

# RENEWAL WITH AMENDMENT STATE SOCIETY (SOP)

## Objective

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

## Different ways to apply

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

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

The screenshot shows the 'STATE SOCIETY DETAIL' form. The 'Application Type' dropdown menu is open, showing options: 'AMENDMENT WITH RENEWAL', 'REGISTRATION OF SOCIETY', 'AMENDMENT OF SOCIETY', and 'LEGACY DATA ENTRY (SOCIETY)'. The 'Apply New State Level' option in the left sidebar is highlighted with a red box. The form includes fields for 'Registration No/ Application ID', 'No of Pages', 'Purpose of Society', 'Other Area of Operation', 'Address Detail' (Country, District, House/Street/Lane, State, Pin Code, Village/Town/City), and 'Consumer Number' (Electricity Consumer No, Water Consumer No).

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.

The screenshot shows the 'APPLICATION(S) DETAIL' table. The first row is highlighted with a red box, indicating the status 'AMENDMENT REQUIRED'.

APP. ID	NAME OF THE SOCIETY	SERVICE CATEGORY	AREA OF OPERATION	LAST UPDATED ON	IF	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		
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.: 752150/123 Reg. Dt.: 01-JAN-2001	LEGACY DATA ENTRY (SOCIETY)	GANJAM	25-MAY-2026		DATA ENTRY IN PROGRESS

# RENEWAL WITH AMENDMENT STATE SOCIETY (SOP)

3. While applying for renewal of society.

Get Your Society Details for Renewal of Societies

Search Your State Level Society

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.

BODY & ORGAN DONATION SOCIETY OF INDIA (BODI)

Get Details

Enter Society Name or Registration No and click "Get Details".

Proceed for Amendment with Renewal Proceed for Renewal

Society Details

Society Name	Registration No	Registration Date
BODY & ORGAN DONATION SOCIETY OF INDIA (BODI)	7201800069	23-FEB-2019
Address	District	Data Fetched From (Application ID)
AT-BISHNU VIHAR, RAJNAGARPATNA, GOPALPUR, CUTTACK, ODISHA, INDIA, 753003	CUTTACK	7201800069

Governing Body Members

## Detailed Description of the Above Three Processes

1. Click on "Apply New State Level" / "State Level Renewal with Amendment".
  - a. Citizen login to IGR Portal with valid credentials and OTP.
  - b. In "Society Registration" tab click "Apply New State Level".
  - c. In "Apply New State Level" page select "Application Type" as "RENEWAL WITH AMENDMENT".
  - d. 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.

Previous Registration Detail

Old Application Type

REGISTRATION OF SOCIETY

REGISTRATION OF SOCIETY

AMENDMENT OF SOCIETY

LEGACY APPLICATION ID

Fetch

Application ID \* Not Yet Generated

Application Type \* AMENDMENT WITH RENEWAL

Application Submission Date \* 02-JUN-2026

For legacy data please enter original registration date

Registration No/ Application ID \* REGISTRATION NO/APPLICATION ID

No of Pages \* BY/LAW Memorandum

1. **REGISTRATION OF SOCIETY:** Here you need to enter the registration number of society which is digitised in IGR portal.
2. **AMENDMENT OF SOCIETY:** Here you need to enter amendment application id which is completed and you get the certificate.
3. **LEGACY APPLICATION ID:** Here you need to enter the application id for legacy data which you have entered and completed.
- e. Then click "Fetch" button.
- f. If the society is eligible for Renewal, then a Renewal with Amendment application is created and you will get the Application ID.
- g. Now you can do necessary changes in Society detail, Member body of the society or/and the rules and regulations of the society. Upload necessary document related to amendment and renewal of society.

# RENEWAL WITH AMENDMENT STATE SOCIETY (SOP)

Application ID : 1120260600269 Application Type : AMENDMENT WITH RENEWAL

STATE SOCIETY DETAIL GOVERNING BODY MEMBER GENERAL BODY MEMBER FILE UPLOAD

Application ID \* 1120260600269 Registration No/ Application ID \* 1119920900001

Application Type \* AMENDMENT WITH RENEWAL Application Submission Date \* 06-JUN-2026 No of Pages \* 2 2

Name of The Society \* SUBHASRI WELFARE SOCIETY Purpose of Society \* SOCIAL

Primary Area of Operation \* GANJAM Other Area of Operation All selected (30)

Amendment in Managing body of the society  
 Amendment in the rules and regulations of the society

Address Detail

Country \* INDIA State \* ODISHA

District \* GANJAM Pin Code \* 852585

House /Street /Lane \* KALINGA NAGAR, 2ND LANE Village / Town / City \* BERHAMPUR

