



Centre for Modernizing Government Initiative (CMGI)

A Society under GA & PG Dept., Govt. of Odisha



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From,

Surendra Kumar Meena, IAS
Executive Director

To,

Additional Chief Secretary to Government
Principal Secretary to Government
Commissioner-cum-Secretary to Government,
All Departments

Subject: Standard Operating Procedure (SOP) for Implementation and operationalisation of GA Estate Application (<https://gaestate.odisha.gov.in/lease-al/>)

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to enclose herewith the Standard Operating Procedure (SOP) for implementation and operationalisation of the newly developed GA Estate Application.

The application has been developed for end-to-end electronic processing of Lease/Alienation cases, covering submission, scrutiny, verification, recommendation, LAC processing, Government approval and final disposal of Lands under GA Estate, Bhubaneswar. The enclosed SOP has been prepared to standardise the workflow, ensure compliance with the prescribed procedure and facilitate effective implementation of the GA Estate Application.

It is, therefore, requested that the enclosed SOP may kindly be communicated to all concerned officers/staff under your administrative control for implementation with immediate effect.

Yours faithfully,


Executive Director

CC for kind information & necessary action.

1. OSD to Chief Secretary, Odisha for kind information of Chief Secretary.
2. Pr PS to the Principal Secretary to Govt., GA & PG Department for kind information of the Principal Secretary to Government.
3. Director of Estates, GA & PG Department.
4. AR Cell, GA & PG Department / OSD, CMGI/ System Administrator (I/C), CMGI.

GA Estate

Registration, mobile login and Lease / Alienation application

A practical step-by-step manual for organisations and authorised representatives



What this guide covers

Register → save a draft → review and edit → submit → track approval → sign in with mobile →
complete the application → follow the verification workflow

Version 1.0 | 31 August 2026

Prepared for GA & PG Department, Government of Odisha

How to use this manual

Use the sequence below as the short version. The detailed sections that follow explain what each field means, when it appears, and what is required before you can continue.

Stage	Where to go	Outcome
1. Registration	reg_alienation.php	Create a new registration, save a draft or submit it.
2. Review and decision	Registration status / approval queue	GA Estate verifies the registration and accepts or rejects it.
3. Track status	la_check_application_status.php	View the current registration status using the acknowledgement number.
4. Applicant login	alienation_login_new.php	Use the approved registered mobile number and complete OTP verification.
5. Application	application.php	Enter land, purpose, handover and supporting document details.
6. Verification	Official workflow	The file moves through departmental, estate/officer and revenue verification before the final decision stages.

IMPORTANT The portal treats registration and the later land application as two separate milestones. A registration acknowledgement is not the same as a final land-allotment decision.

Before you begin

- Use a current mobile number that can receive an OTP; it becomes the applicant login number after registration approval.
- Keep the organisation's legal name, category, registration details, address and authorised representative details ready.
- Prepare the authorisation letter as PDF, JPG, JPEG or PNG (maximum 5 MB).
- For the later application, keep land records, approved concept note and any conditional documents ready in the same formats (maximum 5 MB per file).
- Use the acknowledgement number shown after a successful registration submission; keep it confidential and accessible.

Part A — Registration

The registration identifies the department, ministry, organisation or institution that will use the Lease / Alienation portal. Complete it once, save a draft while checking the information, and submit only after the final review.

Alienation / Lease Registration Form
Digital registration portal for institutional lease and alienation applications.

ONLINE REGISTRATION

1 Ministry / Department / Organization Details

2 Representative Details

3 Review and Submit

Ministry / Department / Organization Details

* Ministry / Department / Organization Category

-Select Category-

Address Details

Registered / HQ Address

* Address

House / Flat / Plot No., Building Name, Street / Road Name, Area / Locality, Landmark

Tahsil / City

Enter Tahsil or City

District

Enter District

Pincode

Enter Pincode

State

-Select State-

Correspondence Address

☐ Same as Registered / HQ Address

Address

House / Flat / Plot No., Building Name, Street / Road Name, Area / Locality, Landmark

Tahsil / City

Enter Tahsil or City

District

Enter District

Pincode

Enter Pincode

State

-Select State-

Authorized Representative Details

* Full Name

* Designation

* Government ID No. available?

☐ Yes
☐ No

Email Address of Applicant

Enter Email Address

* Father / Husband Name

Aadhaar Number (Optional)

Enter Aadhaar Number

* Mobile Number

Enter Mobile Number

* Authorization Letter in Favour of Authorized Signatory

Choose File

No file chosen

Authorization Letter is mandatory before this draft can be saved.

