

Apply Online District Level Society Procedure



The screenshot displays the Odisha Registration Portal homepage. The layout includes a top navigation bar with 'Existing User? Login' and 'New User? Register Now'. Below this is a 'Department Login' section. The main content area is divided into several sections: 'New Launches' with 'Register Grievance' and 'Track Grievance Status'; 'Govt. Fees Details' showing a dropdown for 'SALE IMMOVABLE' and fee breakdowns for Stamp, Registration, and User fees; 'Know your SRO' with links to calculators, valuations, and acts; 'Odisha Registration Offices' with 'Online Services' including slot booking, document submission, and certified copies; and a 'Registration Performance' sidebar listing various reports and dashboards. The 'Online District Level Society' option under 'Online Services' is highlighted with a red box.

Existing User? Login **New User? Register Now**

Department Login **Track Application Status**

Registration Performance

- ₹ Top 10 Revenue Generated Offices
- 📄 Top 10 Document Generated Register Office
- 📄 Top 10 EC Generated Register Office
- 📄 Top 10 CC Generated Register Office
- 📄 Status of all SROs
- 📄 Sub Deed wise Register Deeds
- 📅 Month wise Revenue collection Report
- 📄 Gender wise Registration Report
- 📄 ORTPSA Daily Bulletin
- 📄 Public Dashboard

New Launches

- Register Grievance
- Track Grievance Status

Govt. Fees Details

SALE IMMOVABLE

Minimum Stamp in Rs **0**

% of Stamp Fee **5**

Registration Fee **2%**

User Fee
₹250.00 /- For 10 pages and
₹15.00 /- additional for each
page

Encumbrance Certificate Fee

Certified Copy Fee

Partnership Firm Fee

Society Regn Fee

Know your SRO

- Regd. & Stamp Duty Calculator
- BenchMark Valuation
- Model Deed
- Acts & Rules
- Stamp Act and Rules
- Marriage Act
- Public Service Delivery Timeline
- Document Registration Procedure
- Contact Details of DSR
- Contact Details of Marriage Officer
- Govt. Fees Details
- Requisite Documents For Registration

Odisha Registration Offices

Online Services

- Online Slot Booking For Deed **FAQ**
- View & Print Slot Booking
- Mo-Ghara Slot Booking
- View Mo-Ghara Slot Booking
- Timeline for online Slot Booking: **NEW**
- Online Property/Document Submission
- Online Encumbrance Certificate
- Online Certified Copy
- Online Certified Copy Under Section-89
- Online Partnership Firm
- Online State level Society
- Online District Level Society**
- Online Marriage Application
- Online Payment of Registration Fees.
- Online Payment of Stamp Duty
- Get Documents Using Digilocker

Access the Registration Portal:

Visit the official
website: <https://www.igrodisha.gov.in/>

Navigate to Online District Level Society Registration:

Click on the “**Online District Level
Society**” option on the homepage.

Apply Online District Level Society Procedure

Online District level Society



1. REGISTRATION OF SOCIETY

2. AMENDMENT OF SOCIETY

 **ONLINE APPLICATION**

 **INDUSTRIAL USER**

 **EXISTING USER**

 **LIST OF DOCUMENTS**

 **ORTPSA TIME LINE**

 **FEE STRUCTURE**

 **APPLICATION STATUS**

CITIZEN MANUAL

DEPARTMENT MANUAL

 **VIEW PREVIOUS REGISTRATION**

 **MODEL MEMORANDUM OF SOCIETY**



 **MODEL BYE-LAW OF SOCIETY**



 **APPLICATION DISPOSAL STATUS**

Disclaimer: The information provided online is updated and the final certificate may be downloaded from the IGR 's website.No physical visit to the department is required.

Start a New Registration:

On the pop-up screen, select the **“Online Application”** Link for New Registration”.

Apply Online District Level Society Procedure

New User Registration

***User Name**

***Date of Birth**

***E-Mail ID**

***Mobile No.**

***Gender**

***Login Id**

***Password**

Length 8-15, Atleast 1 Uppercase, 1 lower case, 1 number, 1 special character.