Final Address To Be Printed On Certificate  
 KALINGA NAGAR, 2ND LANE, BERHAMPUR, GANJAM, ODISHA, INDIA, 852585

Consumer Number

Electricity Consumer No Water Consumer No

Add new or Update existing Governing Body members

Application ID : 1120260600269 Application Type : AMENDMENT WITH RENEWAL

STATE SOCIETY DETAIL GOVERNING BODY MEMBER GENERAL BODY MEMBER FILE UPLOAD

Member Type \* Individual Organisation

Member's Name \* SUBHASRI DEVI Organisation's Name \* ORGANISATION NAME

Relation \* FATHER Age \* 35 Gender \* Male Female

Mobile Number \* 4545435435 Relative's Name \* BASANT KUMAR DAKIA

Aadhaar No \* XXXXXXXX3543 Email ID \* SA@SA.COM

Date of Join In Society \* 06-JUN-2026 Designation \* CHAIRMAN

Identity Proof \* Choose File No file chosen Address Proof \* Choose File No file chosen

Address Details

Country \* INDIA State \* ODISHA

District \* GANJAM Pin Code \* 856585

House /Street /Lane \* TEST Village / Town / City \* TEST

Update Cancel Add New

Show 10 entries Search:

NAME	RELATIVE'S NAME	ADDRESS	DESIGNATION	JOINING DATE	ID PROOF	ADD. PROOF	EDIT	DELETE

Similarly add new or update existing General body members

Application ID : 1120260600269 Application Type : AMENDMENT WITH RENEWAL

STATE SOCIETY DETAIL GOVERNING BODY MEMBER GENERAL BODY MEMBER FILE UPLOAD

Member Type \* Individual Organisation

Representative's Name \* SANTOSH KUMAR BEHERA Organisation Name \* QUANTELA INC.

Relation \* FATHER Age \* 42 Gender \* Male Female

Mobile Number \* 3454354354 Relative's Name \* SIMANCHAL BEHERA

Aadhaar No \* XXXXXXXX3543 Email Address \* SA@SA.COM

Date of Join In Society \* 06-JUN-2026 Designation \* SECRETARY

Identity Proof \* Choose File No file chosen Address Proof \* Choose File No file chosen

Address Details

Country \* INDIA State \* ODISHA

District \* GANJAM Pin Code \* 454654

House /Street /Lane \* TEST Village / Town / City \* TEST

Update Cancel Add New

Show 10 entries Search:

NAME	RELATIVE'S NAME	ADDRESS	DESIGNATION	JOINING DATE	ID PROOF	ADD. PROOF	EDIT	DELETE
QUANTELA INC. (Representated By : SANTOSH KUMAR BEHERA)	SIMANCHAL BEHERA	TEST, TEST, GANDAM, ODISHA, INDIA, 454654	SECRETARY	06-Jun-2026	View	View		
QUANTELA INC. (Representated By : SANTOSH KUMAR BEHERA 1)	SIMANCHAL BEHERA	TEST, TEST, GANJAM, ODISHA, INDIA, 454654	VICE PRESIDENT	06-Jun-2026	View	View		

# RENEWAL WITH AMENDMENT STATE 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

Application ID : 112026060269 Application Type : AMENDMENT WITH RENEWAL

STATE SOCIETY DETAIL GOVERNING BODY MEMBER GENERAL BODY MEMBER FILE UPLOAD

Document Submission

Encumbrance Certificate

Partnership Firm

Society Registration

- Apply New State Level
- State Level Society Status
- State Level Amendment with Renewal
- State Level Renewal
- Apply New District Level
- District Level Status
- District Level Amendment with Renewal
- District Level Renewal

Certified Copy

Marriage

Grievance

Helpdesk Activities

Registration Certificate \* [Choose File] No file chosen [Upload] [View]

Memorandum of Society \* [Choose File] No file chosen [Upload] [Reupload] [View]

Bylaw of Society \* [Choose File] No file chosen [Upload] [Reupload] [View]

Comparative Statement \* [Choose File] No file chosen [Upload] [View]

Resolution of the General Body Meeting \* [Choose File] No file chosen [Upload] [View]

House Rent Agreement [Choose File] No file chosen [Upload]

Copy Of Notice [Choose File] No file chosen [Upload]

ID Proof of All Party [Choose File] No file chosen [Upload]

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](#)).

