Single Window Portal

Registration of Societies

User Manual

Revenue & Disaster Management
(R&DM) Department, Govt. of Odisha

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Introduction

Industries Department of the Govt. of Odisha has developed the online *Single Window Portal* in order to facilitate 'Ease of Doing Business' and foster a conducive business environment in the State. It acts as a single window for clearances from 15 state departments, leveraging technology to bring in transparency, improve efficiency and extend time-bound clearances to the investors.

The *Single Window Portal* allows seamless integration with portals of different government departments thereby eliminating the need to fill forms multiple times, ensuring time-bound clearance, as well as ensuring single login credential for all applications. It acts as a one-stop solution for information, registration, approvals, e-payment and application tracking for clearances/approvals. It also provides updated information relating to relevant rules, regulations, orders and policy initiatives and schemes for guiding the investors. In addition to this, the portal sends alerts, via email and SMS, to applicants about the progress on their submitted applications.

Other key features are:

- Information regarding status of approved proposals, proposed investments and pending applications.

- An online grievance redressal and feedback mechanism, to timely address issues faced by investors.

- Existing online systems such as Land Bank (GO iPLUS), Central Inspection Framework and Automated Post Allotment Application (APAA), and the CSR portal are integrated into the *Single Window Portal*, making it a one-stop-shop for a plethora of services.

This document is intended to serve as a User Manual for grant of "Registration of Societies" service from the Revenue & Disaster Management (R&DM) Department, Govt. of Odisha.

General Instructions

Based on the type of Society being registered, the application will be routed to the Office of Registrar of Society (IGR, Odisha, Cuttack) for State-Level Societies, or to the Office of Additional Registrar of Society (ADM-cum-DR) of the selected district for District-Level Societies.

Prior to applying to this service, if the applicant has applied for PEAL, the first section of the Registration of Societies form will get auto-populated from the PEAL form. Applicant who did not fill the PEAL form, will have to fill all the fields.

Fields marked with '*' are mandatory and should be filled in before submitting the form on the single window portal. Leaving fields blank in the Form is not allowed. In case applicants wish not to enter data in a field, they can put "NA" if it is a text/description field or a "0", if it is a numeric field. In case of errors, the form will show an error message. The applicant may correct the data and save the form again.

Some of the fields can accept multiple values. If the applicant wishes to furnish more than one item, he may use the "+" button to add more rows. Similarly, if he wishes to remove a row, he may use "x" button.

Applicants can attach documents in digital format as documentary evidences which the department will use for verification. Clicking on the choose button will let them select the document to be uploaded. Before submitting the document, they needs to ensure that all the information furnished by them is satisfactory and correct to the best of their knowledge and understanding. After checking that the information furnished in all the fields are in order, they can submit the application by clicking on the 'Submit' button.

After the form is successfully submitted, applicants can pay the required fees either online or offline. The fees that is required to be paid is:

Application Fees	50.00/-
User Fees	250.00/-

If they wish to pay offline, they may choose the 'Over the Counter' option on the Cyber Treasury payment gateway. A challan with the account details of the department will then be generated. The applicant will take the hard copy of the challan to the nearest branch of the bank selected and deposit the amount either by Cash, or by means of Demand Draft. Once the fee is processed by the bank, the bank will send a transaction ID via SMS, which then will have to be entered on the Cyber Treasury portal to complete the application process.

Upon payment the applicant will receive an SMS & Email notification with the application number from the single window portal.

Checklist of Documents

The applicant will need to attach the following documents with the application:

- Memorandum of Society signed by the President/Secretary of the Society in each page.
- Bye-law of the Society
- Resolution of the General Body Meeting
- Copy of the Confirmation of Resolution
- House rent agreement along with copy of the R.O.R.
- Self-attested copy of the Identity Proofs of all members of the Governing Body.

Timeline

Registration of Societies under the Societies Registration Act, 1860 and the Societies Registration (Orissa Amendment) Act, 1969 is provided within 30 working days from the date of submission of application for District Level Society (one district involved), and within 90 working days for

State Level Society (more than one district involved). The department can however raise queries on the application within 7 working days of receipt of application.

Field Instructions

Sl. No.	Field Name	Instructions
1	Name and Address of Owner	Enter the name and address of the Owner of the Installation. District and Block can be selected from the dropdown list.
2	Category	Select either 'District Level' when only one district is involved, or 'State Level' when more than one district is in involved, from the dropdown list
3	Area of Operation	From the dropdown list, select the district of operation of the Society. In case of 'State Level Society' multiple selections can be made
4	Applicant Details	Enter details of President/Secretaries of the Society
5	Society Information	Enter the Name of the Society.
6	Whether existing Society	Select if the society is a new society or otherwise
7	Address	Enter the exact address of the Society premises where the President/Secretary of the Society have their office(s). District and Block can be selected from the dropdown list.

