

# RENEWAL WITH AMENDMENT DISTRICT SOCIETY (SOP)

## Objective

This document demonstrate how a Citizen apply for “Renewal with Amendment” application.

## Different ways to apply

There are three ways to apply for “Renewal with Amendment” application.

1. Click on “Apply New District Level” / “District Level Renewal with Amendment”.

The screenshot shows the 'DIST SOCIETY DETAIL' form. The 'Application Type' dropdown menu is open, with 'AMENDMENT WITH RENEWAL' selected. The 'Address Detail' section is filled with 'INDIA' for Country, 'ODISHA' for State, and 'ODISHA, INDIA' for the final address. The 'Consumer Number' section is also visible.

2. Society whose renewal application has status “AMENDMENT REQUIRED”. As instructed by Registrar of Societies for State Level society or Addl. Registrar of Society cum ADM for district level society.

APP. ID	NAME OF THE SOCIETY	SERVICE CATEGORY	AREA OF OPERATION	LAST UPDATED ON	CURRENT STATUS
91719950100004	KALURAM ASSOCIATION	RENEWAL OF SOCIETY	CUTTACK	30-MAY-2026	AMENDMENT REQUIRED
1820260500261	ADDICTION & REHABILITATION CENTER	AMENDMENT WITH RENEWAL	KHURDA	29-MAY-2026	PENDING AT DEALING OFFICER
1720260500260	BANDHAN WOMENS AND CHILD DEVELOPMENT CENTER	AMENDMENT OF SOCIETY	MAYURBHANG	27-MAY-2026	PENDING AT DEALING OFFICER
1120000100004	SOCIETY FOR LEGACY DATE - 1 Reg. No.: 752158/123 Reg. Dt.: 01-JAN-2001	LEGACY DATA ENTRY (SOCIETY)	GANJAM	25-MAY-2026	DATA ENTRY IN PROGRESS

# RENEWAL WITH AMENDMENT DISTRICT SOCIETY (SOP)

## 3. While applying for renewal of society.

The screenshot shows the IGR portal interface for society renewal. The user is logged in as SANTOSH KU BEHERA. The page title is 'Get Your Society Details for Renewal of Societies'. A search bar is present with a dropdown menu showing 'SUBARNAPUR'. Below the search bar, there are instructions: '1. Search your registered society using the Society Name or Registration Number. If found, select it to proceed; otherwise, enter manually. 2. Once you enter 5 characters of your society name a dropdown will appear, you need to choose from that list and then click "Get Details". 3. If the dropdown does not show your society then, click here for legacy data entry'. The 'Society Details' section includes: Society Name: JAY MAA DURGA BARIK SANGHA, BIRMAHARAJAPUR; Registration No: 2920291200011; Registration Date: 30 MAR 2021; Address: AT-CHAMPAPUR, PO:PS- BIRMAHARAJAPUR, DIST- SOHPUR,AT-CHAMPAPUR, PO:PS- BIRMAHARAJAPUR, DIST- SOHPUR,SUBARNAPUR, ODISHA,INDIA,761018; District: SUBARNAPUR; Data Fetched From (Application ID): 2920291200011 REGISTRATION OF SOCIETY. At the bottom, there are two buttons: 'Proceed for Amendment with Renewal' (highlighted) and 'Proceed for Renewal'.

## Detailed Description of the Above Three Processes

### 1. Click on “Apply New District Level” / “District Level Renewal with Amendment”.

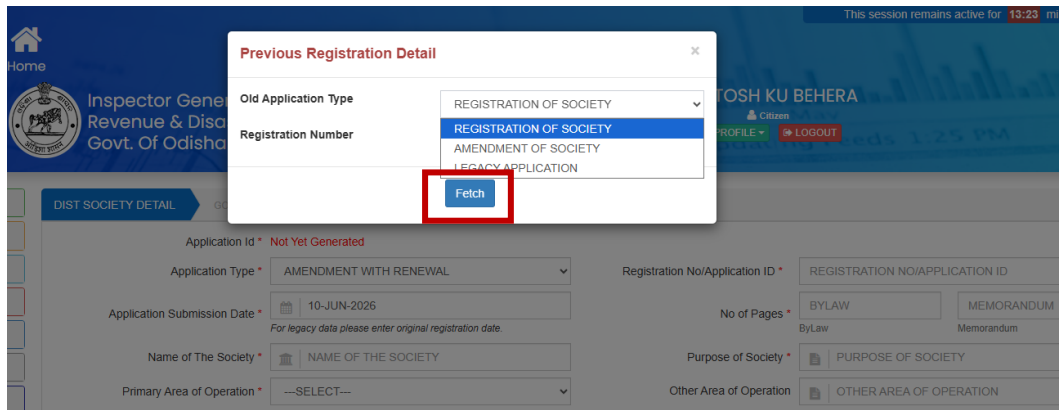
- Citizen login to IGR Portal with valid credentials and OTP.
- In “Society Registration” tab click “Apply New District Level” / “District Level Renewal with Amendment”.
- Select “Application Type” as “RENEWAL WITH AMENDMENT”.
- A popup will appear and ask for the type of application from where you will fetch previously completed society data to proceed forward. It has 3 options.

