

Apply Online EC Procedure



The screenshot displays the homepage of the Inspector General of Registration, Revenue & Disaster Management Department, Govt. of Odisha. The URL in the browser is <https://www.igrodisha.gov.in/Home.aspx>. The page features a navigation bar with links like 'About Us', 'Notification', 'Tender', 'Staff Directory', and 'Contact Us'. A central banner titled 'HOW TO GET EC / CC' illustrates a five-step process: 'PUT YOUR DETAILS', 'PENDING FOR APPROVAL', 'MAKE YOUR PAYMENT', 'APPROVED BY DSR', and 'DOWNLOAD YOUR EC/CC'. Below this, a grid of services is available, including 'Existing User? Login', 'New User? Register Now', 'Department Login', and 'Track Application Status'. A 'Govt. Fees Details' section lists various fees like Stamp, Registration, and Encumbrance Certificate fees. The 'Online Services' section includes options like 'Online Slot Booking For Deed', 'View & Print Slot Booking', 'Mo-Ghara Slot Booking', 'View Mo-Ghara Slot Booking', 'Visit Deed Request', 'Visit Deed Request Status', 'Department's Action on Visit Deed', 'Timeline for online Slot Booking', 'Online Property/Document Submission', 'Online Encumbrance Certificate' (highlighted with a red box), 'Online Certified Copy', 'Online Certified Copy Under Section-89', and 'Online Partnership Firm'. A 'Help Desk Support' button is visible on the right side.

Access the Registration Portal:

- Visit the official website: <https://www.igrodisha.gov.in/>

Navigate to Online Encumbrance Certificate:

- Click on the “**Online Encumbrance Certificate**” option on the homepage.

Online Encumbrance Certificate ✕



Disclaimer: The information provided online is updated and the final certificate may be downloaded from the IGR's website. No physical visit to the department is required.

Start a New Registration:

- On the pop-up screen, select the "Online Application Link for New Registration."

Apply Online EC Procedure



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



New User Registration

***User Name**

***Date of Birth**

***E-Mail ID**

***Mobile No.**

***Gender**

***Login Id**
 [Check Availability](#)

***Password**

Length 8-15, Atleast 1 Uppercase, 1 lower case, 1 number, 1 special character.

***Retype Password**

***Security Question**

***Answer**



***Enter Image Text**

[Submit](#) [Cancel](#)

Let's Get In Touch!

Create a User Account:

- Submit the registration form to create your login credentials.

LOG IN or SIGN UP

LOGIN ID

PASSWORD

ENTER CODE

[Back to Home](#) [LOGIN](#)

[Forgot User Id ?](#) [Forgot Password ?](#) [New User Registration](#)

