

Single Window Portal

Registration of Societies

User Manual

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

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Introduction

The Industries Department of the Government of Odisha has developed the Government of Odisha - Single Window for Investor Facilitation and Tracking (GO SWIFT) online portal to enhance the 'Ease of Doing Business' and create a favorable business environment in the state. This platform serves as a single window for obtaining clearances from 18 state departments, utilizing technology to increase transparency, improve efficiency, and ensure timely approvals for investors.

GO SWIFT presents smooth integration with various government department portals, eliminating the need for multiple form submissions, providing time-bound clearances, and enabling a single login credential for all applications. It acts as a comprehensive solution for information, registration, approvals, e-payment, and application tracking for necessary clearances and approvals. The portal also provides updated information on relevant rules, regulations, orders, policy initiatives, and schemes to guide investors. Additionally, it sends alerts via email and SMS to inform applicants about the progress of their applications.

Key features of GO SWIFT include:

- Information on the status of approved proposals, proposed investments, and pending applications.
- An online grievance redressal and feedback mechanism to address investor issues promptly.
- Integration with existing online systems like the Government of Odisha – Portal for Land Use and Services (GO PLUS), Government of Odisha – Synchronized Mechanism for Inspection of Licensed Enterprises (GO SMILE), Government of Odisha IDCO Post Allotment System (GO iPAS), and Government of Odisha – CSR Administration and Responsive Engagement (GO CARE), making it a one-stop-shop for a wide range 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 evidence 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 need 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 fee 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

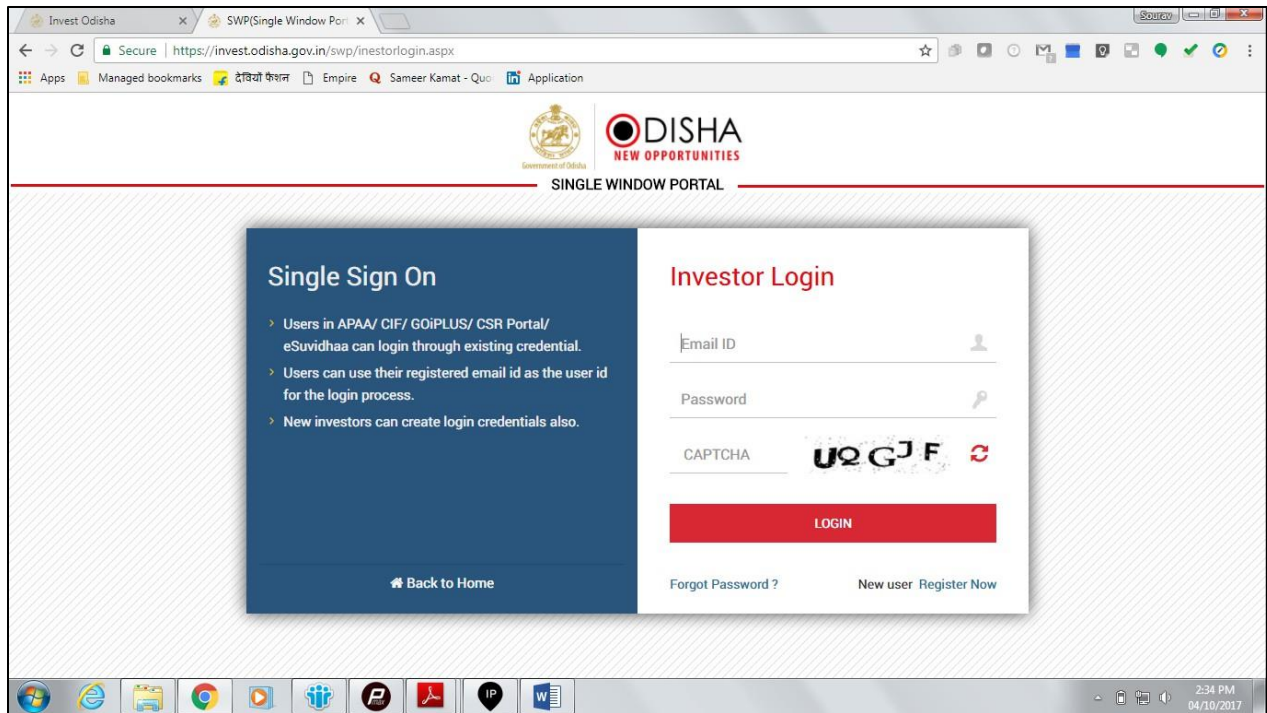
<u>Sl. No.</u>	<u>Field Name</u>	<u>Instructions</u>
1	Name and Address of Owner	Enter the name and address of the Owner of the Installation. District and Block can be selected from the dropdown list.
2	Category	Select either 'District Level' when only one district is involved, or 'State Level' when 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

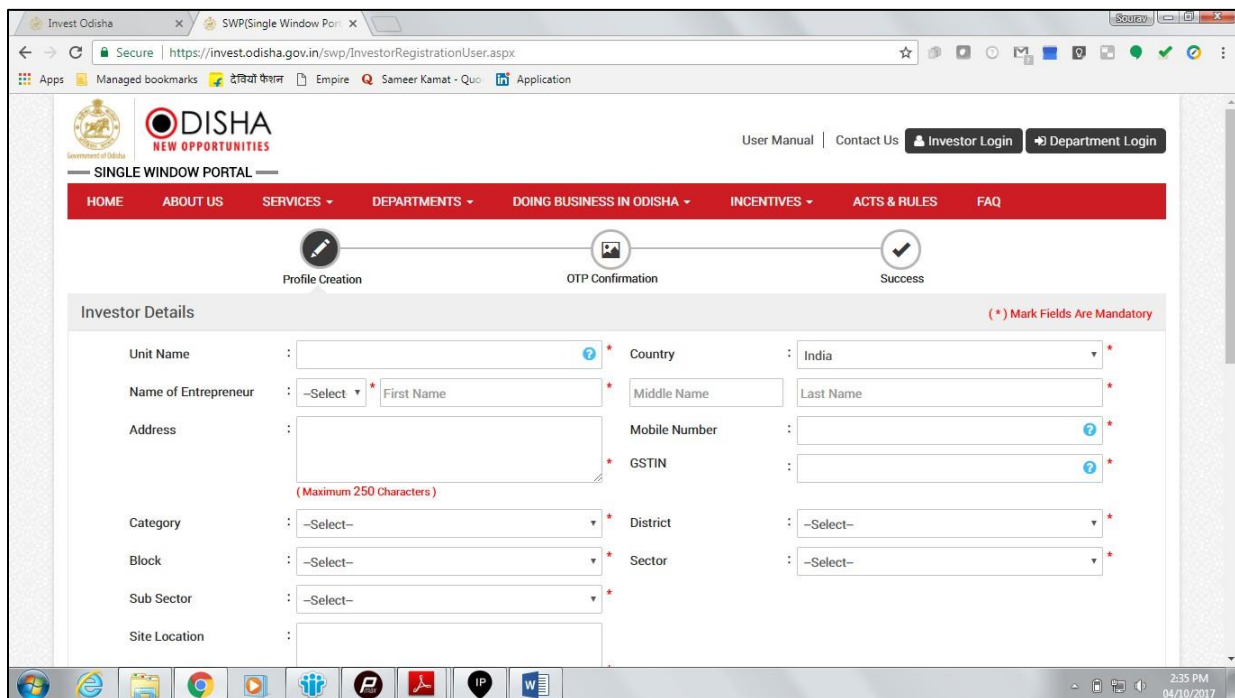
1. Applicants will go to the URL: <https://investodisha.gov.in/goswift/>