The screenshot shows a 'Previous Registration Detail' popup window. The 'Old Application Type' dropdown menu is open, showing three options: 'REGISTRATION OF SOCIETY', 'AMENDMENT OF SOCIETY', and 'LEGACY APPLICATION'. A 'Fetch' button is located below the dropdown. The background shows the 'DIST SOCIETY DETAIL' form with the following fields: Application Id (Not Yet Generated), Application Type (AMENDMENT WITH RENEWAL), Application Submission Date (10-JUN-2026), Name of The Society (NAME OF THE SOCIETY), Primary Area of Operation (---SELECT---), Registration No/Application ID (REGISTRATION NO/APPLICATION ID), No of Pages (BYLAW, MEMORANDUM), Purpose of Society (PURPOSE OF SOCIETY), and Other Area of Operation (OTHER AREA OF OPERATION).

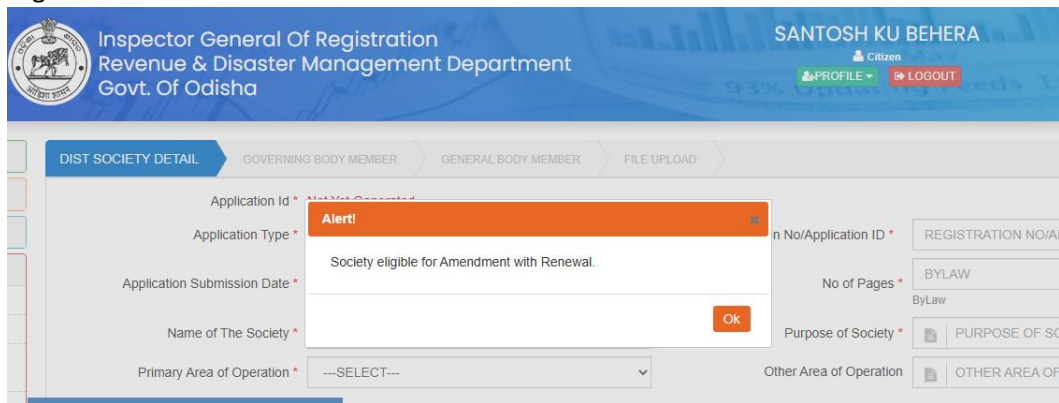
- REGISTRATION OF SOCIETY:** Here you need to enter the registration number of society which is digitised in IGR portal.
- AMENDMENT OF SOCIETY:** Here you need to enter amendment application id which is completed and you get the certificate.
- LEGACY APPLICATION ID:** Here you need to enter the application id for legacy data which you have entered and completed.

# RENEWAL WITH AMENDMENT DISTRICT SOCIETY (SOP)

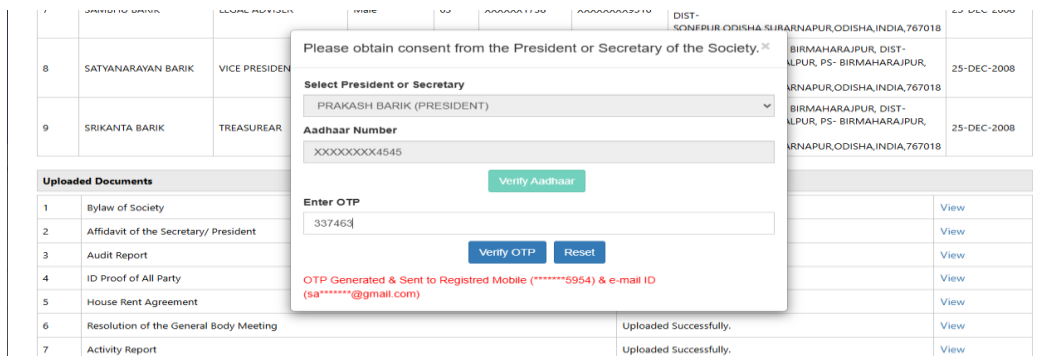
e. Then click "Fetch" button.



f. You will get a confirmation whether the Society is eligible for renewal or not as registration date.

