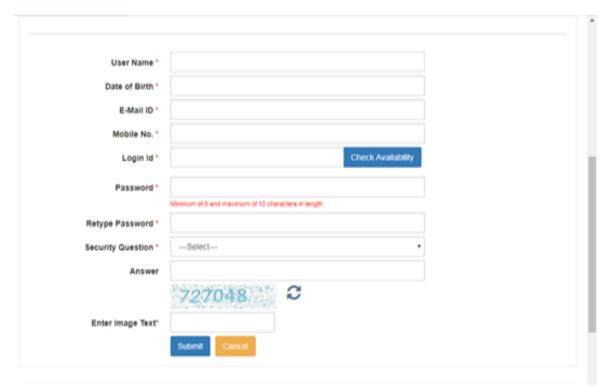
## Online Application for Partnership Firm Registration:

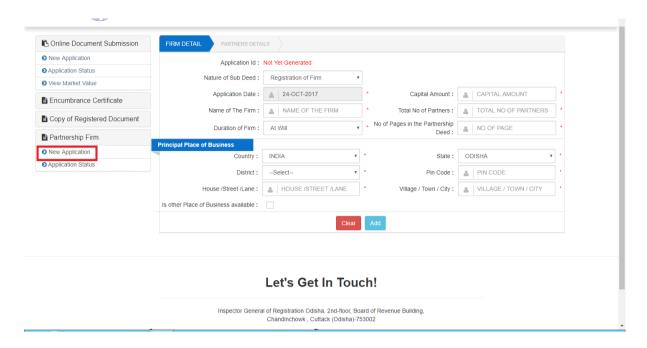
- 1. User Login: https://www.igrodisha.gov.in/
- 2. Then click on Partnership Firm Registration



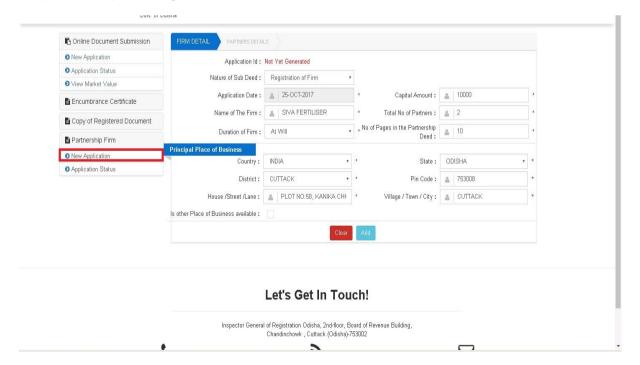
The following screen will be displayed, where the applicant will submit the new login details for Partnership Firm Registration

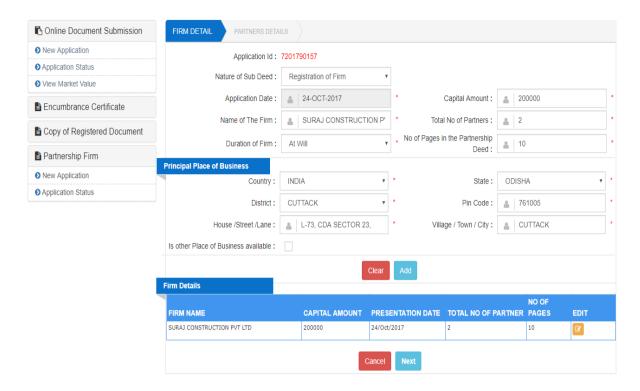


4. After successful registration, the applicant will be redirected to the following screen to enter the Firm Registration application details, where the option for new application will be displayed under Partnership Firm.