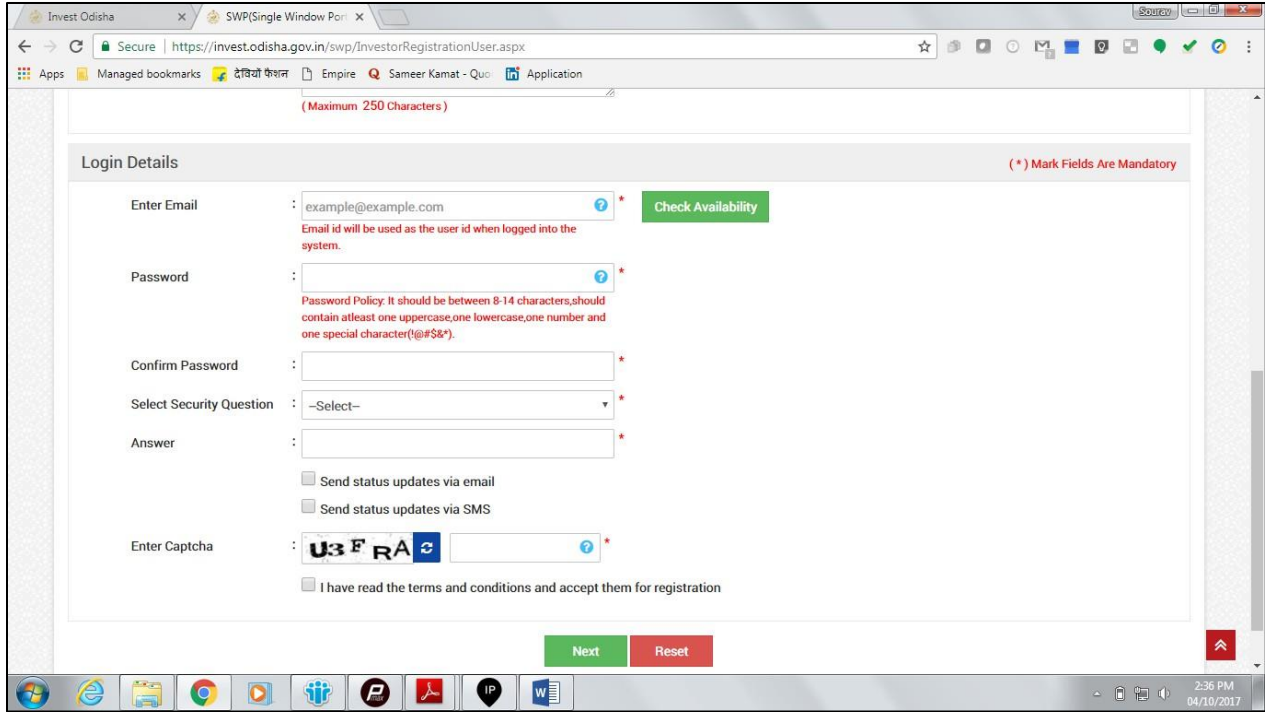
The screenshot displays the GO SWIFT portal homepage. At the top, there is a header with contact information: Toll Free Helpline - 1800 345 7157, Help Desk Contact No - 91 6895399513 (Timing: 10.00 AM to 6.00 PM on working days), and an email address support@investodisha[at]nic[dot]in. The main navigation bar includes links for HOME, AT A GLANCE, SERVICES, DEPARTMENTS, DOING BUSINESS IN ODISHA, FAQ, NATIONAL SINGLE WINDOW, and LOGIN. The central content area features a 'WELCOME TO GO-SWIFT' message, a detailed description of the portal's purpose, and a 'Read More' button. To the right, there is a 'APPROVED PROPOSALS' section with four data cards: Application Received (5,228), Approved Proposals (3,484), Proposed Investment (₹ 18,30,137 Cr), and Proposed Employment (12,61,799). Below this, there are links for 'QUICK START Guide' and 'INVESTOR'S Guide'. A prominent banner at the bottom reads 'FIRST-OF-ITS KIND SINGLE WINDOW PORTAL IN INDIA TO ENSURE INVESTOR DELIGHT'. At the very bottom, a circular process flow diagram shows steps 2 through 8, with icons for GO PLUS, GO SMILE, GO IPAS, and GO CARE.

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

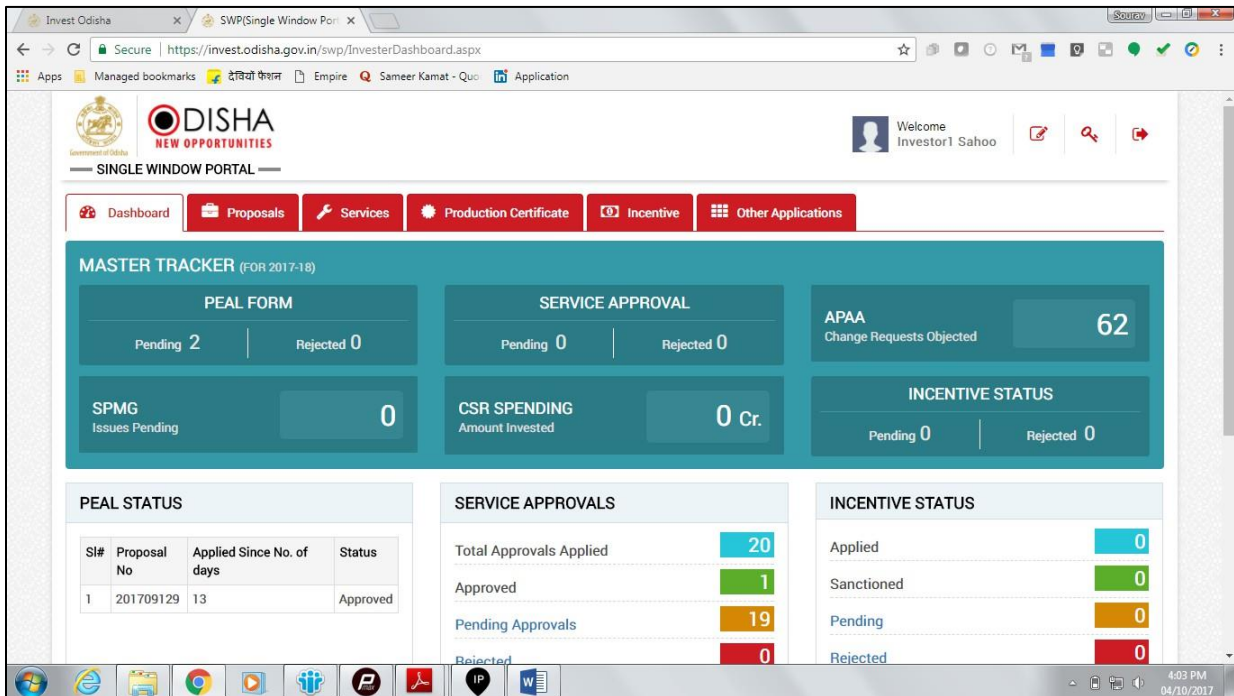


- Existing users of GO iPAS/CIF/GO-iPLUS/CSR Portal/eSuvishaa can log into the Single Window Portal using the same credentials. New applicants can register themselves on the portal by clicking on the 'Register Now' button. They'll have to fill the registration form and verify themselves by entering the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