Save as Draft & Review

Your registration will remain a draft. You can review, print and edit it before final submission.

1. Open the registration page

Registration page: https://gaestate.odisha.gov.in/lease-al/reg_alienation.php

1. Select the organisation category first. The page then reveals only the fields relevant to that category.
2. Complete the organisation, address and authorised representative sections.
3. Choose Save as Draft & Review. A draft acknowledgement is generated and the review page opens.
4. Check every value, use Edit Registration if anything is wrong, and save again.
5. When the review is correct, choose Final Submit Registration and confirm the warning. Final submission locks the registration details.

DO NOT SKIP THE REVIEW A draft is editable; a final registration submission is not. Print or save the acknowledgement after submission so you can track the decision.

2. Choose the organisation category

The category controls which sub-type and identity fields become visible. A valid choice is required before any category-specific information can be saved.

Category	Sub-types / conditional fields	What to enter
State Government	Department; Statutory / Regulatory Body; Autonomous Body	For Department, select the State Department. For the other two, enter the organisation / institution name.
Central Government	Ministry; Department; PSU; CAPF; Statutory / Regulatory Body; Autonomous Body	Select the relevant ministry/department/force. PSU requires classification, PSU name and administrative ministry. Other bodies require the organisation name.
Private Organisation	Private Limited Company; Public Limited Company; Registered Society; Co-operative Society; Public Charitable Trust; NGOs	Enter organisation name plus incorporation/registration date, Act, registration authority, status and CIN / registration number.

3. Complete the organisation identity

- State Government — Department: select the department from the controlled list.
- Central Government — Department: select a department; if Other is chosen, type the department name.

- Central Government — PSU: choose Maharatna, Navratna, Miniratna-I, Miniratna-II or Others. Depending on the classification, select a PSU or enter the full name; select the administrative ministry.
- Central Government — CAPF: select the Central Armed Police Force from the list.
- Private Organisation: select the private type, enter the legal name, date, Act, authority, status and CIN / registration number. Trust and Society options are supported by the form.
- Where the selected type requires it, enter the office landline number. The organisation email is available for contact and should be accurate if provided.

Registration field reference

Use this as a field-by-field checklist. An asterisk on the page indicates a required field; some fields become required only after a category or answer is selected.

Organisation and legal details

Field	When it appears / required	Entry guidance
Department / Organization Category	Always; required	Choose State Government, Central Government or Private Organisation.
State Department	State Government + Department; required	Select the department from the list; do not type an unrelated value.
Ministry Name	Central Government + Ministry; required	Select the ministry shown by the form.
Central Department	Central Government + Department; required	Select a department. If Other is selected, enter the department name in the field that appears.
PSU Classification / PSU Name	Central Government + PSU; required	Choose the classification and then select or enter the PSU as prompted.
Administrative Ministry	Central Government + PSU; required	Select the ministry that administers the PSU.
CAPF Organisation	Central Government + CAPF; required	Select the force from the controlled list.
Organisation / Institution Name	Private; State/ Central statutory, regulatory or autonomous bodies; and other types where shown	Use the registered legal name, not an abbreviation alone.
Private legal details	Private Organisation; required	Date of Incorporation / Registration; Act under which registered; Registration Authority; Registration Status; CIN / Registration Number.

Field	When it appears / required	Entry guidance
Office Landline No.	Required for organisation types that need a direct office contact	Enter a reachable office number. The form may disable this block for types where it is not applicable.
Email of Organization	Optional	Use an official mailbox monitored by the organisation.

Address details

Field	Required	Entry guidance
Office / Registered HQ Address	Yes	Enter house/plot, building, street/road, area/locality and landmark.
Tahsil / City and District	Yes	Use the current official spelling.
Pincode	Yes; six digits	Enter exactly six numeric digits.
State	Yes	Choose the state from the list. When State Government is selected, Odisha is the default state in the form.
Correspondence Address	Yes unless the same address is used	Use Same as Headquarter Address to copy the HQ details, then uncheck and edit if the correspondence address differs.

Authorised representative

Field	Required	Entry guidance
Full Name	Yes	Enter the representative's full name as it appears on the authorisation letter.
Father / Husband Name	Yes	Enter the supporting identity detail requested by the form.
Designation	Yes	Use the official designation.
Aadhaar Number	Optional	Provide only if appropriate and permitted by your organisation's process.
Government ID / Organization ID available?	Yes; choose Yes or No	The label changes by category. If Yes is selected, the ID number becomes required.
Government / Organization ID No.	Required when the previous answer is Yes	Enter the relevant identity number; do not leave the conditional field blank.
Mobile Number	Yes; ten digits	Use the number that should receive login OTPs after approval.
Email Address	Optional	Use an address that can receive portal correspondence.
Authorization Letter in Favour of Authorized Signatory	Yes	Upload PDF/JPG/JPEG/PNG up to 5 MB. The letter should name or clearly authorise the representative.

