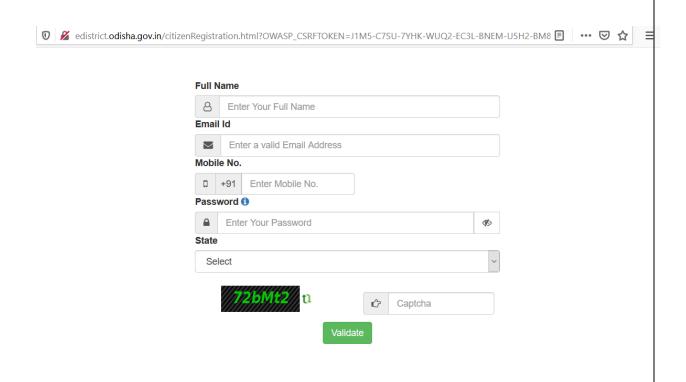
SOP FOR GUARDIANSHIP CERTIFICATE

- Open the portal (https://edistrict.odisha.gov.in) in your favourite web browser.
- Register in the portal for creating a login account. It is a one time process for availing all services under edistrict portal.
 - Steps to follow for registering in the portal
 - You must have a valid email ID and mobile no for registration in the system. If you do not have it then create a valid email ID and arrange a mobile no.
 - Click on the Services icon (Top right of the page). You will be redirected to the "Register Yourself" icon along with list of services available in the portal. Click on Register Yourself icon. One pop-up menu will come. Enter all the required information and validate it. The system will send one email OTP and mobile OTP to your respective email ID and Mobile Number.
 - Enter the email OTP and mobile OTP received by you and submit.
 Once it is successful your login account is created.

(Refer the screen shot for registering in the system)



Once the registration is over, click on the certificate you want to apply.
Enter your login credentials (i.e. either with your registered email ID or Mobile Number). After successful login the application form will appear.

> Steps for submitting Application Form

- Fill the application Form. (Refer below for a sample application form).
- Verify the data. (Edit if required).
- Attach the Annexure Documents.
- Submit the application form.
- On successful submission an Acknowledgement slip will be generated which will be available in your inbox. It can be downloaded and printed for offline reference.
- A SMS confirmation containing application reference number will be send to the applicant mobile number mentioned in the form.
- You can track the status of the application in "Check Your
 Application Status" section.

- A SMS will be sent to the applicant after issue / reject of the application.
- Applicant can download the certificate from "Track Application Status".

Annexure Documents

Any one or more of the following documents can be uploaded.

- Birth certificate (if minor)
- Certificate in support of disability (if applicable)
- Legal heir certificate
- EPIC/ Aadhaar card
- Documentary Evidence in Support of receipt of Pension, family Pension,
 retirement/ Death Gratuity etc of the deceased

Apart from above document, one can upload any other documents relevant to this service.

• Others (Any other documents)

Miss -Applicant Photo(Image size should be greater than 20KB and less than 250KB) * Name of The Applicant * Browse... Marital Status * -Female Unmarried Age * Aadhaar No 23 Father's Name * Mother's Name * BANALATA NAIK Mobile Number * E-Mail 🐵 8088175853 serviceplus-od@nic.in District * Tehasil * -RI Circle Bantala BANTALA -Village Not In List Click Here Police Station Post Office BANTALA BANTALA State * • Is permanent address same as present address? * -District * Tehasil * Cuttack -- RI Circle -Gobindapu Kalapada Village Not In List Click Here Police Station KALAPADA Post Office KALAPADA Pin 754112 If any person other then applicant filling the Application ? * Purpose * Salutation * -Name * Age * Father's Name * Husband's Name * BN NAIK Tehasii * -Police Station Village KALAPADA Village Not In List Click Here Relation with the minor / Person incapable of managing his / her own affairs -I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed / misrepresented any fact. That, I am solely responsible for the accuracy of the declaration and information furnished and shall be liable for action under section 199, 200 and 420 of Indian Penal Code and other relevant laws/ rules in case of furnishing wrong declaration and information. Also, cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong declaration and information. BHUBANESWAR ☑ I Agree * Office of the Collector and District Magistrate(DISTRICT - ANUGUL) - Rural/Urban Office of the Collector and District Magistrate(DISTRICT - ANUGUL) - Rural/Urban

Word verification

🖺 Submit 🙃 Close 😂 Reset