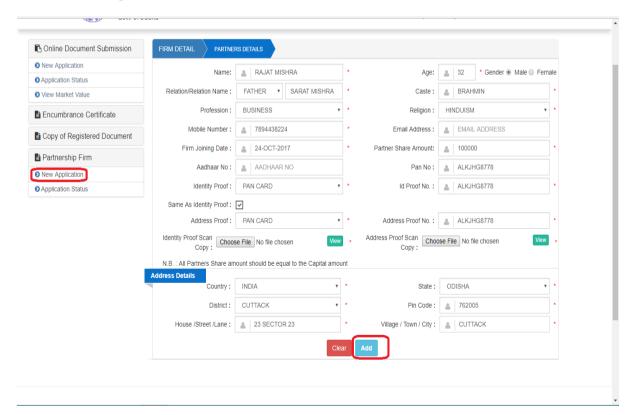


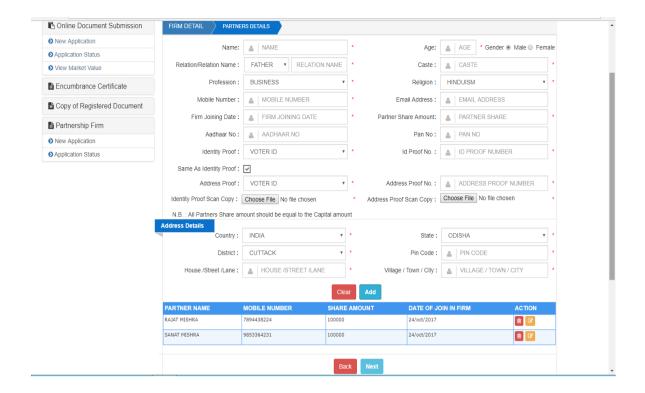
5. Applicant will enter the details to apply for the new Firm Registration/ Reconstitution of the existing Firm. The details like Firm, Partners will be entered in case of new partnership Firm registration.



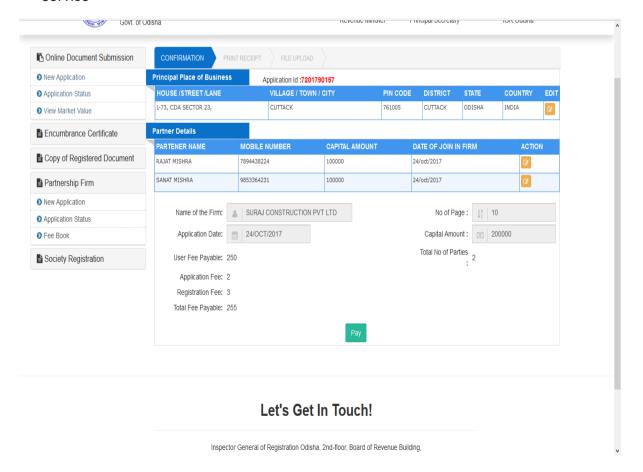


6. After entering Firm details, Partner details will be entered.

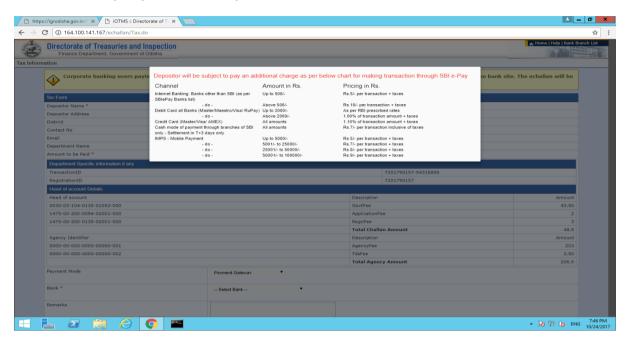




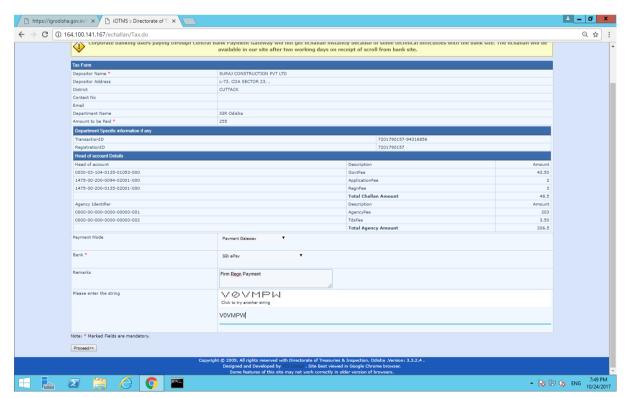
7. Then it will automatically calculate and show the total amount to be paid to avail the service



