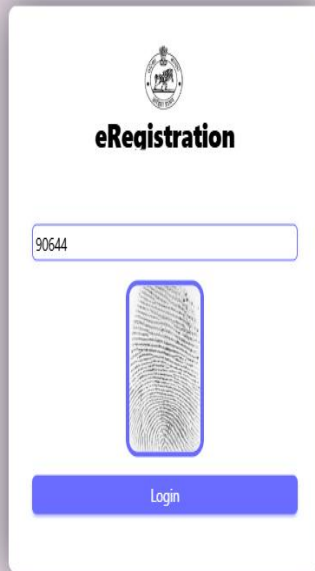




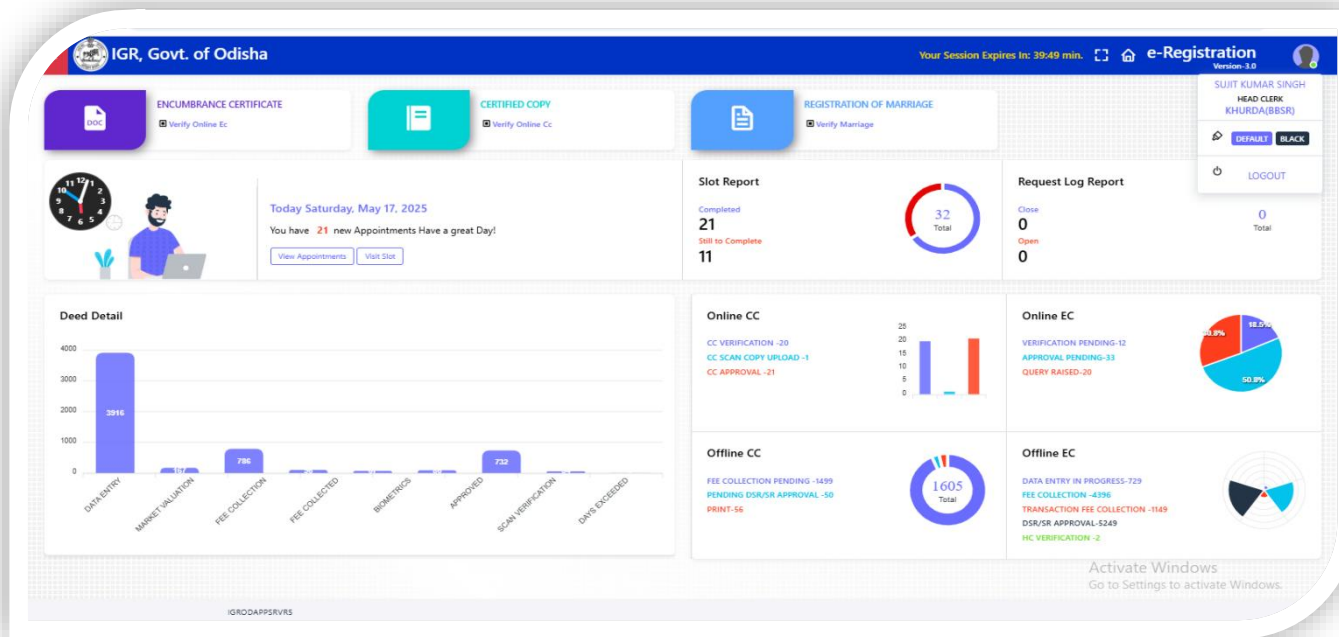
The image shows a digital login interface for 'eRegistration'. At the top is a circular logo featuring a lion. Below the logo, the word 'eRegistration' is displayed in bold. There is a text input field containing the number '90644'. Below the input field is a fingerprint scanner icon. At the bottom of the interface is a blue button labeled 'Login'. To the right of the login box, there are two vertical buttons: 'IRIS LOGIN' (with a toggle switch) and 'DOWNLOAD'.



