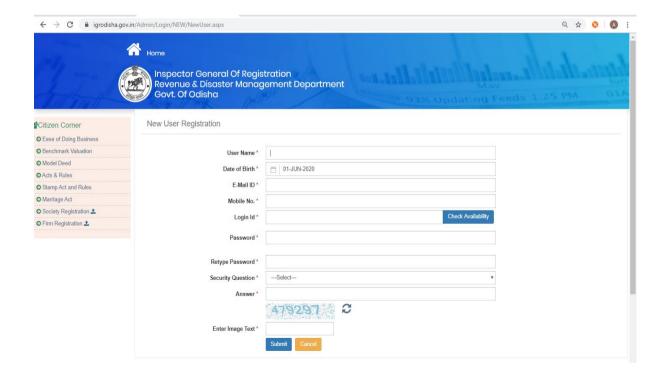
Online District Level Society:

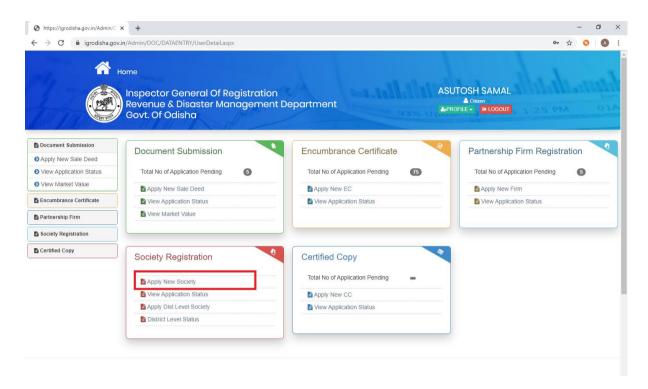
- 1. Click on the URL: https://www.igrodisha.gov.in/
- 2. Click on Society Registration link.



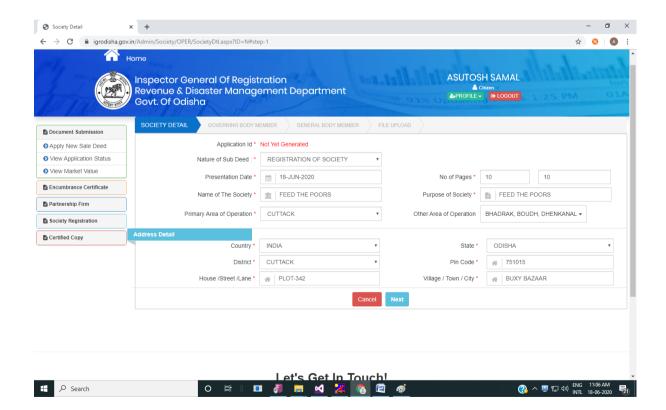
3. The following screen will be displayed