Save, edit and submit the registration

Save as Draft & Review

Use this action when you have entered the registration but want a safe review point before final submission. The portal validates the required category, contact, address, representative and authorisation-letter fields before saving.

- If a required conditional field is missing, the page returns an error and identifies what must be completed.
- The draft acknowledgement is shown on the review screen. Keep it for returning to the draft.
- An already uploaded authorisation letter is retained when you edit a draft unless you replace it with a new file.

Review and edit

6. Read the organisation category and type, department/ministry, registration details and contact information.
7. Check both addresses, including state, district and pincode.
8. Check the representative's name, designation, mobile and identity choice.
9. Open or download the authorisation letter if needed and make sure it is the correct document.
10. Choose Edit Registration to return to the form. Save the draft again after any correction.

Final submit

Final Submit Registration is the commitment step. The portal displays a confirmation warning because the submitted registration cannot be edited from the draft screen. Confirm only when every value is correct.

AFTER FINAL SUBMISSION A final acknowledgement number is generated. Print or save the acknowledgement and use it on the application-status page. Registration approval is required before applicant mobile login is enabled.

Approval or rejection

After submission, GA Estate verifies the registration. The decision is reflected against the acknowledgement number:

Status	Meaning	What you should do
Verification Pending	The registration has been received and is waiting for verification.	Wait for the registration decision and keep the acknowledgement number.
Registration Approved	Login permission has been granted for the registered mobile number.	Use Applicant Login with the approved mobile number and OTP.
Not Approved	The registration was not approved; a reason may be displayed where available.	Read the reason, correct the registration if the portal permits a new submission, or contact GA Estate using the portal support details.

Part B — Check status and login

Check registration status

Status page: https://gaestate.odisha.gov.in/lease-al/la_check_application_status.php

11. Open the status page and enter the acknowledgement number exactly as shown after submission.
12. Choose Check Status. The result shows the acknowledgement, current status and registration details available for lookup.
13. If the number is not found, check for typing errors, extra spaces or confusing characters, then search again.

KEEP IT SAFE The acknowledgement number is the reference for registration status. Do not share it casually; use it only on the official portal or with authorised support staff.

Login using the approved mobile number

Applicant login: https://gaestate.odisha.gov.in/lease-al/alienation_login_new.php

The applicant login does not use the acknowledgement number as the login credential. It checks the mobile number against a registration that has been approved for login.

14. Enter the ten-digit mobile number used for the approved registration.
15. Choose Continue with OTP. The portal creates an OTP session and opens the OTP verification page.
16. Enter the OTP received on the registered mobile and complete verification.
17. After successful verification, continue to the application associated with the approved registration.

IF LOGIN IS REFUSED The mobile number may not yet be approved, may not match the registration, or may be inactive. Check the registration status first; never attempt to bypass the approval state.

Application Submission Form

Review your registration details and complete the remaining application process.

1 Department Details

DEPARTMENT NAME HIGHER EDUCATION	GOVERNMENT ID NO. 54/3000
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2 Address Details

OFFICE ADDRESS Sahid Nagar	CORRESPONDENCE ADDRESS Sahid Nagar
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3 Authorized Representative Details

FULL NAME BISHU TI BHUSAVDAS	FATHER NAME Amit Das	DESIGNATION SOFTWARE ENGINEER
MOBILE NUMBER 909855279	ALTERNATE NUMBER 95466644915	EMAIL ADDRESS nm@gmail.com
AUTHORIZATION LETTER View Uploaded File		

4 Land Details

Have you previously applied for any land which is under process? *

☐ Yes ☐ No

Do you have the land details for which you want to apply? *

☐ Yes ☐ No

Whether is any S.A. Land Previously Allotted? *

☐ Yes ☐ No

5 Purpose of Land Requirement

Sector *

Search or select a sector

Purpose *

Describe the purpose and nature of the land requirement (maximum 500 words).

0/500 words

Whether you have a Land Utilization Certificate? *

☐ Yes ☐ No

If Yes, uploading the Land Utilization Certificate in the Supporting Documents section is compulsory.

Do you intend to hand over the allotted land to any other office/organisation? *

☐ Yes ☐ No

6 Upload Supporting Documents

PDF / JPG / PNG

* Mandatory Fields are mandatory.

Detailed Approved Concept Note * No file chosen.