OTP VALIDATION

ENTER OTP

OTP sent successfully to your registered mobile no :
XXXXXX7136

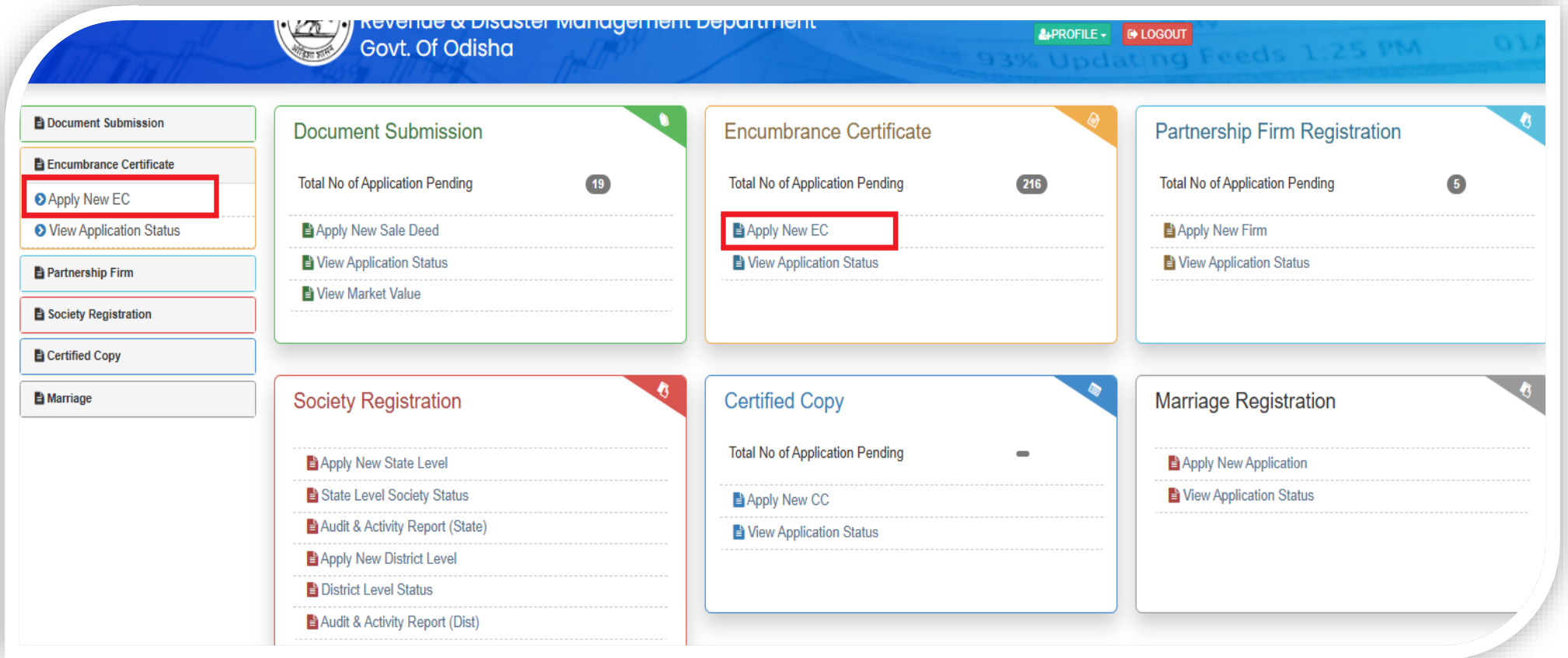
[Back to Home](#) [Validate OTP](#)

[Resend OTP](#) 01:27

For any more technical assistance please mail@ :
helpdesk.igrodisha@gmail.com

Log In to Your Account:

- Use your newly created credentials to log in to the portal.



Revenue & Disaster Management Department
Govt. Of Odisha

93% Updating Feeds 1:25 PM

PROFILE LOGOUT

Document Submission
Total No of Application Pending: 19
Apply New Sale Deed
View Application Status
View Market Value

Encumbrance Certificate
Total No of Application Pending: 216
Apply New EC
View Application Status

Partnership Firm Registration
Total No of Application Pending: 5
Apply New Firm
View Application Status

Society Registration
Apply New State Level
State Level Society Status
Audit & Activity Report (State)
Apply New District Level
District Level Status
Audit & Activity Report (Dist)

Certified Copy
Total No of Application Pending: -
Apply New CC
View Application Status

Marriage Registration
Apply New Application
View Application Status

Navigate to EC Application:

- After logging in, locate and click the EC option in the dashboard.
- Select Apply New EC to start a new application.

TerraCIS
Terracis Technologies Ltd

Activate Windows
Go to Settings to activate Windows

- Provide accurate property details, including: Property location (District, Tehsil, Village, etc.).
- Khata or Plot details.
- Period for which the EC is required.
- Review all entered information before proceeding.

Apply Online EC Procedure



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

Citizen
PROFILE LOGOUT

93% Uploading Files 1:25 PM 01A

Document Submission

Encumbrance Certificate

Partnership Firm

Society Registration

Certified Copy

Marriage

Application Details Confirmation Details Fee Details Transaction Details Transaction Fee Details

Applicant Details

Name Of The Applicant : ASUTOSH SAMALApplication Type : Individual

Declared Property Owner Name : ASUTOSH SAMALEmail Address : asutosh71@gmail.com

Mobile Numbe : 9778819709

Address Details

Country : INDIAState : ODISHA

Dist : KHURDAVillage : CS PUR

Aadhaar No :Address : BBSR

Property Details

District Name : KHURDARegistration Office : KHURDA(BBSR)

From Date : 01-01-1995To Date : 11-02-2025

VILLAGE	KHATA NO	PLOT NO
DHAULI	507	740

If you want to update/change any of the information you have filled so far, click on Update button. Update

I Do not AgreeI Agree

Confirmation Page:

- After submitting the details, a confirmation page will display the entered data.
- Verify all details and click I Agree to proceed.