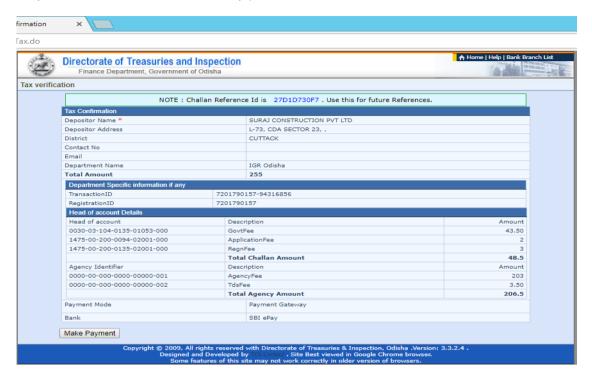
8. The applicant will click on the "Pay Now" button to proceed for payment; it will redirect to the Treasury Payment Gateway.



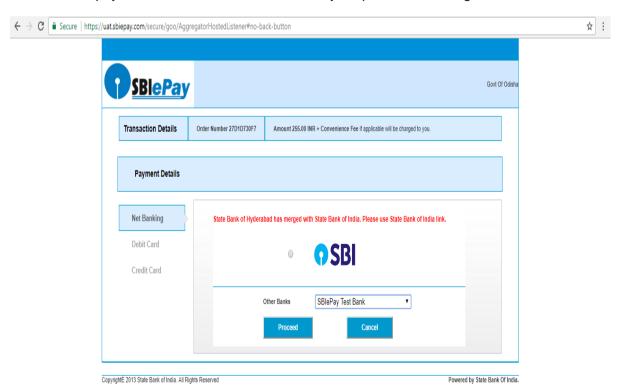
9. Then applicant can view the details of the payment on the screen and can then chose the payment mode, bank with remarks to proceed and confirm the Payment in the gateway.



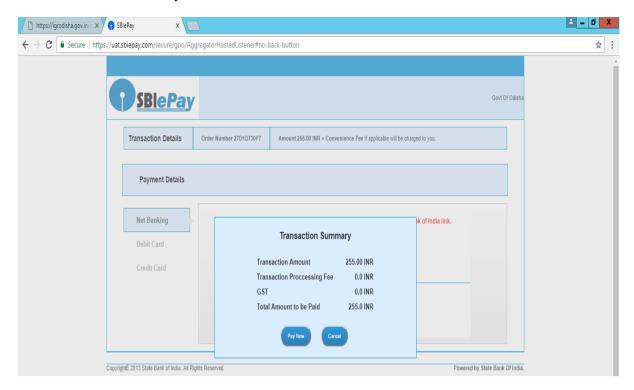
10. The details of the payment along with the challan reference ID will be shown for that Payment transaction from treasury portal.



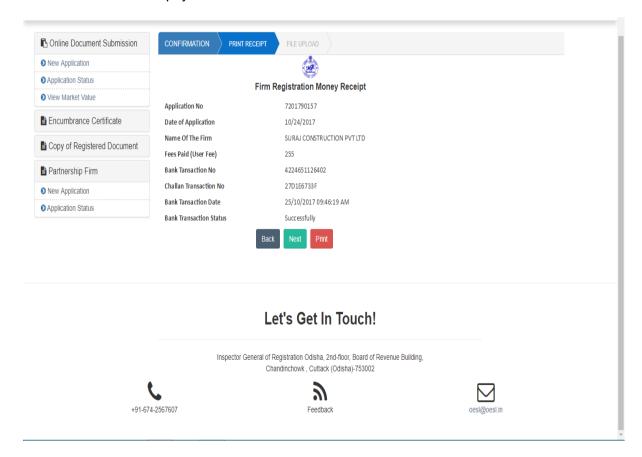
11. Then the payment will be done at the SBI ePay as per the following screen