Application Procedure

1. Applicants will go to the URL: https://investodisha.gov.in

2. Clicking on the SWP (Single Window Portal) block will take the applicant to the Single Window Portal.

3. Ap   plicant will click on 'Investor Login' to sign-in into the Single Window Portal. The following login page opens up.
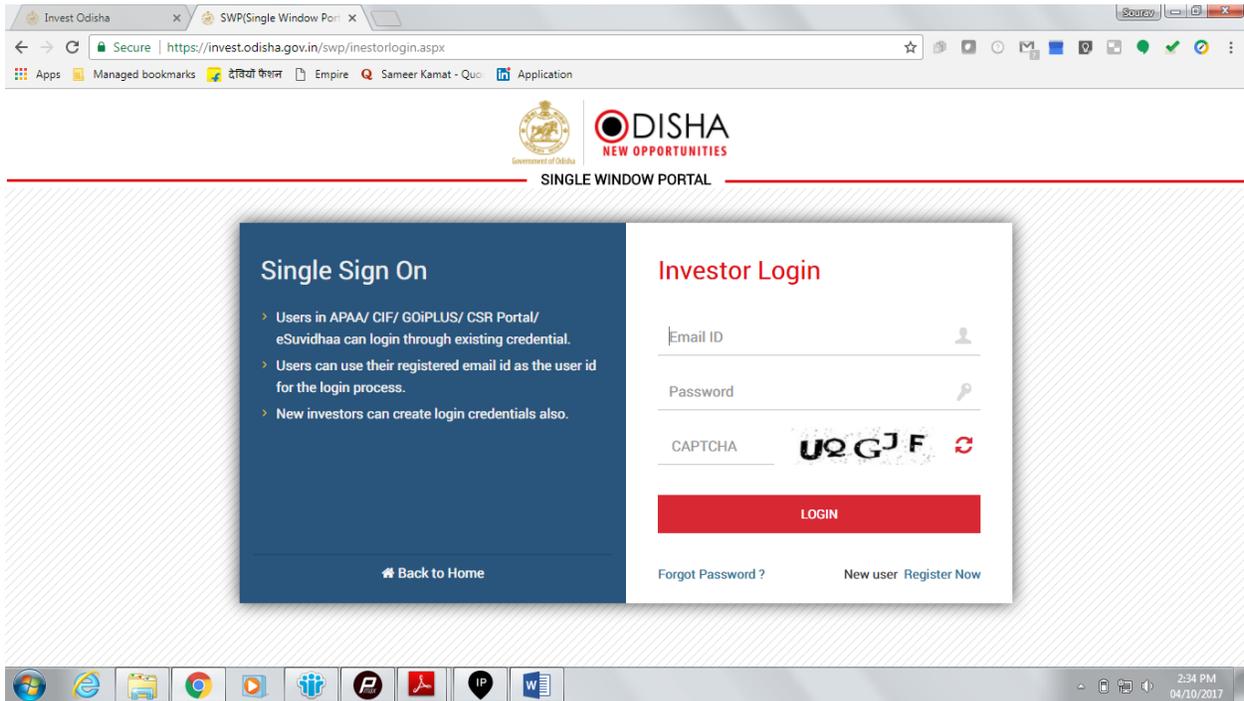
4. Existing users of APAA/CIF/GO-iPLUS/CSR Portal/eSuvishaa can log into the Single Window Portal using the same credentials. New applicants can