

Renewal of District Level Society SOP

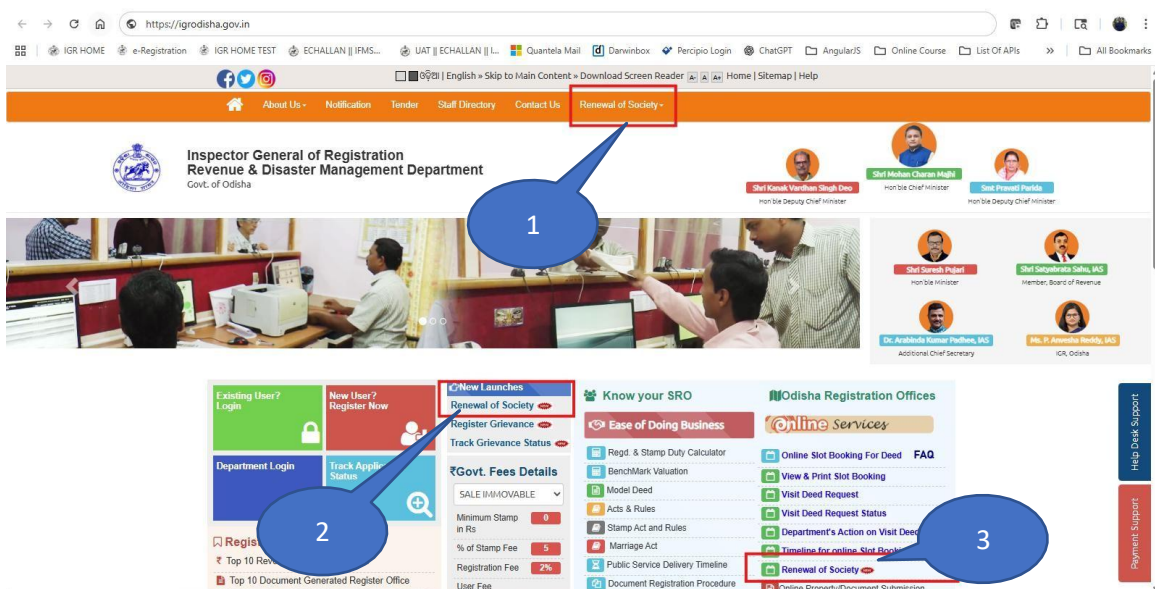
Before proceed to Renewal of Society please take a note of following points.

1. Documents required for Renewal of Societies.

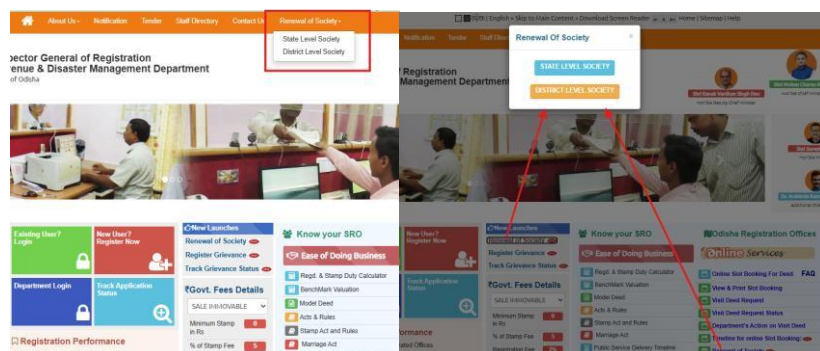
- Last five years audit and activity reports.
- Latest Original/Certified Copy of Registration Certificate, Memorandum, Bye-Laws and Resolution of The General body meeting.
- In respect of Societies whose average annual income during the last three financial years is less than **₹1,00,000 (Rupees One Lakh only)**, the aforesaid requirement of submission of Audit Reports shall not be applicable. In such cases, the **President/Secretary shall submit an undertaking** in the prescribed format. It is a .docx file you need to fill it and convert to PDF then upload. How to download this is explained below.
- Max file size is 10MB per upload.

2. How to Apply for a Renewal of Society.

- Visit IGR portal by entering <https://www.igrodisha.gov.in>
- For easy access we have given 3 options to navigate to renewal of society search page. You can use any one of this.



- On clicking any of the above link you will be asked for which type of society you want to apply for renewal whether it is "State Level" or "District Level". You choose "District Level" here.



Renewal of District Level Society SOP

- d. Choose any one option as per your society type. It will redirect to “Login” Citizen login page for authentication. Here you enter your “LOGIN ID”, “PASSWORD” and “CAPTCHA” to receive OTP on your registered mobile number. Put the OTP when prompt to validate yourself.