***Retype Password**

***Security Question**

***Answer**

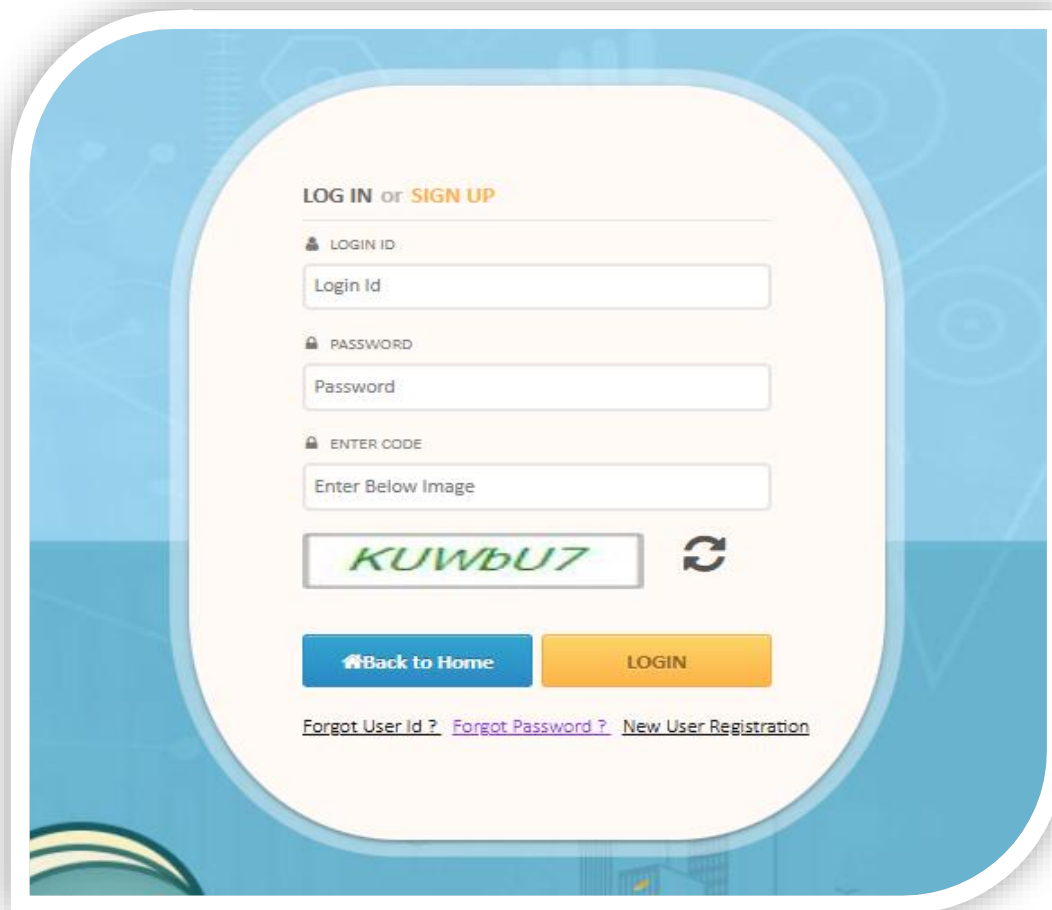
 

***Enter Image Text**

Create a User Account:

Submit the registration form to create your login credentials.

Apply Online District Level Society Procedure



LOG IN or SIGN UP

LOGIN ID

Login Id

PASSWORD

Password

ENTER CODE

Enter Below Image

KUWbU7

Back to Home

LOGIN

[Forgot User Id ?](#) [Forgot Password ?](#) [New User Registration](#)