Govt. Of Odisha

[PROFILE](#)
[LOGOUT](#)

93% Updating Feeds 1:25 PM 01A

Document Submission

Encumbrance Certificate

Partnership Firm

Society Registration

Certified Copy

Marriage

Application Details
Confirmation Details
Fee Details
Transaction Details
Transaction Fee Details

APPLY PROPERTY DETAILS

VILLAGE	KHATA NO	PLOT NO
BAPUJI NAGAR	1	1

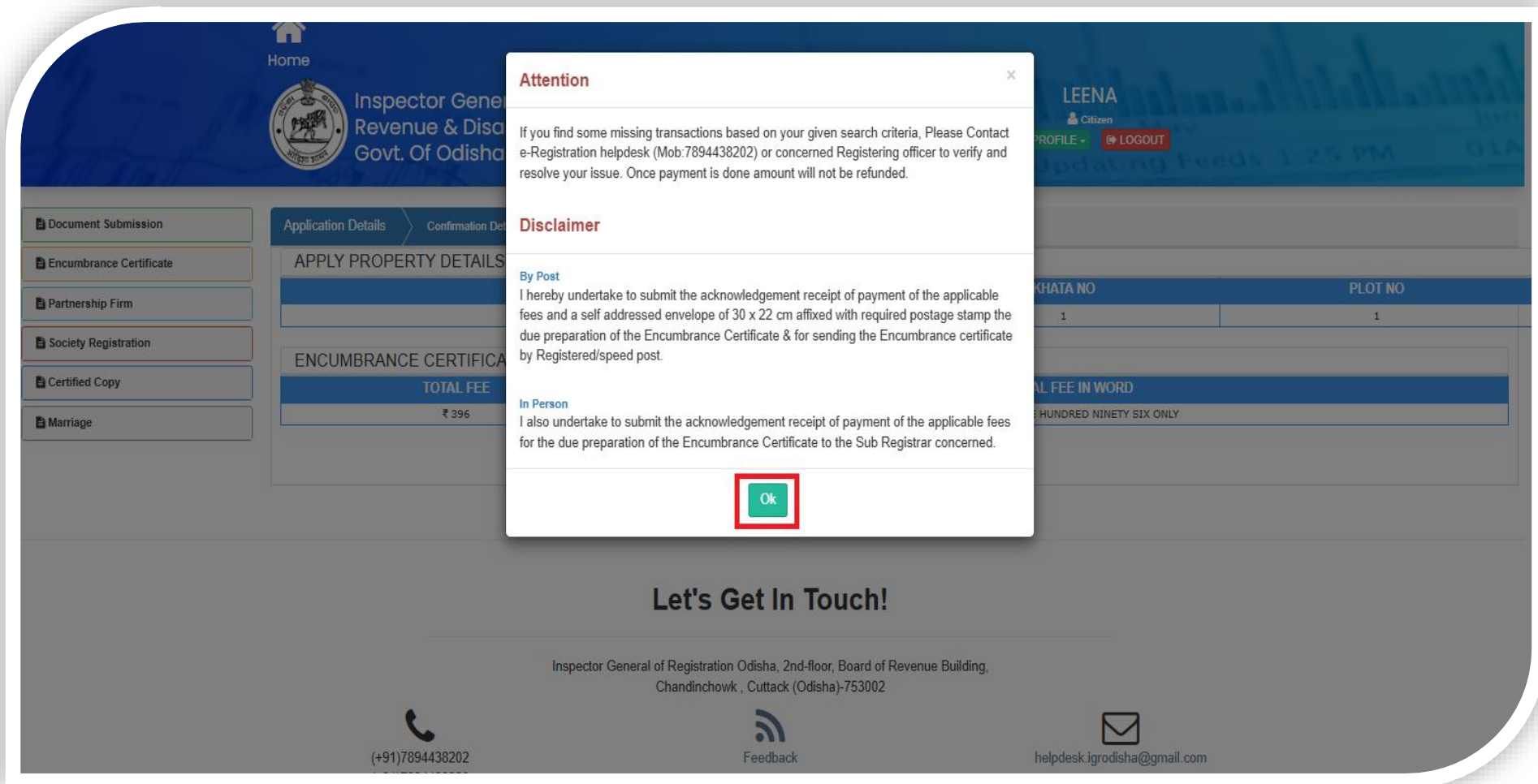
ENCUMBRANCE CERTIFICATE FEE DETAILS

TOTAL FEE	TOTAL FEE IN WORD
₹ 456	RUPEES FOUR HUNDRED FIFTY SIX ONLY

Back
Pay

Fee Payment Details:

- The system will display the applicable fees based on the property details.
- Click the Pay button to proceed to the payment gateway.



Home

Inspector General of Registration
Revenue & Disputes
Govt. Of Odisha

Document Submission

Encumbrance Certificate

Partnership Firm

Society Registration

Certified Copy

Marriage

Application Details

Confirmation Details

APPLY PROPERTY DETAILS

ENCUMBRANCE CERTIFICATE

TOTAL FEE

₹ 396

Attention

If you find some missing transactions based on your given search criteria, Please Contact e-Registration helpdesk (Mob:7894438202) or concerned Registering officer to verify and resolve your issue. Once payment is done amount will not be refunded.

Disclaimer

By Post

I hereby undertake to submit the acknowledgement receipt of payment of the applicable fees and a self addressed envelope of 30 x 22 cm affixed with required postage stamp the due preparation of the Encumbrance Certificate & for sending the Encumbrance certificate by Registered/speed post.

In Person

I also undertake to submit the acknowledgement receipt of payment of the applicable fees for the due preparation of the Encumbrance Certificate to the Sub Registrar concerned.

Ok

LEENA

Citizen

PROFILE

LOGOUT

Updating Feeds 1:29 PM

KHATA NO

PLOT NO

1

1

AL FEE IN WORD

HUNDRED NINETY SIX ONLY

Let's Get In Touch!

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