The screenshot shows two side-by-side login panels on a blue background. The left panel is titled 'LOGIN or SIGNUP' and contains fields for 'LOGIN ID' (santosh.behera), 'PASSWORD' (masked with dots), and 'ENTER CODE' (sK6qgd). Below the code field is a CAPTCHA image showing 'sK6qgd' and a refresh button. At the bottom are 'Back to Home' and 'LOGIN' buttons, and links for 'Forgot User Id?', 'Forgot Password?', and 'New User Registration'. The right panel is titled 'OTP VALIDATION' and has an 'ENTER OTP' field. Below it, a message states 'OTP sent successfully to your registered mobile no : XXXXXX7195'. There are 'Back to Home' and 'Validate OTP' buttons. A 'Resend OTP' button is also present with a 01:23 timer. At the bottom, it provides a contact email: helpdesk.igrodisha@gmail.com.

- e. Once validated successfully you will be directly redirected to Society Renewal Search page where you can search your society to be renewed by putting Society Name or Registration No in the search textbox.

The screenshot shows the 'Society Renewal Search' page. The top header is blue with a 'Home' button, the Inspector General of Registration logo, and the text 'Inspector General Of Registration Revenue & Disaster Management Department Govt. Of Odisha'. On the right, it shows the user 'SANTOSH KU BEHERA' with a 'Citizen' profile icon and 'LOGOUT' button. A session timer indicates 'This session remains active for 14:39 minutes'. A left sidebar contains various service links like 'Document Submission', 'Apply New Sale Deed', 'View Application Status', 'Encumbrance Certificate', 'Partnership Firm', 'Society Registration', 'Certified Copy', 'Marriage', and 'Legacy Search Data'. The main content area is titled 'Get Your Society Details for Renewal of Societies' and features a section 'Search Your District Level Society'. It includes instructions: 1. Search by Society Name or Registration Number. 2. Enter 5 characters to see a dropdown. 3. Click 'Get Details' for legacy data. There is a search input field with the placeholder 'Enter Society Name Or Registration No' and a 'Get Details' button. The footer contains contact information: 'Inspector General of Registration Odisha, 2nd-floor, Board of Revenue Building, Chandinchowk, Cuttack (Odisha)-753002' and icons for phone, RSS, and email.

Here you need to take a note of some important points.

- You need to enter at least 5 characters (although you can enter full name).
- A dropdown will appear with matching names (if searching by name), you need to choose the correct society.

Renewal of District Level Society SOP

- f. There may be two types of data available “Legacy Data” and “Full Data” for your society. Make sure you choose the “Full Data Available” item in the dropdown and click “Get Details” to view the detail. The “Proceed for Renewal” button is activated.

This session remains active for 12:19 minutes.

Home



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

SANTOSH KU BEHERA
Citizen
PROFILE LOGOUT

93% Updating Feeds 1:25 PM

Get Your Society Details for Renewal of Societies

Search Your Society

1. Search your society name or registration number.
2. Once you click on the search button, a dropdown list will appear.
3. If the dropdown list shows your society, select it to proceed; otherwise, enter manually.

AGAMI ODISHA
Reg No: 9201800009 | Full Data Available
AGAMI ODISHA
Reg No: 23935-61 | Legacy Data Available

Get Details

Click “OK” to view the detail.

AGAMI ODISHA
Enter Society Name or Registration No and click 'Get Details'.

Proceed for Renewal

Society Details

Governing Body Members

General Body Members

AGAMI ODISHA
Enter Society Name or Registration No and click 'Get Details'.

Get Details

Proceed for Renewal

Society Details

Society Name

Registration No

Registration Date

Address

District

AGAMI ODISHA

9201800009

22-MAY-2018

AT/PO-RAGHUNATHPUR,BLOCK-RAGHUNATHPUR,JAGATSINGHPUR,ODISHA,INDIA,754132

JAGATSINGHPUR

Governing Body Members

NAME	DESIGNATION	AADHAAR NO.	CONTACT NO.
AJAYA KUMAR DAS	TREASURER	XXXXXXXXXXXX	XXXXXXXXXX
BABAJI CHARAN SAHOO	ASSISTANT SECRETARY	XXXXXXXXXXXX	XXXXXXXXXX
DEBENDRANATH BARIK	SECRETARY	XXXXXXXXXXXX	XXXXXXXXXX
PIYARI MOHAN PATTANAIK	PRESIDENT	XXXXXXXXXXXX	XXXXXXXXXX
SARAT KUMAR ROUTH	VICE PRESIDENT	XXXXXXXXXXXX	XXXXXXXXXX

General Body Members

NAME	DESIGNATION	AADHAAR NO.	CONTACT NO.
AJAYA KUMAR DAS	TREASURER	XXXXXXXXXXXX	XXXXXXXXXX

Renewal of District Level Society SOP

In Case you have only Legacy Data available the “Proceed for Legacy Data Entry” button will be activated.

