

Registration Services (26)

Sl. No.	Name of the Service	Given Time limit	Designated Officer	Appellate Authority	Revisonal Authority
1	2	3	4	5	6
1	Registration of documents	3 days	DSR/SR	DR-cum-ADM	IGR
2	Issue of Encumbrance Certificate	7 days	DSR/SR	DR-cum-ADM	IGR
3	Issue of Certified Copy of previously registered documents	7 days	DSR/SR	DR-cum-ADM	IGR
4	Registration along with issue of marriage certificate under Spl. Marriage Act (where no objection received)	40 days	DSR/SR	DR-cum-ADM	IGR
5	Registration along with issue of marriage certificate under Spl. Marriage Act (where objection received)	70 days	DSR/SR	DR-cum-ADM	IGR
6	Registration of Societies (where one district is involved)	30 days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
7	Registration of Societies where one district is involved (State Level Society)	90 days	IGR	Land Reforms Commissioner	Member, Board of Revenue
8	Certified copy of the document filed u/s 89 of Registration Act, 1908	7 Days	DSR/ SR	ADM-cum-DR	IGR
9	Registration of Partnership Firm	90 Days	Registrar of Firm (IGR) or Officer delegated with power	Land Reforms Commissioner	Member, Board of Revenue

10	Amendment of Registered Partnership Firms	30 Days	Registrar of Firm (IGR) or Officer delegated with power	Land Reforms Commissioner	Member, Board of Revenue
11	Dissolution of Partnership firm	45 Days	Registrar of Firm (IGR) or Officer delegated with power	Land Reforms Commissioner	Member, Board of Revenue
12	Certified copy of Certificate of Firm	7 Days	IGR	Land Reforms Commissioner	Member, Board of Revenue
13	Amendment of Registered Society (District Level)	30 Days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
14	Amendment of Registered Society (State Level)	60 Days	IGR	Land Reforms Commissioner	Member, Board of Revenue
15	Certified copy of Certificate of Society Registered within last Five years (District Level)	5 Days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
16	Certified copy of Certificate of Society Registered within last Five years (State Level)	5 Days	IGR	Land Reforms Commissioner	Member, Board of Revenue
17	Certified copy of Certificate of Society Registered within last Ten years (District Level)	7 Days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
18	Certified copy of Certificate of Society Registered within last Ten years (State Level)	7 Days	IGR	Land Reforms Commissioner	Member, Board of Revenue

19	Certified copy of Bye-laws of Society Registered within last Five years (District Level)	5 Days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
20	Certified copy of Bye-laws of Society Registered within last Five years (State Level)	5 Days	IGR	Land Reforms Commissioner	Member, Board of Revenue
21	Certified copy of Bye-laws of Society Registered within last Ten years (District Level)	7 Days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
22	Certified copy of Bye-laws of Society Registered within last Ten years (State Level)	7 Days	IGR	Land Reforms Commissioner	Member, Board of Revenue
23	Certified copy of Memorandum of Society Registered within last Five years (District Level)	5 Days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
24	Certified copy of Memorandum of Society Registered within last Five years (State Level)	5 Days	IGR	Land Reforms Commissioner	Member, Board of Revenue
25	Certified copy of Memorandum of Society Registered within last Ten years (District Level)	7 Days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
26	Certified copy of Memorandum of Society Registered within last Ten years (State Level)	7 Days	IGR, Odisha	Land Reforms Commissioner	Member, Board of Revenue