register themselves on the portal by clicking on the 'Register Now' button. They'll have to fill the registration form and verify themselves by entering the OTP sent to the mobile number entered.
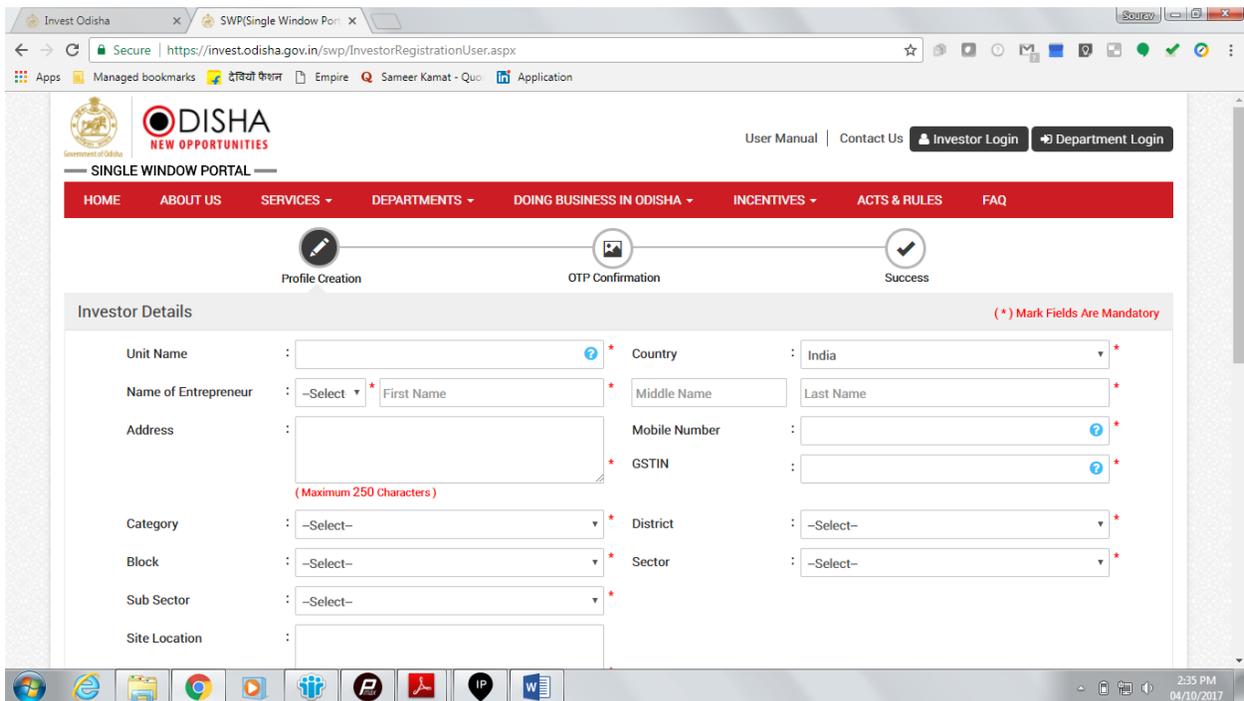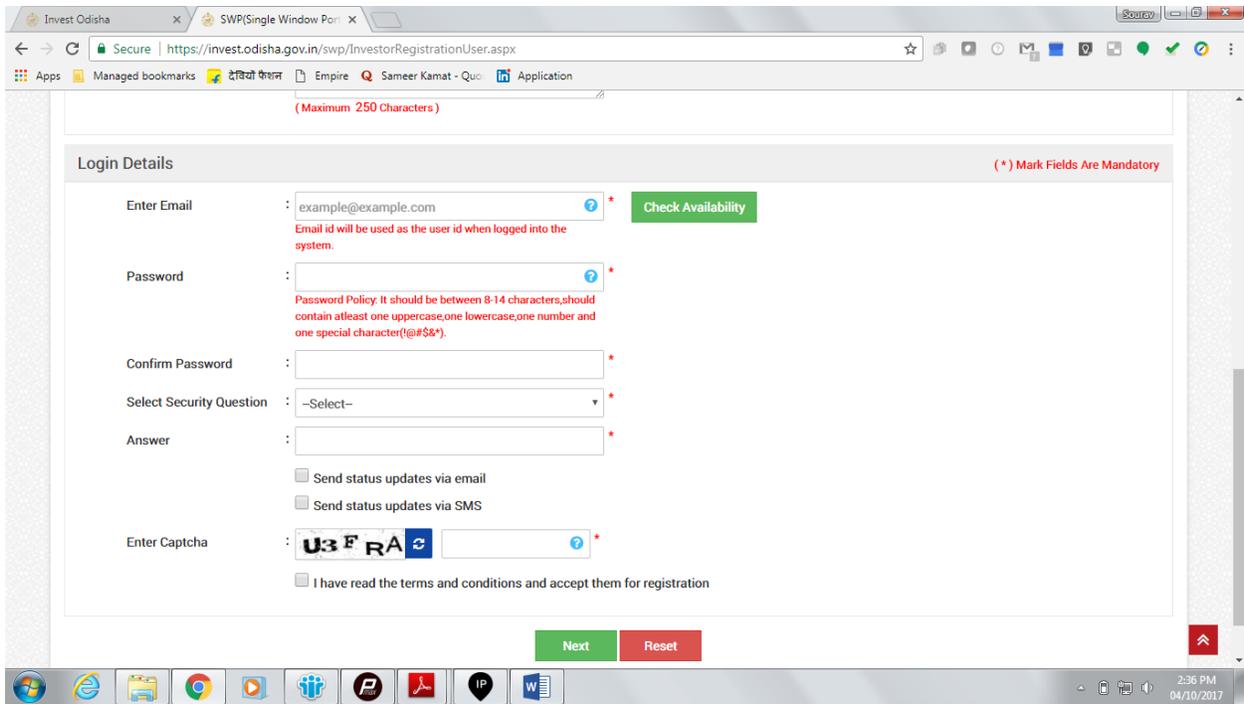
5. Upon registration/logging in, the applicant can view their dashboard.
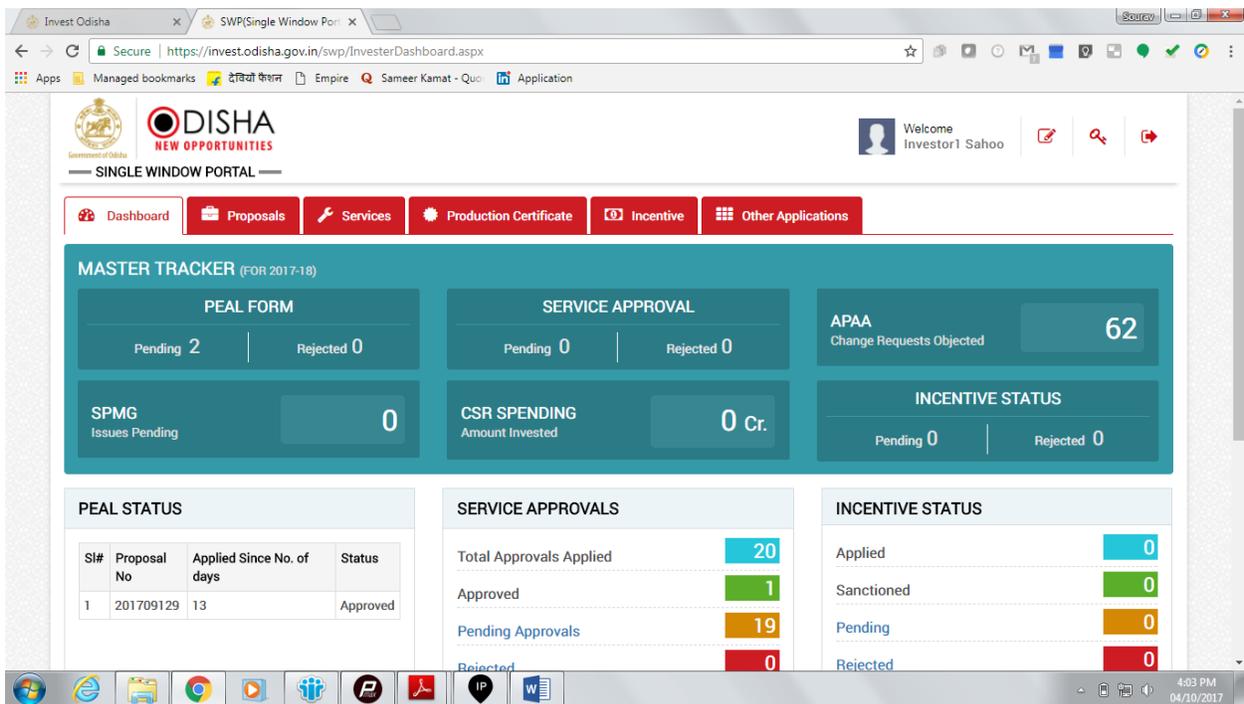
6. In the 'Services' section, the applicant can view the list of services offered by the Single Window Portal.