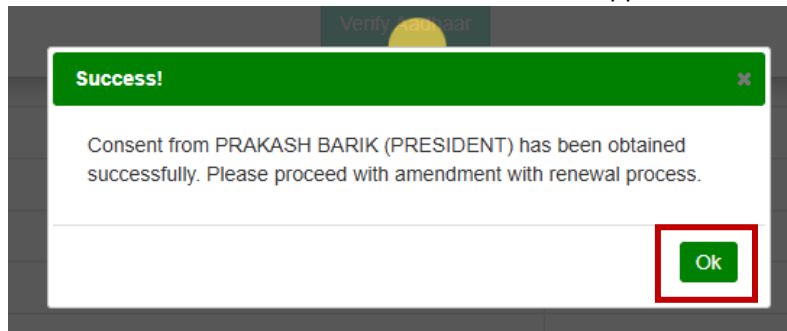


Obtain consent from Chairman/ President/ Secretary



# RENEWAL WITH AMENDMENT DISTRICT SOCIETY (SOP)

Click "OK" to create a Renewal with Amendment application



g. Renewal with Amendment application is created and you will get the Application ID.

Application ID \* 2920260600018

Application Type \* AMENDMENT WITH RENEWAL

Application Submission Date \* 10-JUN-2026

Name of The Society \* JAY MAA DURGA BARIK SANGHA, BIRMAHARA

Primary Area of Operation \* SUBARNAPUR

Address Detail

Country \* INDIA

District \* SUBARNAPUR

House /Street /Lane \* AT-CHAMPAPUR, PO/PS- BIRMAHARAJPUR, DI

Final Address To Be Printed On Certificate AT-CHAMPAPUR, PO/PS- BIRMAHARAJPUR, DIST- SONEPUR, AT-CHAMPAPUR, PO/PS- BIRMAHARAJPUR, DIST- SONEPUR, SUBARNAPUR, ODISHA, INDIA, 767018

h. Now you can do necessary changes in Society detail, Body member of the society or/and the rules and regulations of the society. Upload necessary document related to amendment and renewal of society.

Application ID \* 2920260600018

Application Type \* AMENDMENT WITH RENEWAL

Application Submission Date \* 10-JUN-2026

Name of The Society \* JAY MAA DURGA BARIK SANGHA, BIRMAHARA

Primary Area of Operation \* SUBARNAPUR

Address Detail

Country \* INDIA

District \* SUBARNAPUR

House /Street /Lane \* AT-CHAMPAPUR, PO/PS- BIRMAHARAJPUR, DI

Final Address To Be Printed On Certificate AT-CHAMPAPUR, PO/PS- BIRMAHARAJPUR, DIST- SONEPUR, AT-CHAMPAPUR, PO/PS- BIRMAHARAJPUR, DIST- SONEPUR, SUBARNAPUR, ODISHA, INDIA, 767018

Consumer Number

Electricity Consumer No

Water Consumer No

# RENEWAL WITH AMENDMENT DISTRICT SOCIETY (SOP)

Add new or Update existing Governing Body members

Document Submission  
Encumbrance Certificate  
Partnership Firm  
Society Registration  
Certified Copy  
Marriage  
Grievance  
Helpdesk Activities

Application ID: 2920260600018

Application Type: AMENDMENT WITH RENEWAL

Member Type:  Individual  Organisation

Member's Name: DINGAR BARIK  
Please enter name as per Aadhaar card.

