SOP FOR INCOME AND ASSET 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 onetime 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 emailID 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)

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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 than one document can also be uploaded.

- Copy of ROR
- EPIC/Aadhaar Card
- Copy of Salary Certificate
- IT returns of last financial year
- Proof Of Agriculture Income

In case Salary and Agriculture incomes values are provided , the applicant must have to attach the 'Salary Certificate' and 'Proof Of Agriculture Income' documents.

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

• Others(Any other documents)

		(See Nule 4) PPLICATION FORM FOR ISSUE OF IN for admission to specified Educational Instit			
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