

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

<u>Sl. No.</u>	<u>Field Name</u>	<u>Instructions</u>
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

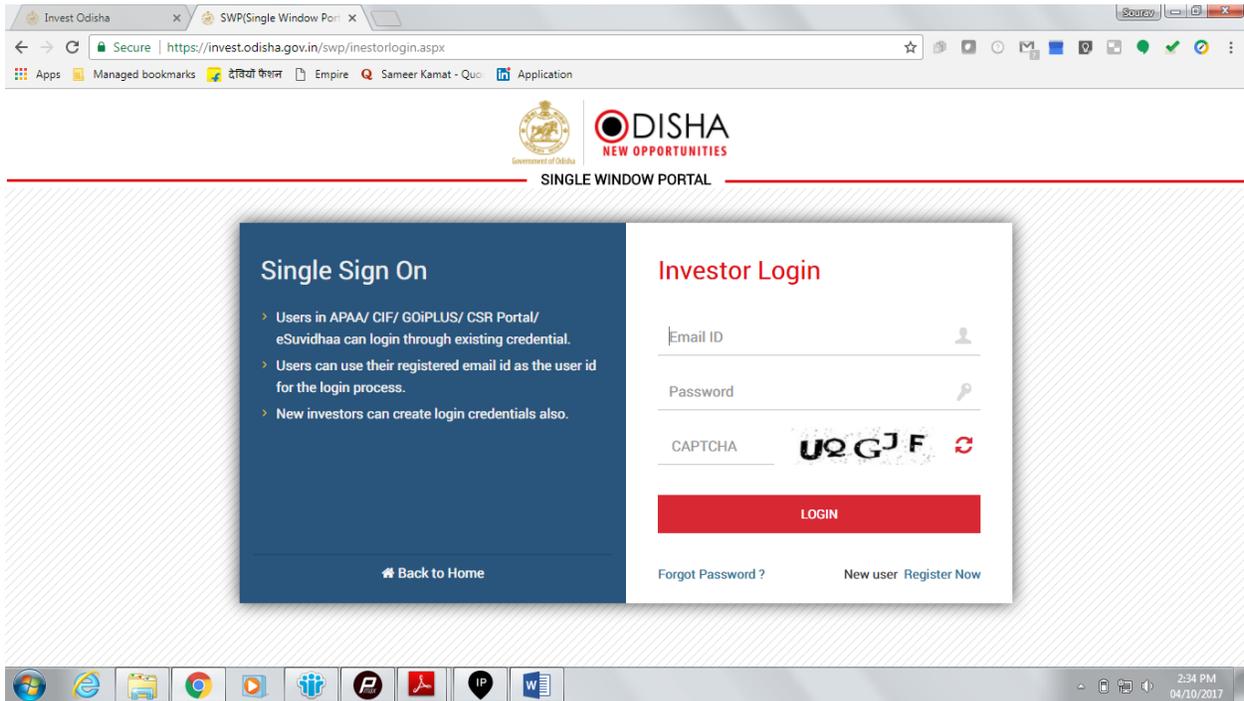
1. Applicants will go to the URL: <https://investodisha.gov.in>

The screenshot shows the homepage of the Invest Odisha website. The browser address bar displays <https://invest.odisha.gov.in>. The website header includes the ODISHA logo, navigation links for Advantage Odisha, Policy Framework, Focus Sectors, Ease of Doing Business, Industrial Land Bank, Success Stories, and Project Profiles, and contact information: Toll Free Helpline - 1800 345 7111 (Timing 10.00 AM to 6.00 PM on working days) and email [info@investodisha.org](mailto:info@investodisha.org). The main content area features a large banner titled "Educational Hub of the East - Availability of Industry-Ready Manpower". This banner highlights a "Large pool of skilled manpower" (1,25,000 technical manpower pass out annually from 773 technical training institutions) and the "Presence of national institutes of higher learning". It lists several institutions, including the International Institute of Information Technology (IIIT), Indian Institute of Management (IIM), National Institute of Technology (NIT), Odisha University of Agriculture and Technology (OUAT), All India Institute of Medical Sciences (AIIMS) Bhubaneswar, Indian Institute of Technology (IIT), CSIR-Institute of Minerals and Materials Technology (CSIR-IMMT), and Xavier Institute of Management (XIMB). It also lists "Nationally acclaimed research institutions" such as the Central Institute of Plastics Engineering and Technology (CIPET), ICAR-Indian Institute of Water Management, ICAR-National Rice Research Institute, Central Institute of Freshwater Aquaculture, National Institute of Science Education & Research (NISER), and Indian Institute of Science Education and Research (IISER). Below the banner are three highlighted blocks: "Compendium of Business Reforms", "GO/PLUS Govt. of Odisha Industrial Portal for Land use and Services", and "SWP (Single Window Portal)". To the right of these blocks are portraits and names of Shri Naveen Patnaik (Hon'ble Chief Minister), Shri Niranjan Pujari (Hon'ble Minister of Industries), and Shri Sanjeev Chopra (Principal Secretary). The "Focus Sectors" section is partially visible at the bottom.

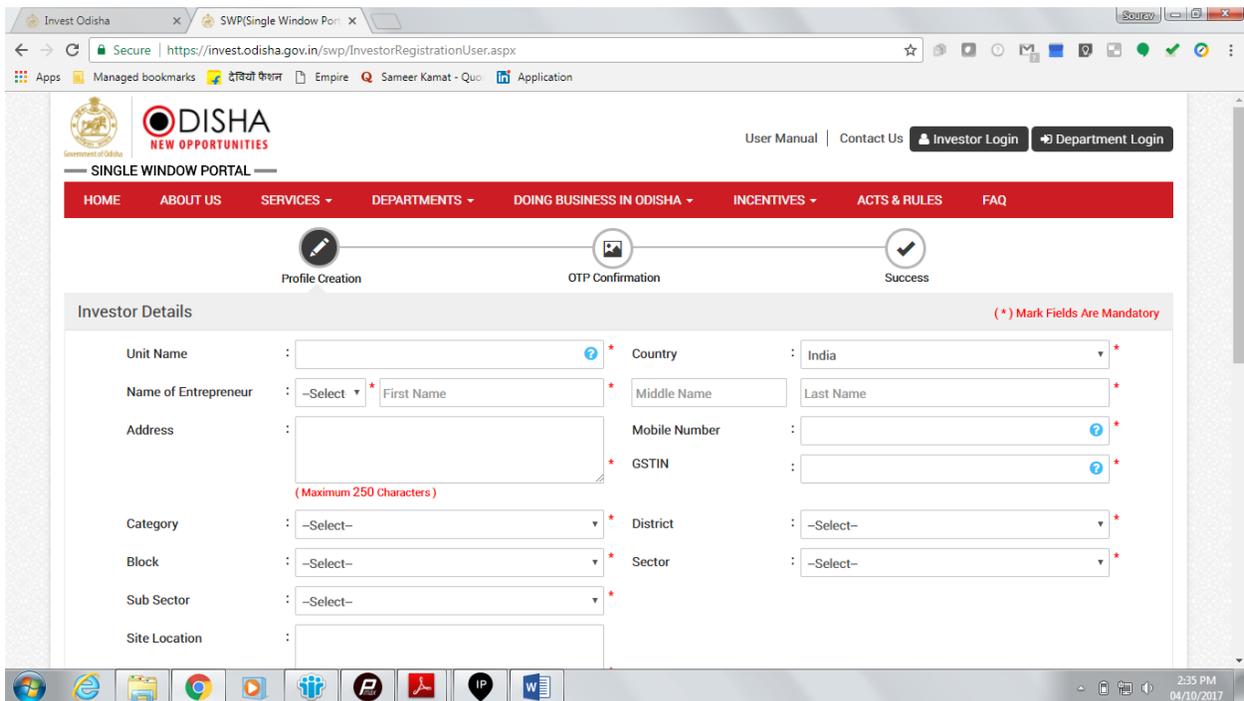
2. Clicking on the SWP (Single Window Portal) block will take the applicant to the Single Window Portal.

