun-2020	<a href="#">Edit</a>	<a href="#">Delete</a>
SUJIT KUMAR SINGH	RAMBLASH SINGH	BUYX BAZAR,PLOT NO 202, CUTTACK, ODISHA, INDIA, 751240	CHAIRMAN	CULTIVATION	30-May-2020	<a href="#">Edit</a>	<a href="#">Delete</a>
KRUPASINDHU SAHOO	KUNJA SAHOO	BUYX BAZAR,PLOT NO 202, CUTTACK, ODISHA, INDIA, 751240	CHAIRMAN	CULTIVATION	30-May-2020	<a href="#">Edit</a>	<a href="#">Delete</a>
MANOJ MUDULI	MR MUDULI	BUYX BAZAR,PLOT NO 202, CUTTACK, ODISHA, INDIA, 751240	CHAIRMAN	CULTIVATION	30-May-2020	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add](#) [Cancel](#) [Back](#) [Next](#)

- Then add General Body Members one by one, at least seven (7) numbers of members is required. (Using Through Add Button)

igrodisha.gov.in/Admin/SOCIETY/Distlevel/SocietyDtl.aspx#step-3

Inspector General Of Registration  
 Revenue & Disaster Management Department  
 Govt. Of Odisha

ASUTOSH SAMAL  
 Citizen  
[PROFILE](#) [LOGOUT](#)

Application ID : 72020060007 Application Type :

**SOCIETY DETAIL** **GOVERNING BODY MEMBER** GENERAL BODY MEMBER FILE UPLOAD

Name \* NAME  
 Relation FATHER  
 Profession \* CULTIVATION  
 Mobile Number MOBILE NUMBER  
 Aadhaar No AADHAAR NO  
 Date of Join in Society \* 01-JUN-2020  
 Identity Proof [Choose File](#) No file chosen

Age AGE Gender  Male  Female  
 Relation Name RELATION NAME  
 Caste CASTE  
 Email Address EMAIL ADDRESS  
 Designation \* CHAIRMAN  
 Address Proof [Choose File](#) No file chosen

**Address Details**  
 Country INDIA  
 State ODISHA  
 District ---SELECT---  
 Pin Code PIN CODE  
 House /Street /Lane HOUSE /STREET /LANE  
 Village / Town / City VILLAGE / TOWN / CITY

NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	Joining Date	Edit	Delete
SIVA BARIK	MR BARIK	BUYX BAZAR, PLOT NO 201, CUTTACK, ODISHA, INDIA, 751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	<a href="#">Edit</a>	<a href="#">Delete</a>
SABYASACHI MOHAPATRA	MR BARIK	BUYX BAZAR, PLOT NO 201, CUTTACK, ODISHA, INDIA, 751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	<a href="#">Edit</a>	<a href="#">Delete</a>
SIBANANDA SAHOO	MR BARIK	BUYX BAZAR, PLOT NO 201, CUTTACK, ODISHA, INDIA, 751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	<a href="#">Edit</a>	<a href="#">Delete</a>
PURUSOTTAM GHADEI	MR BARIK	BUYX BAZAR, PLOT NO 201, CUTTACK, ODISHA, INDIA, 751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	<a href="#">Edit</a>	<a href="#">Delete</a>
SNEHASIS CHHOTRAY	MR BARIK	BUYX BAZAR, PLOT NO 201, CUTTACK, ODISHA, INDIA, 751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	<a href="#">Edit</a>	<a href="#">Delete</a>
DINES MAHARANA	MR BARIK	BUYX BAZAR, PLOT NO 201, CUTTACK, ODISHA, INDIA, 751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	<a href="#">Edit</a>	<a href="#">Delete</a>
KUNA GHADEI	MR BARIK	BUYX BAZAR, PLOT NO 201, CUTTACK, ODISHA, INDIA, 751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add](#) [Cancel](#) [Back](#) [Next](#)

8. After Adding General Body members, Upload the required scanned files for society registration.

The screenshot shows the 'FILE UPLOAD' section of the registration portal. The user is logged in as ASUTOSH SAMAL. The application ID is 72020060007. The page lists 14 documents to be uploaded, each with a 'Choose File' button and an 'Upload' button. The documents include:

- Memorandum of Society \*
- Bylaw of Society \*
- Treasury Challan \*
- Resolution of the General Body Meeting
- Affidavit of the Secretary/ President
- House Rent Agreement
- Audit Report
- Activity Report
- Copy Of Notice
- ID Proof of All Party
- Any Other Document

At the bottom of the page, there is a 'Let's Get In Touch!' section with contact information for the Inspector General of Registration, Odisha, including phone numbers, a feedback link, and an email address.

9. After all files upload, Confirmation page and fee collection process will be shown.

The screenshot shows the 'Confirmation.aspx' page. The page displays the 'Society Detail' and 'Governing Body Member' information. The 'Uploaded File' section shows the status of the documents uploaded. The 'Fee Collection' section displays the application ID, user fee payable (₹ 400), registration fee payable (₹ 50), and total fee payable (₹ 450). The page also includes a 'Remark' field and 'Back' and 'Confirm & Pay' buttons.

Society Detail						
FORM NAME	PRESBATION DATE	ADDRESS				
FEEDING THE POORS	01-Jun-2020	PLOT NO 2132,BUKY BAZAR,CUTTACK,ODISHA,INDIA,751014				

Governing Body Member						
NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	Age	edit
KRUSHNA PANDA	NR PANDA	BUKY BAZAR,PLOT NO 202,CUTTACK,ODISHA,INDIA,751240	CHAIRMAN	CULTIVATION	30-May-2020	✎
ASUTOSH SARKAL	BS SARKAL	PLOT NO 1219,BUKY BAZAR,CUTTACK,ODISHA,INDIA,751014	CHAIRMAN	CULTIVATION	01-Jun-2020	✎
SUJIT KUNJA SAHOO	RAMHELESH SINGH	BUKY BAZAR,PLOT NO 202,CUTTACK,ODISHA,INDIA,751240	CHAIRMAN	CULTIVATION	30-May-2020	✎
KRUPASCHHU SAHOO	KUNJA SAHOO	BUKY BAZAR,PLOT NO 202,CUTTACK,ODISHA,INDIA,751240	CHAIRMAN	CULTIVATION	30-May-2020	✎
MANDI MUDULI	MR MUDULI	BUKY BAZAR,PLOT NO 202,CUTTACK,ODISHA,INDIA,751240	CHAIRMAN	CULTIVATION	30-May-2020	✎