Relation: FATHER

Mobile Number: 7894125104

Aadhaar No: XXXXXXXX7122

Date of Join in Society: 25-DEC-2008

Identity Proof:  No file chosen

Address Details

Country: INDIA  
District: SUBARNAPUR  
House /Street /Lane: AT-KHAMBESWARIPALI, PS-BIRMAHARAJPUR, I

Organisation's Name: ORGANISATION NAME

Age: 51  
Gender:  Male  Female

Relative's Name: GANGADHAR BARIK

Email ID: JAYMAADURGABARIK@GMAIL.COM  
Required for Chairman, President & Secretary (excluding legacy entries)

Designation: LEGAL ADVISER

Address Proof:  No file chosen

State: ODISHA  
Pin Code: 767018  
Village / Town / City: AT-KHAMBESWARIPALI, PS-BIRMAHARAJPUR, DIS

Show 10 entries Search:

Similarly add new or update existing General body members

Document Submission  
Encumbrance Certificate  
Partnership Firm  
Society Registration  
Certified Copy  
Marriage  
Grievance  
Helpdesk Activities

Application ID: 2920260600018

Application Type: AMENDMENT WITH RENEWAL

Member Type:  Individual  Organisation

Member's Name: PRAKASH BARIK  
Please enter name as per Aadhaar card.

Relation: FATHER

Mobile Number: 9078485775

Aadhaar No: XXXXXXXX6498

Date of Join in Society: 25-DEC-2008

Identity Proof:  No file chosen

Address Details

Country: INDIA  
District: SUBARNAPUR  
House /Street /Lane: AT-CHAMPAPUR, PO/PS- BIRMAHARAJPUR, D

Organisation Name: ORGANISATION NAME

Age: 29  
Gender:  Male  Female

Relative's Name: GANDHI BARIK

Email Address: JAYMAADURGABARIK@GMAIL.COM  
Required for Chairman, President & Secretary (excluding legacy entries)

Designation: PRESIDENT

Address Proof:  No file chosen

State: ODISHA  
Pin Code: 767018  
Village / Town / City: AT-CHAMPAPUR, PO/PS- BIRMAHARAJPUR, DIST.

Show 10 entries Search:

# RENEWAL WITH AMENDMENT DISTRICT SOCIETY (SOP)

Upload mandatory documents

1. Original registration certificate
2. Memorandum of Society
3. By-Laws of Society
4. Comparative Statement
5. Resolution of the General body meeting
6. Last 5 years audit and activity reports

Obtain consent from Chairman/ President/ Secretary via Aadhaar OTP verification

5	NANDIGHOSH BARIK	ASSISTANT SECRETARY	Male	33	XXXXXXXXXX6666	XXXXXXXXXX4739	AT/PO- LUTURPANKA, PS- SUBALAYA, DIST- SONAPUR AT/PO- LUTURPANKA, PS- SUBALAYA, DIST- HA.SUBARNAPUR, ODISHA, INDIA, 767018	25-DEC-2008
6	PRAKASH BARIK	PRESIDENT					JR, PO/PS- BIRMAHARAJPUR, DIST- CHAMPAPUR, PO/PS- BIRMAHARAJPUR, HA.SUBARNAPUR, ODISHA, INDIA, 767018	25-DEC-2008
7	SAMBHU BARIK	LEGAL ADVISER					A, PS- BIRMAHARAJPUR, DIST- LUMURJENA, PS- BIRMAHARAJPUR, HA.SUBARNAPUR, ODISHA, INDIA, 767018	25-DEC-2008
8	SATYANARAYAN BARIK	VICE PRESIDENT					PUR, PS- BIRMAHARAJPUR, DIST- O- KAMALPUR, PS- BIRMAHARAJPUR, HA.SUBARNAPUR, ODISHA, INDIA, 767018	25-DEC-2008
9	SRIKANTA BARIK	TREASURER					PUR, PS- BIRMAHARAJPUR, DIST- O- KAMALPUR, PS- BIRMAHARAJPUR, HA.SUBARNAPUR, ODISHA, INDIA, 767018	25-DEC-2008

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

Select President or Secretary

PRAKASH BARIK (PRESIDENT)

Aadhaar Number

XXXXXXXXXX4545

Verify Aadhaar

Enter OTP

273074

Verify OTP    Reset

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

Uploaded Documents			
1	Society Registration Certificate	Uploaded Successfully.	<a href="#">View</a>
2	Memorandum of Society	Uploaded Successfully.	<a href="#">View</a>
3	Bylaw of Society	Uploaded Successfully.	<a href="#">View</a>
4	Comparative Statement	Uploaded Successfully.	<a href="#">View</a>
5	Resolution of the General Body Meeting	Uploaded Successfully.	<a href="#">View</a>

Click "Ok" to view payment detail.