FINANCIAL YEAR	AUDIT REPORT OR UNDERTAKING	ACTIVITY REPORT	ACTION
YEAR - 1	[Choose File] Audit Year 1.pdf	[Choose File] Activity Year 1.pdf	[Upload]
YEAR - 2	[View]	[View]	[Delete]
YEAR - 3	[View]	[View]	[Delete]
YEAR - 4	[View]	[View]	[Delete]
YEAR - 5	[View]	[View]	[Delete]

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

1	QUANTELA INC.( Represented By : SANTOSH KUMAR BEHERA)	SECRETARY	Male	42	XXXXXX4354	XXXXXX2432	TEST,TEST,ODISHA,GANJAM,ODISHA,INDIA,454654	06-JUN-2026
2	QUANTELA INC.( Represented By : SANTOSH KUMAR BEHERA 1)	VICE PRESIDENT					ODISHA,GANJAM,ODISHA,INDIA,454654	06-JUN-2026
3	QUANTELA INC.( Represented By : SANTOSH KUMAR BEHERA 2)	VICE PRESIDENT					ODISHA,GANJAM,ODISHA,INDIA,454654	06-JUN-2026
4	QUANTELA INC.( Represented By : SANTOSH KUMAR BEHERA 3)	VICE PRESIDENT					ODISHA,GANJAM,ODISHA,INDIA,454654	06-JUN-2026
5	QUANTELA INC.( Represented By : SANTOSH KUMAR BEHERA 4)	VICE PRESIDENT					ODISHA,GANJAM,ODISHA,INDIA,454654	06-JUN-2026
6	SANTOSH KUMAR BEHERA 5	VICE PRESIDENT	Male	42	XXXXXX3242	XXXXXX2432	TEST,TEST,ODISHA,GANJAM,ODISHA,INDIA,454654	06-JUN-2026
7	SANTOSH KUMAR BEHERA 6	VICE PRESIDENT	Male	42	XXXXXX4324	XXXXXX2432	TEST,TEST,ODISHA,GANJAM,ODISHA,INDIA,454654	06-JUN-2026

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

Select President or Secretary

QUANTELA INC. (Represented By: SANTOSH KUMAR BEHERA (SECRETARY))

Aadhaar Number

XXXXXXXX4545

[Verify Aadhaar](#)

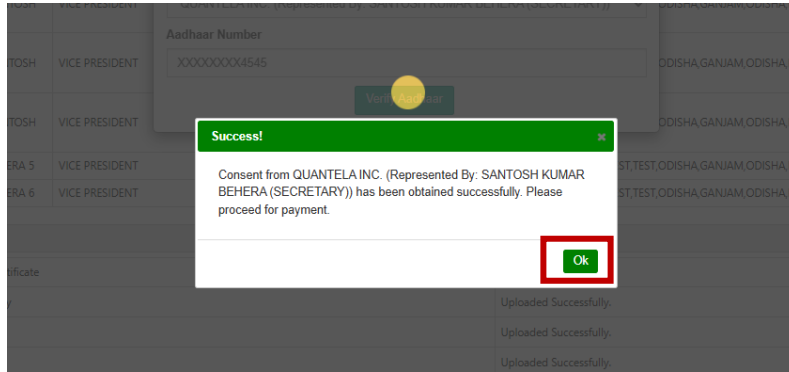
**Uploaded Documents**

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>

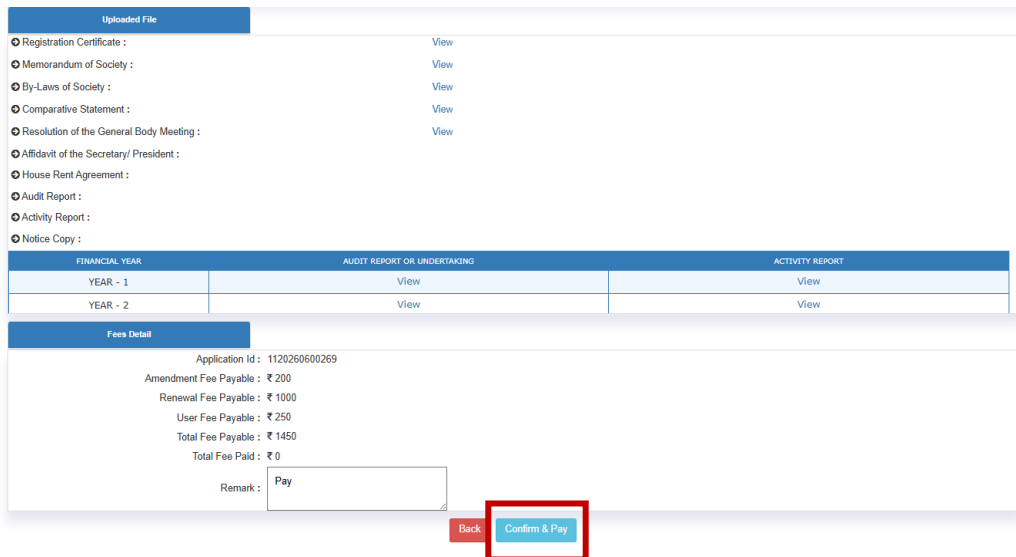
hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