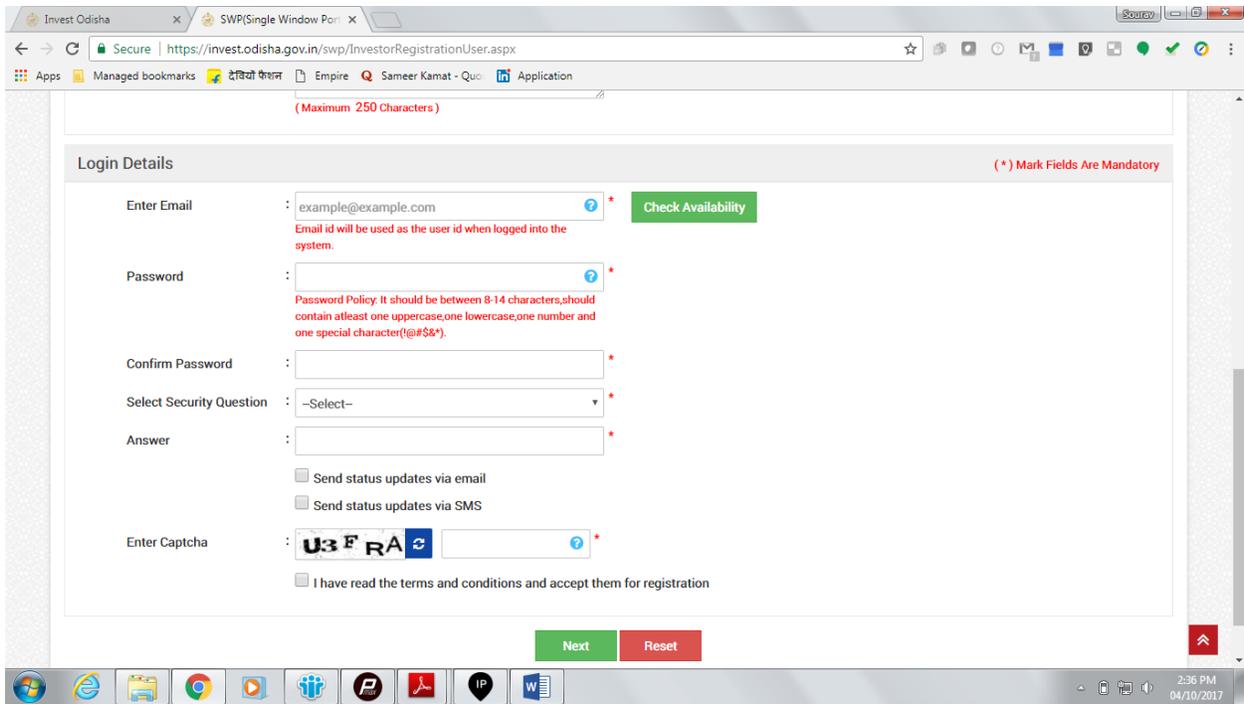
The screenshot shows the "SINGLE WINDOW PORTAL" page on the Invest Odisha website. The browser address bar displays <https://invest.odisha.gov.in/swp/>. The page header includes the ODISHA logo, navigation links for HOME, ABOUT US, SERVICES, DEPARTMENTS, DOING BUSINESS IN ODISHA, INCENTIVES, ACTS & RULES, and FAQ, and user login options: User Manual, Contact Us, Investor Login, and Department Login. The main content area features a large banner titled "LARGE SCALE INDUSTRIES" with the tagline "The state by providing necessary support services". Below the banner is a "Notifications" section. The "About Us" section describes the Industrial Promotion & Investment Corporation of Odisha Limited (IPICOL) as the State Level Nodal Agency of the Government of Odisha for investment promotion and facilitation. It states that IPICOL is the single point of contact to handhold and facilitate prospective investors, and that the Facilitation Cell at IPICOL provides information regarding the policy ecosystem & infrastructure facilities, assesses the land and utility requirements for. The "News" section includes a headline "Odisha showcases investment potential at investors' meet" and another headline "Odisha Govt, FICCI join hands to promote culture, tourism".