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

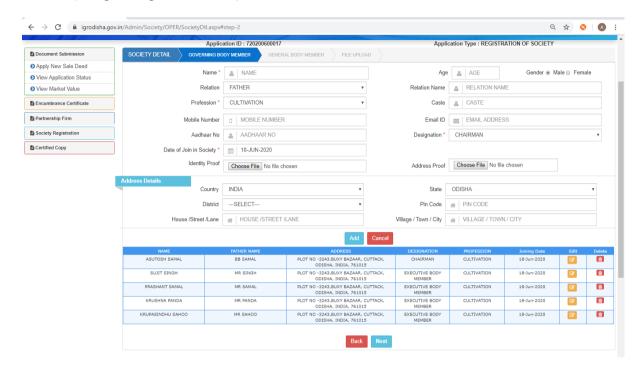


5. New Society entry detail page will be displayed.

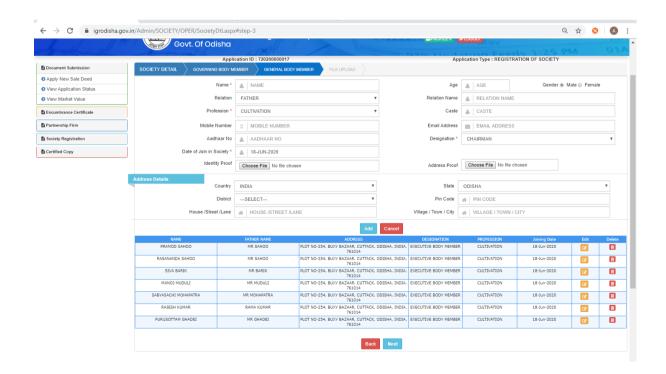


6. After filling the society registration detail, click on the Next Button. Thereafter add at least five (5) numbers of governing body member one by one.

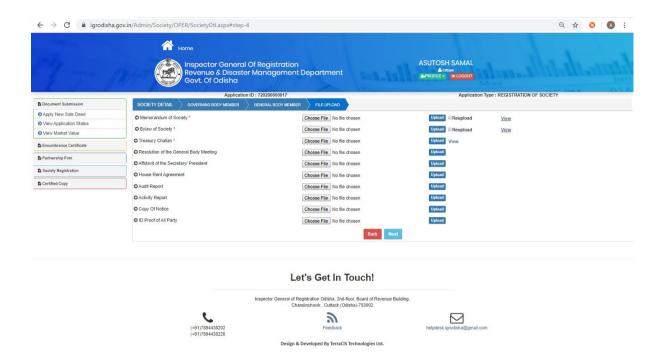
(Using Through Add Button)



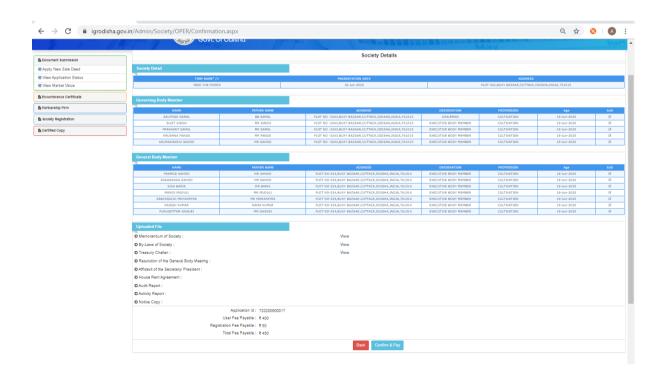
7. Then add General Body Members one by one, at least seven (7) numbers of members is required. (Using Through Add Button)



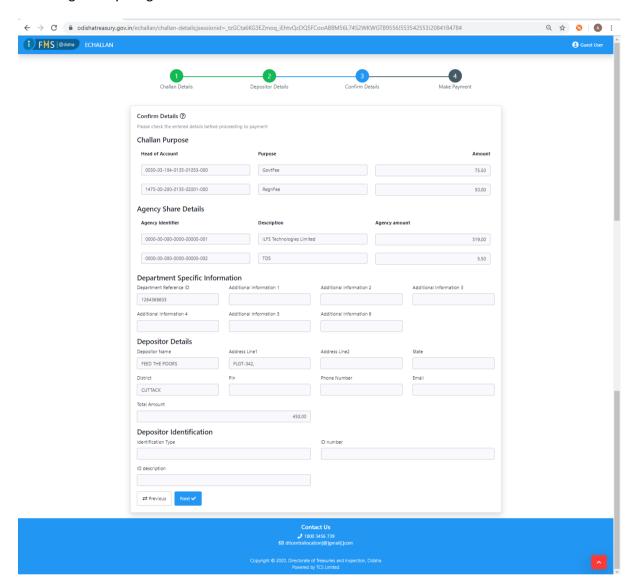
8. After Adding General Body members, Upload the required scanned files for society registration.