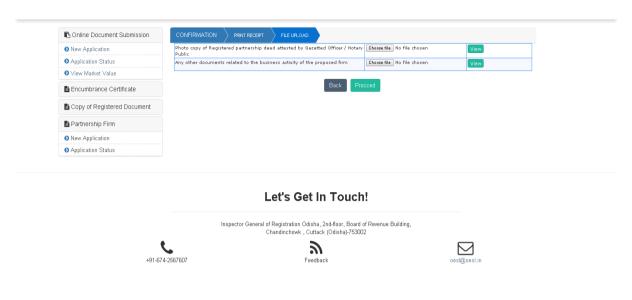
12. Transaction summary is shown to user for confirmation.



13. Then a money receipt will be generated in the <a href="www.igrodisha.gov.in">www.igrodisha.gov.in</a> site for the applicant with the details of payment.



14. Then necessary related documents to be uploaded as per the below screen after successful payment to proceed the document for verification and approval.

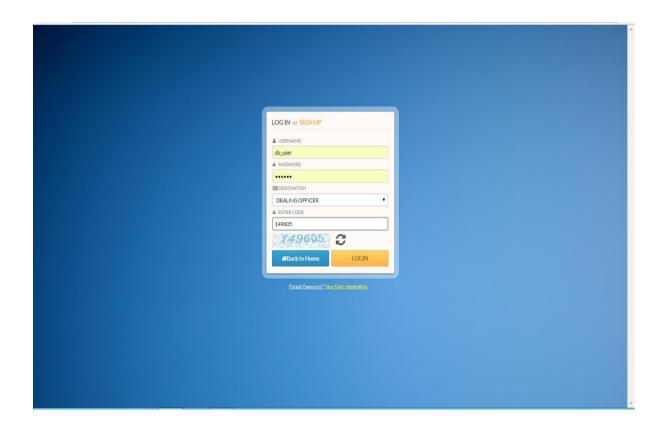


15. Once the application is applied online, it will come to the respective Dealing Officer Home Page for first level verification. Dealing officer can login in the "Department Login" Option in the Home Page.