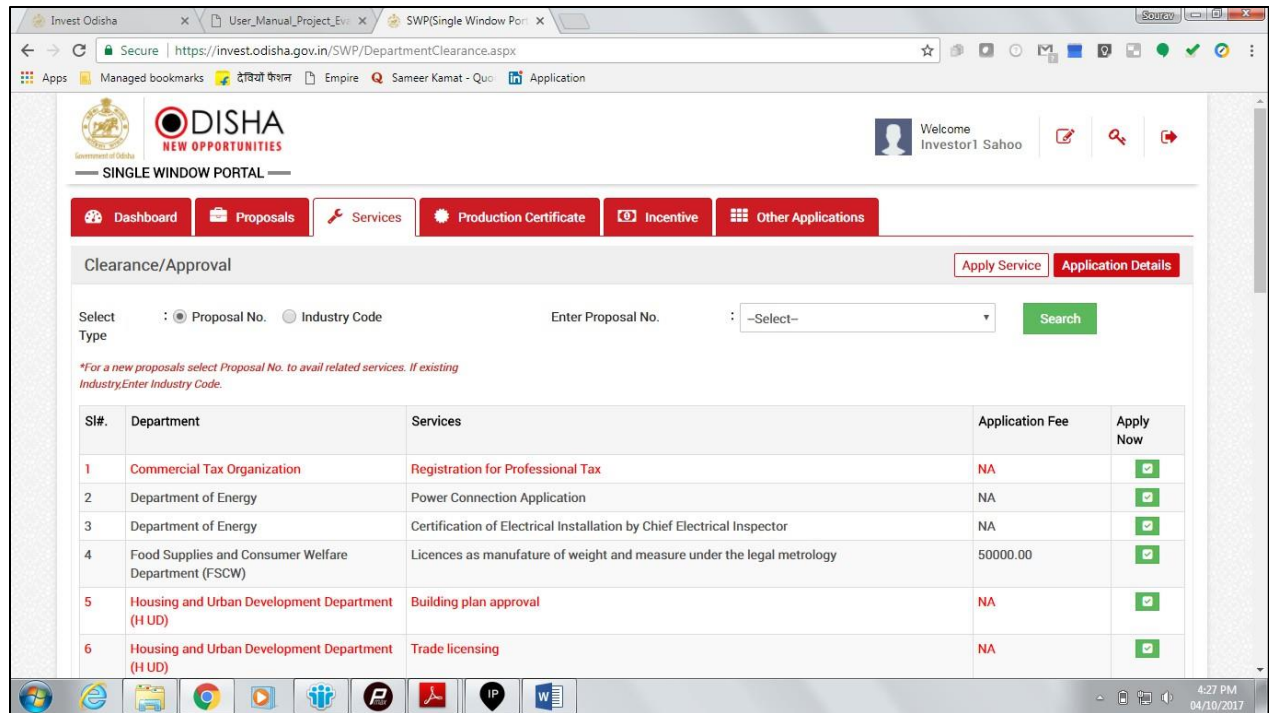




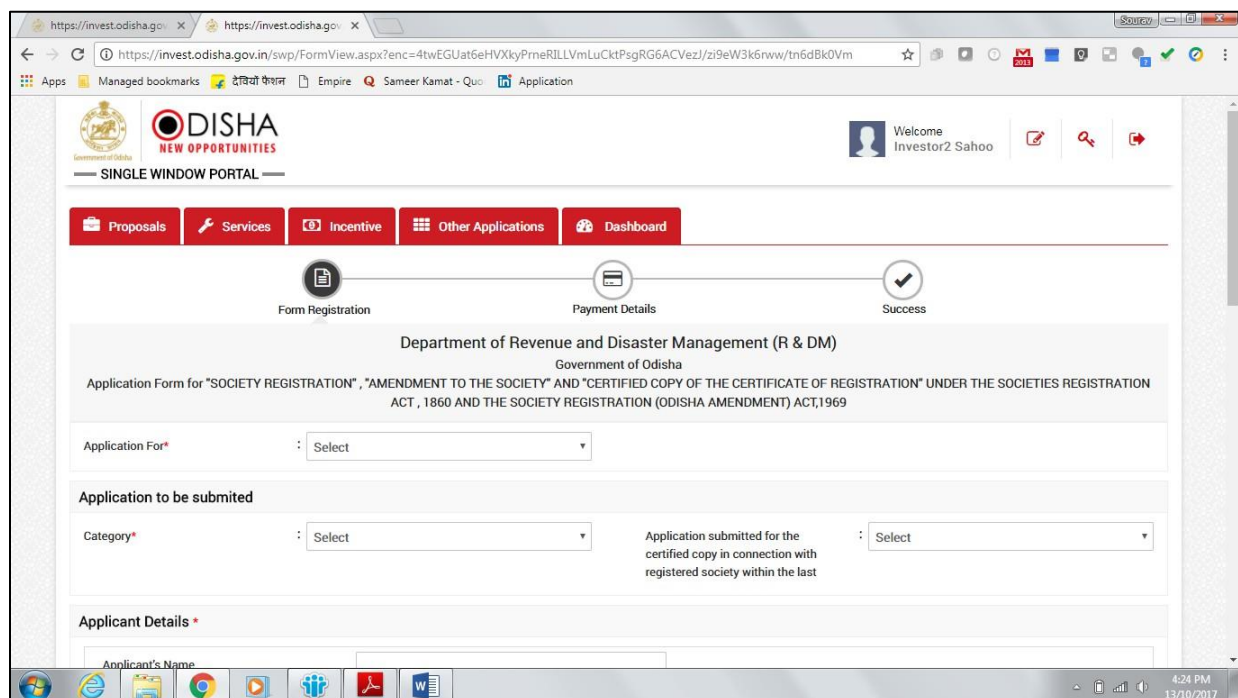
4. Upon registration/logging in, the applicant can view their dashboard.



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



- 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.



https://invest.odisha.gov.in/... FormView.aspx?enc=4twEGUat6eHVXkyPrneRILLVmLuCktPsgRG6ACVezJ/zi9eW3k6rww/tn6dBk0Vm

Applicant Details *

Applicant's Name:

Designation:

Email Id:

Mobile No:

Aadhaar Number:

Society Information

Whether exiting Society: Yes No

Name of the Society*:

Date of holding of General Body Meeting of the society where the resolution has been passed for the formation and registration of society*:

Purpose of the society:

Address

District*:

Block*:

https://invest.odisha.gov.in/... FormView.aspx?enc=4twEGUat6eHVXkyPrneRILLVmLuCktPsgRG6ACVezJ/zi9eW3k6rww/tn6dBk0Vm

Address

District*:

Block*:

Village/Ward*:

Street/Lane*:

Upload Document

1. Memorandum of society signed by President / Secretary in each page.*: No file chosen
Only jpg,png,pdf and max size 4 MB files allowed.