General Body Member						
NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	Age	edit
SEVA BARIK	MR BARIK	BUKY BAZAR,PLOT NO 201,CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	✎
SABITASCHI MOHAPATRA	MR BARIK	BUKY BAZAR,PLOT NO 201,CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	✎
SIBANANDA SAHOO	MR BARIK	BUKY BAZAR,PLOT NO 201,CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	✎
PURUSOTTAM GHADGE	MR BARIK	BUKY BAZAR,PLOT NO 201,CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	✎
SNEHASIS CHHOTRAY	MR BARIK	BUKY BAZAR,PLOT NO 201,CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	✎
DINES MAHARANA	MR BARIK	BUKY BAZAR,PLOT NO 201,CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	✎
KUNJA GHADGE	MR BARIK	BUKY BAZAR,PLOT NO 201,CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	✎

**Uploaded File**

- Memorandum of Society : View
- By-Laws of Society : View
- Treasury Challan : View
- Resolution of the General Body Meeting :
- Affidavit of the Secretary/ President :
- House Rent Agreement :
- Audit Report :
- Activity Report :
- Notice Copy :

Application ID : 720200600007  
 User Fee Payable : ₹ 400  
 Registration Fee Payable : ₹ 50  
 Total Fee Payable : ₹ 450

Remark:

Buttons: Back, Confirm & Pay

10. By Clicking on “Confirm & Pay” Button it will be redirected to the Odisha Treasury payment gateway integration.

**Confirm Details** ⓘ

Please check the entered details before proceeding to payment

**Challan Purpose**

Head of Account	Purpose	Amount
1475-00-200-0135-02001-000	RegnFee	50.00
0030-03-104-0135-01053-000	GovtFee	75.50

**Agency Share Details**

Agency Identifier	Description	Agency amount
0000-00-000-0000-00000-001	IL&FS Technologies Limited	319.00
0000-00-000-0000-00000-002	TDS	5.50

**Department Specific Information**

TransactionID: 720200600007-627051868

RegistrationID: 720200600007

**Department Specific Information**

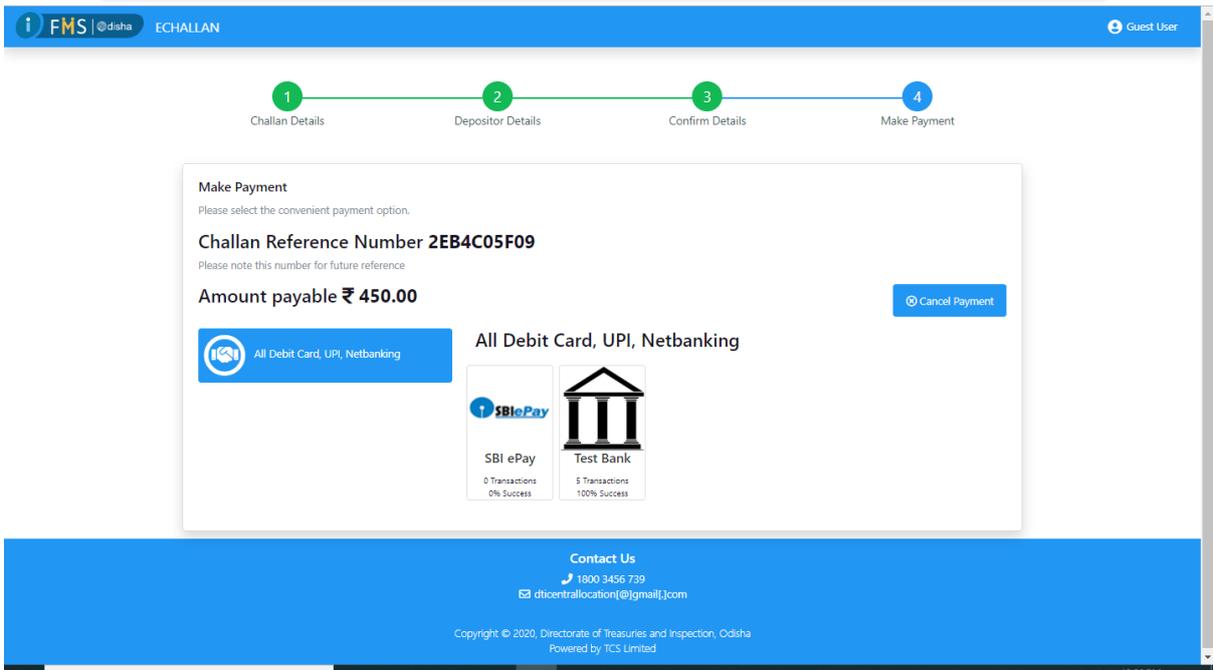
Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
627051868			
Additional Information 4	Additional Information 5	Additional Information 6	