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

Click to View the legacy data available.

Legacy data is available for ALL ODISHA TYRE DEALERS ASSOCIATION. You are required to complete the remaining details by clicking the "Proceed for Legacy Data Entry" button.

Proceed for Legacy Data Entry

Click to directly go to Legacy data entry page.

Here make sure you provide latest governing and general body member data.

Home

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

SANTOSH KU BEHERA

Session remains active for 14:52 minutes

Alert!

If you are entering legacy data for Society Renewal, ensure you provide the updated/latest Governing Body and General Body details.

Application Id * Not Yet Generated

Registration No *

Name of The Society *

Primary Area of Operation *

Address Detail

Country * INDIA

District * CUTTACK

House /Street /Lane * PIRA BAZAR,BHANPUR,NH-5CTC-BHUBAN

Consumer Number

Electricity Consumer No *

Water Consumer No *

Old Registration No * 23886-12

No of Pages *

Purpose of Society * PURPOSE OF SOCIETY

Other Area of Operation * None selected

State * ODISHA

Pin Code * PIN CODE

Village / Town / City * VILLAGE / TOWN / CITY

Cancel Next

Now consider you have either enter all latest information in Legacy entry or You have already had Complete data.

- g. Once you click “Proceed for Renewal” button you will be asked to obtain consent form either **President or Secretary** of the society.
- h. You need to select either **President or Secretary** and input his/her **Aadhaar number**. An **OTP** will be forwarded to **registered mobile number linked with the Aadhaar**.

Renewal of District Level Society SOP

- i. You need to put the **OTP** when asked to obtain consent.

Please obtain consent from the President or Secretary of the Society.*

Select President or Secretary

PYARI MOHAN PATTANAİK (PRESIDENT)

Aadhaar Number

XXXXXXXX4545

Verify Aadhaar

1.Put Aadhaar Number

2.Click to get OTP

Proceed for Renewal

Registration Date

22-MAY-2018

Governing Body Members

NAME	DESIGNATION	AADHAAR NO.	CONTACT NO.
AJAYA KUMAR DAS	TREASURER	XXXXXXXXXXXX	XXXXXXXXXX
BABAJI CHARAN SAHOO	ASSISTANT SECRETARY	XXXXXXXXXXXX	XXXXXXXXXX
DEBENDRANATH BARIK	SECRETARY	XXXXXXXXXXXX	XXXXXXXXXX
PYARI MOHAN PATTANAİK	PRESIDENT	XXXXXXXXXXXX	XXXXXXXXXX
SARAT KUMAR ROUTRAY	VICE PRESIDENT	XXXXXXXXXXXX	XXXXXXXXXX

General Body Members

NAME	DESIGNATION	AADHAAR NO.	CONTACT NO.
AJAYA KUMAR DAS	TREASURER	XXXXXXXXXX	XXXXXXXXXX

Please obtain consent from the President or Secretary of the Society.*

Select President or Secretary

PYARI MOHAN PATTANAİK (PRESIDENT)

Aadhaar Number

XXXXXXXX4545

Verify Aadhaar

Enter OTP

XXXXXX

3.Put Aadhaar OTP

Verify OTP

Reset

OTP Generated & Sent to Email ID (sa*****@gmail.com)

3. Click "verify OTP" to authenticate or get consent

Renewal of District Level Society SOP

The screenshot displays a web application interface for obtaining consent. At the top, a dark grey box contains the text "Please obtain consent from the President or Secretary of the Society." Below this, a section titled "Select President or Secretary" features a dropdown menu with "PYARI MOHAN PATTANAIAK (PRESIDENT)" selected. Underneath, an "Aadhaar Number" field contains "XXXXXXXX4545". A green "Verify Aadhaar" button is positioned below the number field. In the foreground, a white success message box with a green header "Success!" and a close button (X) states: "Consent from PYARI MOHAN PATTANAIAK (PRESIDENT) has been obtained successfully." A green "Ok" button is located at the bottom right of this message box. A blue callout bubble points to the "Ok" button with the text "Once consent obtained successfully click 'Ok'." The background is a blurred view of the application's main interface, showing fields for "DESIGNATION" and "AADHAR" at the bottom.