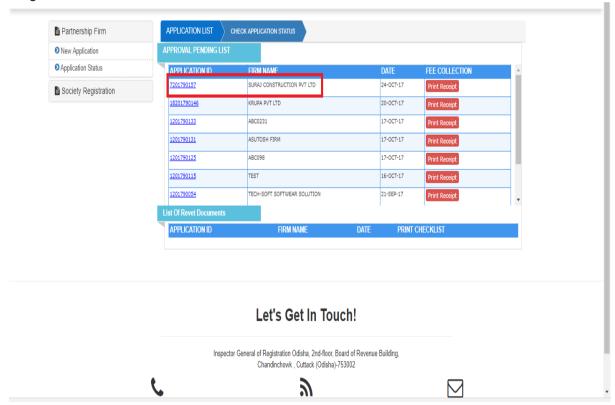




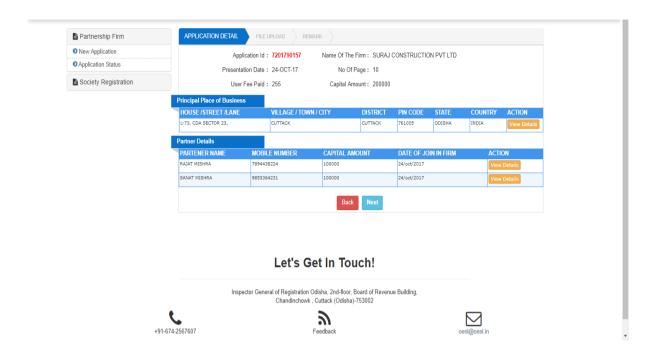
Help Desk Support

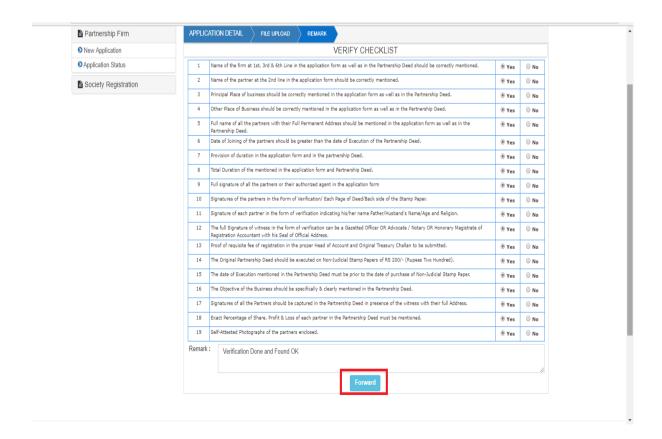


16. The respective Dealing Officer can view the online application for Partnership Firm Registration

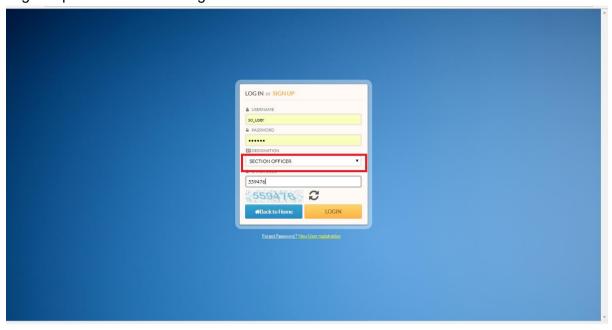


17. The respective Dealing Officer verifies the details of the application by downloading the uploaded files of the applicant. In case of any query raised, the same shall be put in the remarks column and forwarded to the 2<sup>nd</sup> level of verification i.e. Section officer.

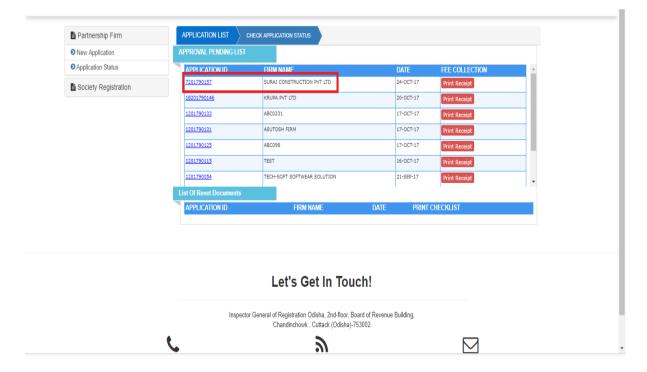


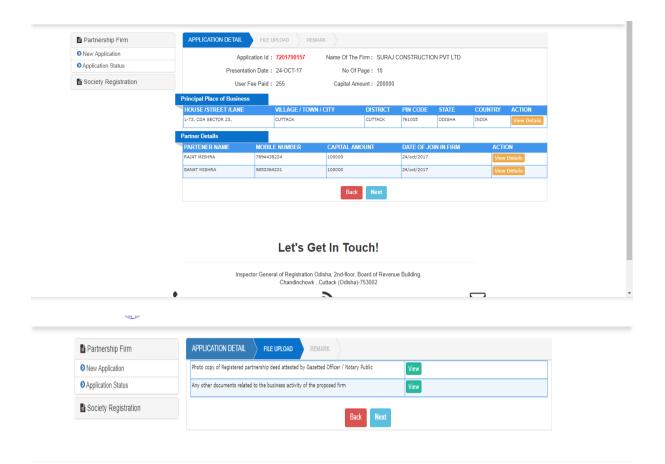


18. Once the application is forwarded by the dealing officer, it will come to respective section officer Home Page for necessary verification. Section officer can login in the "Department Login" Option in the Home Page.



19. The Section Officer verifies the details of the application for Partnership Firm Registration application along with the payment details.