3. Applicant will click on 'Investor Login' to sign-in into the Single Window Portal. The following login page opens up.

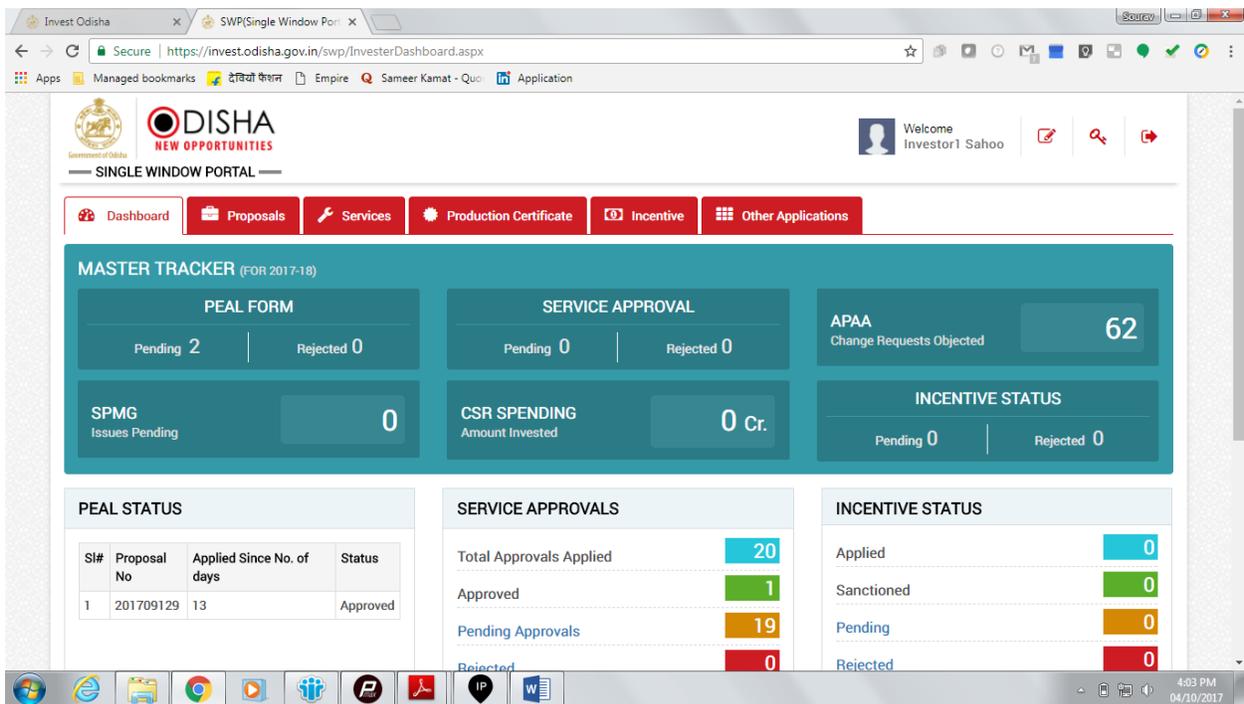


4. Existing users of APAA/CIF/GO-iPLUS/CSR Portal/eSuvishaa can log into the Single Window Portal using the same credentials. New applicants can register themselves on the portal by clicking on the 'Register Now' button. They'll have to fill the registration form and verify themselves by entering the OTP sent to the mobile number entered.





5. Upon registration/logging in, the applicant can view their dashboard.



- In the 'Services' section, the applicant can view the list of services offered by the Single Window Portal.

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as 'Investor1 Sahoo'. The 'Services' menu is active, displaying a 'Clearance/Approval' section. Below this, there is a search bar with options to select by 'Proposal No.' or 'Industry Code'. A table lists various services offered by different departments, including Commercial Tax Organization, Department of Energy, and Housing and Urban Development Department. Each service has an 'Apply Now' button with a green checkmark icon.

Sl#	Department	Services	Application Fee	Apply Now
1	Commercial Tax Organization	Registration for Professional Tax	NA	<input checked="" type="checkbox"/>
2	Department of Energy	Power Connection Application	NA	<input checked="" type="checkbox"/>
3	Department of Energy	Certification of Electrical Installation by Chief Electrical Inspector	NA	<input checked="" type="checkbox"/>
4	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	50000.00	<input checked="" type="checkbox"/>
5	Housing and Urban Development Department (H UD)	Building plan approval	NA	<input checked="" type="checkbox"/>
6	Housing and Urban Development Department (H UD)	Trade licensing	NA	<input checked="" type="checkbox"/>

- 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.

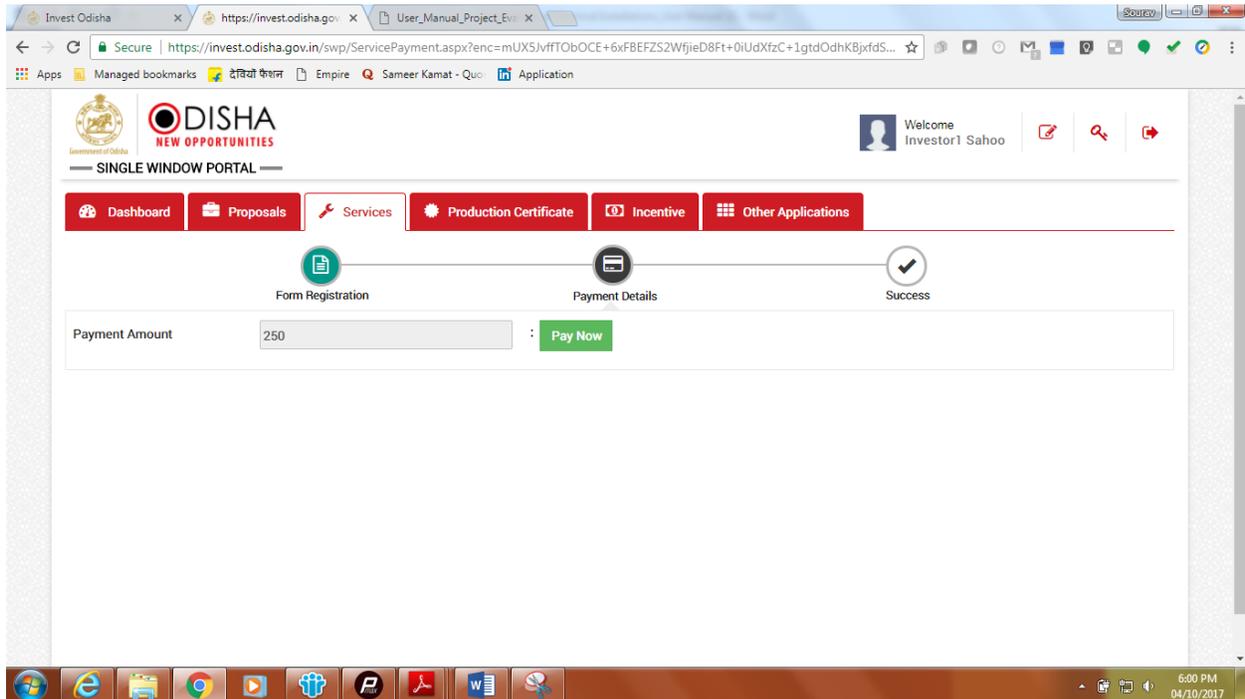
The screenshot shows the 'Form Registration' step for 'SOCIETY REGISTRATION'. The user is logged in as 'Investor2 Sahoo'. The page displays a progress bar with three steps: 'Form Registration', 'Payment Details', and 'Success'. The main content area is titled 'Department of Revenue and Disaster Management (R & DM) Government of Odisha'. It contains an application form for 'SOCIETY REGISTRATION', 'AMENDMENT TO THE SOCIETY', and 'CERTIFIED COPY OF THE CERTIFICATE OF REGISTRATION' under the Societies Registration Act, 1860 and the Societies Registration (Odisha Amendment) Act, 1969. The form includes fields for 'Application For\*', 'Category\*', and 'Applicant Details\*'. There are also dropdown menus for selecting the application category and the type of application submitted.