2. Bye-law of society.*: No file chosen
Only jpg,png,pdf and max size 4 MB files allowed.

3. Resolution of the General Body meeting*: No file chosen
Only jpg,png,pdf and max size 4 MB files allowed.

4. Copy of the confirmation of Resolution.*: No file chosen
Only jpg,png,pdf and max size 4 MB files allowed.

5. House rent agreement (in original) along with copy of the R.O.R.*: No file chosen
Only jpg,png,pdf and max size 4 MB files allowed.

6. Self attested copy of the identity proof of members of Governing Body.*: No file chosen
Only jpg,png,pdf and max size 4 MB files allowed.

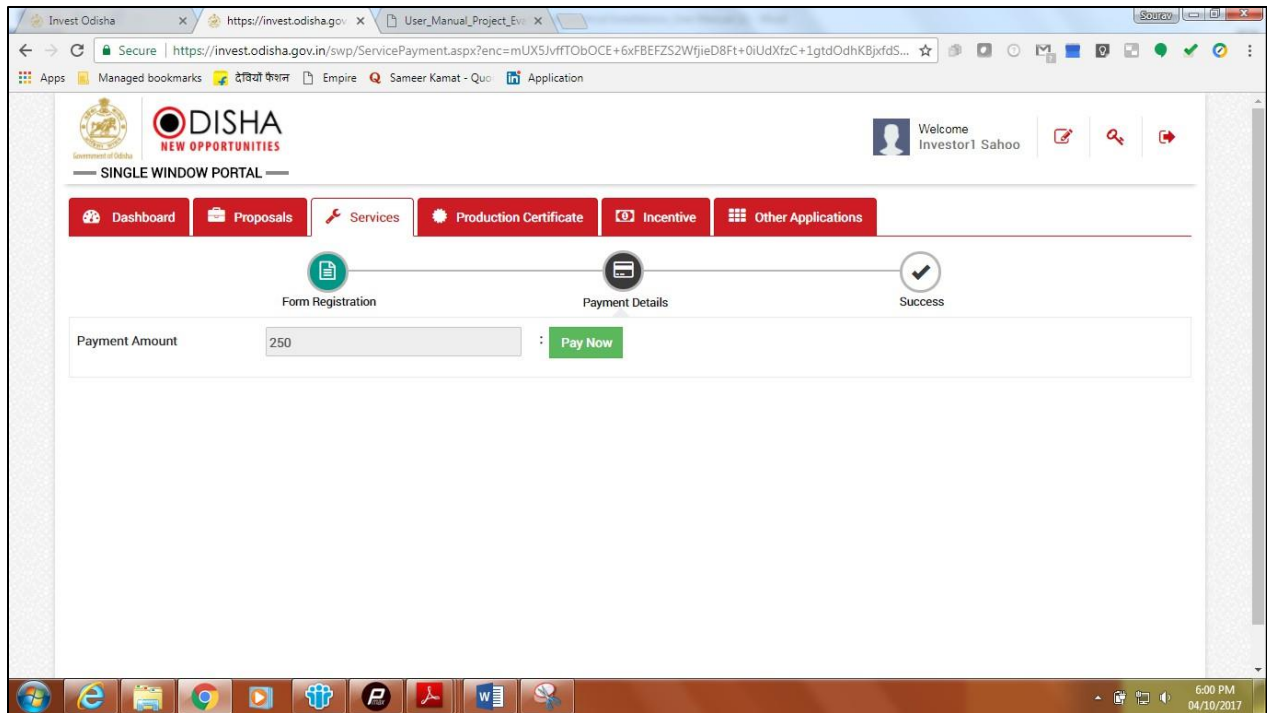
I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Payment Details

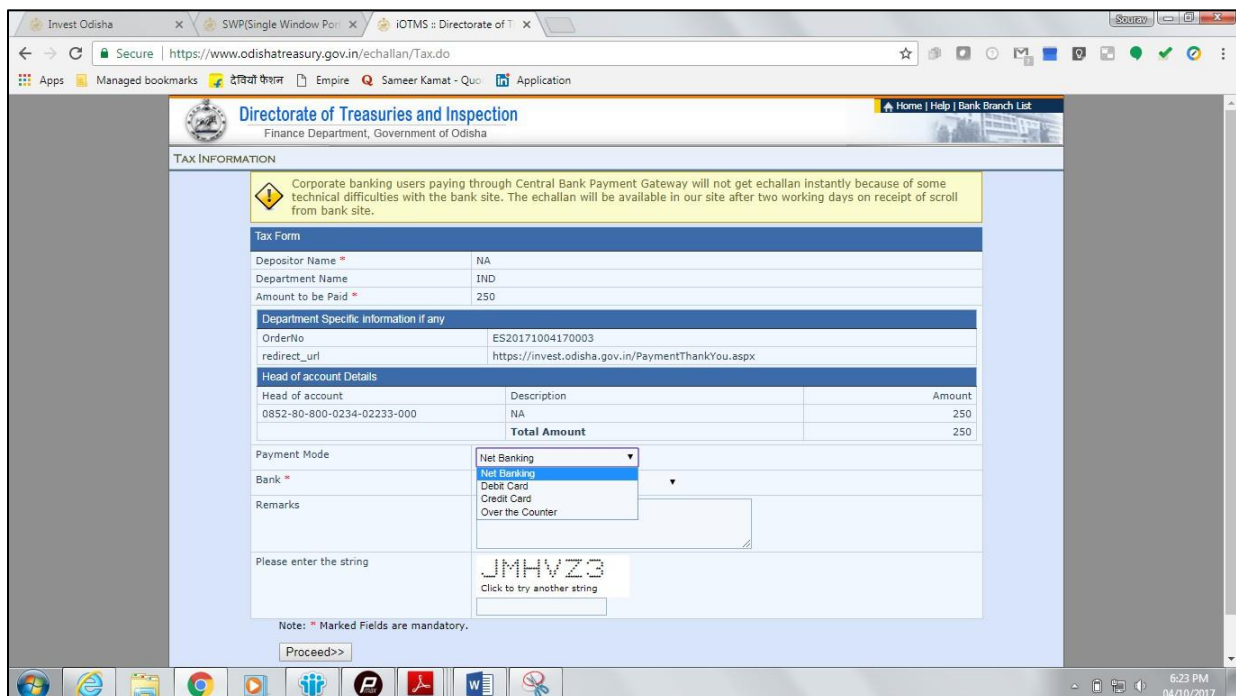
Total Amount: 250.00/-

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.