- j. Once you click "Ok" you will be redirected to Renewal Data Entry page where you need to upload:

Last 5 years audit / under taking and activity report.
Latest Original/Certified Copy of Registration Certificate,
Latest CC of Bylaws,
Latest CC of memorandum,
Latest CC of Resolution of general body meeting.

Renewal of District Level Society SOP


Home



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

SANTOSH KU BEHERA
Citizen

PROFILE LOGOUT

This session remains active for 14:49 minutes.

Society Details (State Level)

SOCIETY NAME	SOCIETY APP. ID	SOCIETY REG. NO.	REG. DATE	ADDRESS	RENEWAL STATUS
AGAMI ODISHA	12201700008	9201800009	22-MAY-2018	AT/PO/BLOCK- RAGHUNATHPUR,RAGHUNATHPUR,JAGATSingHPUR,ODISHA,INDIA,754132	KINDLY UPLOAD THE AUDIT AND ACTIVITY REPORTS FOR THE LAST FIVE FINANCIAL YEARS.

Documents required for Renewal of Societies

1. Documents required for Renewal of Societies.

- Last five years audit and activity reports.
- Latest CC of Registration Certificate, Memorandum, Bye-Laws and Resulation of The General body meeting.
- In respect of Societies whose average annual income during the last three financial years is less than ₹1,00,000 (Rupees One Lakh only), the aforesaid requirement of submission of Audit Reports shall not be applicable. In such cases, the President/Secretary shall submit an undertaking in the prescribed format enclosed herewith ([Undertaking Format](#)).

2. Important Notes:

- You are required to upload both the Audit Report (Or Undertaking) and Activity Report for each financial year. Partial uploads should be avoided.
- The "Submit" button will be enabled only after all required documents have been successfully uploaded. To upload click "Upload & Save"
- Each time you click on the "Submit" button, consent from President or Secretary of the society will be required.
- Upon successful receipt of consent, you will be redirected to the payment process.
- Max file size: 10 MB per upload.

FINANCIAL YEAR	AUDIT REPORT OR UNDERTAKING	ACTIVITY REPORT	ACTION / STATUS
2022-2023	Choose File No file chosen	Choose File No file chosen	Upload Pending.
2023-2024	Choose File No file chosen	Choose File No file chosen	Upload Pending.
2024-2025	Choose File No file chosen	Choose File No file chosen	Upload Pending.
2025-2026	Choose File No file chosen	Choose File No file chosen	Upload Pending.
2026-2027	Choose File No file chosen	Choose File No file chosen	Upload Pending.

DOCUMENT FOR RENEWAL	UPLOAD VIEW	NUMBER OF PAGES	ACTION / STATUS
Latest CC of Registration Certificate	Choose File No file chosen	0	Upload Pending.
Latest CC of Memorandum	Choose File No file chosen	0	Upload Pending.
Latest CC of Bye-Laws	Choose File No file chosen	0	Upload Pending.
Resolution of The General Body Meeting	Choose File No file chosen	0	Upload Pending.

Upload & Save Submit Payment Receipt

In respect of Societies whose average annual income during the last three financial years is less than **₹1,00,000 (Rupees One Lakh only)**, the aforesaid requirement of submission of Audit Reports shall not be applicable. In such cases, the **President/Secretary shall submit an undertaking** in the prescribed format

Documents required for Renewal of Societies

1. Documents required for Renewal of Societies.

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2. Important Notes:

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- The "Submit" button will be enabled only after all required documents have been successfully uploaded. To upload click "Upload & Save"
- Each time you click on the "Submit" button, consent from President or Secretary of the society will be required.
- Upon successful receipt of consent, you will be redirected to the payment process.
- Max file size: 10 MB per upload.

Click to download prescribe format. Fill it, convert to PDF and upload instead of Audit report where ever required.

Undertaking Format (7).docx
11.2 KB • Done

Full download history

FINANCIAL YEAR	AUDIT REPORT OR UNDERTAKING	ACTIVITY REPORT	ACTION / STATUS
2022-2023	Choose File No file chosen	Choose File No file chosen	Upload Pending.
2023-2024	Choose File No file chosen	Choose File No file chosen	Upload Pending.
2024-2025	Choose File No file chosen	Choose File No file chosen	Upload Pending.
2025-2026	Choose File No file chosen	Choose File No file chosen	Upload Pending.
2026-2027	Choose File No file chosen	Choose File No file chosen	Upload Pending.