7. From the list of services, applicant can apply to the service "Registration of Societies" by clicking on . The following form will open up, which allows the applicant to fill in the required details. After filling up the form, the applicant can submit the form by clicking on the "Submit" button.

While filling up the application form, the applicant can upload scanned copies of the required documents in the respective fields. Application fee will be calculated automatically based on the information filled by the applicant and displayed at the bottom of the form.

8. Upon submission, the applicant will confirm payment of fees by clicking on the 'Pay Now' button.
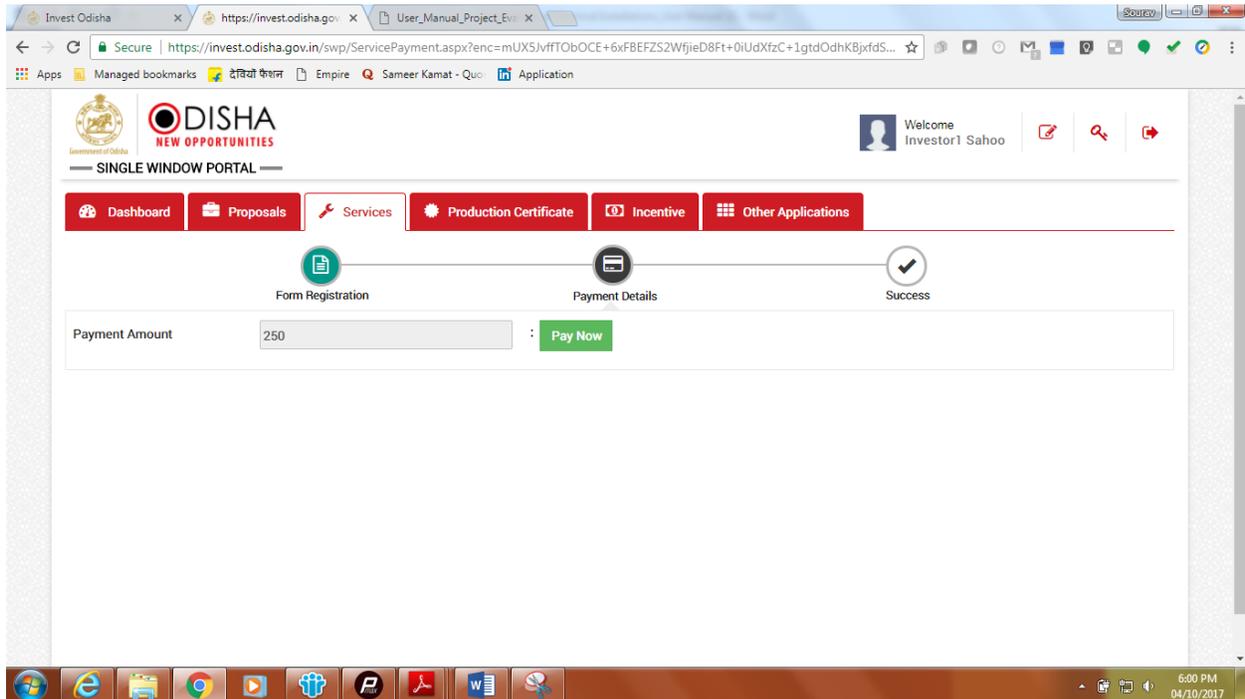