Max 5 MB - PDF, JPG or PNG

7 Declaration

☐ I hereby agree to the declaration stated below. *

Required for Final Submit.

I certify that the particulars given above and the documents enclosed with the application are correct and true to the best of my knowledge.

Register's Once submitted, the application cannot be edited. Please review all details before submitting.

You may save as draft, or check the declaration below and submit the application finally.

Part C — Complete the Lease / Alienation application

After mobile login, the application page collects the land particulars and purpose of the request. The form uses conditional questions: answer the gate question first, then complete only the blocks that appear.

Application page: <https://gaestate.odisha.gov.in/lease-al/application.php>

1. Registration, address and representative summary

The top sections repeat the approved registration, address and representative information for reference. Review these summaries before entering land details. If something is wrong, use the appropriate portal correction route rather than entering contradictory values in the application.

2. Land details gate

Question / answer	What appears next	Required action
Do you have the land details for which you want to apply? — Yes	HAL and SABIK land schedules; site visit questions; RoR upload condition.	Complete the current/HAL schedule and the SABIK schedule, then answer the site-visit questions.
Do you have the land details for which you want to apply? — No	The land schedule blocks are hidden.	Continue with the remaining questions and documents that are applicable to the application.
Director Estate offer	If offered plots are available, the form may show GA plot cards.	Selecting a plot fills the HAL and SABIK particulars. Select only the plot you intend to use.

3. Previous application under process

Answer Have you previously applied for any land which is under process? This question is independent of whether current land details are available.

- No — no previous reference number or previous-reference upload is required.
- Yes — enter the previous application reference number and upload the previous application reference document (PDF/JPG/JPEG/PNG, maximum 5 MB).

4. HAL and SABIK land schedules

When the land-details answer is Yes, complete both schedule blocks as applicable. HAL records the current settlement particulars; SABIK records legacy/SABIK particulars.

Field	What it means / how to enter
Revenue Village (Mouza) / Mouza	Select the mouza from the controlled list. The application stores the selected mouza; do not invent a free-text value.
Khata No.	Enter the revenue record khata number.
Plot No.	Enter the plot number exactly as recorded.
Year of Settlement	Enter a four-digit year, for example 1980 or 1930.
Area (Acres)	Enter the area in acres using the land record or offered-plot detail.
Kisam	Select the land classification. If Other is selected, specify the other Kisam in the field that appears.
Comprehensive Development Plan as per BDA	Select Residential, Commercial or Institutional as applicable.

DATA CONSISTENCY The HAL and SABI details should describe the same parcel history. Recheck mouza, khata, plot and area before moving on; a mismatch can delay verification.

5. Site visit and prior GA allotment

- Whether you have visited this site? — choose Yes or No. If Yes, answer Whether Encroachment Free? with Yes or No.
- Whether is any G.A. Land Previously Allotted? — choose Yes or No independently of the current land-details answer.
- If the GA-allotted answer is Yes, complete the displayed plot rows (up to five) including khata, plot, area, location, current utilisation, premium amount paid / order reference as displayed, and year of allotment.

6. Purpose of land requirement

This section explains why the land is required and how it will be used. The sector field is a controlled searchable suggestion list: select a suggestion rather than typing an unlisted custom value.

Field	Condition and guidance
Sector	Required. Search the suggestions and select one of the available purpose sectors.
Purpose details	Required. Describe the purpose and nature of the land requirement in the textarea. Maximum 100 words.
Land Utilization Plan available?	Required Yes/No. If Yes, the Land Utilization Plan upload becomes required; if No, that upload is not required.
Intend to hand over the allotted land to another office/organisation?	Required Yes/No. If Yes, Whom to Handover? becomes required; use a precise recipient, for example BMC for the H&UD Department.

GOOD PURPOSE DESCRIPTION State the activity, the intended users or beneficiaries, and why the requested land is necessary. Avoid a one-word description that cannot support verification.

7. Supporting documents

Document	When it is required	Format / limit
Detailed Approved Concept Note	Always required	PDF, JPG, JPEG or PNG; maximum 5 MB.
Land Utilization Plan	Required only when Land Utilization Plan available? = Yes	PDF, JPG, JPEG or PNG; maximum 5 MB.
RoR / Land Record Extract	Required when land-details answer = Yes	PDF, JPG, JPEG or PNG; maximum 5 MB.
Previous application reference document	Required when previous application under process = Yes	PDF, JPG, JPEG or PNG; maximum 5 MB.
Registration / Incorporation Certificate	Optional for Private Organisation	PDF, JPG, JPEG or PNG; maximum 5 MB.
MOA / Bye-Laws / Trust Deed	Optional for Private Organisation	PDF, JPG, JPEG or PNG; maximum 5 MB.
Audited Financial Statements (last 3 years, CA certified)	Optional for Private Organisation	PDF, JPG, JPEG or PNG; maximum 5 MB.