Renewal of District Level Society SOP

FINANCIAL YEAR	AUDIT REPORT OR UNDERTAKING	ACTIVITY REPORT	ACTION / STATUS
2022-2023	Choose File audit - 1.pdf	Choose File activity - 2.pdf	Upload Pending.
2023-2024	Choose File audit - 1.pdf	Choose File activity - 2.pdf	Upload Pending.
2024-2025	Choose File audit - 2.pdf	Choose File activity - 2.pdf	Upload Pending.
2025-2026	Choose File activity - 2.pdf	Choose File audit - 1.pdf	Upload Pending.
2026-2027	Choose File audit - 1.pdf	Choose File activity - 2.pdf	Upload Pending.

DOCUMENT FOR RENEWAL	UPLOAD VIEW	NUMBER OF PAGES	ACTION / STATUS
Latest CC of Registration Certificate	Choose File Certificate.pdf	0	Upload Pending.
	Choose File ByLaw.pdf	0	Upload Pending.
	Choose File Memorandum.pdf	0	Upload Pending.
	Choose File Resolution Of Body Meeting.pdf	0	Upload Pending.

Click to upload files and Save.

[Upload & Save](#) [Submit](#) [Payment Receipt](#)

Society Details (State Level)

SOCIETY NAME	AGAMI ODISHA
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Alert!

Successfully upload Audit & Activity report for financial year : 2022-2023
 Successfully upload Audit & Activity report for financial year : 2023-2024
 Successfully upload Audit & Activity report for financial year : 2024-2025
 Successfully upload Audit & Activity report for financial year : 2025-2026
 Successfully upload Audit & Activity report for financial year : 2026-2027
 Successfully upload Latest CC of Registration Certificate
 Successfully upload Latest CC of Memorandum
 Successfully upload Latest CC of Bye-Laws
 Successfully upload Resolution of The General Body Meeting

[OK](#)

ADDRESS

AT/PO/BLOCK-HPUR,RAGHUNATHPUR,JAGATSINGHPUR,ODISHA,INDIA,754132

RENEWAL STATUS

DATA ENTRY IN PROGRESS

Documents required for Renewal of Societies

- Documents required for Renewal of Societies.
 - Last five years audit and activity reports.
 - Latest CC of Registration Certificate, Memorandum
 - In respect of Societies whose average annual income during the last three financial years is less than ₹1,00,000 (Rupees One Lakh only), the aforesaid requirement of submission of Audit Reports shall not be applicable. In such cases, the President/Secretary shall submit an undertaking in the prescribed format enclosed herewith ([Undertaking Format](#)).
- Important Notes:
 - You are required to upload both the Audit Report (Or Undertaking) and Activity Report for each financial year. Partial uploads should be avoided.
 - The "Submit" button will be enabled only after all required documents have been successfully uploaded. To upload click "Upload & Save"
 - Each time you click on the "Submit" button, consent from President or Secretary of the society will be required.
 - Upon successful receipt of consent, you will be redirected to the payment process.
 - Max file size: 10 MB per upload.

FINANCIAL YEAR	AUDIT REPORT OR UNDERTAKING	ACTIVITY REPORT	ACTION / STATUS
2022-2023	View	View	Delete
2023-2024	View	View	Delete
2024-2025	View	View	Delete

k. You can view / delete file if you want.

l. Once you have successfully upload all required files "Submit" button will be activated.

Documents required for Renewal of Societies

- Documents required for Renewal of Societies.
 - Last five years audit and activity reports.
 - Latest CC of Registration Certificate, Memorandum, Bye-Laws and Resolution of The General body meeting.
 - In respect of Societies whose average annual income during the last three financial years is less than ₹1,00,000 (Rupees One Lakh only), the aforesaid requirement of submission of Audit Reports shall not be applicable. In such cases, the President/Secretary shall submit an undertaking in the prescribed format enclosed herewith ([Undertaking Format](#)).
- Important Notes:
 - You are required to upload both the Audit Report (Or Undertaking) and Activity Report for each financial year. Partial uploads should be avoided.
 - The "Submit" button will be enabled only after all required documents have been successfully uploaded. To upload click "Upload & Save"
 - Each time you click on the "Submit" button, consent from President or Secretary of the society will be required.
 - Upon successful receipt of consent, you will be redirected to the payment process.
 - Max file size: 10 MB per upload.