Head Clerk Login (Step-1)

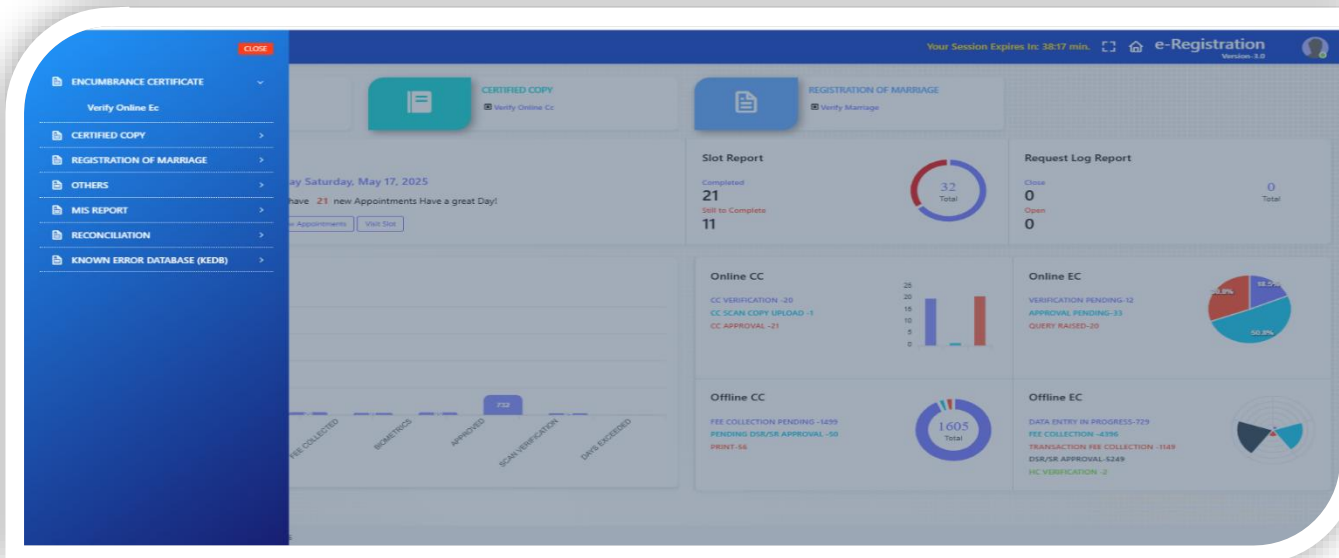
- The Head Clerk logs into the e-Registration software using their credentials.

Department EC Procedure



Navigate to Encumbrance Certificate (Step-2)

- Upon logging in, the dashboard will appear.



- Verifies the request details for accuracy and completeness.

Department EC Procedure



intranet.igrodisha.gov.in/EC/OPE/EcAppList.aspx?TYP=mjTqe0r8TzzAaNTZEW4wwg%3d%3d

IGR, Govt. of Odisha

Your Session Expires In: 38:29 min.

e-Registration Version-3.0

SEARCH ENCUMBRANCE CERTIFICATE

APPLICATION TYPE * ONLINE

APPLICATION STATUS * EC APPROVAL PENDING-53

Show Details

SEARCH APPLICATION

Application Id Search

IGRODAPPSRVRS

intranet.igrodisha.gov.in/EC/OPE/EcAppList.aspx?TYP=mjTqe0r8TzzAaNTZEW4wwg%3d%3d

IGR, Govt. of Odisha

Your Session Expires In: 37:37 min.

e-Registration Version-3.0

SEARCH ENCUMBRANCE CERTIFICATE

APPLICATION TYPE * ONLINE

APPLICATION STATUS * EC APPROVAL PENDING-53

Show Details

SEARCH APPLICATION

Application Id Search

Show 10 entries

APPLICATION ID	APPLICANT NAME	APPLICATION DATE	APPLICATION TYPE	APPLICATION STATUS	PAYMENT STATUS/AMOUNT
2025108016766	SURESH PATRA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(411)
2025108016760	SUBHAM BHUT	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(366)
2025108016756	MINA KETAN MISHRA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(2021)
2025108016746	MINA KETAN MISHRA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(2036)
2025108016743	SANJEET KUMAR JENA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(1486)
2025108016732	SANJEEV KUMAR JENA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(191)
2025108016726	SANGRAM JENA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(726)
2025108016727	SANJEEV KUMAR JENA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(211)
2025108016724	SANJEEV KUMAR JENA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(301)
2025108016702	NITYANANDA NAYAK	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(726)

Showing 1 to 10 of 53 entries

Previous 1 2 3 4 5 6 Next

Head Clerk Login (Step-3)

A list of pending online EC Certificate (EC) applications will be displayed.