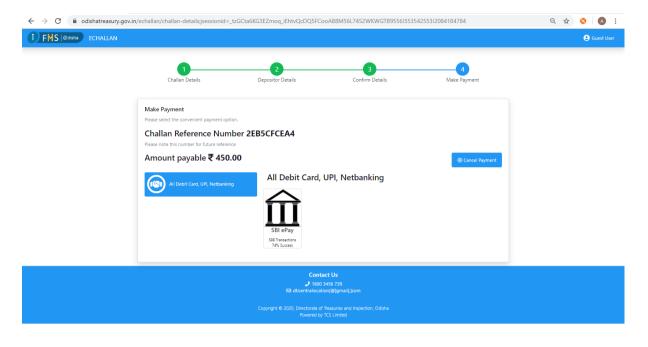


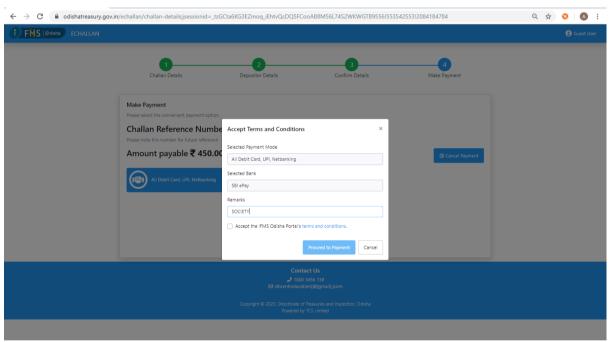
9. After all files upload, Confirmation page and fee collection process will be shown.



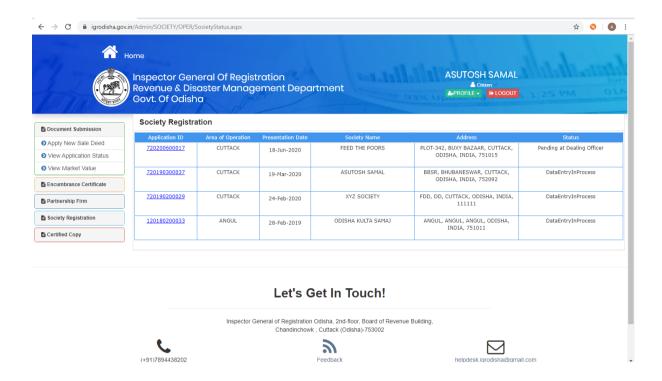
10. By Clicking on "Confirm & Pay" Button it will be redirected to the Odisha Treasury payment gateway integration.





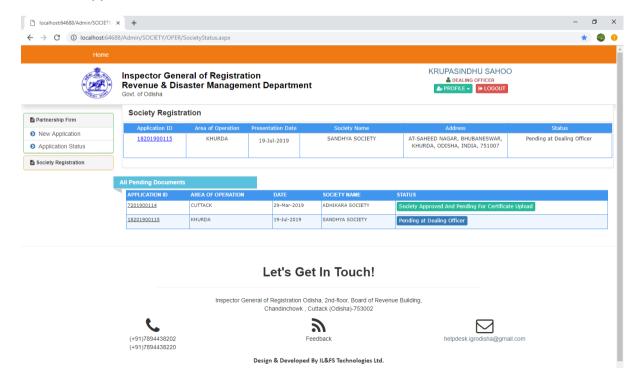


11. After successful payment & receipt genartion at the IGR portal, the Society application ID will be shown as pending for verification.