(+91)7894438202

Feedback

helpdesk.igrodisha@gmail.com

- Click the OK button to proceed to the payment gateway.

Apply Online EC Procedure

1
Challan Details

2
Depositor Details

3
Confirm Details

4
Make Payment

For redressal of any grievances relating to e-payment, kindly call Helpdesk number 1800 3456739 OR email to cybertreasury2023@gmail.com

Confirm Details ⓘ

Please check the entered details before proceeding to payment

Challan Purpose

Head of Account	Purpose	Amount
0030-03-104-0135-01008-000	RegFee	146.00
0030-03-104-0135-01053-000	GovtFee	26.98

Agency Share Details

Agency Identifier	Description	Agency amount
0000-00-000-0000-00000-002	TDS	3.78
0000-00-000-0000-00000-013	TerraCIS Technologies Ltd	219.24

Department Specific Information

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
1035318286	EC1082025402504		
Additional Information 4	Additional Information 5	Additional Information 6	

Depositor Details

Depositor Name	Address Line1	Address Line2	State
LEENA SWAIN	bbsr		ODISHA
District	Pincode	Phone Number	Email
DHENKANAL	754006	8249117136	leenaswain272@gmail.com

Total Amount

396.00

Depositor Identification

Identification Type	ID number
ID description	

Next ✓

Payment Process:

- You will be redirected to the Treasury Payment Gateway.

Apply Online EC Procedure



For redressal of any grievances relating to e-payment, kindly call Helpdesk number 1800 3456739 OR email to cybertreasury2023@gmail.com

Make Payment

Please select the convenient payment option.

IMPORTANT NOTE - Treasury Challan Number for payments made through Payment Gateways SBI ePay, Axis Bank CCAvenue, Indian Bank Billdesk and Bank of Baroda shall be generated after Two Bank Working days (T+2 days) from the date of transaction. For other Banks, Treasury Challan number shall be generated after One Bank Working day (T+1 day) from the date of transaction.