The screenshot shows the top portion of the application form. The 'Applicant Details' section includes input fields for 'Applicant's Name', 'Designation' (a dropdown menu), 'Email Id', 'Mobile No', and 'Aadhaar Number'. Below this is the 'Society Information' section, which contains radio buttons for 'Whether exiting Society' (Yes/No), a date picker for 'Date of holding of General Body Meeting of the society where the resolution has been passed for the formation and registration of society', and text areas for 'Name of the Society' and 'Purpose of the society'. The 'Address' section at the bottom of this screenshot includes dropdown menus for 'District' and 'Block'.

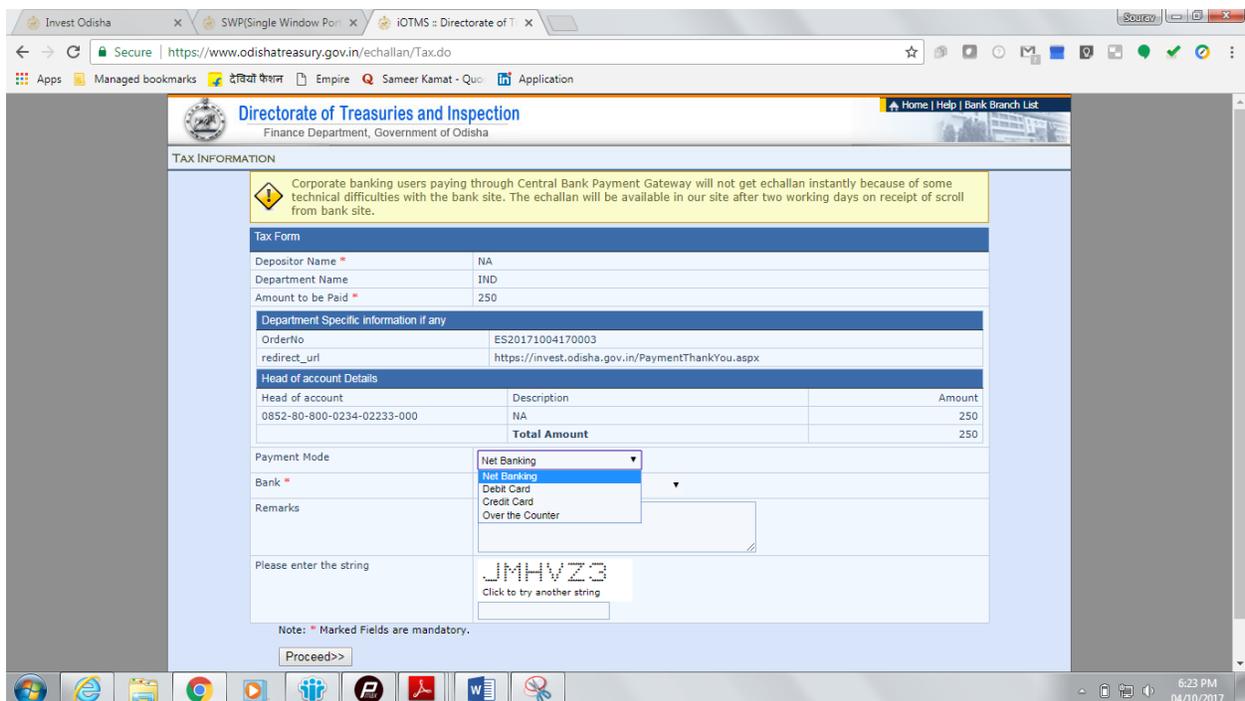
This screenshot displays the lower portion of the application form. The 'Address' section includes dropdown menus for 'District' and 'Block', and text input fields for 'Village/Ward' and 'Street/Lane'. The 'Upload Document' section features six file upload fields, each with a 'Choose File' button and a 'No file chosen' status. The documents to be uploaded are: 1. Memorandum of society signed by President / Secretary in each page; 2. Bye-law of society; 3. Resolution of the General Body meeting; 4. Copy of the confirmation of Resolution; 5. House rent agreement (in original) along with copy of the R.O.R.; and 6. Self-attested copy of the identity proof of members of Governing Body. Each field has a red note: 'Only jpg,png,pdf and max size 4 MB files allowed.' Below the upload fields is a declaration checkbox: 'I hereby declare that the particulars given above are true to the best of my knowledge and belief.' The 'Payment Details' section shows a 'Total Amount' of 250.00/- and a green '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.

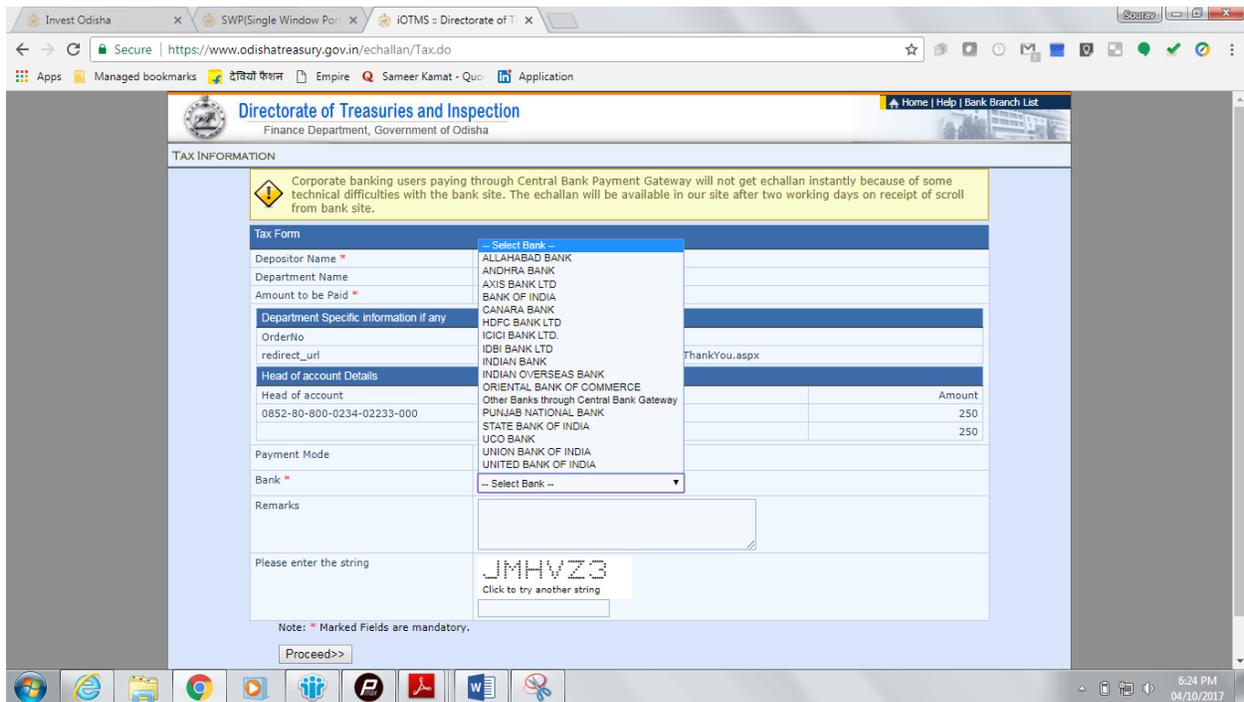
8. Upon submission, the applicant will confirm payment of fees by clicking on the 'Pay Now' button.