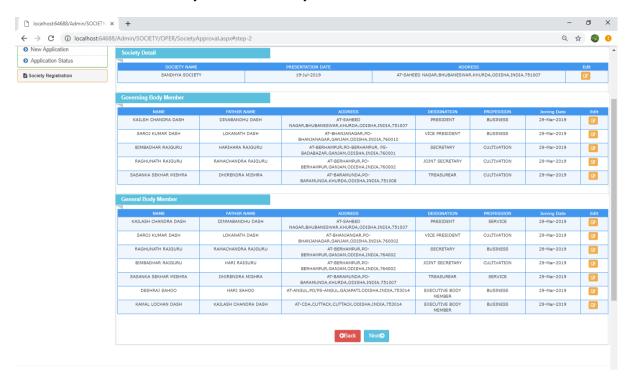


Dealing Officer Login

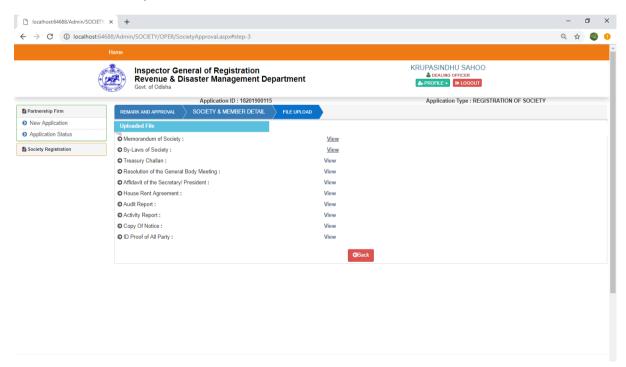
12. At Dealing Officer Login Show all Pending Documents for Approval, Click an Application Id for Approval.



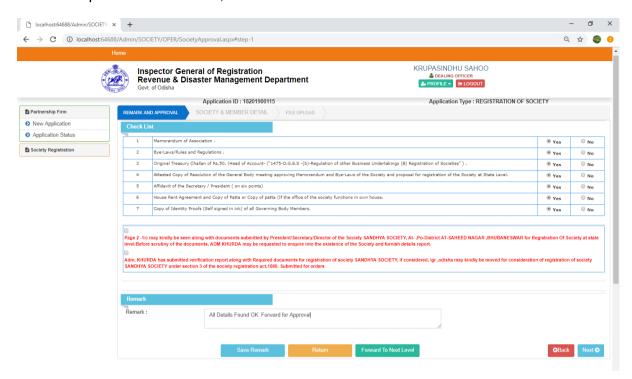
13. View the entered society details and body members.