FINANCIAL YEAR	AUDIT REPORT OR UNDERTAKING	ACTIVITY REPORT	ACTION / STATUS
2022-2023	View	View	Delete
2023-2024	View	View	Delete
	View	View	Delete
	View	View	Delete
	View	View	Delete

You can view files if you want.

DOCUMENT FOR RENEWAL	UPLOAD VIEW	NUMBER OF PAGES	ACTION / STATUS
Latest CC of Registration Certificate	View	1	Delete
Latest CC of Memorandum	View	3	Delete
Latest CC of Bye-Laws	View	5	Delete
Resolution of The General Body Meeting	View	2	Delete

"Submit" button activated.

[Upload & Save](#) [Submit](#) [Payment Receipt](#)

You can delete and reupload files if you want.

Renewal of District Level Society SOP

m. Click “Submit” to check society detail confirmation box.

FINANCIAL YEAR

AUDIT REPORT OR UNDERTAKING

ACTIVITY REPORT

ACTION / STATUS

RENEWAL OF SOCIETY CONFIRMATION

Citizen Submission Summary

Society Details

Application No	9112201700008	Registration No	9201800009
Society Name	AGAMI ODISHA		
Address	AT/PO-RAGHUNATHPUR,BLOCK-RAGHUNATHPUR,JAGATSinghpur,ODISHA,INDIA,754132		
Primary Area of Operation/ District	JAGATSinghpur	Registration/ Application Date	22-MAY-2018

Governing Body Members

#	Name	Designation	Gender	Age	Mobile	Aadhaar	Address	Joining Date
1	AJAYA KUMAR DAS	TREASURER	Male	0	X0000X7701	X00000001908	AT-HARISHPUR,PO-TARAPUR,PS-RAGHUNATHPUR,ODISHA,JAGATSinghpur,ODISHA,INDIA,0	28-OCT-2021
2	BABAJI CHARAN SAHOO	ASSISTANT SECRETARY	Male	0	X0000X7701	X00000001045	AT-KUSIARAL,PO-KUSIARAL,ODISHA,KENDRAPARA,ODISHA,INDIA,0	28-OCT-2021
3	DEBENDRANATH BARIK	SECRETARY	Male	0	X0000X7701	X00000006186	AT-SAMANTARAPUR,PO/PS-KISHONNAGAR,ODISHA,CUTTACK,ODISHA,INDIA,0	28-OCT-2021
4	PIYARI MOHAN PATTANAİK	PRESIDENT	Male	0	X0000X7701	X00000009613	AT-MALIACHA, PO-GADAMA,PS-BIRIDI,ODISHA,JAGATSinghpur,ODISHA,INDIA,0	28-OCT-2021
5	SARAT KUMAR ROUTRAY	VICE PRESIDENT	Male	0	X0000X7701		AT-BRAHMANBADA, PO-DAMODARPUR,PS-KANDARPUR,ODISHA,CUTTACK,ODISHA,INDIA,0	28-OCT-2021

General Body Members

#	Name	Designation	Gender	Age	Mobile	Aadhaar	Address	Joining Date
1	AJAYA KUMAR DAS	TREASURER	Male	0	X0000X7701	X00000001908	AT-HARISHPUR,PO-TARAPUR,PS-RAGHUNATHPUR,ODISHA,JAGATSinghpur,ODISHA,INDIA,0	28-OCT-2021
2	BABAJI CHARAN SAHOO	ASSISTANT SECRETARY	Male	0	X0000X7701	X00000001045	AT-KUSIARAL,PO-KUSIARAL,ODISHA,KENDRAPARA,ODISHA,INDIA,0	28-OCT-2021
3	DEBENDRANATH BARIK	SECRETARY	Male	0	X0000X7066	X00000006186	AT-SAMANTARAPUR,PO/PS-KISHONNAGAR,ODISHA,CUTTACK,ODISHA,INDIA,0	28-OCT-2021
4	NIRMALENDU SHOME	EXECUTIVE BODY MEMBER	Male	0	X0000X7701	X00000009883	AT-SARKARSAHI(GOPALPUR),PO/PS-RAGHUNATHPUR,ODISHA,JAGATSinghpur,ODISHA,INDIA,0	28-OCT-2021
5	PIYARI MOHAN PATTANAİK	PRESIDENT	Male	0	X0000X7701	X00000009613	AT-MALIACHA, PO-GADAMA,PS-BIRIDI,ODISHA,JAGATSinghpur,ODISHA,INDIA,0	28-OCT-2021
6	RABINDRA KUMAR MOHAPATRA	EXECUTIVE BODY MEMBER	Male	0	X0000X7701	X00000007193	AT/PO-RAGHUNATHPUR,PS-RAGHUNATHPUR,ODISHA,JAGATSinghpur,ODISHA,INDIA,0	28-OCT-2021
7	SARAT KUMAR ROUTRAY	VICE PRESIDENT	Male	0	X0000X7701		AT-BRAHMANBADA, PO-DAMODARPUR,PS-KANDARPUR,ODISHA,CUTTACK,ODISHA,INDIA,0	28-OCT-2021
8	SRIACHHA DASH MOHAPATRA	EXECUTIVE BODY MEMBER	Male	0	X0000X7701	X00000003597	AT/PO-SIRLO NASAGRAM,PS-KISHONNAGAR,ODISHA,CUTTACK,ODISHA,INDIA,0	28-OCT-2021
9	SURESH CHANDRA ROUT	EXECUTIVE BODY MEMBER	Male	0	X0000X7701	X00000001059	AT/PO-RADHANGA,PS-RAGHUNATHPUR,ODISHA,JAGATSinghpur,ODISHA,INDIA,0	28-OCT-2021