Department EC Procedure

IGR, Govt. of Odisha Your Session Expires In: 08:09 min. e-Registration Version-3.0

ENCUMBRANCE CERTIFICATE SEARCH DETAILS

✓ APPLICATION ID :	2025108024876	✓ NAME OF THE APPLICANT :	SANJEEV KUMAR JENA
✓ ADDRESS OF APPLICANT :	INDIA@I@ODISHA@IKHURDA@IBHIMATANGII@IA/L 168 BHIMATANGI	✓ DECLARED PROPERTY OWNER NAME :	GAYATRI SATAPATHY
✓ DATE OF EXECUTION :	17-MAY-2025	✓ DISTRICT :	KHURDA
✓ SEARCH FROM :	01-NOV-2023	✓ SEARCH TO :	16-MAY-2025
✓ TOTAL FEE PAYABLE :	₹		

Applied EC Boundary Details

VILLAGE NAME	KHATA NUMBER	PLOT NUMBER	AREA	NORTH	EAST	WEST	SOUTH
RUDRAPUR - 13	412/1645	605/10794	0.0320 DECIMAL (1000D=1ACRE)				

Encumbrance Certificate Applied For

Activate Windows
Go to Settings to activate Windows.

Head Clerk Login (Step-4)

Review Application Details

- The application details will be displayed.
- Add any necessary remarks in the designated field.
- Upon confirmation, forwards the application to the respective DSR/SR for approval.

Encumbrance Certificate Applied For

[View EC Application Form](#)
[Print EC Receipt](#)
[Show All Transactions \(Based On Only Village Khata & Plot\)](#)

REMARKS:

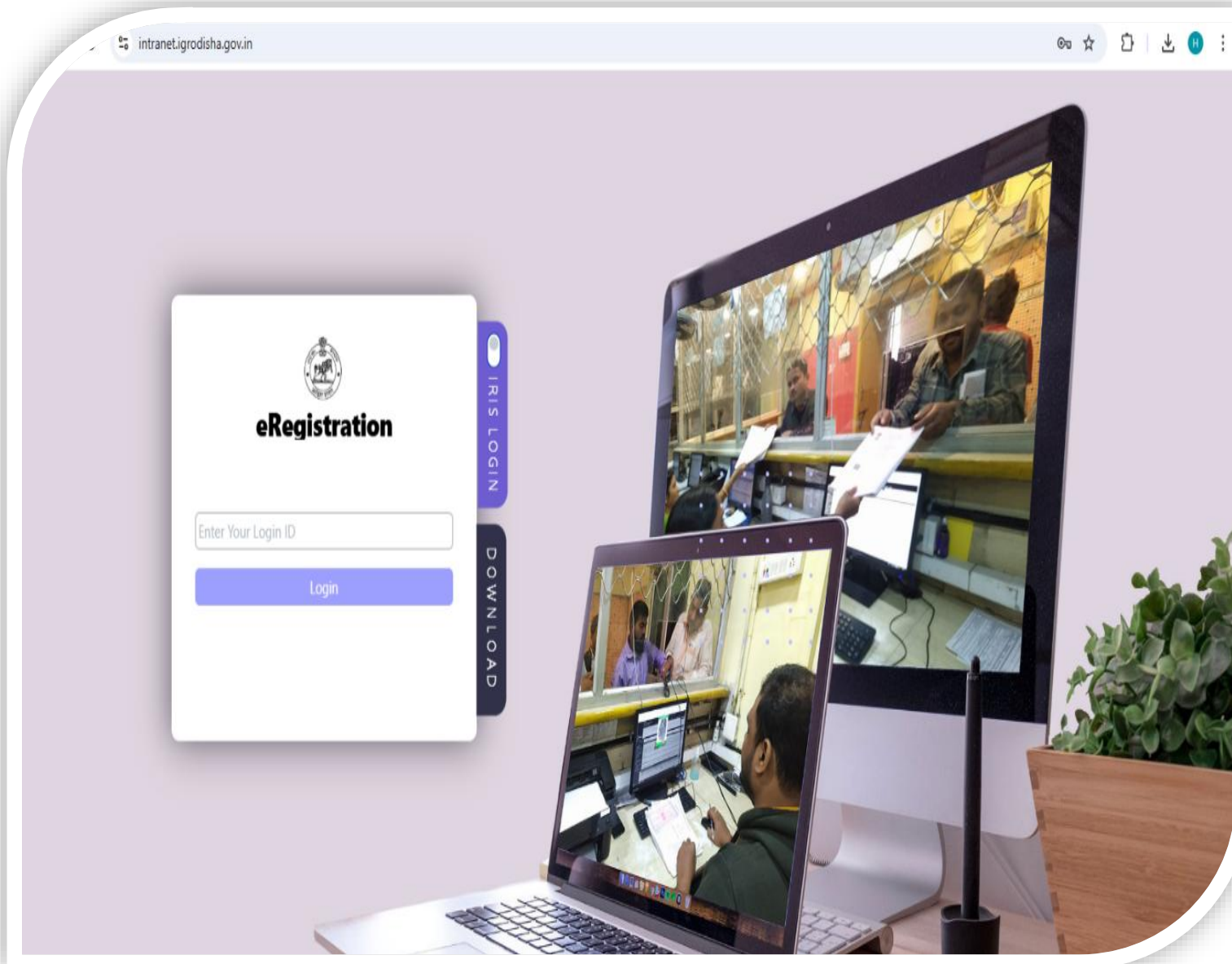
ok

☐ TRANSACTION VERIFIED
☐ ANY OBJECTION FOUND

Verify Cancel

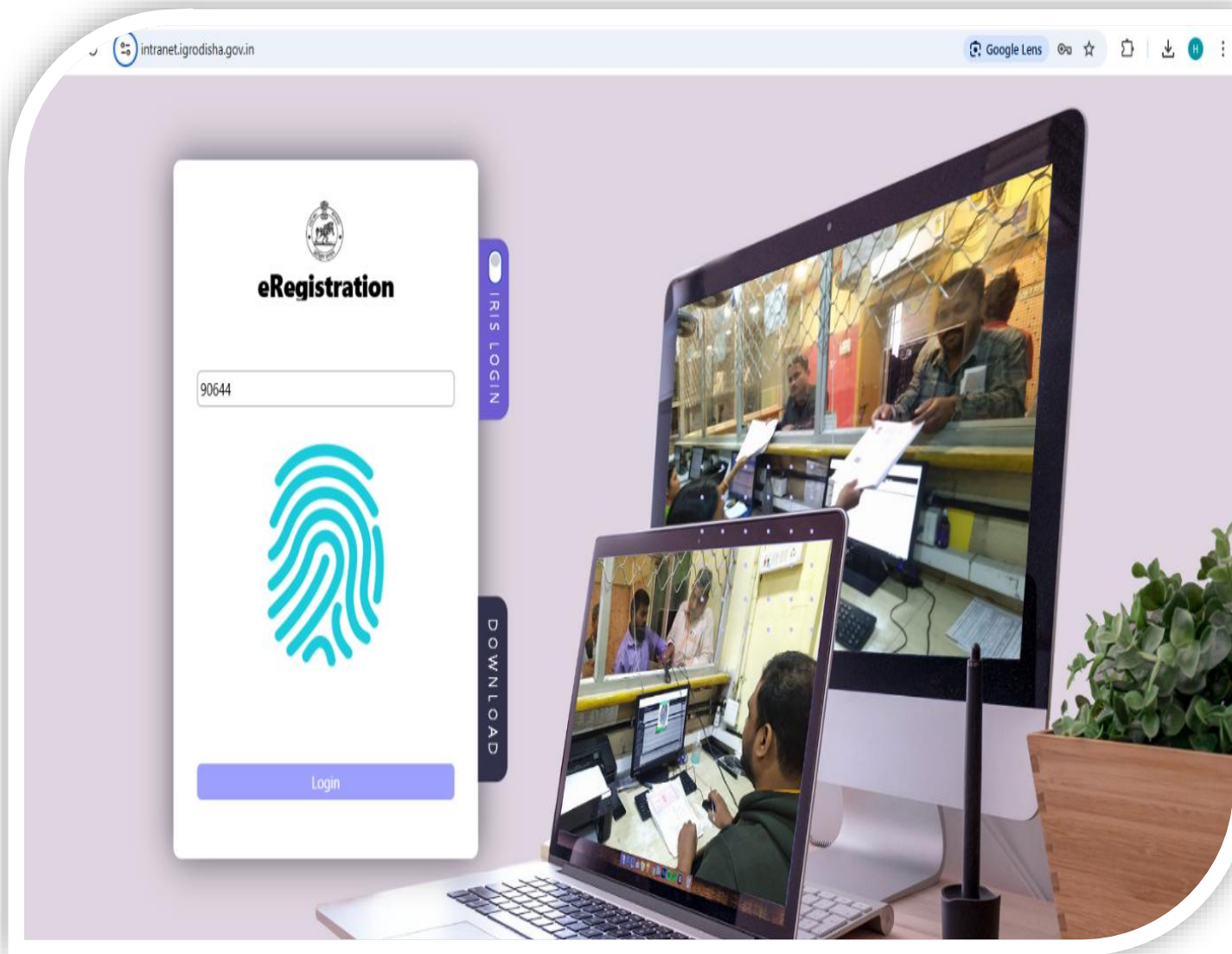
Activate Windows
Go to Settings to activate Windows.

