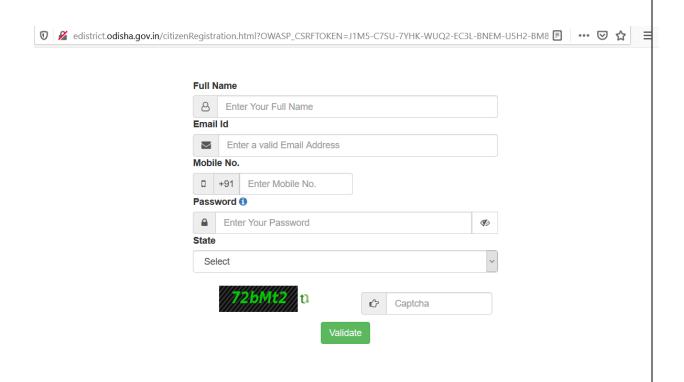
## **SOP FOR INCOME CERTIFICATE**

- Open the portal (<u>https://edistrict.odisha.gov.in</u>) 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 into 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 into 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 containing application reference number will be sent 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 send to the applicant after issue / reject of the application.
- Applicant can download the certificate from "Track Application Status".

## **Annexure Documents Required**

Any one of the following documents is mandatory to be uploaded. More than one document can be uploaded.

- Copy of RoR
- Salary certificate
- IT returns
- Documents in Support of other incomes

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

• Others ( Any other documents )

## Salutation Miss -Applicant Photo(Image size should be greater than 20KB and less than 250KB) \* Name of the Applicant \* Marital Status \* -Age \* Aadhaar No Father's Name \* Mother's Name \* RAMA NAIK BANALATA NAIK Mobile Number \* E-Mail 🚳 8088175853 serviceplus-od@nic.in Present Address Tehsil \* Angul -ANUGUL ▼ RI Village \* BANTALA -Village Not In List Click Here Police Station Post Office BANTALA Permanent Address • Odisha Same as Present Address \* -No District \* Tehsil \* Cuttack -▼ RI -Gobindapur Kalapada Village Not In List Click Here Police Station Post Office Pin Family members/Guardian details (in case of minor and person unable to manage his/her own affai If any person other than applicant filling the Application ? \* -Purpose Admission Gross annual income of the family (during preceding financial year) Agriculture(including plantation,horticulture, dairying,poultry,fisheries etc.) 2. Salary/Wages/Remuneration etc. 100000 1000000 3. Trade/Business /Profession(Please specify) 4. Other Sources(Please Specify) 10000000 10000000 Total Income (In Rs) Total Income 21100000.00 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, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong declaration and information. Place \* BHUBANESWAR ☑ I Agree \* **Additional Detail** Office of the Tehsildar(Tehsil- Angul ) - Rural/Urban Word verification

r61S6k

En Submit

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G Parat