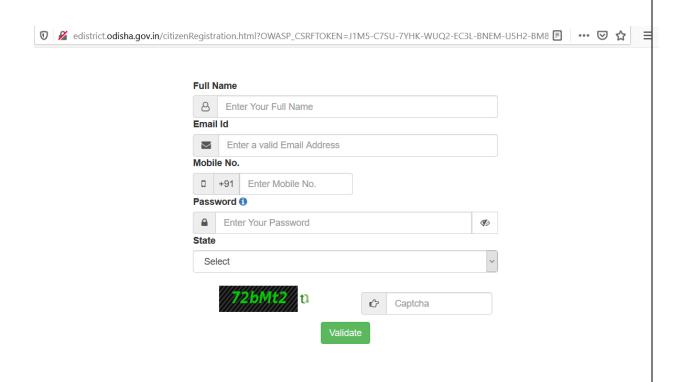
SOP FOR SCHEDULED CASTE CERTIFICATE

- 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 appear. 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. A new window will open. Click on apply for services. Then click on online. 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 view application status.
 It can be downloaded and printed for offline reference.
- A SMS conformation 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 "Track 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 then one document can also be uploaded.

- Copy of finally published settlement ROR/Cosolidation ROR
- Self Declaration
- Voter ID
- Land Pass Book
- Aadhaar Card
- PAN Card
- Driving License
- Recommendation from people's representives
- Copy of certificate issued in favour of parents/sibiling if any

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

Others (Any other documents)

		PE	RSONAL DETAILS		
Salutation *		Applicant's Name		Gender *	
Shri	~	JIBAN LENKA		Male	~
Marital Status *		Age *			
Unmarried Religion	~	23 Aadhaar No			
Hindu	~	013565989565			
1 111100		013303303			
			RENT'S DETAILS		
Father's Name * SRIDHAR LENKA		Mother's Name * JANAKI LENKA			
Mobile Number *		E-Mail	NTACT DETAILS		
9556644565		jiban@gmail.com			
		Pr	esent Address		
District *		Subdivision *		Tehsil *	
ANUGUL	~	Angul	~	Angul	~
Village *		RI Circle			
Bantala Village Not in List	~	BANTALA	~		
Click Here					
House No./Street Name		Post Office		Police Station	
126589568		ANUGUL		ANUGUL	
PIN					
584369					
		SUB	MITTER'S DETAILS		
ls Submitter Is Same As App	plicant *	3011			
Yes	~				
			THER DETAILS		
Applicant Photo(Image size should be greater than 20K	(B and		Purpose *		
less than 250KB)			For Education		
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		PERI	MANENT ADDRESS		
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