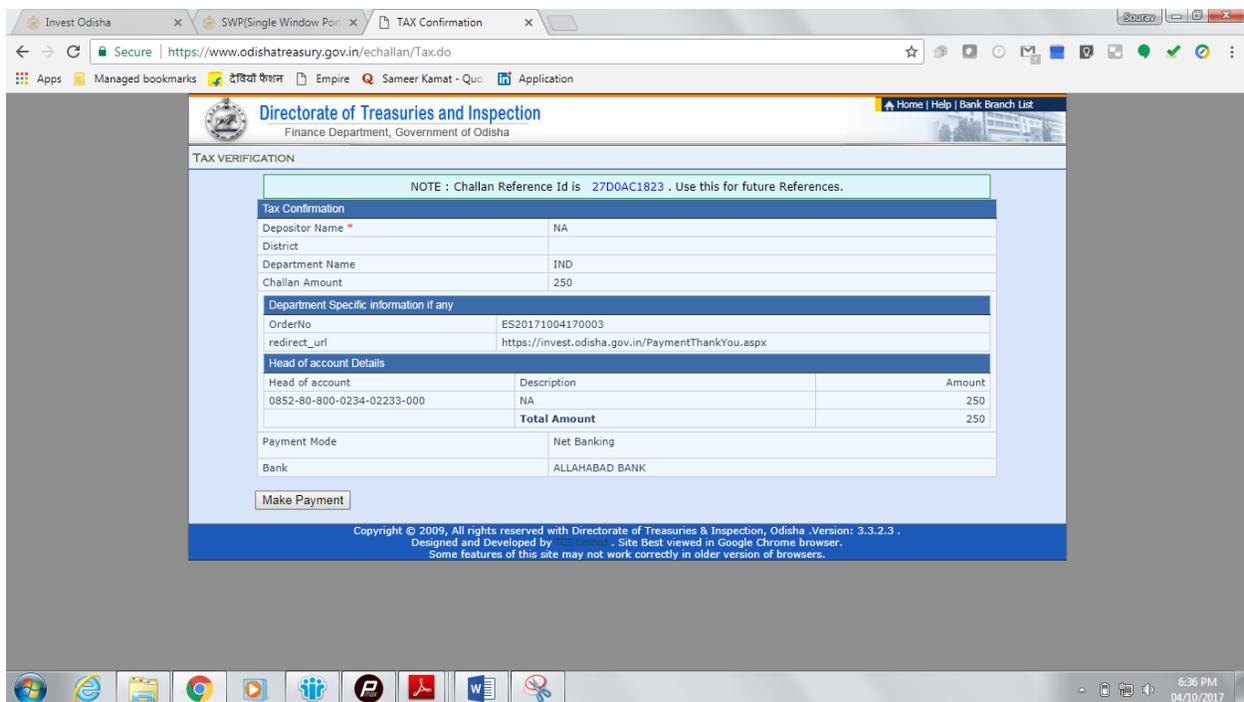
9. The page redirects to the payment gateway. The applicant, after confirming that the amount displayed on the page is correct, can select the mode of payment from the available options. (Net Banking/Debit Card/Credit Card/Over the Counter)



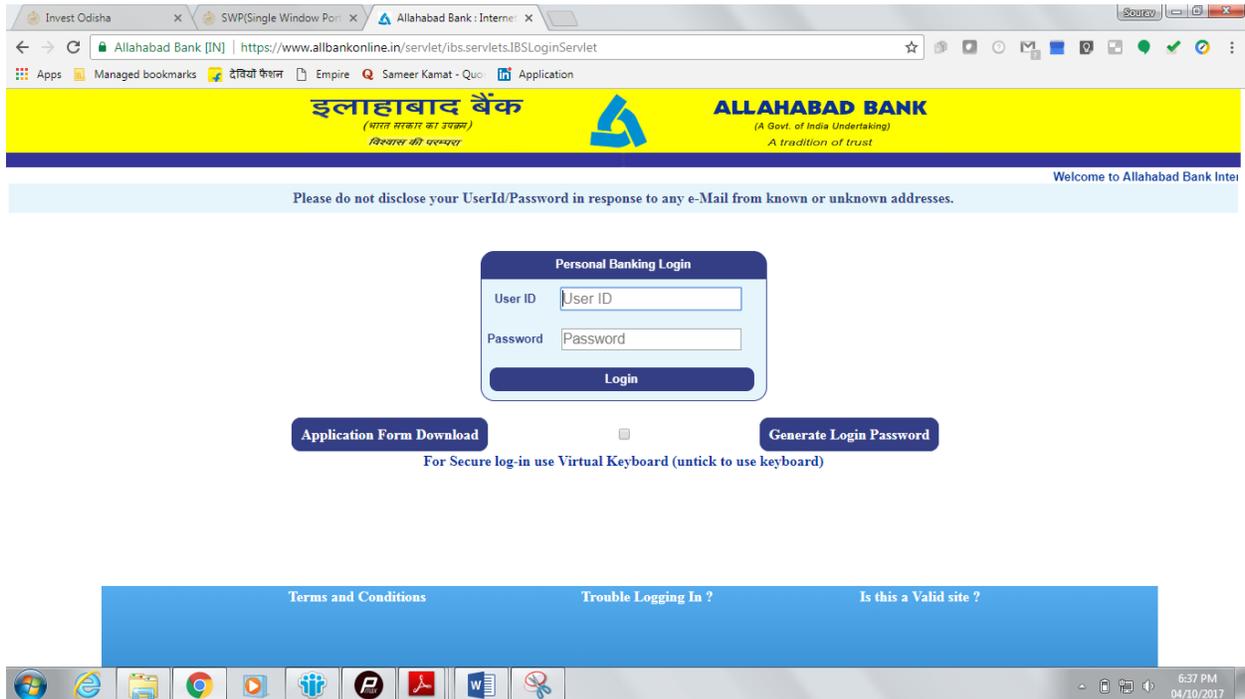
10. Applicants can select the bank of their preference and proceed to payment.