IGRODAPPSRVRS



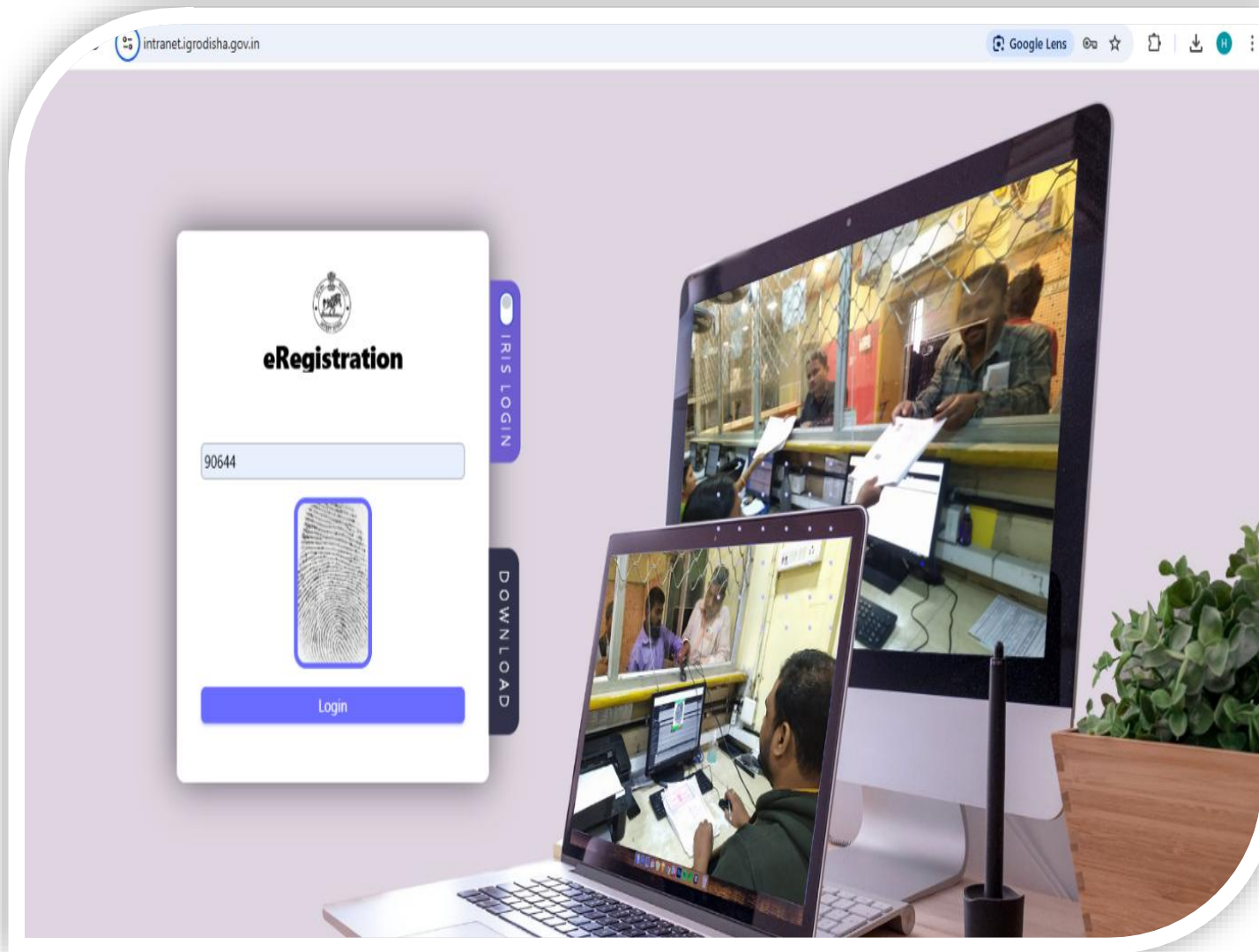
DSR/SR Login (Step-5)