OTP VALIDATION

ENTER OTP

OTP

OTP sent successfully to your registered mobile no :
XXXXXX7136

Back to Home

Validate OTP

Resend OTP

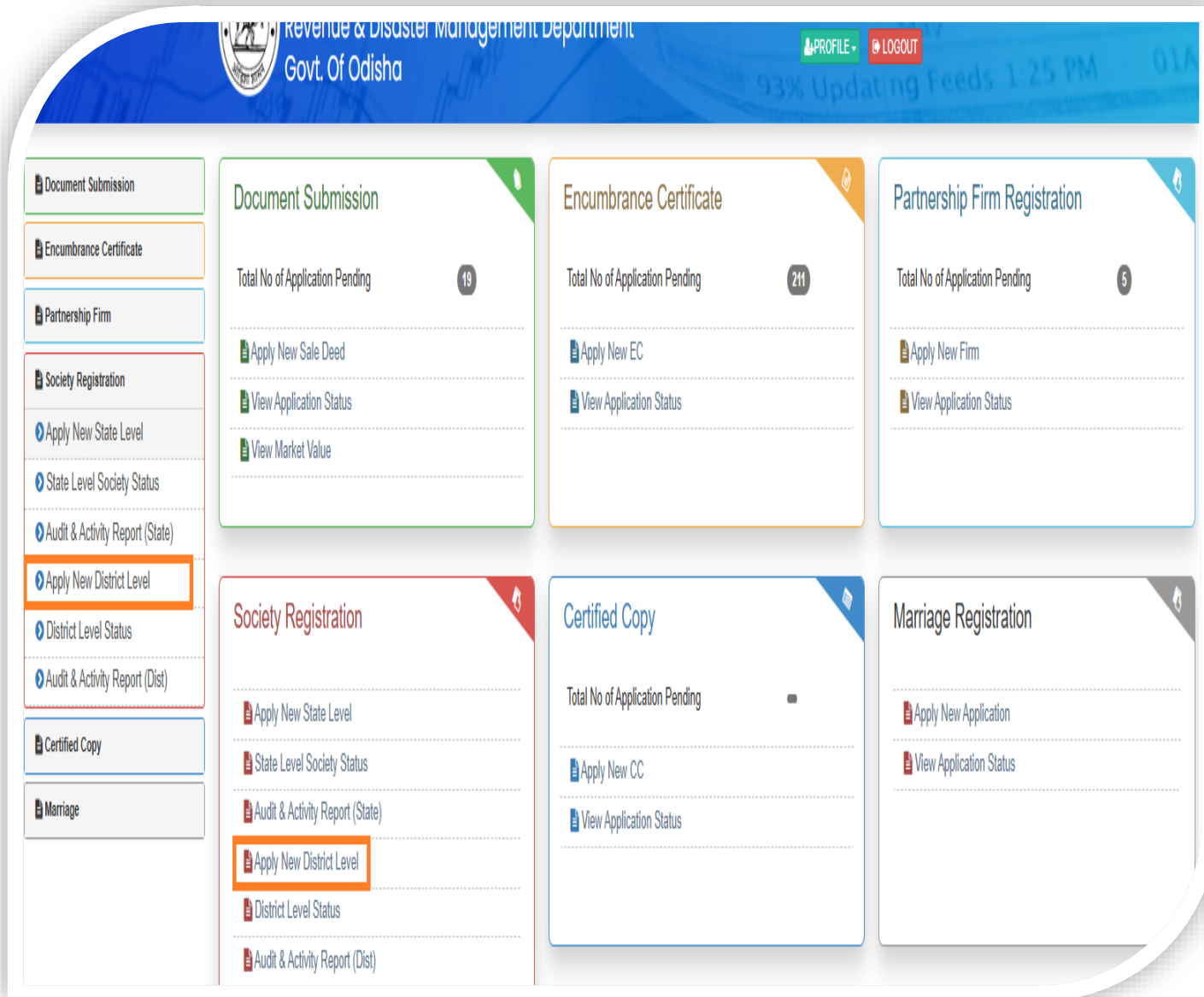
01:27

For any more technical assistance please mail@ :
helpdesk.igrodisha@gmail.com

Log In to Your Account:

- Use your newly created credentials to log in to the portal.

Apply Online District Level Society Procedure



The screenshot displays the user interface of the 'Apply Online District Level Society Procedure' portal. The header features the Government of Odisha logo and the text 'Revenue & Disaster Management Department Govt. Of Odisha'. User navigation links for 'PROFILE' and 'LOGOUT' are present, along with a status indicator '93% Updating Feeds 1:25 PM 01A'. A left sidebar contains a menu with options: Document Submission, Encumbrance Certificate, Partnership Firm, Society Registration, Apply New State Level, State Level Society Status, Audit & Activity Report (State), **Apply New District Level** (highlighted), District Level Status, Audit & Activity Report (Dist), Certified Copy, and Marriage. The main content area is divided into six colored panels: Document Submission (green), Encumbrance Certificate (orange), Partnership Firm Registration (blue), Society Registration (red), Certified Copy (blue), and Marriage Registration (white). Each panel shows the 'Total No of Application Pending' and lists available actions like 'Apply New' and 'View Application Status'. In the 'Society Registration' panel, the 'Apply New District Level' option is highlighted with an orange box.

Revenue & Disaster Management Department
Govt. Of Odisha

PROFILE LOGOUT

93% Updating Feeds 1:25 PM 01A

Document Submission

Total No of Application Pending 19

- Apply New Sale Deed
- View Application Status
- View Market Value

Encumbrance Certificate

Total No of Application Pending 241

- Apply New EC
- View Application Status

Partnership Firm Registration

Total No of Application Pending 6

- Apply New Firm
- View Application Status

Society Registration

- Apply New State Level
- State Level Society Status
- Audit & Activity Report (State)
- Apply New District Level**
- District Level Status
- Audit & Activity Report (Dist)

Certified Copy

Total No of Application Pending -

- Apply New CC
- View Application Status

Marriage Registration

- Apply New Application
- View Application Status

Initiate a New Application:

- Access the application dashboard after login.
- Select “**Apply New District Level Society**” to begin the registration process.