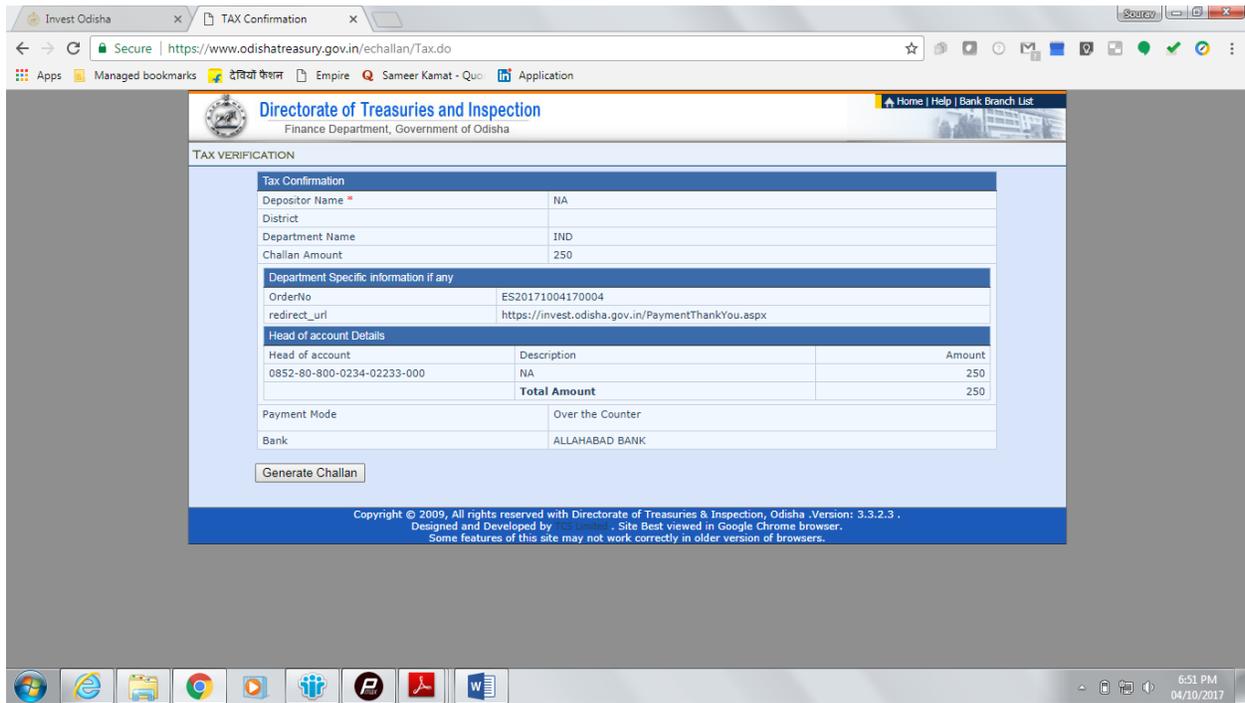
11. If the mode of payment is online (Net Banking/Credit Card/Debit Card), upon clicking the 'Make Payment' button, the page will be redirected to the selected bank's payment portal.



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 screenshot shows a web browser displaying the Directorate of Treasuries and Inspection website. The page title is "E-Challan Receipt". The header includes the Government of Odisha logo and the text "Government of Odisha Offline Challan Deposit Form Depositor's Copy". A QR code is visible in the top right corner. The main content area contains the following information:

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK, at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA  
 2. Mobile Number : NA  
 3. Department Identification Id :  
 4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

Purpose	Head of Account	Amount
NA	0852-80-800-0234-02233	250
Total Amount		250

8. Treasury Reference Id : 27D0AC2310  
 9. Bank Transaction Id & Time : To be filled up by the bank

1. In case of Cheque bank transaction id will be available after realization of the cheque.  
 2. This challan is valid for 7 days from the date of online entry.  
 3. In case of Cheque/DD, it should be payable to 'State Government Receipts- <Challan Reference Id>'.

Signature of the Depositor \_\_\_\_\_ Signature of Bank Officer with Seal \_\_\_\_\_

Government of Odisha

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

This is a physical copy of the "Government of Odisha Offline Challan Deposit Form Depositor's Copy". It features a QR code in the top left corner and the Government of Odisha logo in the bottom left. The form contains the following details:

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK, at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA  
 2. Mobile No. : NA  
 3. Department Identification ID :  
 4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

Purpose	Head of Account	Amount
NA	0852-80-800-0234-02233	Rs. 250/-
Total Amount		Rs. 250/-

5. Treasury Reference ID : 27D0AC2310  
 7. Bank Transaction Date & Time : To be filled by the bank

1. This challan is valid for 7 days from the date of online entry.  
 2. In case of Cheque, bank transaction id will be available after realization of the cheque.  
 3. In case of Cheque/DD, it should be payable to 'State Government Receipts- <Challan Reference Id>'.