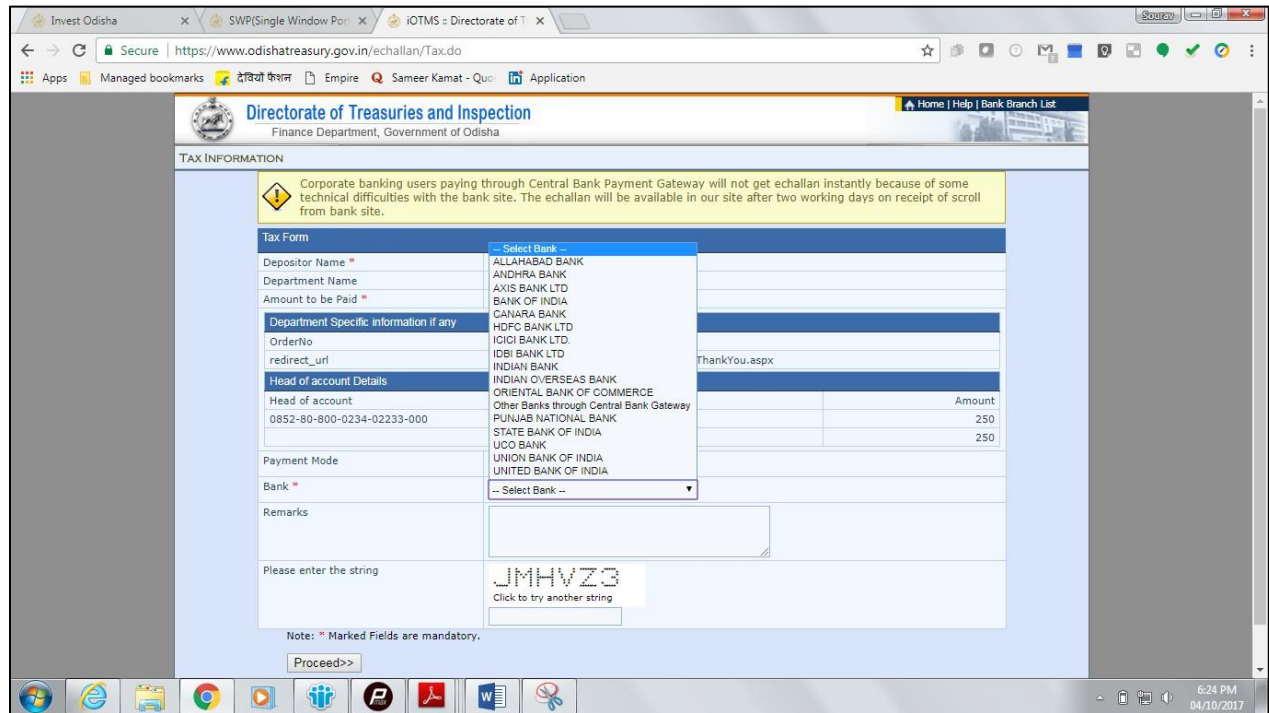
7. Upon submission, the applicant will confirm payment of fees by clicking on the 'Pay Now' button.



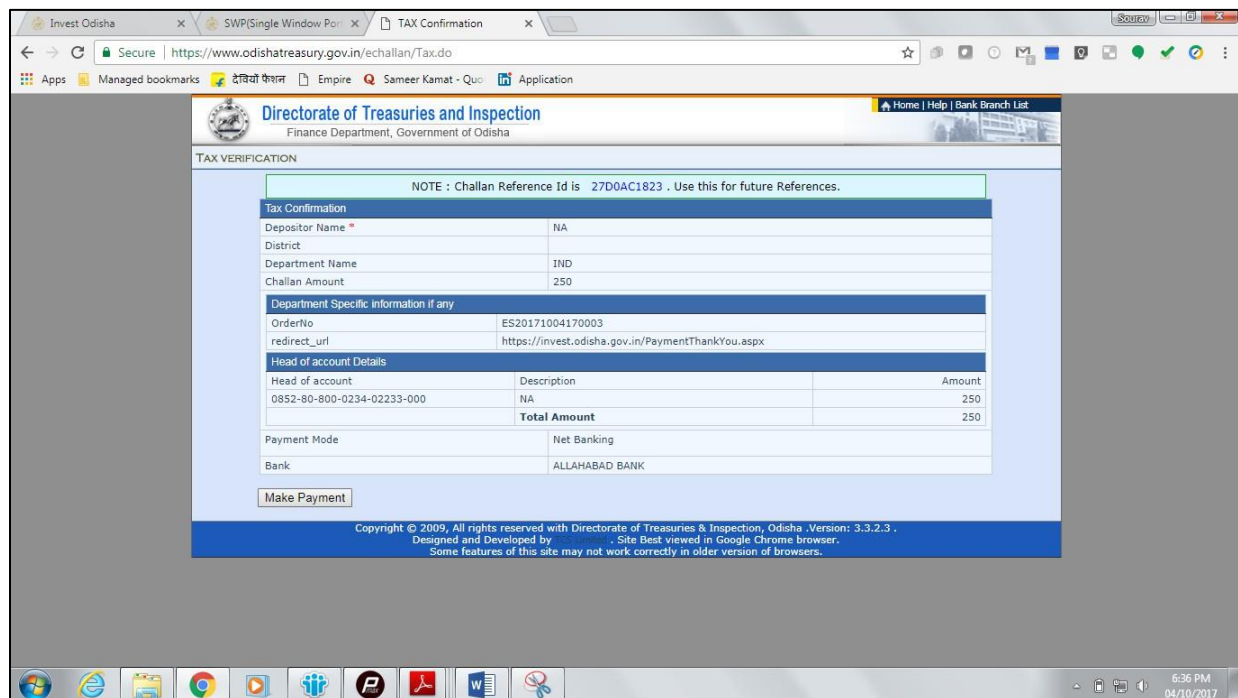
8. The page redirects to the payment gateway. The applicant, after confirming that the amount displayed on the page is correct, can select the mode of payment from the available options. (Net Banking/Debit Card/Credit Card/Over the Counter)



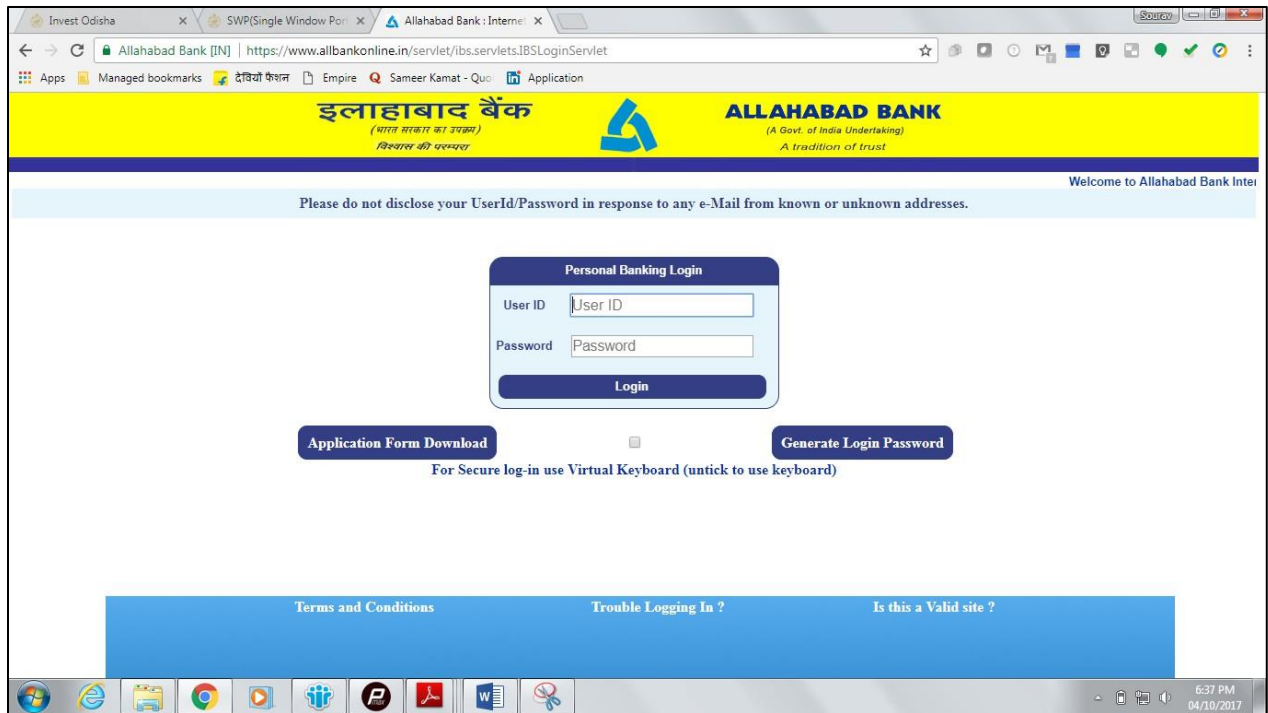
9. Applicants can select the bank of their preference and proceed to payment.