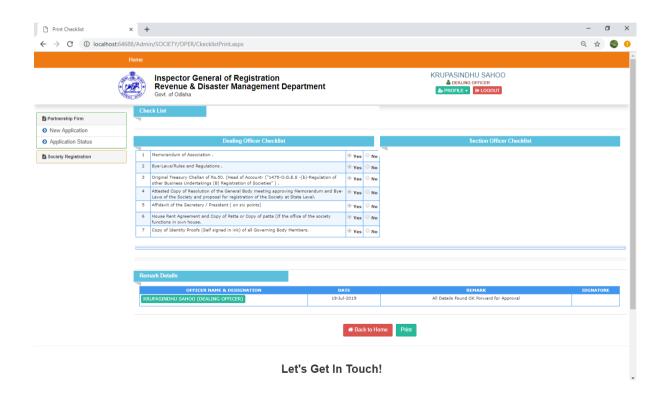
14. Then View the uploaded files



15. Then Update The Checklist, enter Remark And Forward the Document To Next Level.

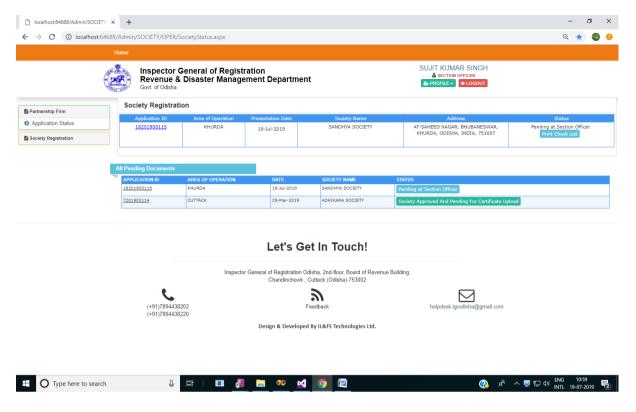


16. After Entering Remark Dealing Officer can View the Check List.

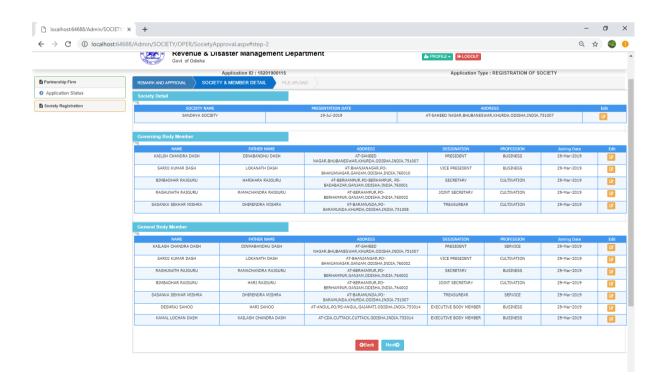


Section Officer

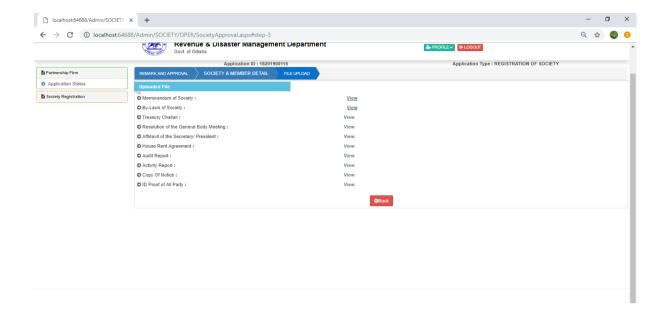
17. At Section Officer Login Show all Pending Documents for Approval, Click an Application Id for Approval.



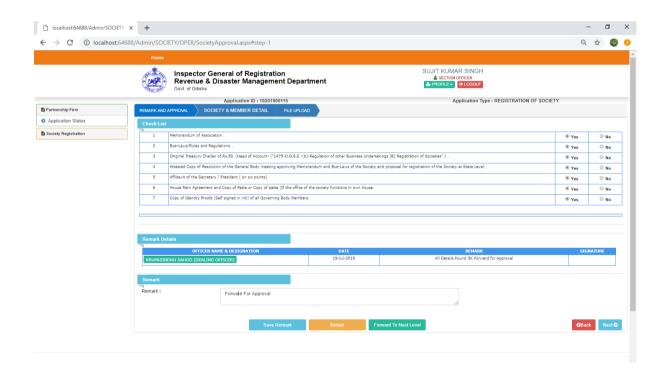
18. View the entered society details and body members.