**Depositor Details**

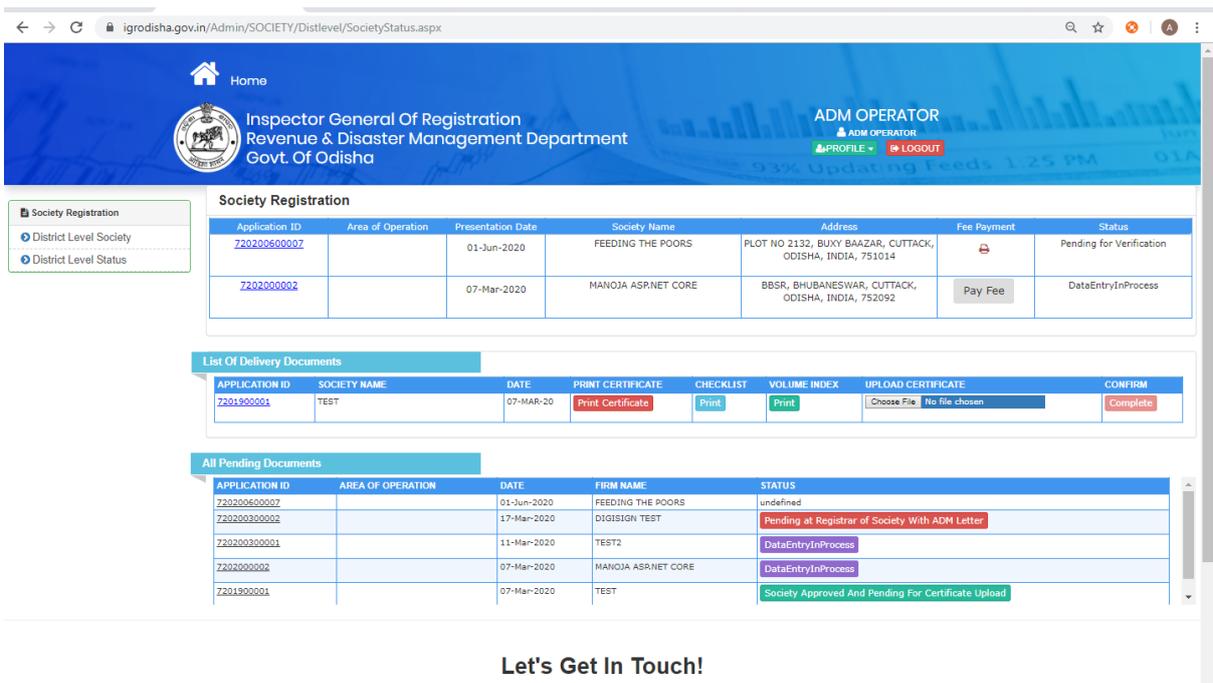
Depositor Name: FEEDING THE POORS  
 Address Line1: PLOT NO 2132  
 Address Line2:   
 State:   
 District: CUTTACK  
 Pin:   
 Phone Number:   
 Email:   
 Total Amount: 450.00

**Depositor Identification**

Identification Type:   
 ID number:   
 ID description:   
 Previous Next ✓



11. After successful payment & receipt generation at the IGR portal, the Society application ID will be shown as pending for verification.



## Dealing Officer Login

12. Once the application is applied online, it will come to the respective Dealing Officer Home Page for first level verification. Dealing officer can login in the “Department Login” Option in the Home Page.



A screenshot of a web dashboard. The dashboard is divided into several sections. On the left, there are four colored boxes: 'Existing User? Login' (green), 'New User? Register Now' (red), 'Department Login' (blue, highlighted with a red border), and 'Track Application Status' (light blue). Below these is a 'Registration Performance' section showing '₹ Top 10 Revenue Generated Offices' with a bar chart. In the center, there is a 'Document Status' section with a bar chart. On the right, there is a 'Citizen Corner' section with 'Ease of Doing Business' and 'Online Services' lists. A vertical 'Help Desk Support' button is on the far right.

A screenshot of the 'DEPARTMENT LOGIN or SIGN UP' form. The form is set against a background with silhouettes of business professionals. The form fields include: 'USERNAME' with the value 'adm\_ope', 'PASSWORD' with masked characters, and 'ENTER CODE' with the value '342896'. There is a CAPTCHA image showing the number '342896' and a refresh button. Below the fields are two buttons: 'Back to Home' and 'LOGIN'. At the bottom, there are links for 'Forgot User Id?', 'Forgot Password?', and 'New User registration'.

13. At Dealing Officer Login Show all Pending Documents for Verification, Click an Application Id for Verification.

The screenshot shows the 'Society Registration' dashboard for an ADM OPERATOR. The user is logged in as 'ADM OPERATOR' with a profile icon and a 'LOGOUT' button. The dashboard includes a navigation menu on the left with 'Society Registration', 'District Level Society', and 'District Level Status'. The main content area features a table of pending documents for verification, a 'List Of Delivery Documents' table, an 'Application ID For ADM Verification Letter' table, and an 'All Pending Documents' table.

Application ID	Area of Operation	Presentation Date	Society Name	Address	Fee Payment	Status
720200600007		29-Jul-2020	FEEDING THE POORS	PLOT NO 2132, BUXY BAAZAR, CUTTACK, ODISHA, INDIA, 751014		Pending for Verification

APPLICATION ID	SOCIETY NAME	DATE	PRINT CERTIFICATE	CHECKLIST	VOLUME INDEX	UPLOAD CERTIFICATE	CONFIRM
2202000002	MANOJA ASP.NET CORE	20-JUL-20	Print Certificate	Print	Print	Choose File No file chosen	Complete
2201900001	TEST	07-MAR-20	Print Certificate	Print	Print	Choose File No file chosen	Complete

Application ID	Society Name	Date	Print	Upload	Designation	Location	Forward
2202000006	ONLINE SOCIETY TEST	27-Jul-2020	Print	Choose File No file chosen	Tehsilidar	ATHAGARH	Send for Field Verification

APPLICATION ID	AREA OF OPERATION	DATE	SOCIETY NAME	STATUS
----------------	-------------------	------	--------------	--------

14. View the entered society details and body members.

The screenshot shows the 'SOCIETY & MEMBER DETAIL' page for Application ID: 720200600007. The page is divided into sections for 'Society Detail', 'Governing Body Member', and 'General Body Member'. The 'Society Detail' section shows the society name 'FEEDING THE POORS', presentation date '01-Jun-2020', and address 'PLOT NO 2132, BUXY BAZAR, CUTTACK, ODISHA, INDIA, 751014'. The 'Governing Body Member' section lists five members, including Krushna Panda, Asutosh Samal, Sujit Kumar Singh, Krupasindhu Sahoo, and Manoj Muduli. The 'General Body Member' section lists ten members, including Siva Barik, Sabikasachi Mohapatra, Sibanianda Sahoo, Purusottam Ghadei, Snehasis Chhotray, and Dines Maharana.