Challan Reference Number 3A5F8ED207

Please note this number for future reference

Amount payable ₹ 396.00

⊗ Cancel Payment



Debit Cards



Net Banking



UPI



Wallet

Debit Cards

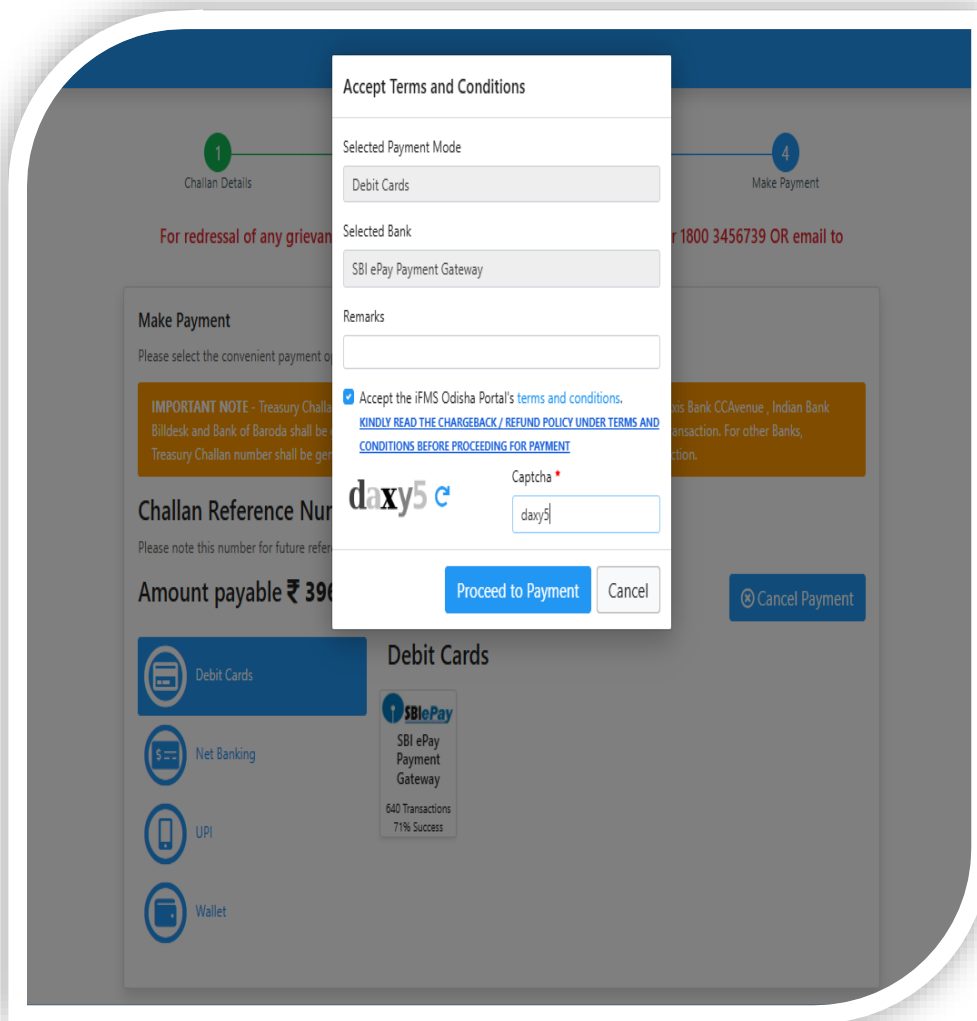


SBI ePay
Payment
Gateway

640 Transactions
71% Success

- Select your preferred payment mode (e.g. debit/credit card, net banking, UPI).