# RENEWAL WITH AMENDMENT DISTRICT SOCIETY (SOP)

Click "Confirm & Pay", which will redirect to IFMS portal for payment.

**Uploaded Files**

- Registration Certificate : [View](#)
- Memorandum of Society : [View](#)
- By-Laws of Society : [View](#)
- Treasury Challan : [View](#)
- Comparative Statement : [View](#)
- Resolution of the General Body Meeting : [View](#)
- Affidavit of the Secretary/ President : [View](#)
- House Rent Agreement : [View](#)
- Audit Report : [View](#)
- Activity Report : [View](#)
- Notice Copy : [View](#)

FINANCIAL YEAR      AUDIT REPORT OR UNDERTAKING

**Payment Detail**

Application Id : 2920260600018

Amendment Fee Payable : ₹ 400

Renewal Fee Payable : ₹ 1000

User Fee Payable : ₹ 250

Total Fee Payable : ₹ 1650

Remark :

[Back](#)   [Confirm & Pay](#)

i. Pay required fees in IFMS portal.

FMS | ECHALLAN      Guest User

1 Challan Details   2 Depositor Details   3 Confirm Details   4 Make Payment

For redressal of any grievances relating to e-payment, kindly call Helpdesk number 1800 3456739 OR email to cybertreasury2023@gmail.com

**Time left to complete this challan : 05:40**

**Confirm Details**

Please check the entered details before proceeding to payment

**Challan Purpose**

Head of Account	Purpose	Amount
1475-00-200-0135-02001-000	RegnFee	1400.00
0030-03-104-0135-01053-000	GovtFee	26.98

**Agency Share Details**

Agency Identifier	Description	Agency amount
0000-00-000-0000-00000-002	TDS	3.78
0000-00-000-0000-00000-001	IL&FS Technologies Limited	219.24

**Department Specific Information**

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
1693766668	2920260600018		
Additional Information 4	Additional Information 5	Additional Information 6	

**Depositor Details**

Depositor Name	Address Line1	Address Line2	State
JAY MAA DURGA BARIK SANGH	AT-CHAMPAPUR, PO/PS- BIRMA		ODISHA

# RENEWAL WITH AMENDMENT DISTRICT SOCIETY (SOP)

Choose your mode of payment







**Time left to complete this challan : 04:21**

**Make Payment**  
Please select the convenient payment option.


**IMPORTANT NOTE** - Treasury Challan Number for payments made through Payment Gateways SBI ePay, Axis Bank CCAvenue, Indian Bank Billdesk and Bank of Baroda shall be generated after Two Bank Working days (T+2 days) from the date of transaction. For other Banks, Treasury Challan number shall be generated after One Bank Working day (T+1 day) from the date of transaction.

**Challan Reference Number 3CAD927BD8**  
Please note this number for future reference

**Amount payable ₹ 1450.00** Cancel Payment

-  Cards
-  Net Banking
-  UPI
-  Wallet
-  NEFT/RTGS
-  Over the Counter

**Cards**

  
SBI ePay  
0 Transactions  
0% Success





**Accept Terms and Conditions**

Please select the convenient payment option

**IMPORTANT NOTE** - Treasury Challan Number for payments made through Payment Gateways SBI ePay, Axis Bank CCAvenue, Indian Bank Billdesk and Bank of Baroda shall be generated after Two Bank Working days (T+2 days) from the date of transaction. For other Banks, Treasury Challan number shall be generated after One Bank Working day (T+1 day) from the date of transaction.

**Challan Reference Number 3CAD927BD8**  
Please note this number for future reference

**Amount payable ₹ 1450.00** Cancel Payment


-  Cards
-  Net Banking
-  UPI
-  Wallet

**Selected Payment Mode**  
Net Banking

**Selected Bank**

**Remarks**  
Ok ✓

Accept the iFMS Odisha Portal's [terms and conditions.](#)  
[KINDLY READ THE CHARGEBACK / REFUND POLICY UNDER TERMS AND CONDITIONS BEFORE PROCEEDING FOR PAYMENT](#)

**86ym6**  **Captcha**  
 ✓

Proceed to Payment Cancel

  
SBI ePay  
0 Transactions  
0% Success

  
Bank of Baroda  
0 Transactions  
0% Success

  
Canara Bank  
0 Transactions  
0% Success

# RENEWAL WITH AMENDMENT DISTRICT SOCIETY (SOP)

Please do not press back or refresh button, your transaction will be terminated. You will be redirected to the department site in 30 seconds. To return immediately, click [here](#)