SOCIETY NAME	PRESENTATION DATE	ADDRESS	Edt
FEEDING THE POORS	01-Jun-2020	PLOT NO 2132, BUXY BAZAR, CUTTACK, ODISHA, INDIA, 751014	

NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	Joining Date	Edt
KRUSHNA PANDA	MR PANDA	BUXY BAZAR, PLOT NO 202, CUTTACK, ODISHA, INDIA, 751240	CHAIRMAN	CULTIVATION	30-May-2020	
ASUTOSH SAMAL	BB SAML	PLOT NO 1219, BUXY BAZAR, CUTTACK, ODISHA, INDIA, 751014	CHAIRMAN	CULTIVATION	01-Jun-2020	
SUJIT KUMAR SINGH	RAMBLASH SINGH	BUXY BAZAR, PLOT NO 202, CUTTACK, ODISHA, INDIA, 751240	CHAIRMAN	CULTIVATION	30-May-2020	
KRUPASINDHU SAHOO	KUNJA SAHOO	BUXY BAZAR, PLOT NO 202, CUTTACK, ODISHA, INDIA, 751240	CHAIRMAN	CULTIVATION	30-May-2020	
MANOJ MUDULI	MR MUDULI	BUXY BAZAR, PLOT NO 202, CUTTACK, ODISHA, INDIA, 751240	CHAIRMAN	CULTIVATION	30-May-2020	

NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	Joining Date	Edt
SIVA BARIK	MR BARIK	BUXY BAZAR, PLOT NO 201, CUTTACK, ODISHA, INDIA, 751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	
SABIKASACHI MOHAPATRA	MR BARIK	BUXY BAZAR, PLOT NO 201, CUTTACK, ODISHA, INDIA, 751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	
SIBANANDA SAHOO	MR BARIK	BUXY BAZAR, PLOT NO 201, CUTTACK, ODISHA, INDIA, 751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	
PURUSOTTAM GHADEI	MR BARIK	BUXY BAZAR, PLOT NO 201, CUTTACK, ODISHA, INDIA, 751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	
SNEHASIS CHHOTRAY	MR BARIK	BUXY BAZAR, PLOT NO 201, CUTTACK, ODISHA, INDIA, 751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	
DINES MAHARANA	MR BARIK	BUXY BAZAR, PLOT NO 201, CUTTACK, ODISHA, INDIA, 751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	
KUNA GHADEI	MR BARIK	BUXY BAZAR, PLOT NO 201, CUTTACK, ODISHA, INDIA, 751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	

15. Then View the uploaded files.

The screenshot shows the 'FILE UPLOAD' step of the 'SOCIETY & MEMBER DETAIL' process. The header includes a home icon, the text 'Inspector General Of Registration Revenue & Disaster Management Department Govt. Of Odisha', and the user's name 'ASUTOSH SAMAL' with a 'DEALING OFFICER' title. A navigation menu on the left lists 'Society Registration', 'District Level Society', and 'District Level Status'. The main content area has a breadcrumb trail: 'SOCIETY & MEMBER DETAIL' > 'FILE UPLOAD' > 'REMARK'. Below this, a section titled 'Uploaded File' lists several documents with 'View' links: Memorandum of Society, By-Laws of Society, Resolution of the General Body Meeting, Affidavit of the Secretary/ President, House Rent Agreement, Audit Report, Activity Report, Copy Of Notice, ID Proof of All Party, and Any Other Document. At the bottom right, there are 'Back' and 'Next' buttons.

16. Then enter Remark and Forward the Document to Next Level.

The screenshot shows the 'REMARK' step of the 'SOCIETY & MEMBER DETAIL' process. The header and navigation menu are identical to the previous screenshot. The breadcrumb trail is 'SOCIETY & MEMBER DETAIL' > 'FILE UPLOAD' > 'REMARK'. The main content area has a section titled 'Remark' with a text input field labeled 'Remark :'. The input field contains the text 'REMARK'. At the bottom right, there are 'Back' and 'Forward' buttons.

## Section Officer Login

17. Once Dealing Officer process will be completed, same application ID will be forwarded to Section Officer Login. At Section Officer Login Show all Pending Documents for verification, Click an Application Id for verification.

Home



**Inspector General Of Registration**  
Revenue & Disaster Management Department  
Govt. Of Odisha

**SUJIT KUMAR SINGH**  
SECTION OFFICER  
[PROFILE](#) [LOGOUT](#)

Society Registration

District Level Status

**Society Registration**

Application ID	Area of Operation	Presentation Date	Society Name	Address	Status
<a href="#">720200600007</a>		29-Jul-2020	FEEDING THE POORS	PLOT NO 2132, BUXY BAAZAR, CUTTACK, ODISHA, INDIA, 751014	Pending at Section Officer for Verification

### Let's Get In Touch!

Inspector General of Registration Odisha, 2nd-floor, Board of Revenue Building,  
Chandinchowk, Cuttack (Odisha)-753002

  
(+91)7894438202  
(+91)7894438220

  
Feedback

  
helpdesk.igr.odisha@gmail.com

Design & Developed By TerraCIS Technologies Ltd.

18. View the entered society details and body members.

Application ID : 720200600007
Application Type :

Society Registration

District Level Status

**SOCIETY & MEMBER DETAIL**    FILE UPLOAD    REMARK

**Society Detail**

SOCIETY NAME	PRESENTATION DATE	ADDRESS	Edit
FEEDING THE POORS	29-Jul-2020	PLOT NO 2132,BUXY BAAZAR,CUTTACK,ODISHA,INDIA,751014	

**Governing Body Member**

NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	Joining Date	Edit
KRUSHNA PANDA	MR PANDA	BUXY BAZAR,PLOT NO 202.CUTTACK,ODISHA,INDIA,751240	CHAIRMAN	CULTIVATION	30-May-2020	
ASUTOSH SAMAL	BB SAML	PLOT NO 1219,BUXY BAZAR,CUTTACK,ODISHA,INDIA,751014	CHAIRMAN	CULTIVATION	01-Jun-2020	
SUJIT KUMAR SINGH	RAMBILASH SINGH	BUXY BAZAR,PLOT NO 202.CUTTACK,ODISHA,INDIA,751240	CHAIRMAN	CULTIVATION	30-May-2020	
KRUPASINDHU SAHOO	KUNJA SAHOO	BUXY BAZAR,PLOT NO 202.CUTTACK,ODISHA,INDIA,751240	CHAIRMAN	CULTIVATION	30-May-2020	
MANOJ MUDULI	MR MUDULI	BUXY BAZAR,PLOT NO 202.CUTTACK,ODISHA,INDIA,751240	CHAIRMAN	CULTIVATION	30-May-2020	