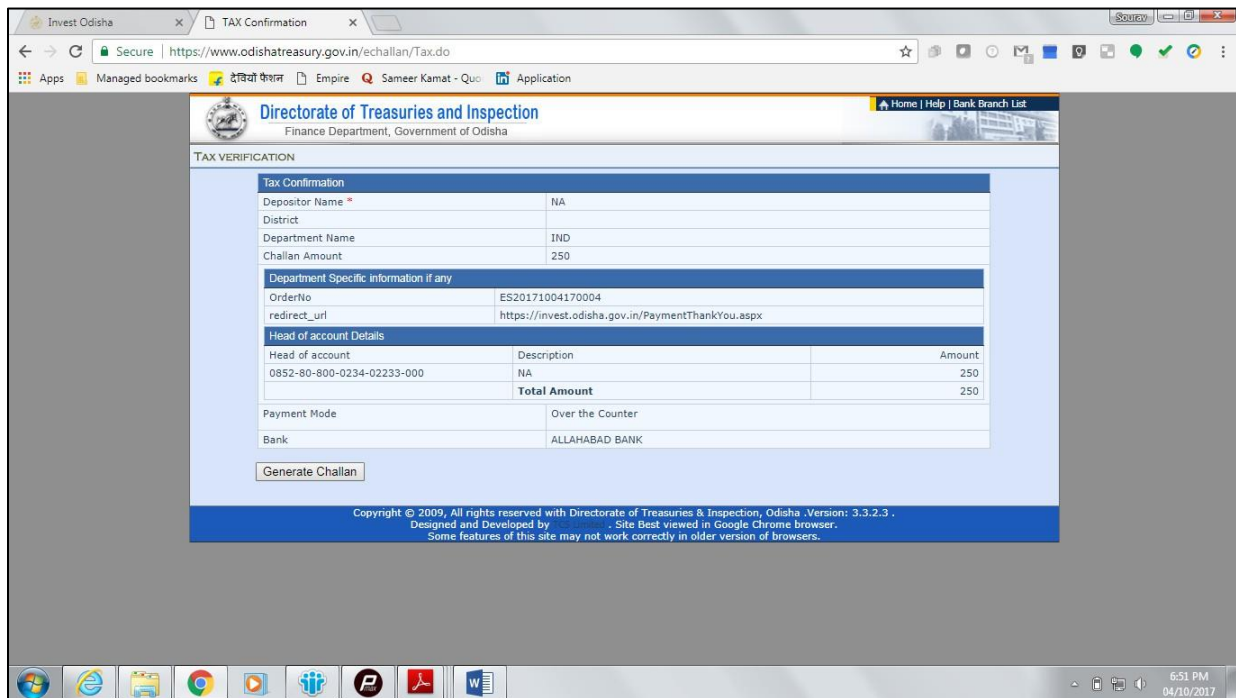
10. If the mode of payment is online (Net Banking/Credit Card/Debit Card), upon clicking the 'Make Payment' button, the page will be redirected to the selected bank's payment portal.



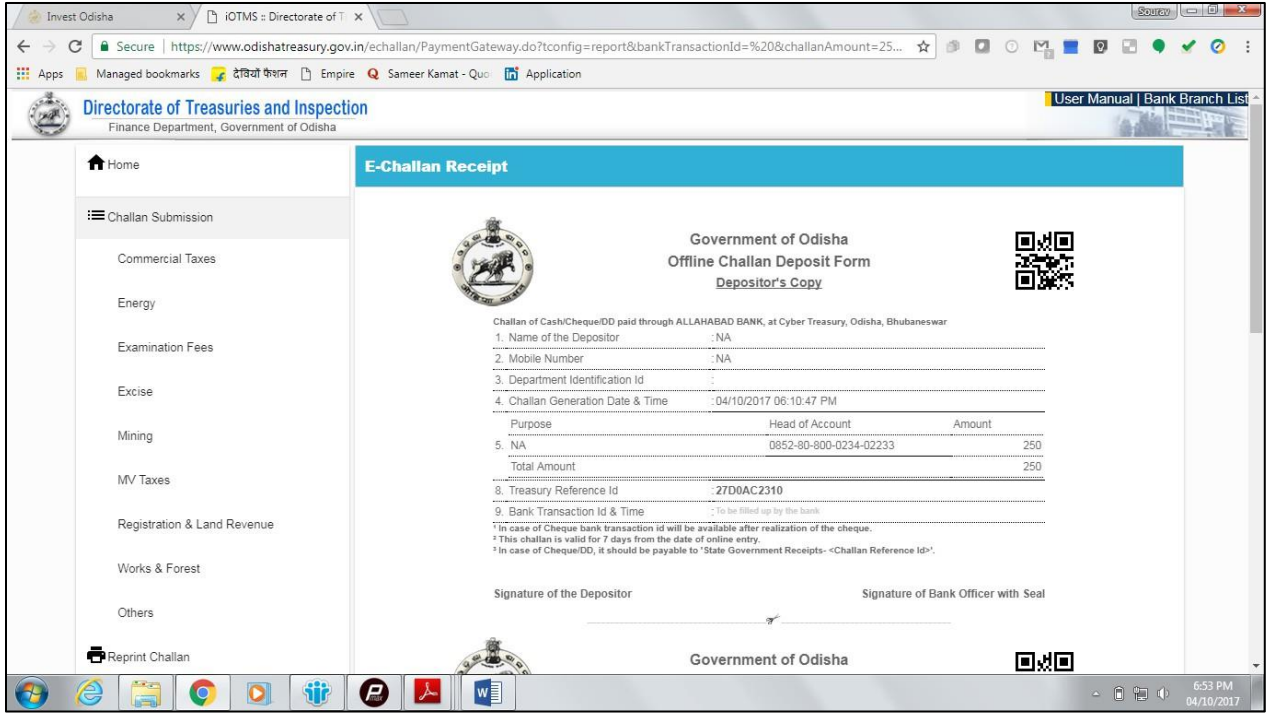
- Applicant can fill in their details and pay the requisite amount at their selected bank's payment portal.