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



Biometric Authentication (Step-6)

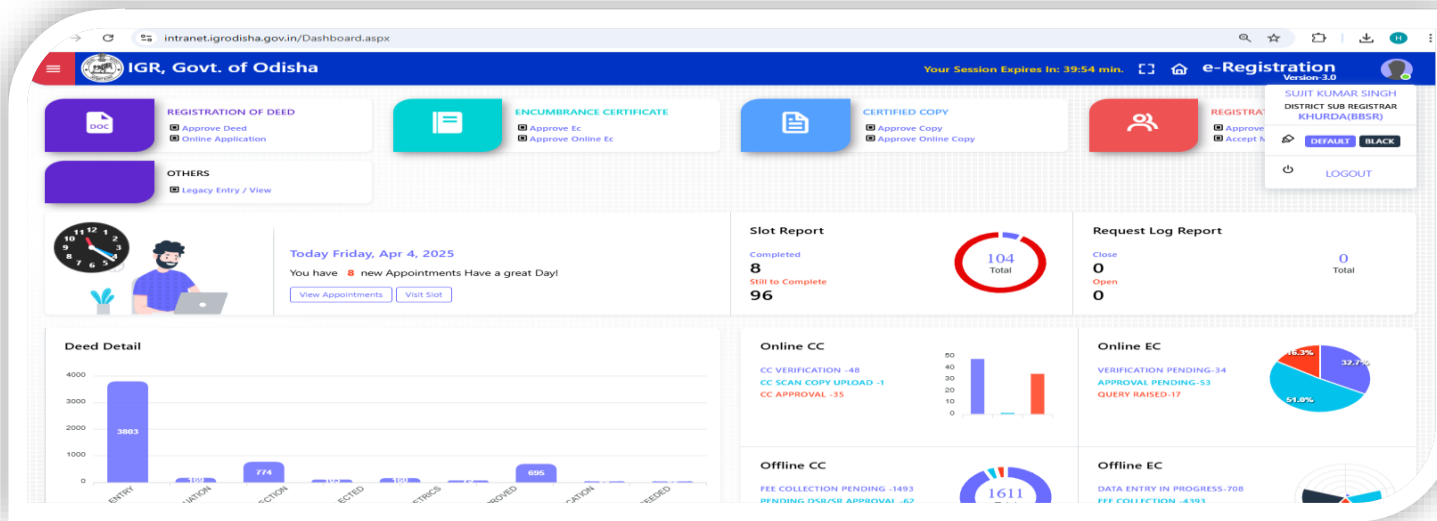
- Enter the login ID to proceed.
- Complete the biometric verification for secure access.



Account Access (Step-7)