**General Body Member**

NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	Joining Date	Edit
SIVA BARIK	MR BARIK	BUXY BAZAR,PLOT NO 201.CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	
SABYASACHI MOHAPATRA	MR BARIK	BUXY BAZAR,PLOT NO 201.CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	
SIBANANDA SAHOO	MR BARIK	BUXY BAZAR,PLOT NO 201.CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	
PURUSOTTAM GHADAI	MR BARIK	BUXY BAZAR,PLOT NO 201.CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	
SNEHASIS CHHOTRAY	MR BARIK	BUXY BAZAR,PLOT NO 201.CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	
DINES MAHARANA	MR BARIK	BUXY BAZAR,PLOT NO 201.CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	
KUNA GHADAI	MR BARIK	BUXY BAZAR,PLOT NO 201.CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	

Back
Next

## 19. Then View the uploaded files

The screenshot shows the 'FILE UPLOAD' step of the application process. The user is ASUTOSH SAMAL, a DEALING OFFICER. The application ID is 720200600007. The interface includes a sidebar with 'Society Registration' and 'District Level Society' options. The main content area is titled 'Uploaded File' and lists several documents with 'View' links:

- Memorandum of Society : View
- By-Laws of Society : View
- Resolution of the General Body Meeting :
- Affidavit of the Secretary/ President :
- House Rent Agreement :
- Audit Report :
- Activity Report :
- Copy Of Notice :
- ID Proof of All Party :
- Any Other Document :

At the bottom right, there are 'Back' and 'Next' buttons.

## 20. Then enter Remark and Forward the Document to Next Level.

The screenshot shows the 'REMARK' step of the application process. The user is SUJIT KUMAR SINGH, a SECTION OFFICER. The application ID is 720200600007. The interface includes a sidebar with 'Society Registration' and 'District Level Status' options. The main content area is titled 'Remark Details' and contains a table with the following data:

OFFICER NAME & DESIGNATION	DATE	REMARK
ASUTOSH SAMAL (DEALING OFFICER)	29-Jul-2020	aLL oK

Below the table, there is a 'Remark' section with a text input field containing 'OK'. At the bottom right, there are 'Back' and 'Forward' buttons.

## Additional Registrar of Society (ADM)

- Once Section Officer Process will be completed, same application ID will be forwarded to Registrar of society (ADM). At Registrar of society Login Show all Pending Documents for Approval, Click an Application Id for Approval.

Home

Inspector General Of Registration  
Revenue & Disaster Management Department  
Govt. Of Odisha

SUJIT KUMAR SINGH  
ADM  
PROFILE LOGOUT

Society Registration

Application ID	Area of Operation	Presentation Date	Society Name	Address	Status
<a href="#">720200600007</a>		29-Jul-2020	FEEDING THE POORS	PLOT NO 2132, BUXY BAAZAR, CUTTACK, ODISHA, INDIA, 751014	Pending at ADM for Approval

Society Registration

Application Status

District Level Status

MIS Report

ORTPSA

16 Parameters

BMV Updation

- View the entered society details and body members.

Application ID : 720200600007

Application Type :

SOCIETY & MEMBER DETAIL

FILE UPLOAD

REMARK

Society Registration

District Level Status

Society Detail

SOCIETY NAME	PRESENTATION DATE	ADDRESS	Edit
FEEDING THE POORS	29-Jul-2020	PLOT NO 2132,BUXY BAAZAR,CUTTACK,ODISHA,INDIA,751014	<a href="#">?</a>

Governing Body Member

NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	Joining Date	Edit
KRUSHNA PANDA	MR PANDA	BUXY BAZAR,PLOT NO 202,CUTTACK,ODISHA,INDIA,751240	CHAIRMAN	CULTIVATION	30-May-2020	<a href="#">?</a>
ASUTOSH SAMAL	BB SAMIL	PLOT NO 1219,BUXY BAZAR,CUTTACK,ODISHA,INDIA,751014	CHAIRMAN	CULTIVATION	01-Jun-2020	<a href="#">?</a>
SUJIT KUMAR SINGH	RAMBILASH SINGH	BUXY BAZAR,PLOT NO 202,CUTTACK,ODISHA,INDIA,751240	CHAIRMAN	CULTIVATION	30-May-2020	<a href="#">?</a>
KRPASINDHU SAHOO	KUNJA SAHOO	BUXY BAZAR,PLOT NO 202,CUTTACK,ODISHA,INDIA,751240	CHAIRMAN	CULTIVATION	30-May-2020	<a href="#">?</a>
MANOJ MUDULI	MR MUDULI	BUXY BAZAR,PLOT NO 202,CUTTACK,ODISHA,INDIA,751240	CHAIRMAN	CULTIVATION	30-May-2020	<a href="#">?</a>

General Body Member

NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	Joining Date	Edit
SIVA BARIK	MR BARIK	BUXY BAZAR,PLOT NO 201,CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	<a href="#">?</a>
SABYASACHI MOHAPATRA	MR BARIK	BUXY BAZAR,PLOT NO 201,CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	<a href="#">?</a>
SIBANANDA SAHOO	MR BARIK	BUXY BAZAR,PLOT NO 201,CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	<a href="#">?</a>
PURUSOTTAM GHADAI	MR BARIK	BUXY BAZAR,PLOT NO 201,CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	<a href="#">?</a>
SNEHASIS CHHOTRAY	MR BARIK	BUXY BAZAR,PLOT NO 201,CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	<a href="#">?</a>
DINES MAHARANA	MR BARIK	BUXY BAZAR,PLOT NO 201,CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	<a href="#">?</a>
KUNA GHADAI	MR BARIK	BUXY BAZAR,PLOT NO 201,CUTTACK,ODISHA,INDIA,751014	EXECUTIVE BODY MEMBER	CULTIVATION	30-May-2020	<a href="#">?</a>

Back Next

### 23. Then View the uploaded files

Inspector General Of Registration  
Revenue & Disaster Management Department  
Govt. Of Odisha

ASUTOSH SAMAL  
DEALING OFFICER  
PROFILE LOGOUT

Application ID : 720200600007 Application Type :

SOCIETY & MEMBER DETAIL FILE UPLOAD REMARK

Uploaded File

- Memorandum of Society : View
- By-Laws of Society : View
- Resolution of the General Body Meeting :
- Affidavit of the Secretary/ President :
- House Rent Agreement :
- Audit Report :
- Activity Report :
- Copy Of Notice :
- ID Proof of All Party :
- Any Other Document :