Successful transaction

## Challan Details

Head of Account	Purpose	Amount
1475-00-200-0135-02001-000	RegnFee	1200.00
0030-03-104-0135-01053-000	GovtFee	26.98

## Agency Share Details

Agency Identifier	Description	Agency amount
0000-00-000-0000-00000-002	TDS	3.78
0000-00-000-0000-00000-001	IL&FS Technologies Limited	219.24


## Department Specific Information

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
1403490063	1120260600269		
Additional Information 4	Additional Information 5	Additional Information 6	

## Depositor Details

Depositor Name	Address Line1	Address Line2	State
SUBHASRI WELFARE SOCIETY	KALINGA NAGAR, 2ND LANE,		ODISHA
District	Pincode	Phone Number	Email
GANJAM	754006	9437765954	
Total Amount	Remarks		

- j. Note: Both "Renewal of Application" and "Amendment" fees will be levied in this case.
- k. Once payment is successful you will get a receipt.



Transaction Receipt

Service Type	Amendment With Renewal (District Level)
Application Id	720260600017
Amount Paid	1450
Payment Status	Payment Successful.
Challan Ref. No.	TST3CAD9278D6
Bank Ref. No.	3CAD9278D6
Department Ref. No.	204927236
Payment Date	10-JUN-2026
Payment Mode	Pay Now
Payment Medium	Treasury

Signature Not Required.

Thank you!

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

# RENEWAL WITH AMENDMENT DISTRICT SOCIETY (SOP)

- I. Your application is now with the department for verification and approval. Track its progress on the 'District Level Status' page.

The screenshot shows the 'DISTRICT LEVEL SOCIETY STATUS' page. The header includes the logo of the Registrar, the text 'Inspector General Of Registration Revenue & Disaster Management Department Govt. Of Odisha', and the user name 'SANTOSH KU BEHERA'. A sidebar on the left contains navigation options, with 'District Level Status' highlighted. The main content area features a table with three entries. The first entry is highlighted with a red box.

Application No.	Applicant Name	Address	Category	Date	Status
2920260500018	JAY MA DURG BARIK SANGHA, BIRMAHARAJAPUR.	SUBARNAPUR	AMENDMENT WITH RENEWAL	10-JUN-2026	PENDING AT DEALING OFFICER
2202605000602	TEST ENTERPRISE	BALASORE	REGISTRATION OF SOCIETY	13-MAY-2026	DATA ENTRY IN PROGRESS
9920260500005	TEST ENTERPRISE	BHUBANESWAR (KHURDA)	REGISTRATION OF SOCIETY	13-MAY-2026	DATA ENTRY IN PROGRESS

Showing 1 to 3 of 3 entries

# RENEWAL WITH AMENDMENT DISTRICT SOCIETY (SOP)

## 2. Society whose renewal application has status “AMENDMENT REQUIRED”.

- Login to IGR Portal with valid credentials and OTP.
- Let's say you have already applied for “Renewal of Society” application and Registrar of Societies mark the application as “AMENDMENT REQUIRED”. You can view the application in your login.

APP ID	NAME OF THE SOCIETY	SERVICE CATEGORY	AREA OF OPERATION	LAST UPDATED ON	CURRENT STATUS
91719950100004	KALURAM ASSOCIATION	RENEWAL OF SOCIETY	CUTTACK	30-MAY-2026	AMENDMENT REQUIRED
1820260500261	CHESTA WELFARE ASSOCIATION(DRUG DE-ADDICTION & REHABILITATION CENTER)	AMENDMENT WITH RENEWAL	KHURDA	29-MAY-2026	COMPLETED
1720260500260	BANDHAN WOMENS AND CHILD DEVELOPMENT CENTER	AMENDMENT OF SOCIETY	MAYURBHANJ	27-MAY-2026	PENDING AT DEALING OFFICER
1120000100004	SOCIETY FOR LEGACY DATE - 1 Reg. No.: 752158/123 Reg. Dt.: 01-JAN-2001 CANCER AND PATIENTS WELFARE SOCIETY	LEGACY DATA ENTRY (SOCIETY)	GANJAM	25-MAY-2026	DATA ENTRY IN PROGRESS

- Just click on the “APP ID” against the society which “CURRENT STATUS” shows “AMENDMENT REQUIRED”. The system will show you the department remark and will ask for a confirmation whether you want to create a “RENEWAL WITH AMENDMENT” application.