8. Declaration and submission

The declaration checkbox is required for final submission. The application may be saved as a draft before that final declaration is confirmed. Read the declaration in full, tick the checkbox, then submit only after reviewing the complete application and uploads.

FINAL CHECK A validation message may stop the submission at the first incomplete block. Work from the highlighted field upward: complete the missing value or upload, then submit again.

Application conditions at a glance

Use this matrix when a block appears or disappears. It mirrors the current form's conditional logic.

If you choose...	The form then requires / shows...	Common mistake to avoid
Land details = Yes	HAL schedule, SABIK schedule, site visit answer and RoR upload.	Leaving one land schedule field blank or using an unlisted mouza.
Land details = No	Land schedules and RoR condition are not required.	Uploading unrelated land details or entering contradictory parcel values.
Previous application = Yes	Previous reference number and previous-reference document.	Selecting Yes but omitting the reference document.
Site visited = Yes	Encroachment Free? Yes/No.	Assuming the second question can be skipped.
GA land previously allotted = Yes	Up to five prior-allotment rows with complete details.	Filling only the first visible field in a row.
Kisam = Other	A free-text Kisam field for the selected schedule.	Selecting Other without describing the classification.
Land Utilization Plan = Yes	Land Utilization Plan upload.	Choosing Yes and expecting the upload to remain optional.
Handover = Yes	Whom to Handover? recipient field.	Using a vague value such as Office or Department.
Final submit	Declaration checkbox and all required files/fields.	Expecting a draft save to count as final submission.

What happens after application submission

The submitted application enters the official workflow. The exact route depends on the organisation category and the authority assigned to the file, but the user-facing sequence is:

- Director of Estate review and routing.
- Department review where a private organisation or departmental case requires departmental examination.
- Estate/officer verification and Revenue Inspector land inspection/report where assigned.
- Reports and recommendations move back through the designated officers to the Director of Estate.
- GA Administration internally approves the case for LAC processing; there is no separate CS login stage in the current workflow.
- LAC scheduling and meeting outcome: Recommended, Not Recommended or Deferred.
- Government approval and final status update by the competent authority.

STATUS LANGUAGE Registration Approved means mobile login permission. It does not mean the later land application is approved. The application continues through verification and decision stages after login and submission.

Troubleshooting and good practice

Message / situation	Likely cause	Action
Please select a valid category / sub-type	A category or conditional dropdown was left blank, or a value no longer matches the selected category.	Return to the category block, choose the parent category first, then select the visible sub-type.
Please enter a valid mobile number	The value is not a ten-digit number beginning with 6–9, or it is already registered.	Check the digits and use the approved organisation representative's number.
Authorization Letter is required	No new file or retained draft file is available.	Upload a PDF/JPG/JPEG/PNG up to 5 MB, then save the draft again.
No application found for acknowledgement	The acknowledgement was mistyped or belongs to a different environment.	Copy the number from the acknowledgement printout and search again on the same portal.
Mobile login not approved	Registration is still pending, rejected or inactive.	Check registration status with the acknowledgement number and wait for approval if pending.
Application stops at declaration	A required application field or conditional upload is incomplete.	Complete the first highlighted block; recheck the condition matrix in this manual.
Upload rejected	Wrong format or file larger than 5 MB.	Use PDF, JPG, JPEG or PNG and reduce the file size before uploading.

Submission checklist

- I selected the correct organisation category and type.
- I entered the official legal name and registration information where applicable.
- Both addresses, states, districts and pincodes are correct.
- The authorised representative's name, designation and mobile match the authorisation letter.
- The authorisation letter is legible and within the 5 MB limit.
- I saved a draft, reviewed it, corrected any errors and only then final-submitted the registration.
- I saved the acknowledgement number and know where to check status.
- For the application, I answered every Yes/No gate and uploaded only the documents required by those answers.
- I read the declaration and confirmed it before final application submission.

Portal links

Registration: https://gaestate.odisha.gov.in/lease-al/reg_alienation.php

Check registration status: https://gaestate.odisha.gov.in/lease-al/la_check_application_status.php

Applicant mobile login: https://gaestate.odisha.gov.in/lease-al/alienation_login_new.php

Application form: <https://gaestate.odisha.gov.in/lease-al/application.php>

SECURITY REMINDER Use the official HTTPS portal, keep OTPs private, and sign out after completing work on a shared computer.