Apply Online District Level Society Procedure

SOCIETY DETAILGOVERNING BODY MEMBERGENERAL BODY MEMBERFILE UPLOAD

Application Id * **Not Yet Generated**

Nature of Sub Deed *REGISTRATION OF SOCIETY

Presentation Date *28-MAR-2025

Name of The Society *MS SAHARA

Primary Area of Operation *KHURDA

No of Pages *108

Purpose of Society *HELPING POORS

Other Area of Operation *OTHER AREA OF OPERATION

Address Detail

Country *INDIA

District *KHURDA

House /Street /Lane *BEGUNIA

State *ODISHA

Pin Code *752062

Village / Town / City *BEGUNIA -CHATUA

Consumer Number

Electricity Consumer No1000121220

Water Consumer No221001252

CancelNext

Enter Society Details:

- Fill in all required society information.
- Click “Next” to proceed.

Apply Online District Level Society Procedure

Document Submission

Encumbrance Certificate

Partnership Firm

Society Registration

Apply New State Level

State Level Society Status

Audit & Activity Report (State)

Apply New District Level

District Level Status

Audit & Activity Report (Dist)

Certified Copy

Marriage

Application ID : 1820250301914

Application Type :

SOCIETY DETAIL

GOVERNING BODY MEMBER

GENERAL BODY MEMBER

FILE UPLOAD

Name *

NAME

Age *

AGE

Gender *

Male

Female

Relation

FATHER

Relation Name *

RELATION NAME

Caste *

CASTE

Profession *

CULTIVATION

Caste *

CASTE

Email ID

EMAILADDRESS

Mobile Number *

MOBILE NUMBER

Email ID

EMAILADDRESS

Designation *

...Select...

Aadhaar No

AADHAAR NO

Designation *

...Select...

Address Proof *

Choose File

No file chosen

Date of Join in Society *

28-MAR-2025

Address Proof *

Choose File

No file chosen

Identity Proof *

Choose File

No file chosen

Address Details

Country *

INDIA

State *

---SELECT---

District *

---SELECT---

Pin Code *

PIN CODE

House /Street /Lane *

HOUSE /STREET /LANE

Village / Town / City *

VILLAGE / TOWN / CITY

Add

Cancel

NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	Joining Date	Edit	Delete
MR SHYAM SUNDAR	MR GOBRDHAN SUNDAR	BEGUNIA,BEGUNIA, KHURDA, ODISHA, INDIA, 752062	VICE PRESIDENT	CULTIVATION	28-Mar-2025		
MR RAY BAHADUR	MR BHUBANA DAS	BBSR,BBSR, KHURDA, ODISHA, INDIA, 751014	HELPER	BUSINESS	28-Mar-2025		

Back

Next

Add Governing Body Members:

- Input details of at least **five governing body members** using the “Add” button.

Apply Online District Level Society Procedure

Submission

Encumbrance Certificate

Partnership Firm

Society Registration

Apply New State Level

State Level Society Status

Audit & Activity Report (State)

Apply New District Level

District Level Status

Audit & Activity Report (Dist)

Certified Copy

Marriage

Application ID : 1820250301914

Application Type :

SOCIETY DETAIL

GOVERNING BODY MEMBER

GENERAL BODY MEMBER

FILE UPLOAD

Name *

NAME

Relation

FATHER

Profession *

CULTIVATION

Mobile Number

MOBILE NUMBER

Aadhaar No

AADHAAR NO

Date of Join in Society *

03-APR-2025

Identity Proof

Choose File No file chosen

Age *

AGE

Gender

Male Female

Relation Name *

RELATION NAME

Caste *

CASTE

Email Address

EMAIL ADDRESS

Designation *

...Select...