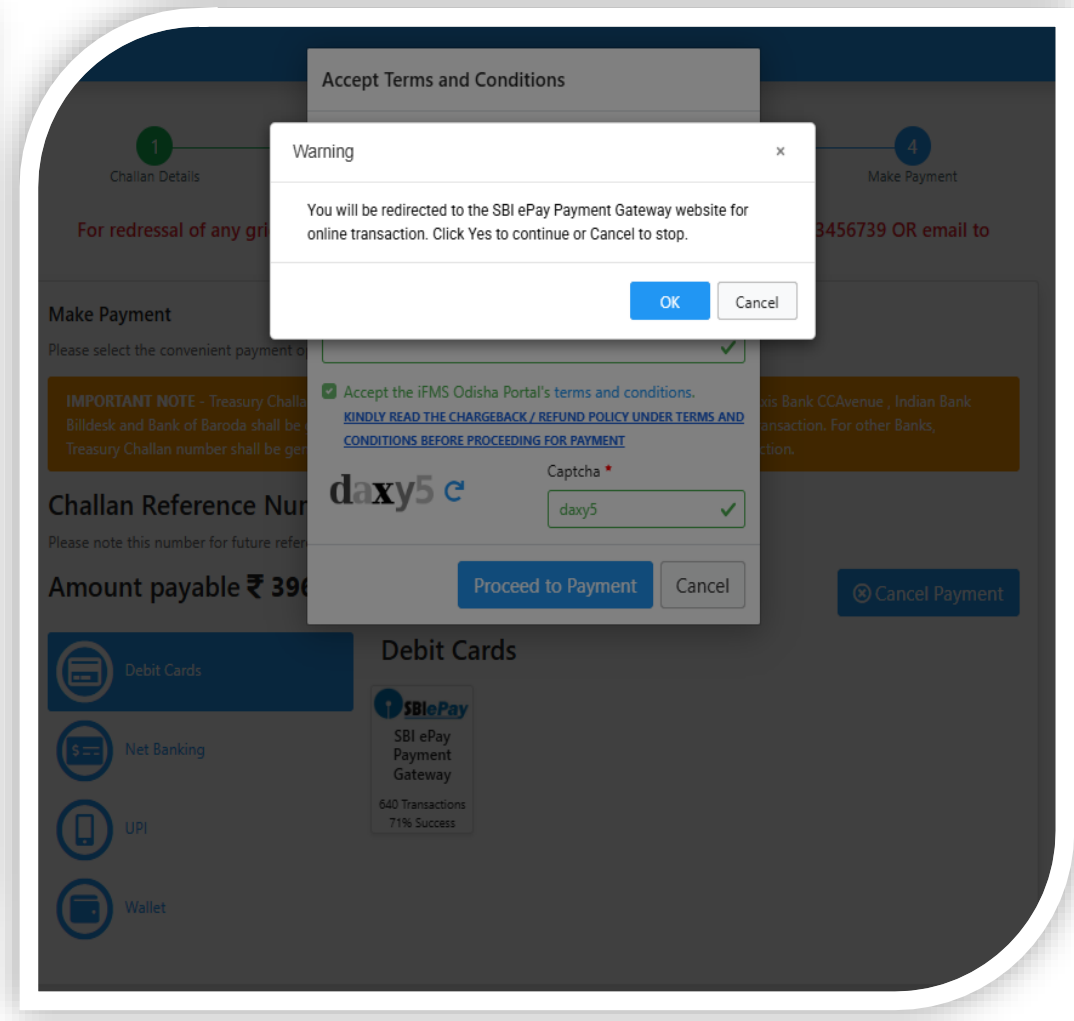
Apply Online EC Procedure



The screenshot shows the 'Make Payment' page with a modal dialog titled 'Accept Terms and Conditions'. The dialog contains the following fields and options:

- Selected Payment Mode:** Debit Cards
- Selected Bank:** SBI ePay Payment Gateway
- Remarks:** (Empty text box)
- ☒ Accept the iFMS Odisha Portal's terms and conditions.
[KINDLY READ THE CHARGEBACK / REFUND POLICY UNDER TERMS AND CONDITIONS BEFORE PROCEEDING FOR PAYMENT](#)
- Captcha:** daxy5
- Buttons:** Proceed to Payment, Cancel

The background page shows a progress bar with steps 1 (Challan Details) and 4 (Make Payment). It also displays a 'Challan Reference Number' and an 'Amount payable ₹ 390'.