[Confirm & Submit](#)

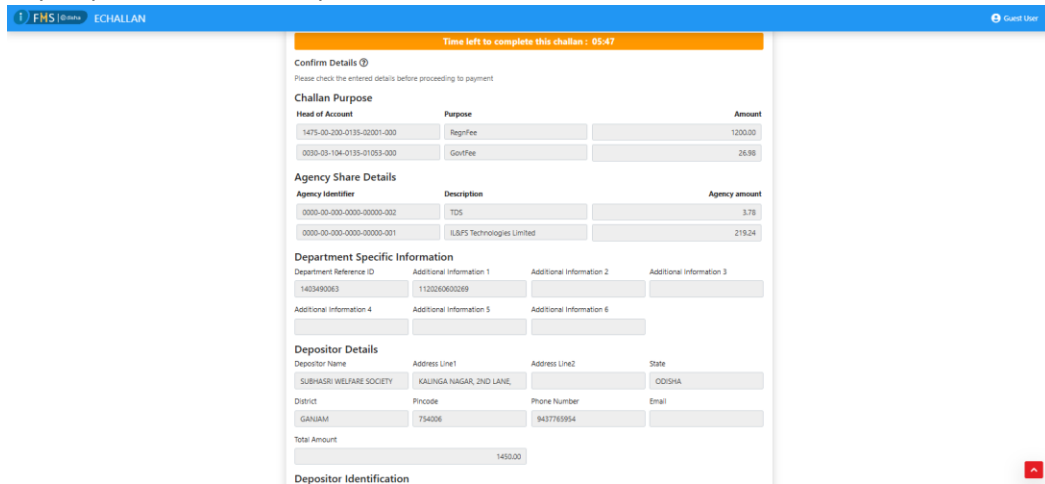
# RENEWAL WITH AMENDMENT STATE SOCIETY (SOP)



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



h. Pay required fees in IFMS portal.



# RENEWAL WITH AMENDMENT STATE 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

# RENEWAL WITH AMENDMENT STATE 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		

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



  
Online Transaction Receipt

Applied Service	Amendment with Renewal (State Level)
Application No	1120260600269
Name Of The Society	SUBHASRI WELFARE SOCIETY
Transaction Status	Success
Challan Reference No	3CAD927BD8
Bank Transaction No	TST3CAD927BD8
Department Ref No	1403490063
Transaction Date & Time	10-Jun-2026 11:08 AM
Payment Mode	Online Payment
Fees Paid	₹ 1450.00

This is computer generated receipt. No signature required.  
Thank you!

[Print Receipt](#)
[Proceed](#)

# RENEWAL WITH AMENDMENT STATE SOCIETY (SOP)

- k. Now your application is forwarded to the department for verification and approval. You can get the status of your application in "State Level Society Status" page.

Home

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

SANTOSH KU BEHERA  
Citizen  
PROFILE LOGOUT

This session remains active for 14:56 minutes.

93% Updating Feeds 1:25 PM

Document Submission

Encumbrance Certificate

Partnership Firm

Society Registration

Apply New State Level

**State Level Society Status**

State Level Amendment with Renewal

State Level Renewal

Apply New District Level

District Level Status

District Level Amendment with Renewal

District Level Renewal

Certified Copy

Marriage

Grievance

APPLICATION(S) DETAIL

Show 10 entries Search:

APP. ID	NAME OF THE SOCIETY Reg. No.: 01091992/1992 Reg. Dt.: 01-SEP-1992	SERVICE CATEGORY	AREA OF OPERATION	LAST UPDATED ON	CURRENT STATUS
1120260600269	SUBHASRI WELFARE SOCIETY Reg. No.: 01091992/1992 Reg. Dt.: 01-SEP-1992	AMENDMENT WITH RENEWAL	GANJAM	10-JUN-2026	PENDING AT DEALING OFFICER
1119920900001	SUBHASRI WELFARE SOCIETY Reg. No.: 01091992/1992 Reg. Dt.: 01-SEP-1992	LEGACY DATA ENTRY (SOCIETY)	GANJAM	06-JUN-2026	COMPLETED
1120260600267	SANTOSH WELFARE SOCIETY Reg. No.: 05051984/1984 Reg. Dt.: 06-MAY-1984	AMENDMENT WITH RENEWAL	GANJAM	06-JUN-2026	DATA ENTRY IN PROGRESS
1119840500001	SANTOSH WELFARE SOCIETY Reg. No.: 05051984/1984 Reg. Dt.: 06-MAY-1984	LEGACY DATA ENTRY (SOCIETY)	GANJAM	06-JUN-2026	COMPLETED