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

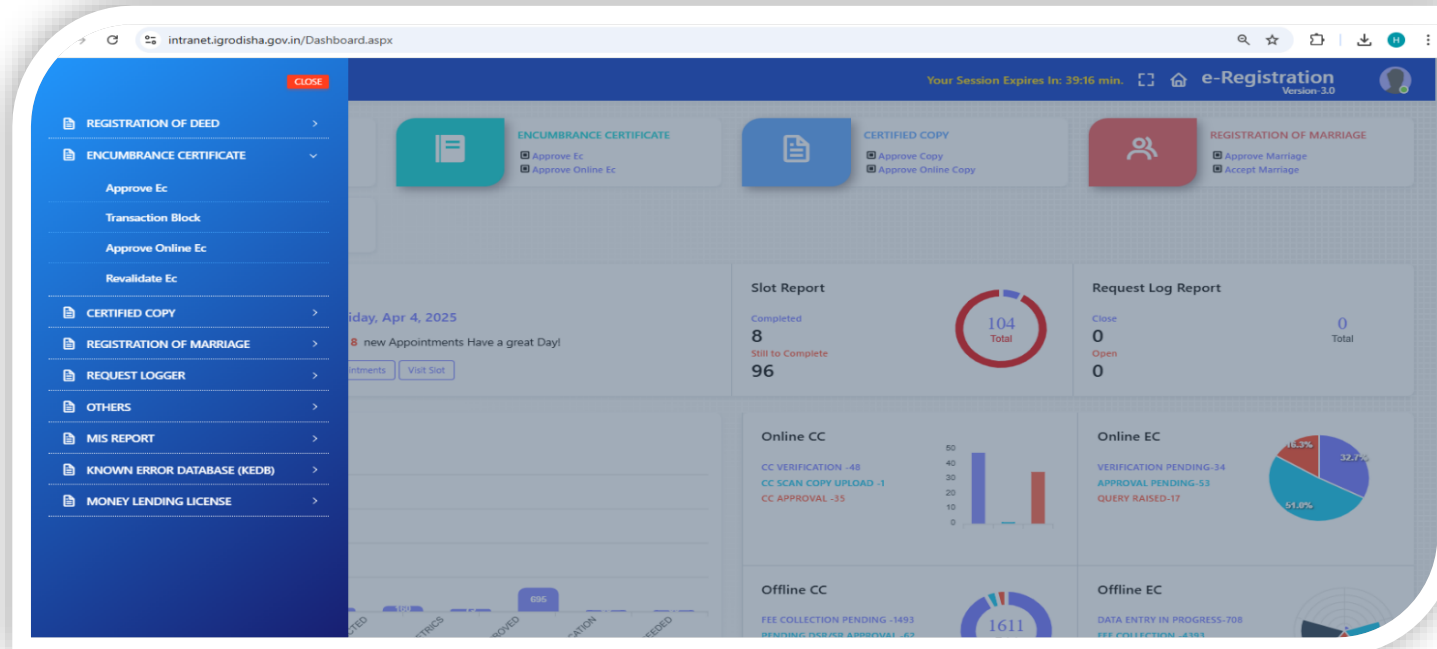
Department EC Procedure



Navigate to Encumbrance Certificate (Step-8)

○ Upon logging in, the dashboard will appear.

○ Click the “Approve Online EC” option from the menu.



Department EC Procedure



TerraCIS
Terracis Technologies Ltd

intranet.igrodisha.gov.in/EC/OPE/EcAppList.aspx?TYP=mjTqe0r8TzzAaNTZEW4wwg%3d%3d



IGR, Govt. of Odisha

Your Session Expires In: 38:29 min.



e-Registration

Version:3.0



SEARCH ENCUMBRANCE CERTIFICATE

APPLICATION TYPE *

ONLINE



APPLICATION STATUS *

EC APPROVAL PENDING-53



Show Details

SEARCH APPLICATION

Application Id

Search

Approve Online Copy (Step-9)

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

Department EC Procedure

intranet.igrodisha.gov.in/EC/OPE/EcApplList.aspx?TYP=mjTqe0r8TzzAaNTZEW4wwg%3d%3d

IGR, Govt. of Odisha

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

SEARCH ENCUMBRANCE CERTIFICATE

SEARCH APPLICATION

Application Id Search

APPLICATION TYPE * ONLINE

APPLICATION STATUS * EC APPROVAL PENDING-53

Show Details

Show 10 entries

APPLICATION ID	APPLICANT NAME	APPLICATION DATE	APPLICATION TYPE	APPLICATION STATUS	PAYMENT STATUS/AMOUNT
2025108016766	SURESH PATRA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(411)
2025108016760	SUBHAM BHUT	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(366)
2025108016756	MINA KETAN MISHRA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(2021)
2025108016746	MINA KETAN MISHRA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(2036)
2025108016743	SANJEET KUMAR JENA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(1486)
2025108016732	SANJEEV KUMAR JENA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(191)
2025108016728	SANGRAM JENA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(726)
2025108016727	SANJEEV KUMAR JENA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(211)
2025108016724	SANJEEV KUMAR JENA	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(301)
2025108016702	NITYANANDA NAYAK	03-APR-2025	ONLINE	EC APPROVAL PENDING	PAYMENT IS SUCCESSFUL(726)