9. The page redirects to the payment gateway. The applicant, after confirming that the amount displayed on the page is correct, can select the mode of payment from the available options. (Net Banking/Debit Card/Credit Card/Over the Counter)
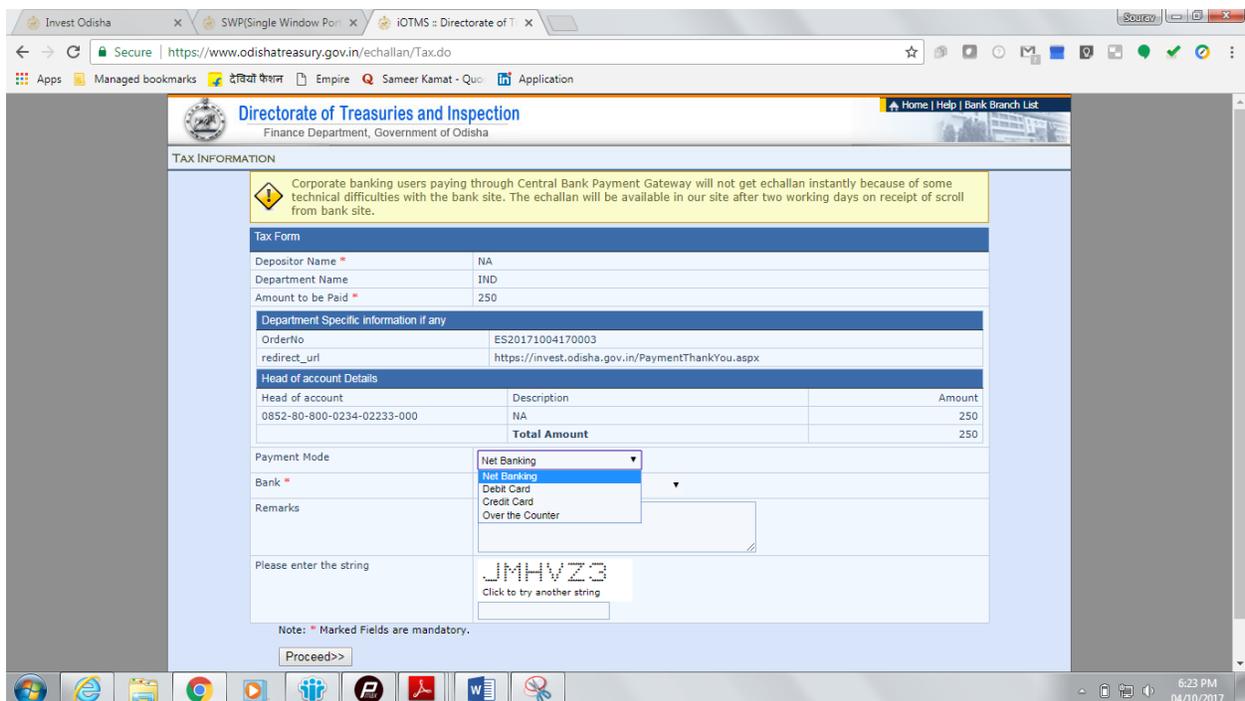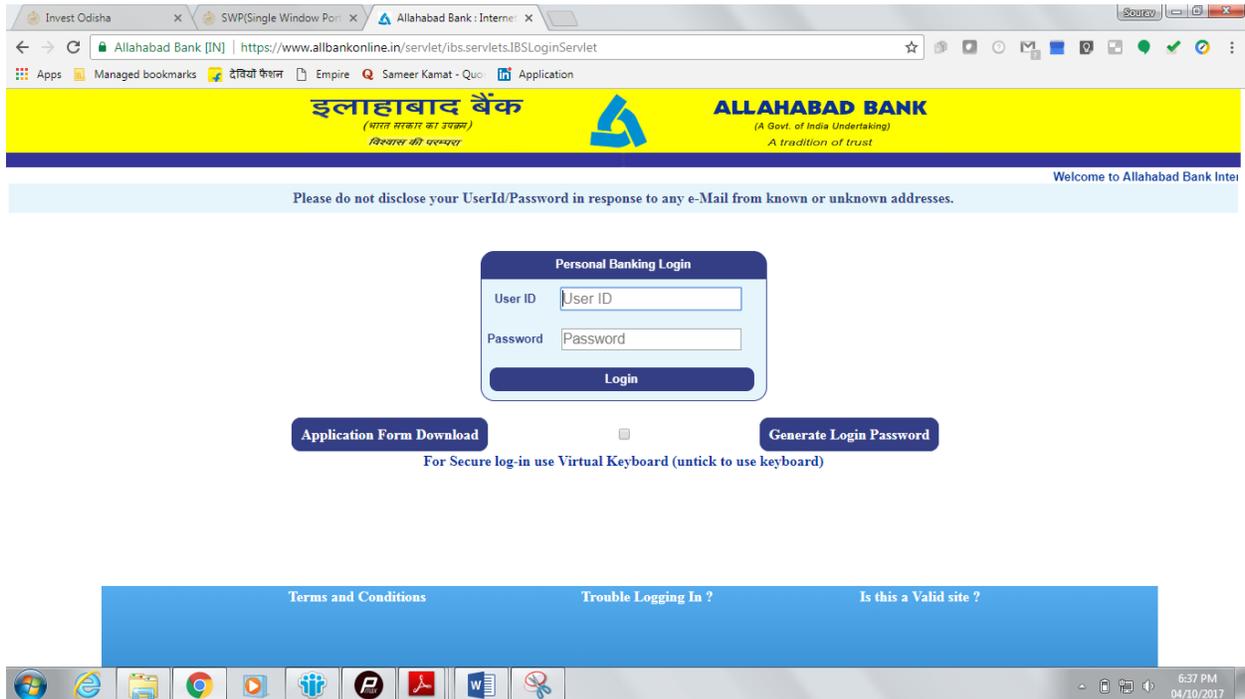
10. Applicants can select the bank of their preference and proceed to payment.