Showing 1 to 7 of 7 entries

Previous 1 Next

# RENEWAL WITH AMENDMENT STATE 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 STATE 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	TREASURER				CUTTACK,ODISHA,INDIA,753001	09-APR-2026
3	KAMAL DAS	VICE PRESIDENT				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								
#	Name	Designation					Joining Date	
1	BABU JANI	TREASURER				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 STATE SOCIETY (SOP)

## 3. While applying for renewal of society.

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

The screenshot shows the IGR Portal interface. The user is logged in as ASUTOSH SAMAL. The left sidebar contains various service options, with 'State Level Renewal' highlighted. The main content area shows a search bar for 'State Level Society'. Below the search bar, there are instructions and a search result for 'DEVELOPMENT INITIATIVE SOCIETY FOR HOME LESS ANDROGYNOUS'. A 'Get Details' button is visible next to the search result.

- 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 with two buttons: 'Proceed for Amendment with Renewal' and 'Proceed for Renewal'. Below the buttons, the 'Society Details' section is visible, showing the following information:

Society Name	Registration No	Registration Date
DEVELOPMENT INITIATIVE SOCIETY FOR HOME LESS ANDROGYNOUS	23201800072	26-FEB-2019

Address: AT-PADALGUDA, PO-MAJIGUDA, G.P/TOWN-PADALGUDA, NABARANGPUR, ODISHA, INDIA, 764059

District: NABARANGPUR

Data Fetched From (Application ID): 23201800058

The 'Governing Body Members' section is also visible, showing a table of members:

NAME	DESIGNATION	AADHAAR NO.	CONTACT NO.
AMIRITA GANDA	TREASURER	XXXXXXXXXXXX	XXXXXXXXXXXX
GITANJALI BHATRA	EXECUTIVE BODY MEMBER	XXXXXXXXXXXX	XXXXXXXXXXXX
KOMALA KAMINI NAG	SECRETARY	XXXXXXXXXXXX	XXXXXXXXXXXX
MOHAN NAG	EXECUTIVE BODY MEMBER	XXXXXXXXXXXX	XXXXXXXXXXXX
MONASI BHATRA	PRESIDENT	XXXXXXXXXXXX	XXXXXXXXXXXX
NARSINGH BHATARA	EXECUTIVE BODY MEMBER	XXXXXXXXXXXX	XXXXXXXXXXXX
PREMANANDA SANTA	EXECUTIVE BODY MEMBER	XXXXXXXXXXXX	XXXXXXXXXXXX
SABITA NAG	EXECUTIVE BODY MEMBER	XXXXXXXXXXXX	XXXXXXXXXXXX
SHILFA RANI BAGHEL	EXECUTIVE BODY MEMBER	XXXXXXXXXXXX	XXXXXXXXXXXX

- 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 State Level” where you will be asked for confirmation.

# RENEWAL WITH AMENDMENT STATE SOCIETY (SOP)

The screenshot shows the ORME portal interface. At the top, the user is logged in as ASUTOSH SAMAL, a Citizen, with a session timer showing 14:42 minutes remaining. The user is currently on the 'STATE SOCIETY DETAIL' page. A blue confirmation dialog box is displayed in the center, with the text: 'Confirmation! Full Legacy data available please proceed to create Amendment with Renewal application.' The dialog has 'Confirm' and 'Cancel' buttons. The background form is partially obscured but shows fields for Application Id, Application Type, Application Submission Date, Name of The Society, Primary Area of Operation, Address Detail (Country, District, House/Street/Lane), and Consumer Number (Electricity and Water).

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

The screenshot shows the ORME portal interface with a 'Previous Registration Detail' dialog box open. The dialog has a close button (X) and contains the following fields: 'Old Application Type' (dropdown menu showing 'LEGACY APPLICATION ID'), 'Registration Number' (text input field containing '7199600004'), and a 'Fetch' button. The background form is dimmed and shows the 'STATE SOCIETY DETAIL' page with the 'Application Type' set to 'AMENDMENT WITH RENEWAL' and 'Application Submission Date' set to '02-JUN-2026'. The 'Application Id' field is marked as 'Not Yet Generated'. The user's session timer now shows 12:43 minutes remaining.

- 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.