Back Next

### 24. In Case of Approval, Approver will approve the online application through their digital sign.

Inspector General Of Registration  
Revenue & Disaster Management Department  
Govt. Of Odisha

SUJIT KUMAR SINGH  
ADM  
PROFILE LOGOUT

Application ID : 7202000001 Application Type :

SOCIETY & MEMBER DETAIL FILE UPLOAD REMARK

Remark Details

OFFICER NAME & DESIGNATION	DATE	REMARK
ASUTOSH SAMAL (DISTRICT DEALING OFFICER)	30-Sep-2020	Paid
ASUTOSH SAMAL (DISTRICT DEALING OFFICER)	30-Sep-2020	ok
SUJIT KUMAR SINGH (DISTRICT SECTION OFFICER)	30-Sep-2020	ok

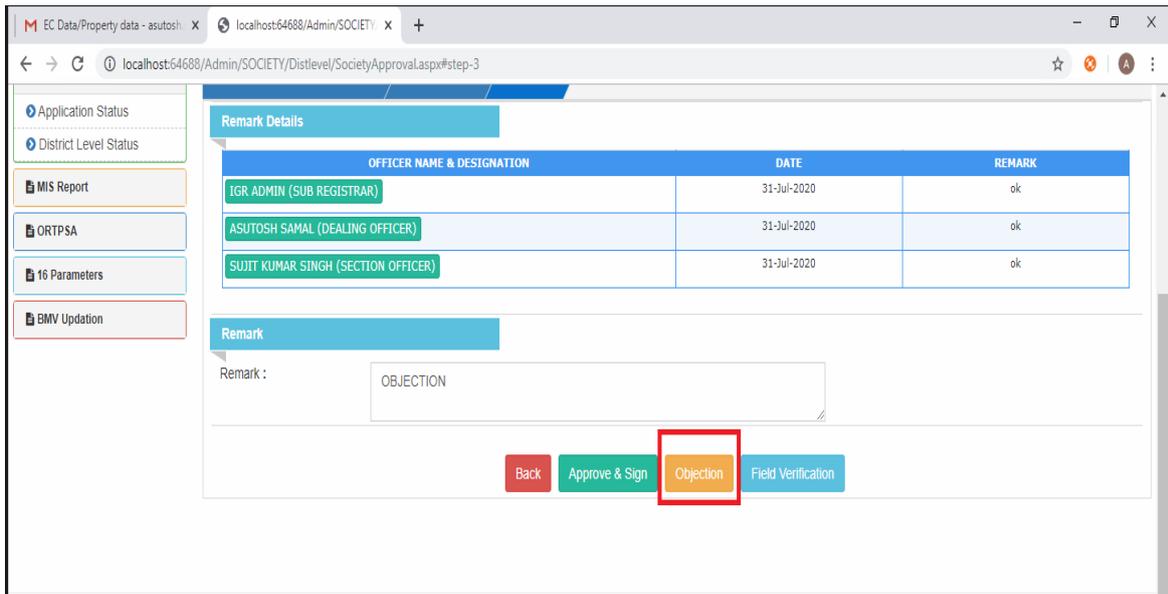
Remark

Remark :

Back Approve Objection Field Verification

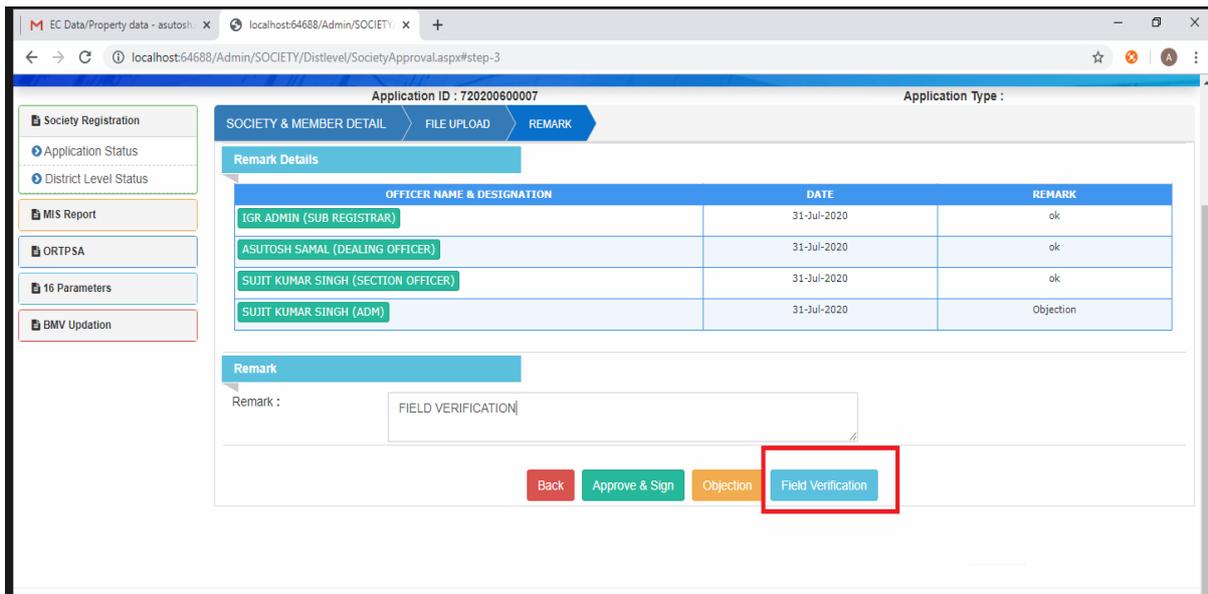
Let's Get In Touch!

25. In case of objection Additional Registrar of society (ADM) click on Objection button with his remarks.



26. Citizen resolves the query according to the Additional Registrar of society (ADM) Remark and resend the application for approval.