Signature of the Depositor \_\_\_\_\_ Signature of Bank Officer with Seal \_\_\_\_\_

This is a physical copy of the "Government of Odisha Offline Challan Deposit Form Bank's Copy". It features a QR code in the top left corner and the Government of Odisha logo in the bottom left. The form contains the following details:

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK, at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA  
 2. Mobile No. : NA  
 3. Department Identification ID :  
 4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

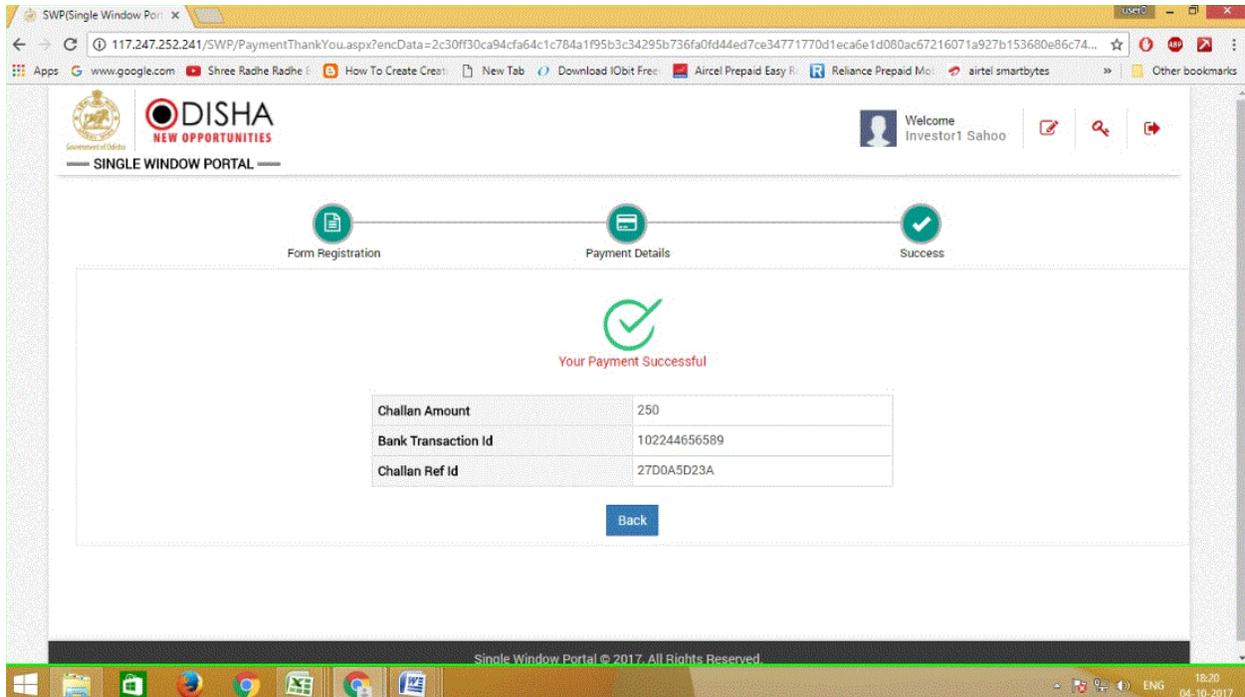
Purpose	Head of Account	Amount
NA	0852-80-800-0234-02233	Rs. 250/-
Total Amount		Rs. 250/-

5. Treasury Reference ID : 27D0AC2310  
 7. Bank Transaction Date & Time : To be filled by the bank

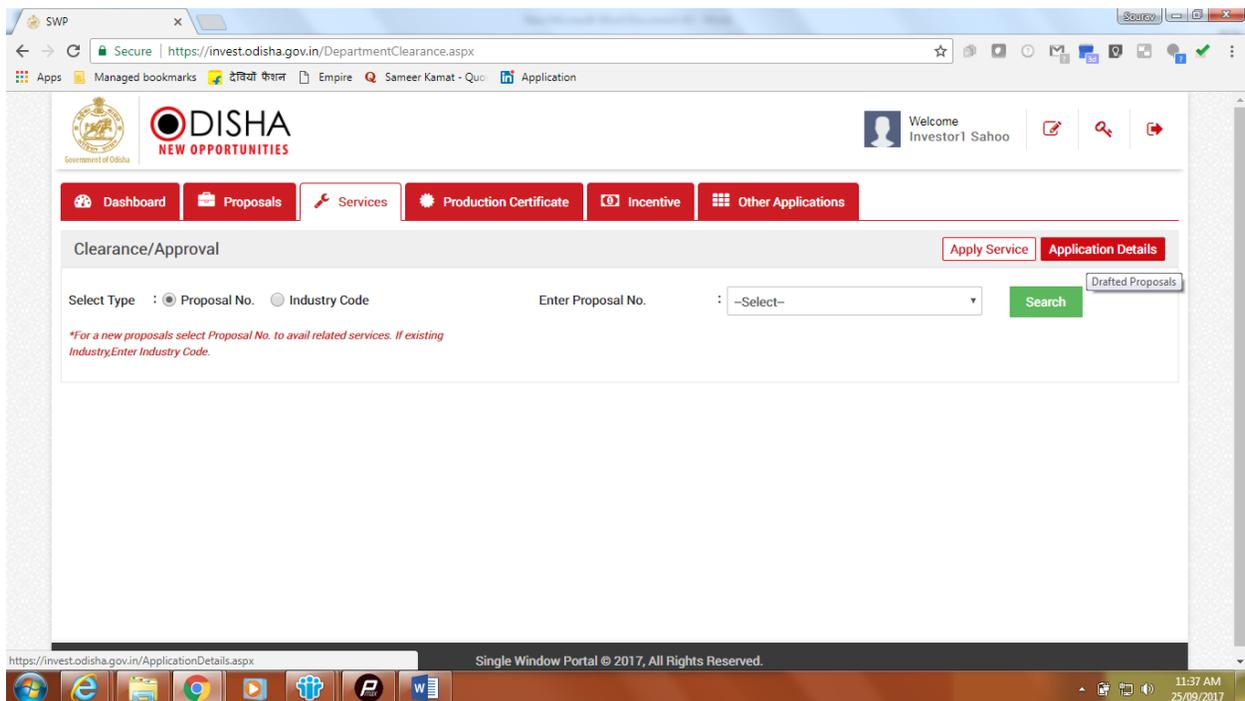
1. This challan is valid for 7 days from the date of online entry.  
 2. In case of Cheque, bank transaction id will be available after realization of the cheque.  
 3. In case of Cheque/DD, it should be payable to 'State Government Receipts- <Challan Reference Id>'.

Signature of the Depositor \_\_\_\_\_ Signature of Bank Officer with Seal \_\_\_\_\_

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.

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as 'Investor2 Sahoo'. The 'Application Details' page is active, showing a search bar and a table of applications. The table has the following data:

S.No.	Department Name	Service Name	Applicant Name	Application No.	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Revenue & Disaster Management (R&DM) Department	Application for "Society Registration", "Amendment to the Society" and "Certified Copy of the Certificate of Registration" under the Societies Registration Act, 1860 and the Society Registration (Odisha Amendment) Act, 1969	Pradeep Sahoo	20171012510003	12/09/2017	Query Raised	Paid	Applied	<a href="#">View</a>	<a href="#">Download</a>
2	Industries Department (IDCO)	Road cutting request form	Pradeep Sahoo	20171012510002	12/09/2017	-	Paid	Applied	<a href="#">View</a>	<a href="#">Download</a>
3	Food Supplies and Consumer Welfare	Licences as manufacture of weight and measure under the legal metrology	Pradeep Sahoo	20171012180007	12/09/2017	Query Raised	Paid	Applied	<a href="#">View</a>	<a href="#">Download</a>

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.