☒ I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Confirm & Submit

n. Tick the check box will activate the “Confirm & Submit” button. Click this button to obtain consent from President or Secretary of the society by Aadhaar OTP validation similar to what we have done in Society search page.

FINANCIAL YEAR

AUDIT REPORT OR UNDERTAKING

ACTIVITY REPORT

ACTION / STATUS

Please obtain consent from the President or Secretary of the Society. X

Select President or Secretary

BIJAYA KUMAR SWAIN (PRESIDENT)

Aadhaar Number

XXXXXXXX4545

Verify Aadhaar

Enter OTP

88993d

Verify OTP ReVerify

OTP Generated & Sent to Registered Mobile (*****5954) & e-mail ID (sa*****@gmail.com)

Latest CC of Registration Certificate

Latest CC of Memorandum of Association

Latest CC of Bye-Laws

Resolution of The General Body Meeting

View

View

NUMBER OF PAGES

1

3

5

2

ACTION / STATUS

Delete

Delete

Delete

Delete

Delete

Delete

Upload & Save

Submit

Payment Receipt

Renewal of District Level Society SOP

Please obtain consent from the President or Secretary of the Society.

Select President or Secretary:

BIJAYA KUMAR SWAIN (PRESIDENT)

Aadhaar Number:

XXXXXX004545

Verify Aadhaar

Success!

Consent from BIJAYA KUMAR SWAIN (PRESIDENT) has been obtained successfully. Please proceed for payment.

Ok

- o. Once consent obtained successfully you will be asked for payment as per norms.

Pay Renewal Fee

Renewal Fee	500
User Fee	250
Total Fee	750

☒ I agree with terms and conditions

Once payment has been done and amount deducted from your account, Please do not pay it again. Applied services will be automatically delivered to you after the process of reconciliation. Completion of the process may take 3-4 working days.

Pay

Clicking on "Pay" button to proceed to IFMS portal for payment.

- p. Pay the amount in IFMS portal.

Confirm Details

Please check the entered details before proceeding to payment

Challan Purpose

Head of Account	Purpose	Amount
1475-00-200-0125-02119-000	Regifree	500.00
0000-03-104-0125-01053-000	Govtfee	25.00

Agency Share Details

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

Department Specific Information

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
681568507	8112201700000	Renewal Of State Society	ra38fW9tGtY5edcY81Q...
Additional Information 4	Additional Information 5	Additional Information 6	

Renewal of District Level Society SOP

- q. A receipt will be generated for successful payment.

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


Transaction Receipt
Date : 20 Apr 2026 05:57 PM

Service Type	Renewal Of State Society.
Application Id	9112201700008
Amount Paid	750
Transaction Status	Payment Successful.
Challan Ref. No.	JHKJHKJH1234
Bank Ref. No.	4654646465
Department Ref. No.	681568507
Transaction Date & Time	20-APR-2026
Payment Mode	Pay Now
Bank Name	Treasury

Signature Not Required.
Thank you!

[Print Receipt](#) [Home](#)

- r. You can track the application status in “State Level Society Status” link in the menu under “Society Registration”.