27. In case of Field verification Registrar of Society send the application to Dealing Officer with his/her Remark.



## Dealing Officer Login

28. Dealing officer Send the application to the concern officer for field verification with attached letter.

The screenshot shows the 'Inspector General of Registration Revenue & Disaster Management Department Govt. Of Odisha' portal. The user is logged in as a 'DEALING OFFICER'. The main section is 'Society Registration', with a sidebar for navigation. The 'List Of Delivery Documents' table shows two entries: 'MANOJA ASP-NET CORE' and 'TEST'. Below this is the 'Application ID For ADM Verification Letter' table, where the entry for 'FEEDING THE POORS' is highlighted with a red box. The 'All Pending Documents' table shows the status of various applications, including 'Pending at DEO For Generate Field Verification Letter' and 'Pending at Registrar of Society With AD'. There are also 'Receive Clipboard' notifications for two files.

## Field Verifier Login (BDO/MUNCIPAL AUTHORITY)

29. Field Verifier views the society details and the letter which was uploaded by the Dealing Officer and reply with Enquiry letter and remark.

The screenshot shows the 'disha.gov.in/Admin/SOCIETY/Distlevel/AdmDtl.aspx?id=7202000007' page. The user is logged in as a 'FIELD VERIFIER'. The page displays 'Society Details' for 'FEEDING THE POORS' and a list of 'Governing Body Member' and 'General Body Member'. Below this is the 'Uploaded File' section with various document types and their status. The 'Application Details' section shows the application ID, date, and name, along with a 'Download Letter from ADM Office' button and an 'Upload Enquiry Report' field. A 'Remark' field and a 'Submit' button are also present.

## Dealing Officer Login

30. After Field verification DO Can view the Field verification enquiry report and for word the application to the next level.

The screenshot shows the Dealing Officer Login interface. The user is logged in as ASUTOSH SAMAL, District Dealing Officer. The main section is 'Society Registration'. It displays a table with the following data:

Application ID	Area of Operation	Presentation Date	Society Name	Society Type	Address	Fee Payment	Status
720200002	CUTTACK	29-Sep-2020	RIGHT TO EDUCATION	REGISTRATION OF SOCIETY	BUKI BAZAAR, MISSION ROAD, CUTTACK, ODISHA, INDIA, 753001	Pay Fee	DataEntryInProgress

Below this, there is a 'List Of Delivery Documents' section with a table:

APPLICATION ID	SOCIETY NAME	DATE	PRINT CERTIFICATE	CHECKLIST	VOLUME INDEX	UPLOAD CERTIFICATE	CONFIRM
720200007	FEEDING THE POORS	30-Sep-2020	Print	View			Forward

There is also an 'All Pending Documents' section with a table:

APPLICATION ID	AREA OF OPERATION	DATE	SOCIETY NAME	STATUS
720200002	CUTTACK	29-Sep-2020	RIGHT TO EDUCATION	DataEntryInProgress
720200007	CUTTACK	30-Sep-2020	FEEDING THE POORS	

## Section Officer Login

31. Once Dealing Officer process will be completed, same application ID will be forwarded to Section Officer Login Along with field verification report. At Section Officer Login Show all Pending Documents for verification, Click an Application Id for verification.

The screenshot shows the Section Officer Login interface. The user is logged in as ASUTOSH SAMAL, District Section Officer. The main section is 'Society & Member Detail' for Application ID: 720200007. It displays the following details:

**SOCIETY & MEMBER DETAIL** Application ID : 720200007 Application Type : REGISTRATION OF SOCIETY

**Society Detail**

SOCIETY NAME	PRESENTATION DATE	ADDRESS	Edit
FEEDING THE POORS	30-Sep-2020	BUKI BAZAAR,MISSION ROAD,CUTTACK,ODISHA,INDIA,753001	Edit

**Governing Body Member**

NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	Joining Date	Edit
KRUSHNA PANJA	MR PANJA	BUKI BAZAAR,MISSION ROAD,CUTTACK,ODISHA,INDIA,753001	JOINT SECRETARY	SERVICE	28-Sep-2020	Edit
ASUTOSH SAMAL	BB SAMAL	BUKI BAZAAR,MISSION ROAD,CUTTACK,ODISHA,INDIA,753001	CHAIRMAN	SERVICE	28-Sep-2020	Edit
SUJIT SINGH	RAMBILAS SINGH	BUKI BAZAAR,MISSION ROAD,CUTTACK,ODISHA,INDIA,753001	PRESIDENT	SERVICE	28-Sep-2020	Edit
KRUPASINDHU SAHOO	KUNJA SAHOO	BUKI BAZAAR,MISSION ROAD,CUTTACK,ODISHA,INDIA,753001	LEGAL ADVISER	SERVICE	28-Sep-2020	Edit
MANOJ MUDULI	MR MUDULI	BUKI BAZAAR,MISSION ROAD,CUTTACK,ODISHA,INDIA,753001	TREASURER	SERVICE	28-Sep-2020	Edit

**General Body Member**

NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	Joining Date	Edit
SIVA NARAYAN BARIK	MR BARIK	BUKI BAZAAR,MISSION ROAD,CUTTACK,ODISHA,INDIA,753001	EXECUTIVE BODY MEMBER	CULTIVATION	28-Sep-2020	Edit
SADYASACHI MOHAPATRA	MR MOHAPATRA	BUKI BAZAAR,MISSION ROAD,CUTTACK,ODISHA,INDIA,753001	EXECUTIVE BODY MEMBER	CULTIVATION	28-Sep-2020	Edit
SIBANMID SAHOO	MR SAHOO	BUKI BAZAAR,MISSION ROAD,CUTTACK,ODISHA,INDIA,753001	EXECUTIVE BODY MEMBER	CULTIVATION	28-Sep-2020	Edit
PURUSOTTAM GHADAI	MR MOHAPATRA	BUKI BAZAAR,MISSION ROAD,CUTTACK,ODISHA,INDIA,753001	EXECUTIVE BODY MEMBER	CULTIVATION	28-Sep-2020	Edit
SHEKHAR CHHOTRAY	MR MOHARANA	BUKI BAZAAR,MISSION ROAD,CUTTACK,ODISHA,INDIA,753001	EXECUTIVE BODY MEMBER	CULTIVATION	28-Sep-2020	Edit
DINESH MOHARANA	MR JENA	BUKI BAZAAR,MISSION ROAD,CUTTACK,ODISHA,INDIA,753001	EXECUTIVE BODY MEMBER	CULTIVATION	28-Sep-2020	Edit
KUNJA GHADAI	MR MOHARANA	BUKI BAZAAR,MISSION ROAD,CUTTACK,ODISHA,INDIA,753001	EXECUTIVE BODY MEMBER	CULTIVATION	28-Sep-2020	Edit