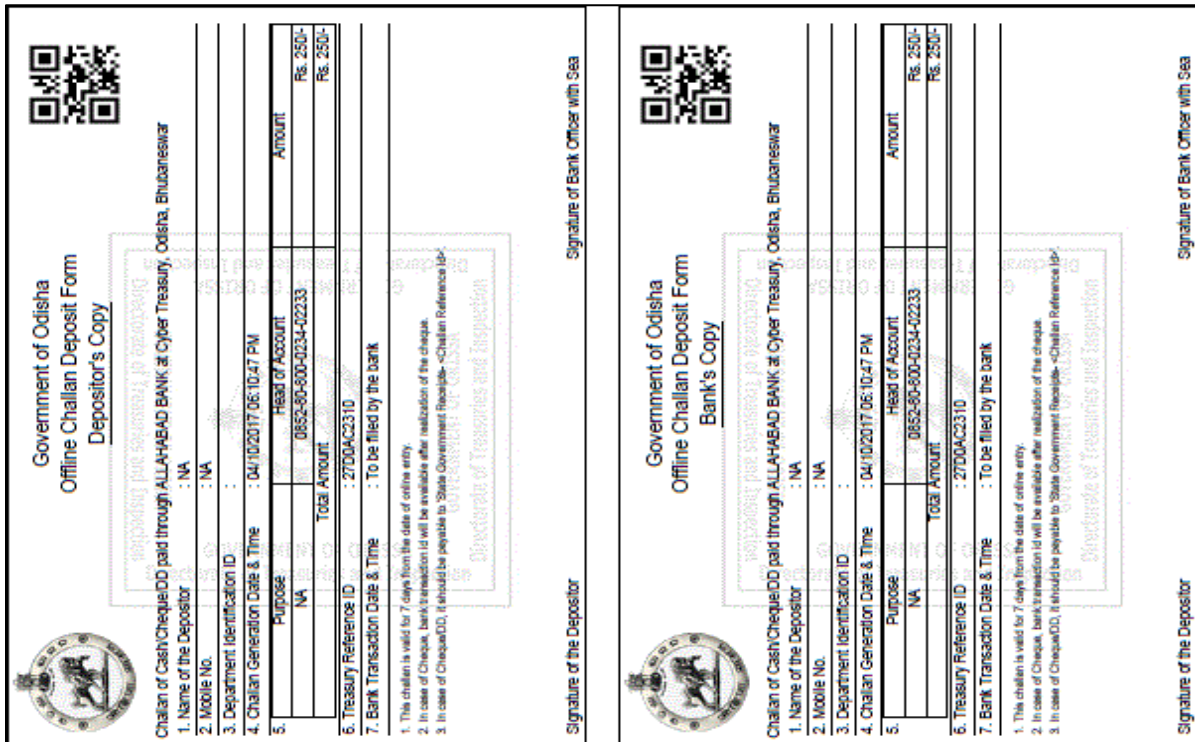
- If the mode of payment is offline (Over the Counter), the applicant can generate the Challan for that transaction by clicking the 'Generate Challan' button. The page will be redirected to the selected bank's payment portal.



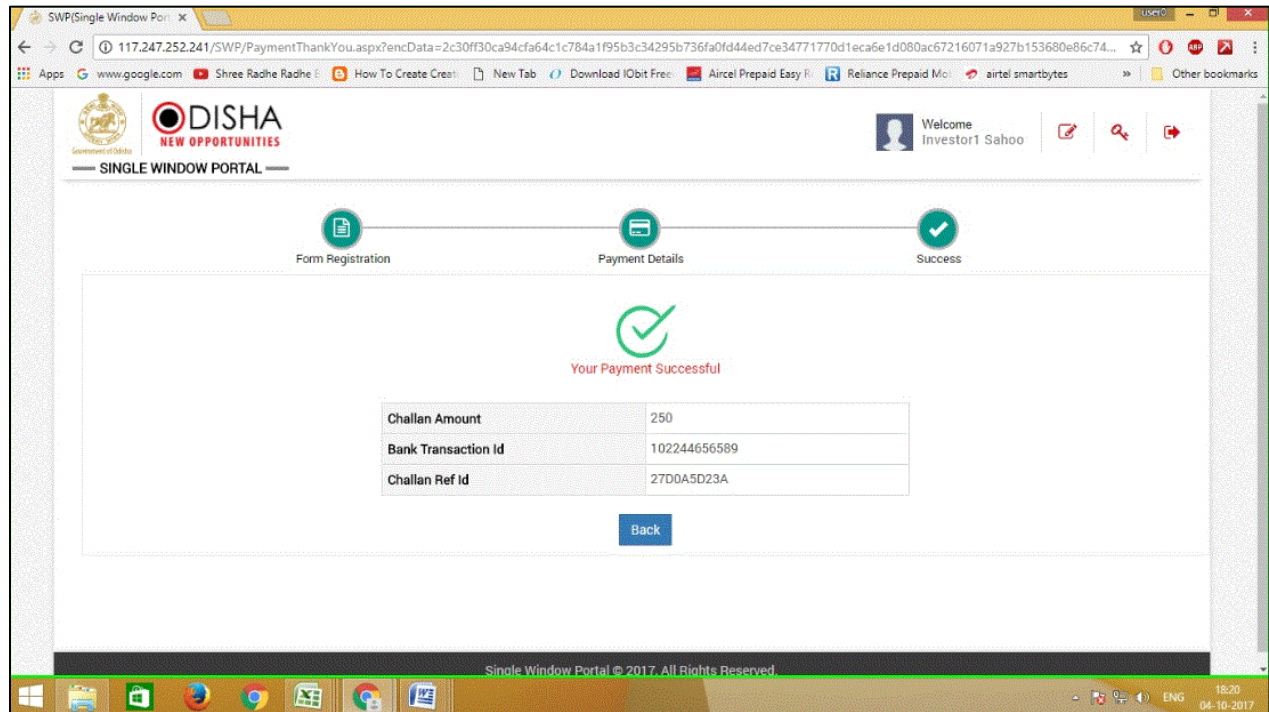
13. A downloadable e-Challan receipt will be displayed mentioning the head of account and the amount to be paid.



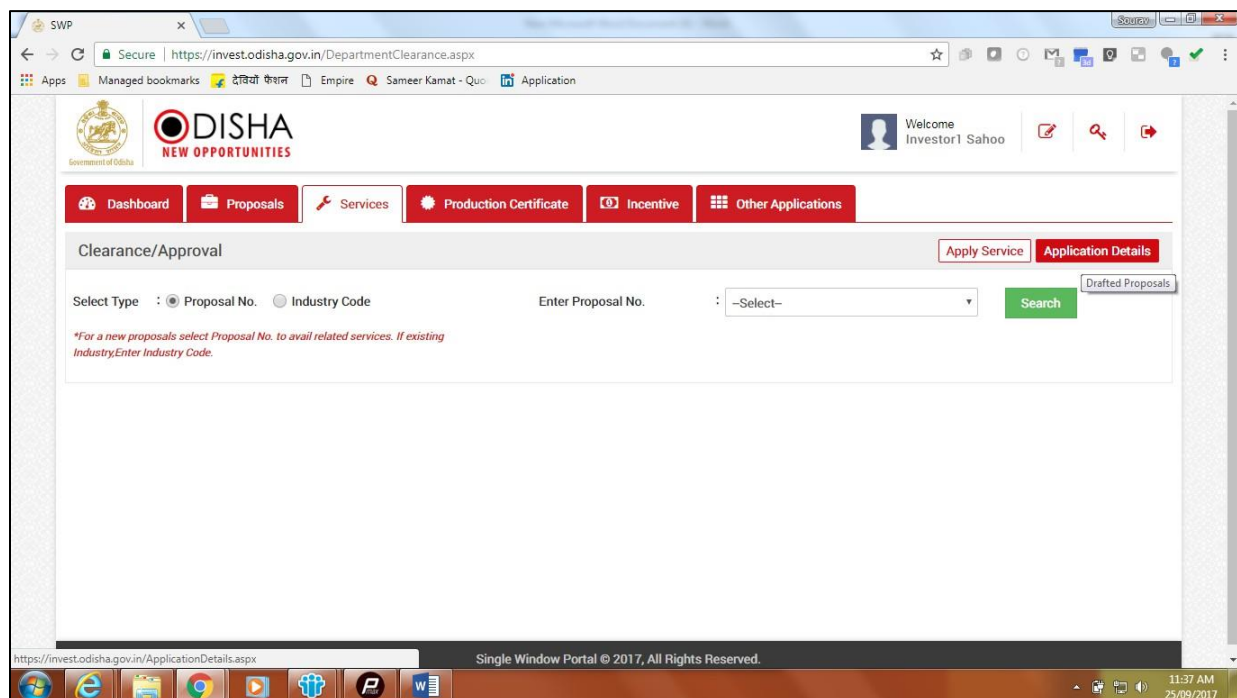
The applicant can take the copy of the challan to the nearest branch of the bank selected and pay the amount.