Address Proof

Choose File No file chosen

Address Details

Country

INDIA

State

---SELECT---

District

---SELECT---

Pin Code

PIN CODE

House /Street /Lane

HOUSE /STREET /LANE

Village / Town / City

VILLAGE / TOWN / CITY

Add

Cancel

NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	Joining Date	Edit	Delete
MR MONOJ DEY	MR SURESH DEY	, , JAJPUR, ODISHA, UNDEFINED, 754852	PRESIDENT	CULTIVATION	28-Mar-2025		
MR SURESH DAMAYANTI	MR G C SAH	, , KHURDA, ODISHA, UNDEFINED, 752062	TREASURER	SERVICE	03-Apr-2025		
REEMA SEN	PRKASH SEN	, , KHURDA, ODISHA, UNDEFINED, 752021	SECRETARY	SERVICE	03-Apr-2025		
RAJ TRIPATHY	PREM	, , JAJPUR, ODISHA, UNDEFINED,	VICE PRESIDENT	SERVICE	03-Apr-2025		
MR DINABANDHU	RAIM	, , CUTTACK, ODISHA, UNDEFINED,	ASSISTANT SECRETARY	CULTIVATION	03-Apr-2025		
MR PRAVEEN KUMAR	RAJ KAPOOR	, , NULL, 0, UNDEFINED,	LEGAL ADVISER	CULTIVATION	03-Apr-2025		
MRS KHATUN	KHAN GAFUR	, , BHAVNAGAR, GUJRAT, UNDEFINED,	JOINT SECRETARY	CULTIVATION	03-Apr-2025		

Back

Next

Add General Body Members:

- Input details of at least **seven general body members** using the “Add” button.

Apply Online District Level Society Procedure



Govt. Of Odisha

Application ID : 1820250301914

Application Type :

Document Submission

Encumbrance Certificate

Partnership Firm

Society Registration

Certified Copy

Marriage

SOCIETY DETAIL

GOVERNING BODY MEMBER

GENERAL BODY MEMBER

FILE UPLOAD

Memorandum of Society *	Choose File No file chosen Upload View
Bylaw of Society *	Choose File No file chosen Upload View
Resolution of the General Body Meeting	Choose File No file chosen Upload
Affidavit of the Secretary/ President	Choose File No file chosen Upload
House Rent Agreement	Choose File No file chosen Upload
Audit Report	Choose File No file chosen Upload
Activity Report	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
Any Other Document	Choose File No file chosen Upload

Back

Next

Upload Documents:

- Upload scanned copies of required documents (e.g., Bylaws, Memorandum, ID proofs, address proof). Ensure documents meet the portal's format and size requirements.

Apply Online District Level Society Procedure



Society Detail	FIRM NAME	PRESENTATION DATE	ADDRESS			
MS SAHARA		28-MAR-2025	BEGUNIA,BEGUNIA-CHATUA,KHURDA,ODISHA,INDIA,752062			

Governing Body Members	NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	JOINING DATE	EDIT
	MR SHYAM SUNDAR	MR GOBORHAN SUNDAR	BEGUNIA,BEGUNIA,KHURDA,ODISHA,INDIA,752062	VICE PRESIDENT	CULTIVATION	28-Mar-2025	Edit
	MR RAY BAHADUR	MR BHUBANA DAS	BBSR,BBSR,KHURDA,ODISHA,INDIA,751014	HELPER	BUSINESS	28-Mar-2025	Edit
	MR DUKHISHYAM	MR SAROJ KUMAR	GJ,GJ,GANIAM,ODISHA,INDIA,765506	TREASURER	SERVICE	28-Mar-2025	Edit
	MR SANTANU KUMAR	MR RAMANU KUMAR	HA-100,1001,KOLLAM ,KERALA,INDIA,653324	LEGAL ADVISER	CULTIVATION	28-Mar-2025	Edit
	MS LINA RANI	MR SUMARAN SAHA	HIG01,GH9,NORTH GOA,GOA,INDIA,865233	ASSISTANT SECRETARY	CULTIVATION	28-Mar-2025	Edit

General Body Members	NAME	FATHER NAME	ADDRESS	DESIGNATION	PROFESSION	JOINING DATE	EDIT
	MR MONJO DEY	MR SURESH DEY	,,JAIPUR,ODISHA,UNDEFINED,754852	PRESIDENT	CULTIVATION	28-Mar-2025	Edit
	MR SURESH DAMAYANTI	MR G C SAH	,,KHURDA,ODISHA,UNDEFINED,752062	TREASURER	SERVICE	03-Apr-2025	Edit
	REEMA SEN	PRKASH SEN	,,KHURDA,ODISHA,UNDEFINED,752021	SECRETARY	SERVICE	03-Apr-2025	Edit
	RAJ TRIPATHY	PREM	,,JAIPUR,ODISHA,UNDEFINED,	VICE PRESIDENT	SERVICE	03-Apr-2025	Edit
	MR DINABANDHU	RAIM	,,CUTTACK,ODISHA,UNDEFINED,	ASSISTANT SECRETARY	CULTIVATION	03-Apr-2025	Edit
	MR PRAVEEN KUMAR	RAJ KAPOOR	,,NULL,,UNDEFINED,	LEGAL ADVISER	CULTIVATION	03-Apr-2025	Edit
	MRS KHATUN	KHAN GAFUR	,,BHAVNAGAR ,GUJRAT,UNDEFINED,	JOINT SECRETARY	CULTIVATION	03-Apr-2025	Edit