32. Then View the uploaded files along with field verification letter.

Application ID : 7202000007 Application Type : REGISTRATION OF SOCIETY

SOCIETY & MEMBER DETAIL FILE UPLOAD REMARK

Uploaded File

- Memorandum of Society : View
- By-Laws of Society : View
- Treasury Challan : View
- Resolution of the General Body Meeting :
- Affidavit of the Secretary/ President :
- House Rent Agreement :
- Audit Report :
- Activity Report :
- Copy Of Notice :
- ID Proof of All Party :
- Any Other Document :
- Field Verification Letter : View

Back Next

33. Then enter Remark and Forward the Document to Next Level for approval.

Application ID : 7202000007 Application Type : REGISTRATION OF SOCIETY

SOCIETY & MEMBER DETAIL FILE UPLOAD REMARK

Remark Details

OFFICER NAME & DESIGNATION	DATE	REMARK
ASUTOSH SAMAL (DISTRICT DEALING OFFICER)	30-Sep-2020	ok
SUJIT KUMAR SINGH (DISTRICT SECTION OFFICER)	30-Sep-2020	ok
SUJIT KUMAR SINGH (ADM)	30-Sep-2020	Field Verification
ASUTOSH SAMAL (DISTRICT DEALING OFFICER)	30-Sep-2020	

Remark

Remark :

Back Forward

## Additional Registrar of Society (ADM)

34. Once Section Officer Process will be completed, same application ID will be forwarded to Registrar of society (ADM). At Registrar of society Login Show all Pending Documents for Approval, Click an Application Id for Approval.

The screenshot shows a web application interface for Society Approval. The application ID is 72020060007. The user is logged in as SUJIT KUMAR SINGH, ADM. The application type is REGISTRATION OF SOCIETY. The form is divided into three main sections: Society Detail, Governing Body Member, and General Body Member. The Society Detail section shows the society name 'FEEDING THE POORS', presentation date '29-Jul-2020', and address 'PLOT NO 2132, BUXY BAZAR, CUTTACK, ODISHA, INDIA, 751014'. The Governing Body Member section lists five members, including KRUSHNA PANDA, ASUTOSH SAMAL, SUJIT KUMAR SINGH, KRUPASINDHU SAHOO, and MANOJ MUDULI. The General Body Member section lists eight members, including SIVA BARIK, SABYASACHI MOHADATRA, SIBANANDA SAHOO, PURUSOTTAM GHADEI, SNEHASIS CHHOTRAY, DINES MAHARAJA, and KUNA GHADEI. The interface includes navigation buttons for 'Back' and 'Next'.

35. Then View the uploaded files along with field verification letter.

The screenshot shows the same web application interface, but now the 'Uploaded File' section is active. This section displays a list of documents that have been uploaded for the application, each with a 'View' link. The documents include: Memorandum of Society, By-Laws of Society, Treasury Challan, Resolution of the General Body Meeting, Affidavit of the Secretary/ President, House Rent Agreement, Audit Report, Activity Report, Copy Of Notice, ID Proof of All Party, Any Other Document, and Field Verification Letter. The interface also shows navigation buttons for 'Back' and 'Next'.

36. Approver will approve the online application through their digital sign.

Application ID : 7202000007 Application Type : REGISTRATION OF SOCIETY

SOCIETY & MEMBER DETAIL FILE UPLOAD REMARK

Remark Details

OFFICER NAME & DESIGNATION	DATE	REMARK
ASUTOSH SAMAL (DISTRICT DEALING OFFICER)	30-Sep-2020	ok
SUJIT KUMAR SINGH (DISTRICT SECTION OFFICER)	30-Sep-2020	ok
SUJIT KUMAR SINGH (ADM)	30-Sep-2020	Field Verification
ASUTOSH SAMAL (DISTRICT DEALING OFFICER)	30-Sep-2020	
SUJIT KUMAR SINGH (DISTRICT SECTION OFFICER)	30-Sep-2020	ok

Remark

Remark :

REMARK

Back Approve & Sign

### Citizen Login

37. After Approval of Society, Citizen can View/Download the digital signed certificate in their IGR web portal login.

Home

Inspector General Of Registration  
Revenue & Disaster Management Department  
Govt. Of Odisha

ASUTOSH SAMAL  
Citizen  
PROFILE LOGOUT

Society Registration

Application ID	Area of Operation	Presentation Date	Society Name	Address	Status
720200500007		01-Jun-2020	FEEDING THE POORS	PLOT NO 2132, BUKY BAAZAR, CUTTACK, ODISHA, INDIA, 751014	Completed
720200300002		17-Mar-2020	DIGISIGN TEST	Ah-Bada Mundalli, Po-mundali colony,Block- Baranga, Clo-N-5 120 1rc Village, Nayapally , CUTTACK, ODISHA, INDIA, 225432	Pending at Registrar of Society With ADM Letter
720200300001		11-Mar-2020	TEST2	GFDGFG, DFGGFGD, CUTTACK, ODISHA, INDIA, 755466	DataEntryInProcess

Document Submission  
Apply New Sale Deed  
View Application Status  
View Market Value  
Encumbrance Certificate  
Partnership Firm  
Society Registration  
Certified Copy

### Let's Get In Touch!

Inspector General of Registration Odisha, 2nd-floor, Board of Revenue Building,  
Chandinchowk, Cuttack (Odisha)-753002

Phone icon  
(+91)7894438202  
(+91)7894438220

Feedback icon  
Feedback

Email icon  
helpdesk.igr Odisha@gmail.com

Design & Developed By TerraCIS Technologies Ltd.



**Certificate of Registration of Societies**  
ACT XXI OF 1860

SGD NO. 1 / 720200600004 of 2020

I hereby certify that FEEDING THE POORS PLOT NO 2132 ,BUXY  
BAAZAR, CUTTACK,ODISHA,INDIA 751014 has this day been  
registered under the Societies Registration Act (No.XXI of 1860)

*Given under my hand at CUTTACK this*  
*BOTH day of Jun 2020*

 Digitally signed by Sr.JIT  
KUMAR SINGH  
Date: 2020.06.01 14:00:49  
+05'30'