## Let's Get In Touch!

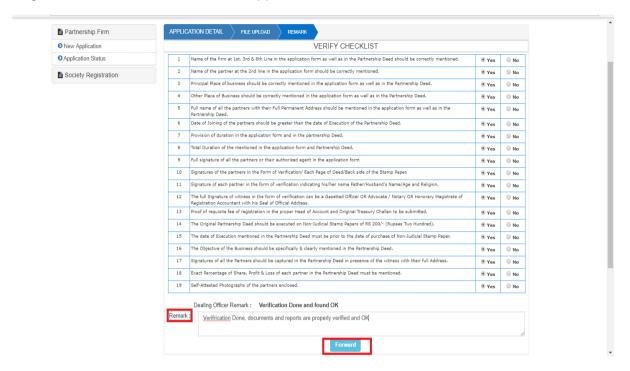
Inspector General of Registration Odisha, 2nd-floor, Board of Revenue Building, Chandinchowk , Cuttack (Odisha)-753002



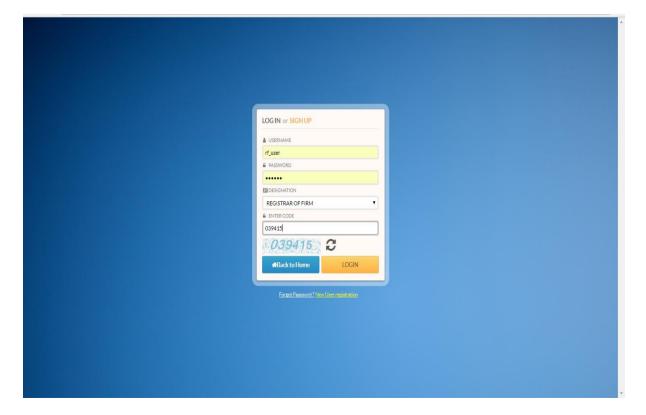


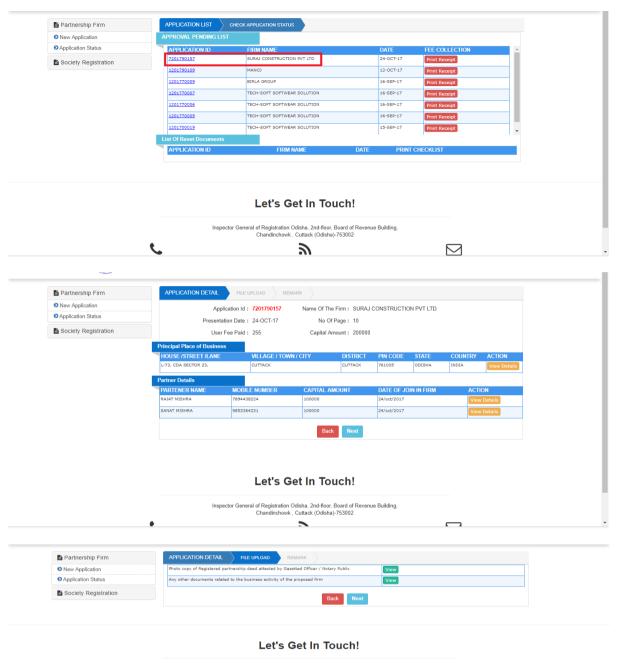


20. The respective section Officer forwards the application to the Registrar of Firm for approval of the Firm Registration. In case of any query the same shall be entered as remark and marked in the checklist provided for this purpose before forwarding to Registrar of Firm for verification and approval.



21. The respective Registrar of Firm will get the alert for the approval or in case of any query to be addressed to the applicant of the Firm Registration application in their home Page.