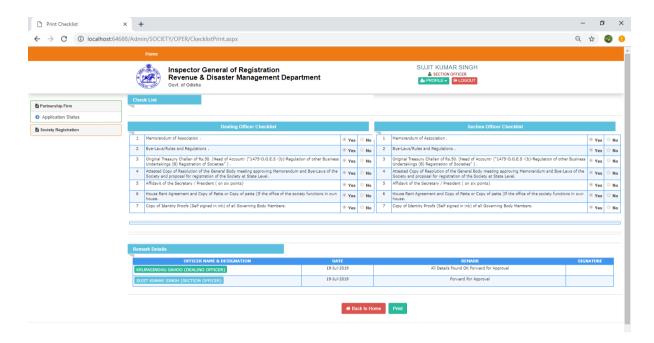
19. Then View the uploaded files



20. Then Update the Checklist, enter Remark and Forward the Document to Next Level.

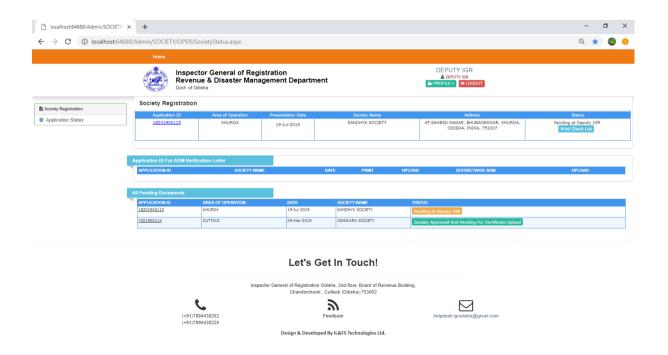


21. After Entering Remark Dealing Officer can View the Check List

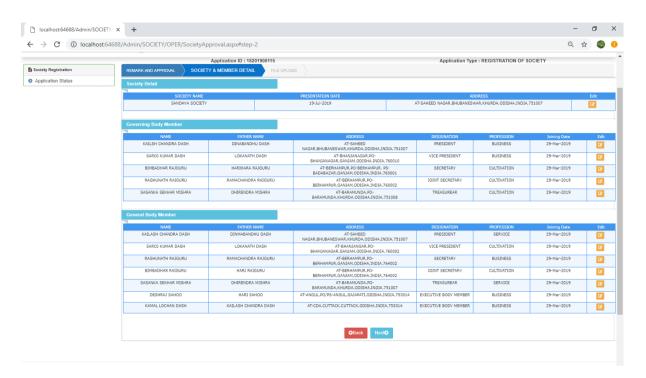


Deputy IGR Login

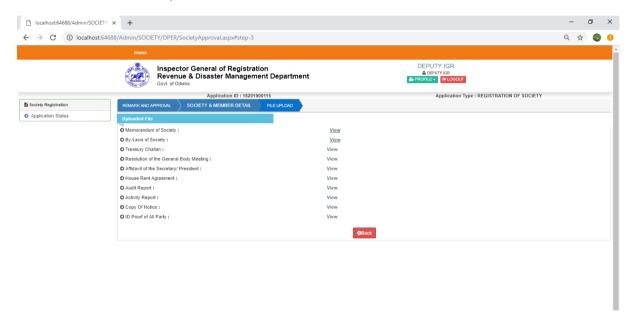
22. At Deputy IGR Login Show all Pending Documents for Approval, Click an Application Id for Approval.



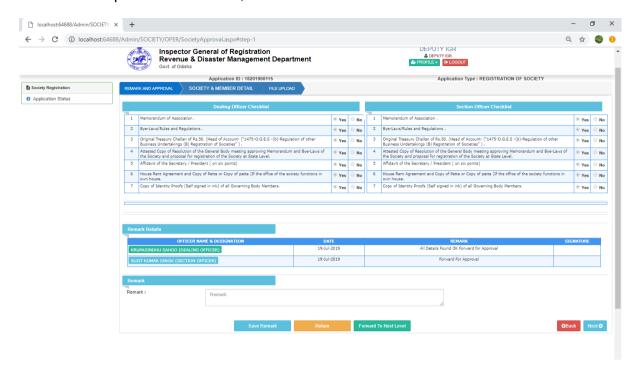
23. View the entered society details and body members.