Showing 1 to 10 of 53 entries

Previous 1 2 3 4 5 6 Next

View Pending Applications (Step-10)

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

Department EC Procedure

intranet.igrodisha.gov.in/EC/DSR/ECDetailByDSR.aspx?id=giCpCxVzldryx5JEAgwUg%3d%3d

IGR, Govt. of Odisha

Your Session Expires In: 36:08 min. e-Registration Version 3.0

APPROVE ENCUMBRANCE CERTIFICATE DETAILS

Print EC Receipt

✓ APPLICATION ID :	2025108016766	✓ NAME OF THE APPLICANT :	SURESH PATRA
✓ ADDRESS OF THE APPLICANT :	BHUBANESWAR	✓ NAME OF THE OWNER :	DINAMANI PRADHANA
✓ EC APPLICATION DATE :	03-APR-2025	✓ DATE OF EXECUTION :	03-APR-2025
✓ COUNTRY :	INDIA	✓ STATE :	ODISHA
✓ DISTRICT :	KHURDA	✓ VILLAGE :	RAGHUNATH PUR
✓ YEAR FROM :	01-DEC-2016	✓ YEAR TO :	02-APR-2025
✓ TOTAL NO. OF YEAR :	10		

PAYMENT DETAILS

✓ SEARCHING FEE :	₹ 161	✓ URGENT FEE :	₹ 0
✓ USER FEE :	₹ 250	✓ TRANSACTION FEE :	₹ 0
✓ TOTAL FEE :	₹ 411	✓ TOTAL FEE PAID :	₹ 411

APPLIED EC BOUNDARY DETAILS

VILLAGE NAME	KHATA NUMBER	PLOT NUMBER	AREA	NORTH	EAST	WEST	SOUTH
JOHAL - 6	456/793	334/1514/1740	68 DECIMAL (10000=1ACRE)				

Show All Transactions (Based On Only Village Khata & Plot)
Head Clerk Remark : ok

REMARKS :

Cancel Approve With Digital-Sign Back To Citizen

Review Application Details (Step-11)

○ The application details will be displayed.

APPLIED EC BOUNDARY DETAILS

VILLAGE NAME	KHATA NUMBER	PLOT NUMBER	AREA	NORTH	EAST	WEST	SOUTH
JOHAL - 6	456/793	334/1514/1740	68 DECIMAL (10000=1ACRE)				

Show All Transactions (Based On Only Village Khata & Plot)
Head Clerk Remark : ok

REMARKS : Approved

Cancel Approve With Digital-Sign Back To Citizen

○ Add any necessary remarks in the designated field.

Department EC Procedure

You Are Signing Encumbrance Certificate Copy

APPLICATION TYPE :	ENCUMBRANCE CERTIFICATE COPY
APPLICATION ID :	2025108016766
APPLICANT NAME :	SURESH PATRA
APPLICATION DATE :	4/3/2025 12:00:00 AM
APPLICANT ADDRESS :	INDIA, ODISHA, KHURDA, RAGHUNATH PUR , BHUBANESWAR

Cancel

Sign Now

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...

Digital Signature Setup (Step-12)

- 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 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...

Sign the Document (Step-13)

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



Form No. 25

Nil Certificate Of Encumbrance On Property



Application No : 2025108016766

Certificate No : EC1082025013135

Applicant Name : SURESH PATRA

Owner Name(As per Application) : DINAMANI PRADHANA

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

Sl. No.	Village Name	Khata No.	Plot No.	Area	North Boundary	East Boundary	West Boundary	South Boundary
1	JOHAL - 6	456/793	334/1514/1740	68 Decimal (10000=1Acre)				

I hereby certify that a search has been made in book and in the indexes relating thereto for 10 years 01-DEC-2016 to 02-APR-2025 for acts and encumbrances affecting the said property and that on such search no acts or encumbrance affecting the said property has been found.

Note :

- (1) 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 137(i), 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: KHURDA(BBSR)

Date: 03-APR-2025



Digitally signed by SUJIT
KUMAR SINGH
Date: 2025.04.04 11:34:26
+05:30

Signature of Registering Officer

Page 1 of 1

View and Print the Certified Copy (Step-14)

- The digitally signed PDF document will be available for viewing.
- Proceed to print or save the Encumbrance Certificate as needed.