14. 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.



15. Applicants can go to the Services button on the Menu bar and click on “Application Details” to check the status of their application.



16. 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 displays the DISHA Single Window Portal interface. At the top, there is a navigation bar with the following options: Dashboard, Proposals, Services, Production Certificate, Incentive, and Other Applications. The user is logged in as 'Investor2 Sahoo'. The main section is titled 'Application Details' and includes a search filter with 'Department' and 'Application No.' dropdown menus and a 'Search' button. Below the search filter, a table displays the results for 10 of 76 applications. The table has the following columns: S.No., Department Name, Service Name, Applicant Name, Application No., Submitted On, Query Status, Payment Detail, Application Status, View Detail, and Download Certificate.

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		
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		

17. 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 displays the DISHA Single Window Portal interface for 'Application Status Details'. The user is logged in as 'Investor2 Sahoo'. The main section is titled 'Application Status Details' and includes a search filter for Department Name and Service Name. Below the search filter, a table displays the details for a specific application. The table has the following columns: Department Name, Service Name, Applicant Name, Application No., Application Status, and Download Certificate.

Department Name	Service Name	Applicant Name	Application No.	Application Status	Download Certificate
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	20171012180007	Applied	NA

Below the table, there is a 'Query' section with a 'Query Status' dropdown menu (set to 'Raised') and a 'Revert Query' section with a 'Response Details' text area.

18. 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, displaying a table of applications. The first application, for 'Society Registration', shows a 'Query Reverted' status. The second application, for 'Road cutting request form', shows an 'Applied' status. The third application, for 'Licences as manufacture of weight and measure', shows a 'Query Raised' status.

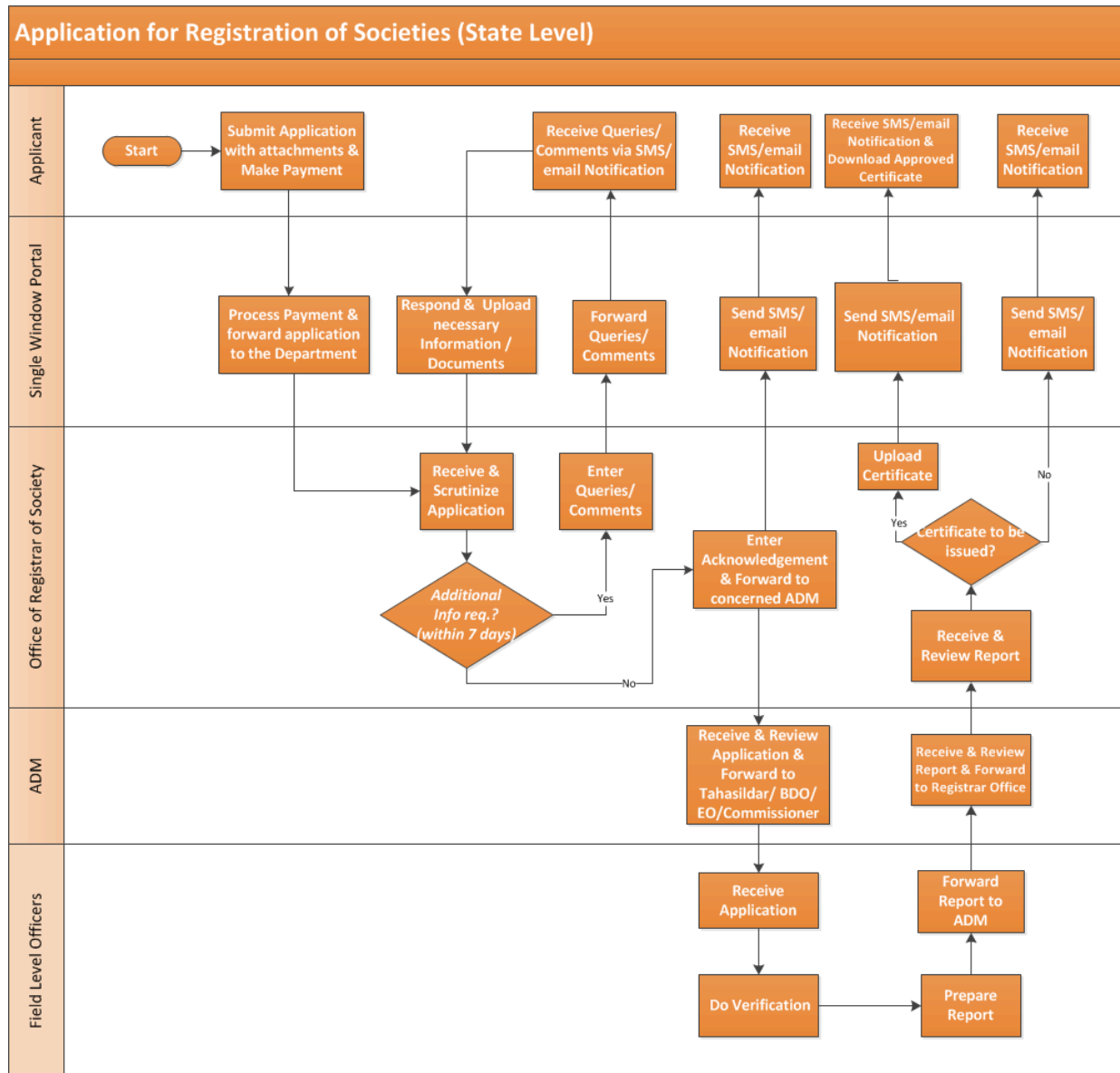
SlNo.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Revenue & Disaster Management (R&DM) Department	Application for "Society Registration", "Amendment to the Society" and "Certified Copy of the 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		

19. 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. The user is logged in as Investor2 Sahoo. The 'Application Details' section is active, displaying a table of applications. The first application, for 'Society Registration', now shows an 'Approved' status, and the 'Download Certificate' button is visible. The second application, for 'Road cutting request form', shows an 'Applied' status. The third application, for 'Licences as manufacture of weight and measure', shows a 'Query Raised' status.

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)