The screenshot shows the 'Make Payment' page with a modal dialog titled 'Warning'. The dialog contains the following text and options:

You will be redirected to the SBI ePay Payment Gateway website for online transaction. Click Yes to continue or Cancel to stop.

Buttons: OK, Cancel

The background page is identical to the previous screenshot, showing the 'Accept Terms and Conditions' dialog box with the same fields and options.

- Select the payment options and proceed the payment.

Payment Details

Debit/Credit Card

Please ensure that your card is enabled for online (E-Commerce) transactions
कृपया सुनिश्चित करें कि आपका कार्ड (ई-कॉमर्स) लेनदेन के लिए सक्षम है

Card Number

VISA  RuPay 

Name of the card holder

Expiry Date/Valid Thru

Month

Year

CVV/CVC 4-DBC



☒ Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

Order Summary

Kindly note Order No.

Order No.:
3A5F8ED207

Merchant Name:
Odisha Cyber Treasury DTI

Amount: 396.00

Processing fee:

GST:

Total:

APM ID: PG_TRANS_396

- Then the payment will be done at the SBI ePay as per the following screen.



Encumbrance Certificate Receipt

DISTRICT : ANGUL , REGISTRATION OFFICE : ATHAMALLIK

Application No :	2021002002080
Date of Application :	13-Dec-2021
From Whom Received :	ASUTOSH
Searching Fees :	416
Urgent Fees :	0
User Charges :	1300
Transaction Fee :	0
Total Fee :	1716
Challan Details	
Bank Transaction No :	3877105972337
Challan Transaction No :	312D4BD619
Challan Transaction Date :	13-Dec-2021
Challan Transaction Status :	SUCCESS
Print Date & Time :	13-Feb-2025 11:02:43

- Then a money receipt will be generated in the www.igrodisha.gov.in site for the applicant with the details of payment.

Apply Online EC Procedure

https://igrodisha.gov.in/Admin/E x Receipt x New Tab x +

igrodisha.gov.in/Admin/EC/Online/EcAppDtl.aspx#step-4

Revenue & Disaster Management Department
Govt. Of Odisha

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Document Submission

- Apply New Sale Deed
- View Application Status
- View Market Value

Encumbrance Certificate

Partnership Firm

Society Registration

Confirmation Details Transaction Details Transaction Fee Details

APPLY PROPERTY DETAILS

VILLAGE	KHATA NO	PLOT NO	NORTH	EAST	WEST	SOUTH
CHANDRASEKHARPUR	507	740				
Registration No ->	11131101881	Registration Date ->	17/Feb/2011	Deed Type ->	POA WITH POSSESSION	
Registration No ->	11131902473	Registration Date ->	18/Mar/2019	Deed Type ->	SALE IMMOVABLE	
Registration No ->	11130905197	Registration Date ->	13/Jul/2009	Deed Type ->	GIFT IMMOVABLE	
Registration No ->	111300001850	Registration Date ->	28/Apr/2000	Deed Type ->	SALE IMMOVABLE	
Registration No ->	111300003061	Registration Date ->	02/Feb/2000	Deed Type ->	SALE IMMOVABLE	
Registration No ->	111300004264	Registration Date ->	05/Jul/2000	Deed Type ->	SALE IMMOVABLE	
Registration No ->	111307000008	Registration Date ->	16/Jun/2007	Deed Type ->	GENERAL POA WITHOUT PROPERTY	
Registration No ->	111307006585	Registration Date ->	16/Jun/2007	Deed Type ->	GENERAL POA WITHOUT PROPERTY	
Registration No ->	111399000057	Registration Date ->	27/Dec/1999	Deed Type ->	OTHER DEED	
Registration No ->	111399003783	Registration Date ->	05/Jul/1999	Deed Type ->	SALE IMMOVABLE	
Registration No ->	111399003784	Registration Date ->	05/Jul/1999	Deed Type ->	SALE IMMOVABLE	
Registration No ->	111399003785	Registration Date ->	05/Jul/1999	Deed Type ->	SALE IMMOVABLE	
Registration No ->	111399003786	Registration Date ->	05/Jul/1999	Deed Type ->	SALE IMMOVABLE	

- Then the applicant can view the Property Transaction Detail in his/her home page and the same will be forwarded to the respective DSR/SR office for approval and issuance of EC. Once the application is applied online, it will be forwarded to respective head clerk for necessary verification, The respective Head clerk verifies the details of the EC application along with the payment details.