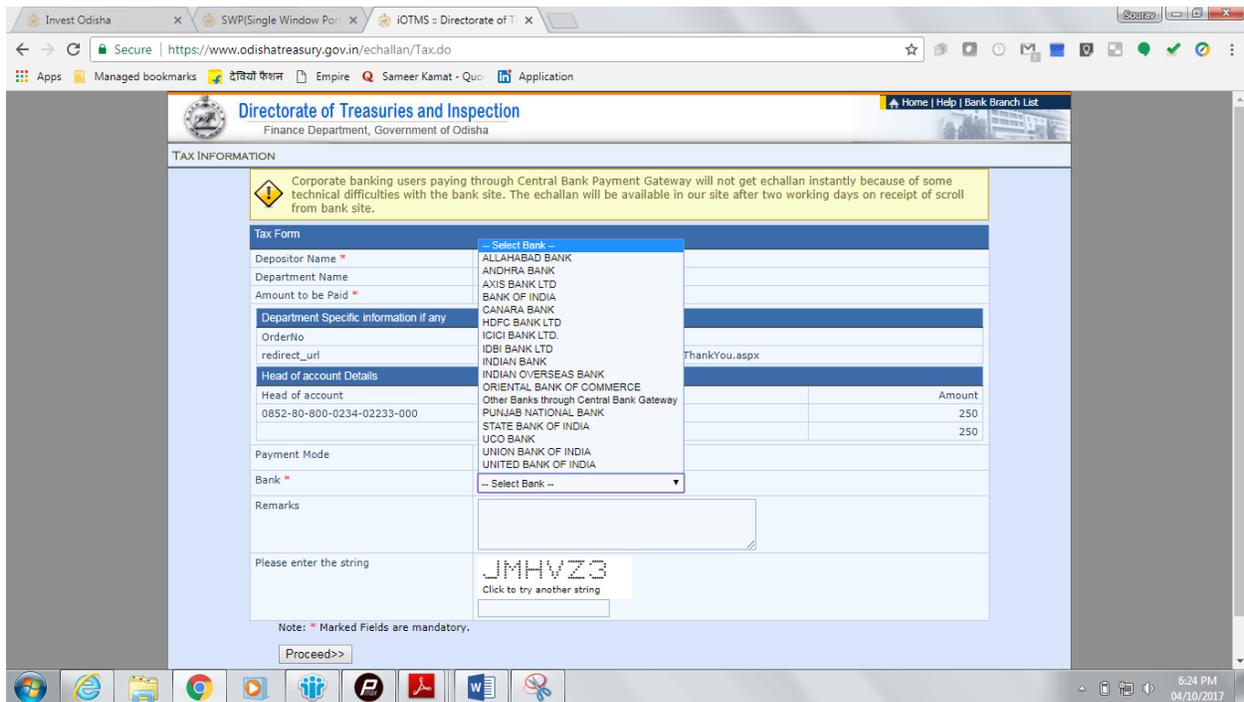
11. If the mode of payment is online (Net Banking/Credit Card/Debit Card), upon clicking the 'Make Payment' button, the page will be redirected to the selected bank's payment portal.
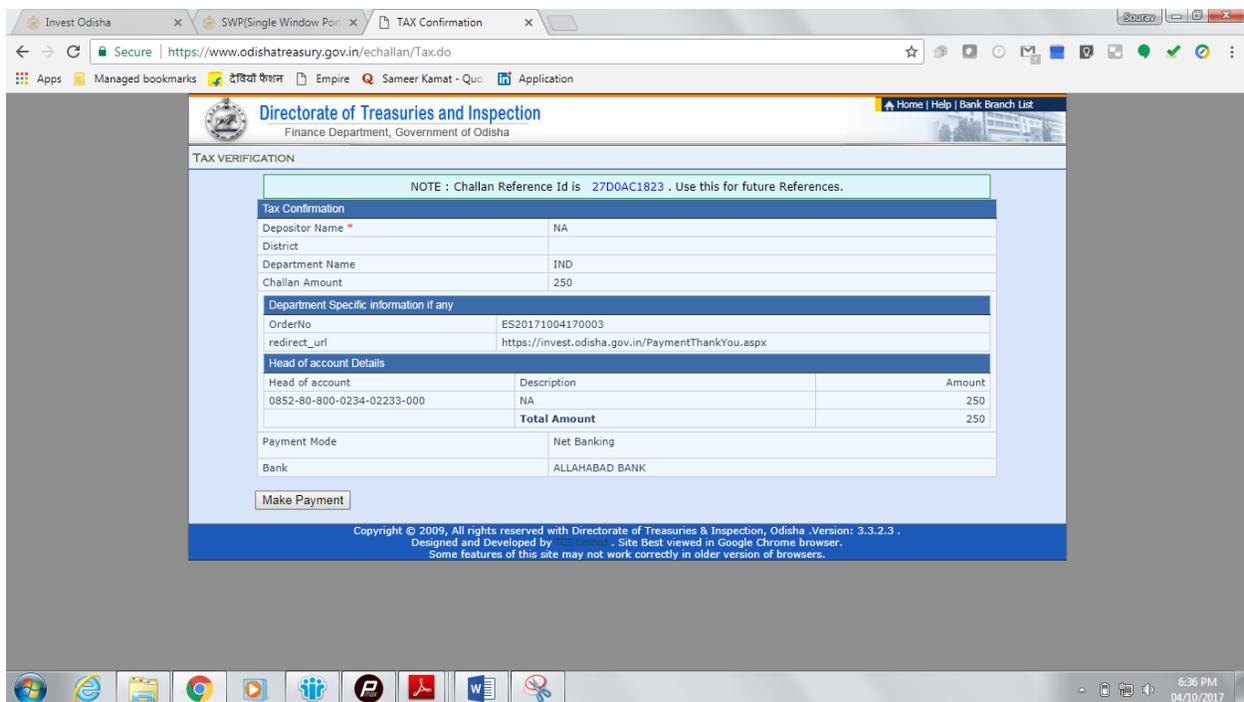
12. Applicant can fill in their details and pay the requisite amount at their selected bank's payment portal.