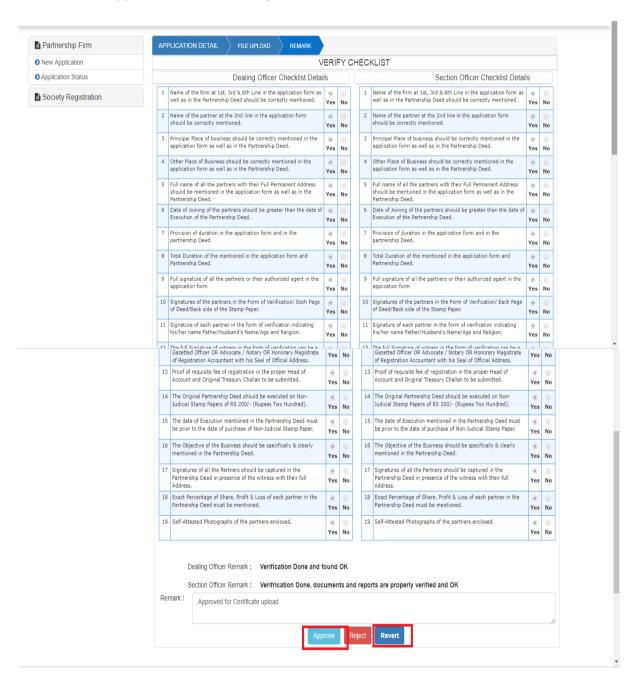
Inspector General of Registration Odisha, 2nd-floor, Board of Revenue Buildin



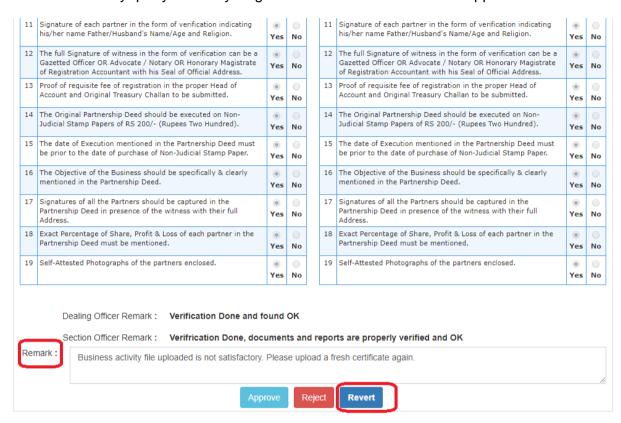




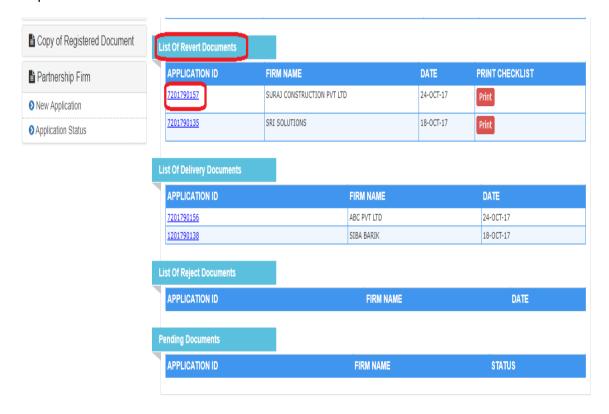
22. The Registrar of Firm can process the application by checking the section officer and dealing officer remark and check list. If the registrar of firm is satisfied with the checklist and remarks then he can approve the application otherwise can revert or reject the application. In case of any query to be addressed to the applicant the Registrar of Firm will revert the application for necessary re-submission.

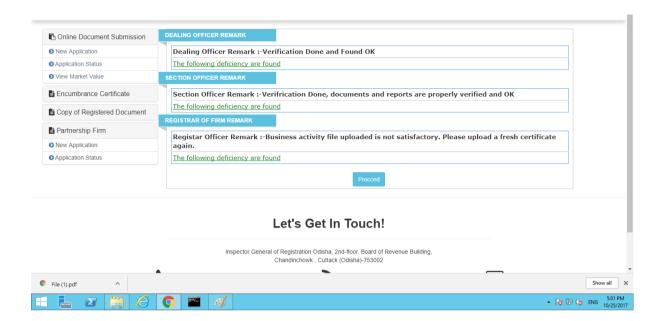


23. In case of any query raised by Registrar of Firm will be sent to the applicant.



24. The revert application can be viewed at the applicant's dashboard for resubmission as per the remark.





25. In case of approval, the details will be checked by the Registrar of Firm before approval and digital signature. The Digitally signed certificate of the partnership firm can be viewed for printing and will be sent to the applicant for viewing and printing in its home page.