 TerraCIS
Terracis Technologies Ltd

Certificate No : ECB400025000977

Application No : 2025040000086

Applicant Name : AMITYA KUNAR DEHERA

Owner Name(As per Application) : AMITYA KUMAR BEHERA

Having applied to me for a certificate giving particulars of registered acts and encumbrances, if any in respect of undermentioned property :-

Sr. No.	Village Name	Khas. No.	Plot No.	Area	North Boundary	East Boundary	West Boundary	South Boundary
1	Korubhat, Dist. Sd. - 10	374/1004	195A	0.000 Dune				
2	Korubhat, Dist. Sd. - 10	374/1007	195A	0.000 Dune				
3	Korubhat, Dist. Sd. - 10	374/1004	195A	0.000 Dune				

I hereby certify that a search has been made in book and in the indexes relating thereto for 13 years 01-JAN-2013 to 26-FEB-2025 for acts and encumbrances affecting the said property and that on each search the following acts and encumbrances as detailed on the reverse appear. I also certify that save the aforesaid acts and encumbrances no other acts and encumbrances affecting the said property have been found.

SL No	Registration Office	Description Of Property (Village/Khata Number/Plot Number/Area/Boundary/East/West/South)/Chaks Number/Flat Number	Registration No.	Execution Date	Sub Deed Type	Consideration Amount	First Party	Second Party
1	ATHANAGARSHI	PHUNTAKHATA-19 (3046571) 15584 (0.08 Acre) JYANNANDA, ROUIT (BURNIA, KUMAR MOHANTY) GOVT ROAD (KRUSHNA CHANDRA MOHANTY) (FULL PLOT, RIGHT RS. 1.80)	194832701708	29-JUL-2021	SALE SUBSIDIARY	1450000	1- PUSPAKANTA MOHANTY	1-BANBU KUMAR MOHANTY
2	ATHANAGARSHI	PHUNTAKHATA-19 (3046588) 15584 (0.08 Acre) JYANNANDA, ROUIT (BURNIA, KUMAR MOHANTY) GOVT ROAD (KRUSHNA CHANDRA MOHANTY) (FULL PLOT, RIGHT RS. 1.80 AND THIS PLOT SABAK KHATA NO 3046672)	194832300735	15-JAN-2022	SALE SUBSIDIARY	1500000	1-BANBU KUMAR MOHANTY	1-ANITA KUMAR MOHANTY

Regn. Officer: ATHAGARIGH

Date: 27-FEB-2025

Digitally signed by [Srinivasan](#)
DN: cn=Srinivasan, o=, ou=, c=IN
Reason: I am the signer of this document
My time is: 2010.07.27 11:40:12

Signature of Registering Officer

Page 1 of 2

Abstract:

(7) If the properties have been described in registered documents in a manner different from the way in which the applicant has described them in the application the transactions evidenced by such documents will not be included in the certificate.

(2) Under Section 57 of the Registration Act and Rule 17(3), persons desiring to inspect entries in the registers and indexes, or requiring copies thereof, or certificates of encumbrances on specified properties should make the search themselves, when the registers and indexes will be placed before them on payment of the prescribed fees.

a) But as in the present case the applicant has not undertaken the search himself, the requisite search has been made as carefully as possible by the Offices but the department will not, on any account, hold itself responsible for any errors in the results of the search embodied in this certificate.

b) And as in the present case the applicant has made the requisite search himself and as its results is shown in the certificate after the necessary verifications the department will not on any account, hold itself responsible for the omissions in it of any acts and encumbrances affecting the said property, not discovered by the applicant.

Regn. Office: ATHAGARIGH

DATE: 27-FEB-2025



Digitally signed by [Srinivasan](#)
DN: cn=Srinivasan, o=, ou=, email=srinivasan@...
Reason: I am the signer of this document.

Signature of Registering Officer

Page 2 of 2

- Now the applicant can download and save the EC certificate as shown in the screen.