Uploaded Files
Memorandum of Society : View
By-Laws of Society : View
Treasury Challan :
Resolution of the General Body Meeting :
Affidavit of the Secretary/ President :
House Rent Agreement :
Audit Report :
Activity Report :
Notice Copy :

Application Detail
Application Id : 1820260301614
User Fee Payable : ₹ 370
Registration Fee Payable : ₹ 1000
Total Fee Payable : ₹ 1370
Remark : paid

Review Fee Calculation:

- The system will automatically calculate and display the total fee required for the registration service.
- Click the “Pay Now” button to proceed to the payment gateway.

Apply Online District Level Society Procedure

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

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	1000.00
0030-03-104-0135-01053-000	GovtFee	52.58

Agency Share Details

Agency Identifier	Description	Agency amount
0000-00-000-0000-00000-002	TDS	5.38
0000-00-000-0000-00000-013	TerraCIS Technologies Ltd	312.04

Department Specific Information

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
1346931708	1820250301914		
Additional Information 4	Additional Information 5	Additional Information 6	

Depositor Details

Depositor Name	Address Line1	Address Line2	State
MS SAHARA	BEGUNIA,		ODISHA
District	Pincode	Phone Number	Email
KHURDA	754006	9861032710	

Total Amount
1370.00

Depositor Identification

Identification Type	ID number
ID description	

Next ✓

Make Payment:

- You will be redirected to the Treasury Payment Gateway.

Apply Online District Level Society Procedure



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

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 Bildek 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 3A4D3623D8

Please note this number for future reference

Amount payable ₹ 1370.00

[Cancel Payment](#)

 Debit Cards

 Net Banking

 UPI

 Wallet

Debit Cards


SBI ePay
Payment
Gateway
706 Transactions
72% Success

Contact Us

 1800 3456 739

 [dticentrallocation\[at\]gmail\[dot\]com](mailto:dticentrallocation[at]gmail[dot]com)

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Designed, developed, and maintained by **Tata Consultancy Services Ltd.**

- Select “SBI ePay” as your payment option.

Apply Online District Level Society Procedure

igrodisha.gov.in/Admin/SOCIETY/Distlevel/SocietyStatus.aspx

Home



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

ADM OPERATOR
ADM OPERATOR
PROFILE LOGOUT

93% Updating Feeds 1:25 PM

Society Registration

District Level Society

District Level Status

Society Registration

Application ID	Area of Operation	Presentation Date	Society Name	Address	Fee Payment	Status
720200600007		01-Jun-2020	FEEDING THE POORS	PLOT NO 2132, BUXY BAAZAR, CUTTACK, ODISHA, INDIA, 751014		Pending for Verification
7202000002		07-Mar-2020	MANOJA ASP.NET CORE	BBSR, BHUBANESWAR, CUTTACK, ODISHA, INDIA, 752092	Pay Fee	DataEntryInProgress

List Of Delivery Documents

APPLICATION ID	SOCIETY NAME	DATE	PRINT CERTIFICATE	CHECKLIST	VOLUME INDEX	UPLOAD CERTIFICATE	CONFIRM
7201900001	TEST	07-MAR-20	Print Certificate	Print	Print	Choose File No file chosen	Complete

All Pending Documents

APPLICATION ID	AREA OF OPERATION	DATE	FIRM NAME	STATUS
720200600007		01-Jun-2020	FEEDING THE POORS	undefined
720200300002		17-Mar-2020	DIGISIGN TEST	Pending at Registrar of Society With ADM Letter
720200300001		11-Mar-2020	TEST2	DataEntryInProgress
7202000002		07-Mar-2020	MANOJA ASP.NET CORE	DataEntryInProgress
7201900001		07-Mar-2020	TEST	Society Approved And Pending For Certificate Upload

Let's Get In Touch!

Submit Application:

- After payment, an application ID is generated, and the status is marked as "Pending for Verification."

Apply Online District Level Society Procedure