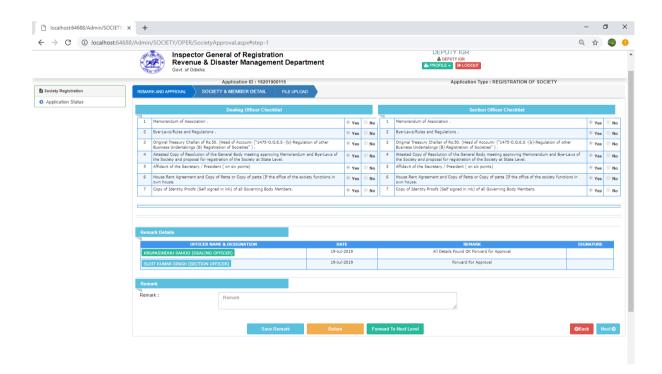
24. Then View the uploaded files



25. Then Update the Checklist, enter Remark and Forward the Document To Next Level.

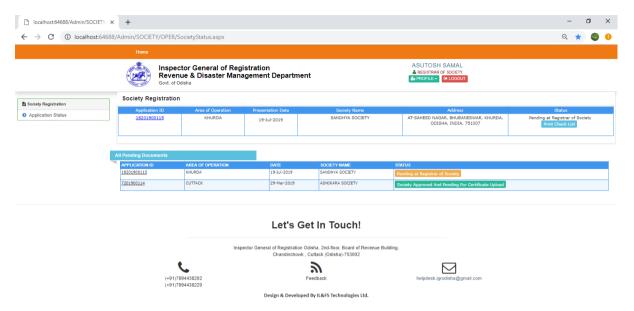


26. After Entering Remark Dealing Officer can View the Check List.

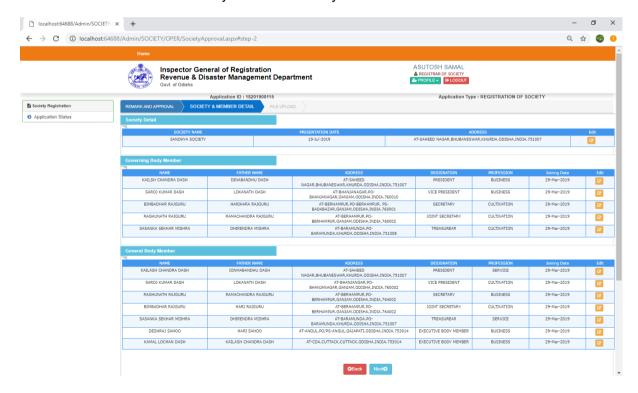


Registrar of Society

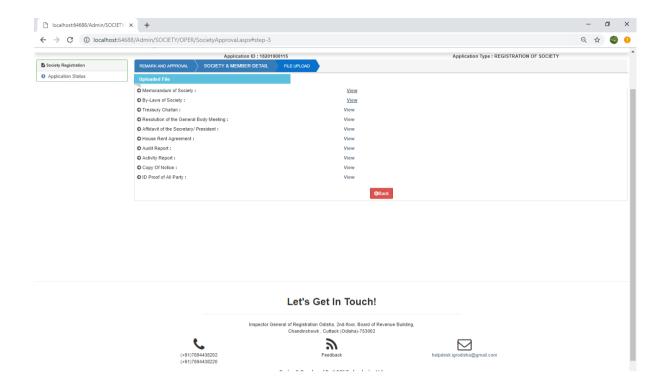
27. At Registrar of Society Login Show all Pending Documents for Approval, Click an Application Id for Approval.



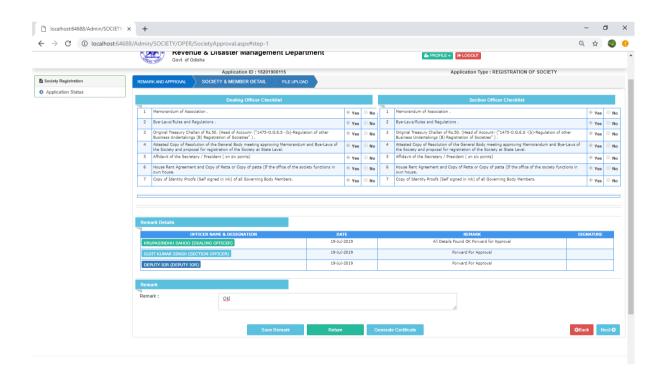
28. View the entered society details and body members.



29. Then View the uploaded files



30. Then Update the Checklist, enter Remark and Approve the Document.



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



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