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as 'Investor2 Sahoo'. The 'Application Status Details' page is active, showing the details of a specific application. The details are as follows:

Department Name : Revenue & Disaster Management (R&DM) Department  
 Service Name : Application for "Society Registration", "Amendment to the Society" and "Certified Copy of the Certificate of Registration" under the Societies Registration Act, 1860 and the Society Registration (Odisha Amendment) Act, 1969  
 Applicant Name : Pradeep Sahoo  
 Application No. : 20171012180007  
 Application Status : [Applied](#)  
 Download Certificate : NA

The 'Query' section shows the 'Query Status' as [Raised](#).

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'.

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as 'Investor2 Sahoo'. The 'Application Details' section is active, showing a search filter for Department and Application No. Below the search filter, a table displays the following data:

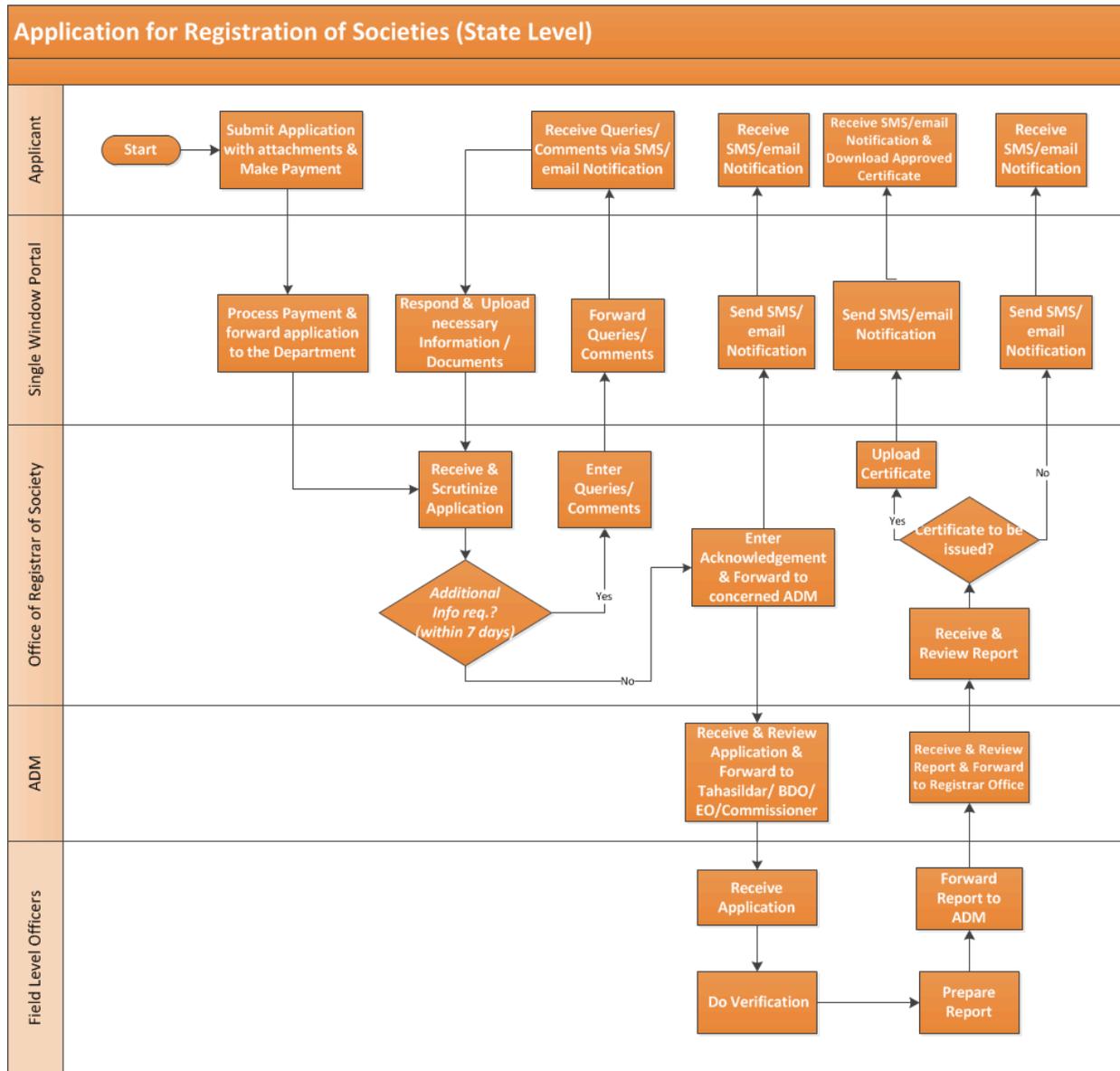
SlNo.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Revenue & Disaster Management (R&DM) Department	Application for "Society Registration", "Amendment to the Society" and "Certified Copy of the Certificate of Registration" under the Societies Registration Act, 1860 and the Society Registration (Odisha Amendment) Act, 1969	Pradeep Sahoo	20171012510003	12/09/2017	Query Reverted	Paid	Applied		
2	Industries Department (IDCO)	Road cutting request form	Pradeep Sahoo	20171012510002	12/09/2017	-	Paid	Applied		
3	Food Supplies and Consumer Welfare	Licences as manufacture of weight and measure under the legal metrology	Pradeep Sahoo	20171012180007	12/09/2017	Query Raised	Paid	Applied		

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.

The screenshot shows the DISHA Single Window Portal interface, similar to the previous one. The user is logged in as 'Investor2 Sahoo'. The 'Application Details' section is active, showing the same search filter. The table below shows the updated status of the applications:

SlNo.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Revenue & Disaster Management (R&DM) Department	Application for "Society Registration", "Amendment to the Society" and "Certified Copy of the Certificate of Registration" under the Societies Registration Act, 1860 and the Society Registration (Odisha Amendment) Act, 1969	Pradeep Sahoo	20171012510003	12/10/2017	Query Reverted	Paid	Approved		
2	Industries Department (IDCO)	Road cutting request form	Pradeep Sahoo	20171012510002	12/09/2017	-	Paid	Applied		
3	Food Supplies and Consumer Welfare	Licences as manufacture of weight and measure under the legal metrology	Pradeep Sahoo	20171012180007	12/09/2017	Query Raised	Paid	Applied		

# Approval Procedure



# Application for Registration of Societies (District Level)