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

SANTOSH KU BEHERA
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APPLICATION(S) DETAIL

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APP. ID	NAME OF THE SOCIETY	SERVICE CATEGORY	AREA OF OPERATION	PRESENTATION DATE	LAST UPDATED ON	CURRENT STATUS
9112201700008	AGAMI ODISHA	RENEWAL OF SOCIETY	JAGATSINGHPUR	20-APR-2026	20-APR-2026	AT DEALING OFFICER

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Society Details (State Level)

SOCIETY NAME	SOCIETY APP. ID	SOCIETY REG. NO.	REG. DATE	ADDRESS	RENEWAL STATUS
AGAMI ODISHA	12201700008	9201800009	22-MAY-2018	AT/PO/BLOCK- RAGHUNATHPUR,RAGHUNATHPUR,JAGATSINGHPUR,ODISHA,INDIA,754132	AT DEALING OFFICER

Documents required for Renewal of Societies

1. Documents required for Renewal of Societies.

- Last five years audit and activity reports.
- Latest CC of Registration Certificate, Memorandum, Bye-Laws and Resulation of The General body meeting.
- In respect of Societies whose average annual income during the last three financial years is less than ₹1,00,000 (Rupees One Lakh only), the aforesaid requirement of submission of Audit Reports shall not be applicable. In such cases, the President/Secretary shall submit an undertaking in the prescribed format enclosed herewith ([Undertaking Format](#)).

2. Important Notes:

- You are required to upload both the Audit Report (Or Undertaking) and Activity Report for each financial year. Partial uploads should be avoided.
- The "Submit" button will be enabled only after all required documents have been successfully uploaded. To upload click "Upload & Save"
- Each time you click on the "Submit" button, consent from President or Secretary of the society will be required.
- Upon successful receipt of consent, you will be redirected to the payment process.
- Max file size: 10 MB per upload.

FINANCIAL YEAR	AUDIT REPORT OR UNDERTAKING	ACTIVITY REPORT	ACTION / STATUS
2022-2023	View	View	Approval Pending.
2023-2024	View	View	Approval Pending.
2024-2025	View	View	Approval Pending.
2025-2026	View	View	Approval Pending.
2026-2027	View	View	Approval Pending.

Renewal of District Level Society SOP

- s. Once your society get approved you can download certificate from logging in to IGR portal or from the publicly accessible list.

Citizen Corner

☆ Ease of Doing Business

Regd. & Stamp Duty Calculator

Model Deed

Acts & Rules

Stamp Act and Rules

Marriage Act

Partnership Firm Registration

Society Registration

Public Service Delivery Timeline

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View District Society Registration

Search

Registration Year
2026

Name

Reg.No/Doc Id.

SEARCH

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Search:

SOCIETY NAME	TYPE	DISTRICT	REGD. DATE	REGD. NO	ADDRESS	VIEW
DAMAH SAMAJ	REGISTRATION OF SOCIETY	DEOGARH	18-APR-2026	820260300005	MIRIGIDIA SAHI,MIRIGIDIA SAHI,DEOGARH,ODISHA	 
SHISHU MANDIR	REGISTRATION OF SOCIETY	DEOGARH	18-APR-2026	820260300004	SARASWATI SHISHU MANDIR, REAMAL,REAMAL,DEOGARH,ODISHA	 
IG BODY OF SHISHU MANDIR, DEOGARH	REGISTRATION OF SOCIETY	DEOGARH	18-APR-2026	820260300003	GUNDICHA MANDIR LANE,DEOGARH,DEOGARH,ODISHA	 
TEE SHISHU VIDYA VRICHALANA NDHAL	REGISTRATION OF SOCIETY	DEOGARH	18-APR-2026	820260300001	KANDHAL,KANDHAL,DEOGARH,ODISHA	 
ZILLA DHAKUDA,MATIA,JATI,OGARH	REGISTRATION OF SOCIETY	DEOGARH	18-APR-2026	820260200002	RAJAMUNDA,RAJAMUNDA,DEOGARH,ODISHA	 
BHUBABA SIYYAM AGOSTHI	REGISTRATION OF SOCIETY	BOUDH	17-APR-2026	620250900013	BASUDEVPALI,BASUDEVPALI,BOUDH,ODISHA	 
AR YUVA PARISAD	REGISTRATION OF SOCIETY	KENDRAPARA	10-APR-2026	1620251200047	NUAGAN,NUAGAN,KENDRAPARA,ODISHA	 
CHANDI YUBAK AGANNATHPUR	REGISTRATION OF SOCIETY	KENDRAPARA	10-APR-2026	1620251200046	JAGANNATHPUR,JAGANNATHPUR,KENDRAPARA,ODISHA	 

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