13. If the mode of payment is offline (Over the Counter), the applicant can generate the Challan for that transaction by clicking the 'Generate Challan' button. The page will be redirected to the selected bank's payment portal.
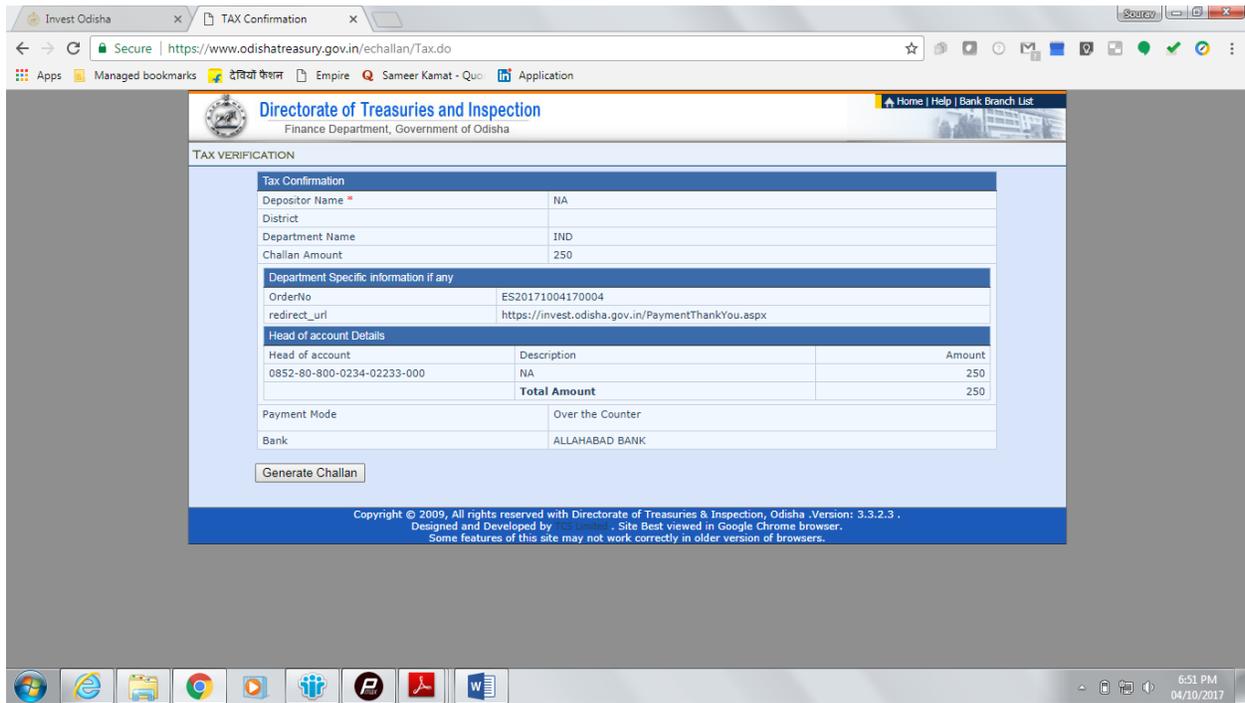
14. A downloadable e-Challan receipt will be displayed mentioning the head of account and the amount to be paid.