**Confirmation!**

According to the Registrar of Societies, your renewal application cannot proceed without an Amendment.

Department Remark:

Party mismatch. Ammendment Required.

Clicking "Confirm & Create" will generate a combined Amendment and Renewal application pre-populated with your current data. You can then make the required changes and submit it for review. Once approved, both your Amendment and Renewal certificates will be issued together.

Note: No additional renewal fees apply to this new application; only the amendment fees are required. Do you wish to proceed?

For any queries, please contact the IGR helpdesk.

# RENEWAL WITH AMENDMENT DISTRICT SOCIETY (SOP)

- d. Once you click “Confirm & Create” system will ask for consent from either Chairman/ President/ Secretary of the society via Aadhaar OTP verification. Once consent obtained successfully one “RENEWAL WITH AMENDMENT” application created with data fetched from the Renewal of Society application.

1	BALARAM DAS	PRESIDENT	Male	25		CUTTACK,CUTTACK,ODISHA,CUTTACK,ODISHA,INDIA,753001	09-APR-2026
2	BHARAT DAS	TREASUREAR				CUTTACK,ODISHA,INDIA,753001	09-APR-2026
3	KAMAL DAS	VICE PRESIDEN				CUTTACK,ODISHA,INDIA,753001	09-APR-2026
4	LAXMAN DAS	JOINT SECRETARY				CUTTACK,ODISHA,INDIA,753001	09-APR-2026
5	RAMACHANDRA DAS	SECRETARY				CUTTACK,ODISHA,INDIA,753001	09-APR-2026

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

Select President or Secretary

.. Select Member ..

Select Member

- BALARAM DAS (PRESIDENT)
- BHARAT DAS (SECRETARY)
- RAMACHANDRA DAS (SECRETARY)

General Body Members							Joining Date
#	Name	Designation					
1	BABU JANI	TREASUREAR				CUTTACK,ODISHA,INDIA,753001	09-APR-2026
2	BALARAM DAS	PRESIDENT				CUTTACK,ODISHA,INDIA,753001	09-APR-2026
3	BHARAT DAS	SECRETARY	Male	52		CUTTACK,CUTTACK,ODISHA,CUTTACK,ODISHA,INDIA,753001	09-APR-2026
4	HARI BANDHU DAS	EXECUTIVE BODY MEMBER	Male	58		CUTTACK,CUTTACK,ODISHA,CUTTACK,ODISHA,INDIA,753001	09-APR-2026
5	HARI DAS	EXECUTIVE BODY MEMBER	Male	52		CUTTACK,CUTTACK,ODISHA,CUTTACK,ODISHA,INDIA,753001	09-APR-2026
6	KAMAL DAS	JOINT SECRETARY	Male	25		CUTTACK,CUTTACK,ODISHA,CUTTACK,ODISHA,INDIA,753001	09-APR-2026
7	RAMCHANDRA DAS	VICE PRESIDENT	Male	58		CUTTACK,CUTTACK,ODISHA,CUTTACK,ODISHA,INDIA,753001	09-APR-2026

**Uploaded Documents**

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

**Confirm & Submit**

- e. Now you can do necessary changes in Managing body of the society or/and the rules and regulations of the society. Upload necessary document for Amendment and Renewal of society.
- f. Next procedure is similar to [above](#).
- g. Note: Only “Amendment” fees will be levied in this case.

# RENEWAL WITH AMENDMENT DISTRICT SOCIETY (SOP)

## 3. While applying for renewal of society.

- Login to IGR Portal with valid credentials and OTP.
- Navigate to “District Level Renewal”. Choose district, Search society by name or registration number and click “Get Details”.

