

**Procedure/ Steps for Society Registration under the Society  
Registration Act, 1860**

**A. State Level Society**

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| 1 | Submission of application for society registration in the office of Registrar of Society (IGR, Odisha, Cuttack) under the Society Registration Act, 1860.                                  |
| 2 | Forwarding of application to concerned ADMs for verification and report.   |
| 3 | Forwarding of application by ADMs to field level officers (Tahasildar/BDO/Executive Officer, ULBs / Line Department Officer / police officers ) for verification and submission of report. |
| 4 | Scrutiny of documents in the office of Registrar of Society (IGR, Odisha, Cuttack) after receipt of reports from ADMs.   |
| 5 | Registration of society if found genuine / appropriate.  |
| 6 | Delivery of certificate of registration of society   |

**B. District Level Society**

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| 1 | Submission of application for society registration in the office of Additional Registrar of Society (ADM-cum-DR of the District) under the Society Registration Act, 1860.                 |
| 2 | Forwarding of application by ADMs to field level officers (Tahasildar/BDO/Executive Officer, ULBs / Line Department Officer / police officers ) for verification and submission of report. |
| 3 | Scrutiny of documents in the office of Additional Registrar of Society (ADM-cum-DR of the District) after receipt of reports from field level officers.                                    |
| 4 | Registration of society if found genuine / appropriate.  |
| 5 | Delivery of certificate of registration of society.  |

**List of requisite documents for Society Registration under the Society  
Registration Act, 1860**

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| 1  | Application for registration of society signed by President / Secretary in each page.   |
| 2  | Memorandum of society signed by President / Secretary in each page.   |
| 3  | Bye-law of society.   |
| 4  | Resolution of the General Body meeting.   |
| 5  | Copy of the notice.   |
| 6  | Copy of the confirmation of Resolution.   |
| 7  | Affidavit of the President / Secretary (in original).   |
| 8  | House rent agreement (in original) along with copy of the RoR.  |
| 9  | Self-attested copy of the identity proof of members of Governing Body.  |
| 10 | Copy of treasury challan of Rs. 50 deposited in the Head of Account No. 1475-OGES (b) Registration of other Business Undertaking (B) Registration of Society. |