The applicant can take the copy of the challan to the nearest branch of the bank selected and pay the amount.

15. Upon successful payment an Application No., Transaction ID and a Challan Reference ID will be generated and the page will be redirected the Single Window Portal. The following acknowledgement appears on the screen. An SMS/Email notification is also be sent to the applicant with all the details from the single window portal.
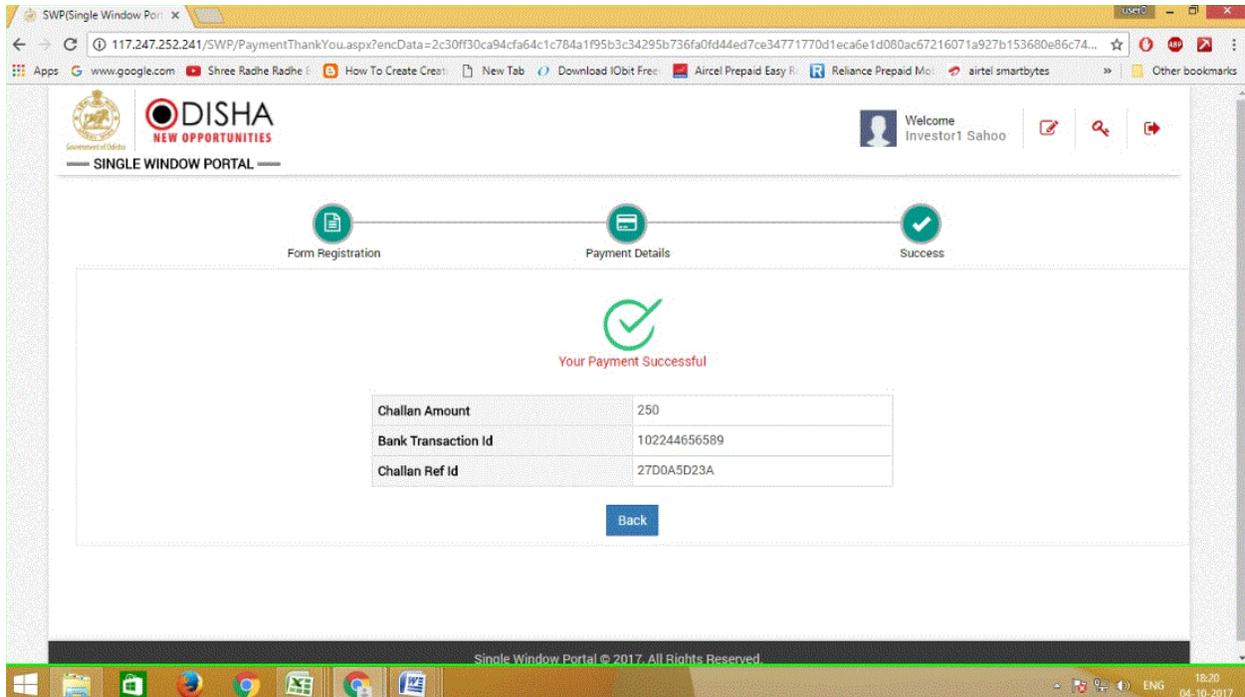
16. Applicants can go to the Services button on the Menu bar and click on "Application Details" to check the status of their application.
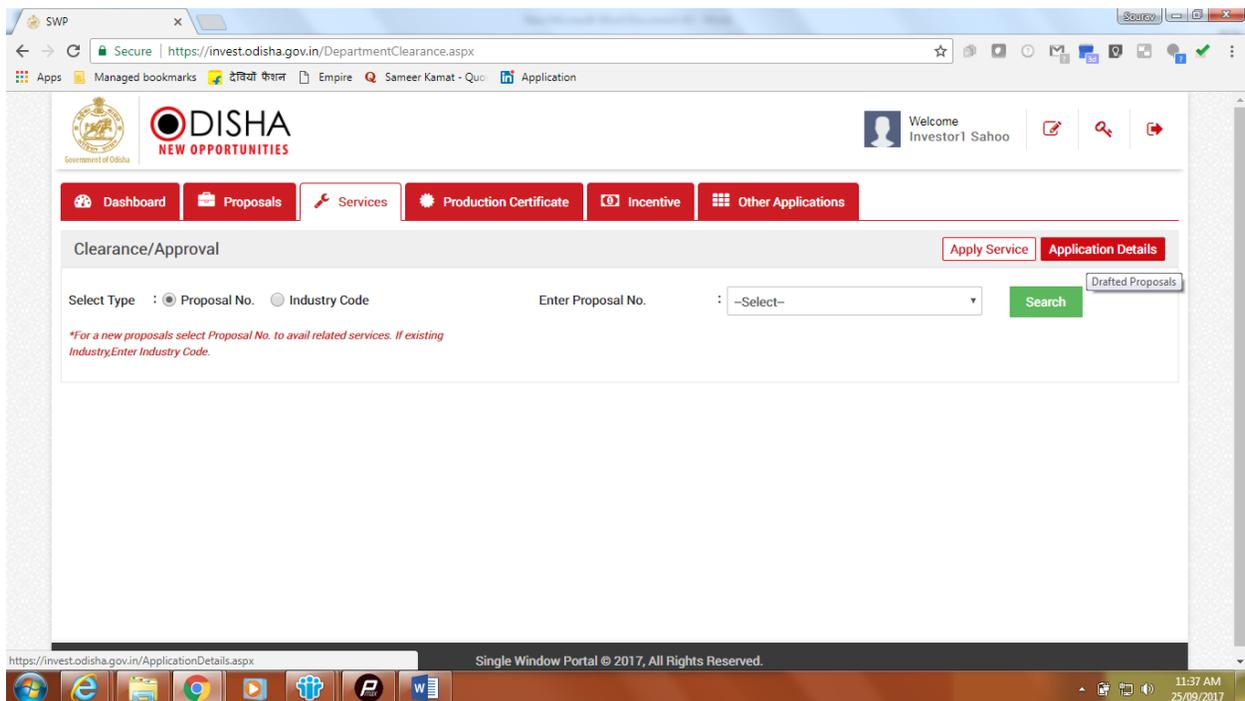
17. Applicants can track and monitor the status of all applications done through the Single Window Portal. Departments may raise queries on the application within 7 days of its submission. As and when queries are raised, the 'Query Status' column gets updated. Applicant can view and reply to the queries on an application by clicking on "Query Raised". Applicant is notified via email/SMS about the query raised at this stage.

18. Applicant can submit additional information/documents sought by the department. Multiple files can be uploaded. After uploading all the required documents, the query can be resolved by clicking on the "Submit" button.

19. The documents uploaded by the applicant in response to the query will be forwarded to the department for scrutiny. The query status on the 'Application Details' page gets updated to 'Query Reverted'.

20. Once the application is processed and approved, the status of the application will read "Approved" and the applicant can download the final signed certificate by clicking on the "Download Certificate" button.

Approval Procedure

Application for Registration of Societies (State Level)

Applicant

Start → Submit Application with attachments & Make Payment

Receive Queries/ Comments via SMS/ email Notification

Receive SMS/email Notification

Receive SMS/email Notification & Download Approved Certificate

Receive SMS/email Notification

Single Window Portal

Process Payment & forward application to the Department

Respond & Upload necessary Information / Documents

Forward Queries/ Comments

Send SMS/ email Notification

Send SMS/email Notification

Send SMS/ email Notification

Office of Registrar of Society

Receive & Scrutinize Application

Enter Queries/ Comments

Additional Info req.? (within 7 days) — Yes / No

Enter Acknowledgement & Forward to concerned ADM

Upload Certificate

Certificate to be issued? — Yes / No

Receive & Review Report

ADM

Receive & Review Application & Forward to Tahasildar/ BDO/ EO/Commissioner

Receive & Review Report & Forward to Registrar Office

Field Level Officers

Receive Application

Do Verification

Prepare Report

Forward Report to ADM

Application for Registration of Societies (District Level)

Applicant

Start → Submit Application with attachments & Make Payment

Receive Queries/ Comments via SMS/ email Notification

Receive SMS/email Notification

Receive SMS/email Notification &Download Approved Certificate

Receive SMS/email Notification

Single Window Portal

Process Payment & forward application to the Department

Respond & Upload necessary Information/ Documents

Forward Queries/ Comments

Send SMS/ email Notification

Send SMS/email Notification

Send SMS/ email Notification

Office of Additional Registrar of Society

Receive & Scrutinize Application

Enter Queries/ Comments

Enter Acknowledgement

Upload Certificate

Additional Info req.? (within 7 days) — Yes / No

Forward Application to Tahasildar/BDO/EO for Verification

Certificate to be issued? — Yes / No

Receive & Review Report

Field Level Officers

Receive Application

Do Verification → Prepare Report & Forward to Additional Registrar