The screenshot shows the IGR Portal interface for searching a society. The user is logged in as SANTOSH KU BEHERA. The page title is "Get Your Society Details for Renewal of Societies". The search criteria are set to "SUBARNAPUR". The search results show the following details:

Society Name	Registration No	Registration Date
JAY MA A DURGA BARIK SANGHA, BIRMAHARAJAPUR	2920201200001	30-MAR-2021

Address: AT-CHAMPAPUR, PO:PS- BIRMAHARAJAPUR, DIST- SOHEPUR, AT-CHAMPAPUR, PO:PS- BIRMAHARAJAPUR, DIST- SOHEPUR, SUBARNAPUR, ODISHA, INDIA, 757019

District: SUBARNAPUR

Data Fetched From (Application ID): 2920201200019, REGISTRATION OF SOCIETY

Buttons: Proceed for Amendment with Renewal, Proceed for Renewal

- If complete/ full data available system will ask for two options “Proceed for Renewal with Amendment” and “Proceed for Renewal”. Choose wisely whether you require a Renewal with Amendment or only Renewal.

The screenshot shows the IGR Portal interface for searching a society. The user is logged in as SANTOSH KU BEHERA. The page title is "Get Your Society Details for Renewal of Societies". The search criteria are set to "SUBARNAPUR". The search results show the following details:

Society Name	Registration No	Registration Date
JAY MA A DURGA BARIK SANGHA, BIRMAHARAJAPUR	2920201200001	30-MAR-2021

Address: AT-CHAMPAPUR, PO:PS- BIRMAHARAJAPUR, DIST- SOHEPUR, AT-CHAMPAPUR, PO:PS- BIRMAHARAJAPUR, DIST- SOHEPUR, SUBARNAPUR, ODISHA, INDIA, 757019

District: SUBARNAPUR

Data Fetched From (Application ID): 2920201200019, REGISTRATION OF SOCIETY

Buttons: Proceed for Amendment with Renewal, Proceed for Renewal

- Let’s say the fetched data matched exactly with your society detail. Then click “Proceed for Renewal”. If you feel there will be Amendment required, please go with “Proceed for Renewal with Amendment”.
- Once you click “Proceed for Renewal with Amendment” you will be redirected to “Apply New District Level” where you will be asked for confirmation.

# RENEWAL WITH AMENDMENT DISTRICT SOCIETY (SOP)

This session remains active for 14:42 minutes.

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

ASUTOSH SAMAL  
Citizen  
PROFILE LOGOUT

SOCIETY DETAIL

Application Id \* **Confirmation!**  
Full Legacy data available please proceed to create Amendment with Renewal application.  
Confirm Cancel

Application Type \*  
Application Submission Date \*  
Name of The Society \*  
Primary Area of Operation \* --SELECT--

Registration No/ Application ID \* REGISTRATION NO/ APPLICATION ID  
No of Pages \*  
By Law Memorandum  
Purpose of Society \* PURPOSE OF SOCIETY  
Other Area of Operation None selected

Detail

Country \* INDIA  
District \* --SELECT--  
House /Street /Lane \* HOUSE /STREET /LANE

State \* ODISHA  
Pin Code \* PIN CODE  
Village / Town / City \* VILLAGE / TOWN / CITY

Electricity Consumer No  
Water Consumer No

- f. Click “Fetch” to give consent from Chairman/ President/ Secretary of society via Aadhaar OTP verification.

This session remains active for 12:43 minutes.

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

ASUTOSH SAMAL  
Citizen  
PROFILE LOGOUT

SOCIETY DETAIL

Application Id \* Not Yet Generated

Application Type \* AMENDMENT WITH RENEWAL  
Application Submission Date \* 02-JUN-2026  
For legacy data please enter original registration date.  
Name of The Society \* NAME OF THE SOCIETY  
Primary Area of Operation \* --SELECT--

Registration No/ Application ID \* REGISTRATION NO/ APPLICATION ID  
No of Pages \*  
By Law Memorandum  
Purpose of Society \* PURPOSE OF SOCIETY  
Other Area of Operation None selected

Detail

Country \* INDIA  
District \* --SELECT--  
House /Street /Lane \* HOUSE /STREET /LANE

State \* ODISHA  
Pin Code \* PIN CODE  
Village / Town / City \* VILLAGE / TOWN / CITY

Electricity Consumer No  
Water Consumer No

Previous Registration Detail

Old Application Type LEGACY APPLICATION ID  
Registration Number 7199600004  
Fetch

- g. Upon successfully obtained consent one “Renewal with Amendment” application created.
- h. Now you can do necessary changes in Managing body of the society or/and the rules and regulations of the society. Upload necessary document for Amendment and Renewal of society.
- i. Next procedure is similar to [above](#).
- j. Note: Both “Renewal of Application” and “Amendment” fees will be levied in this case.