

## SOP FOR SEED LICENSE BY THE DIRECTORATE OF HORTICULTURE FOR DISTRICT

- 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 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]**

**Full Name**

**Email Id**

**Mobile No.**

**Password**

**State**



- 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).
  - Submit the application form.
  - Attach the Annexure Documents.
  - 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**

All the following documents are mandatory to be uploaded.

- **Photocopy of Aadhar Card of the person applying on behalf of firm**
- **Location Map of store GPS Photo**
- **Address Proof of store Sale point and Office**
- **Photocopy of GSTIN No**
- **Copies of valid principal Certificate from the source companies**
- **Photocopy of Treasury Challan**

**For new license fees-1000/- ,Renewal fees-500/-**


**Head of the account – In favour of Director of Horticulture, Odisha, Bhubaneswar  
(0435- other Agriculture Programme -00-501-services & Service fees -0010-charges  
for service provided – 02072 –Licensing fees for fertilizer, pesticide & seeds)**

Apart from the above documents, Applicant has to download the following Predefined documents before filling the Application form and upload these documents after filling the Application Form.

- **Proforma – II**

Application For New Seed Dealer License For District

APPLICANTS DETAIL

<p><b>Contact Person Name *</b></p> <input type="text" value="H K RATH"/>	<p><b>Upload Passport Size Photo</b></p>  <p>Browse... maleicon.jpg</p>
<p><b>Father's Name *</b></p> <input type="text" value="S K RATH"/>	<p><b>Contact Phone Number *</b></p> <input type="text" value="478965248596325"/>
<p><b>Mobile Number *</b></p> <input type="text" value="9556644774"/>	<p><b>Block *</b></p> <input type="text" value="ATTABIRA"/>
<p><b>E-Mail *</b></p> <input type="text" value="patrosangeeta56@gmail.com"/>	<p><b>Village *</b></p> <input type="text" value="Jhilminda"/>
<p><b>District *</b></p> <input type="text" value="BARGARH"/>	<p><b>PAN Number *</b></p> <input type="text" value="defrgt486548"/>
<p><b>GP *</b></p> <input type="text" value="JHILIMINDA"/>	
<p><b>Aadhar Number</b></p> <input type="text" value="521485632586"/>	
<p><b>GSTIN *</b></p> <input type="text" value="456245ftyujkbg"/>	

FIRM DETAILS

<p><b>Name Of The Firm *</b></p> <input type="text" value="K K FIRM"/>	<p><b>Firm Type *</b></p> <input type="text" value="Proprietor"/>
<p><b>District *</b></p> <input type="text" value="ANUGUL"/>	<p><b>Block *</b></p> <input type="text" value="CHHENDIPADA"/>
<p><b>Address *</b></p> <input type="text" value="ANGUL"/>	<p><b>Pincode</b></p> <input type="text" value="486254"/>

STORAGE DETAILS

Enter Storage Detail Information

Address *	Mobile Number *	District *	Block *	PIN *
<input type="text" value="ANGUL"/>	<input type="text" value="4862458632"/>	<input type="text" value="ANUGUL"/>	<input type="text" value="BANARPAL"/>	<input type="text" value="485624"/>

PROFORMA-I ( List of Seed Kind / Varieties to be Produced and Marketed )

<p><b>Name of Crop *</b></p> <input type="text" value="Coriender"/>	<p><b>Name of Variety Proposed</b></p> <input type="text" value="Non-Notified"/>
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PROFORMA-VI ( Seed License Obtained From Various Authorities )

Seed License

**State**

PROFORMA-VII ( Annual Marketing Plan For the Year )

Annual Marketing Plan

District *	Name of Crop *	Name of Variety *	Quantity To Be Sold *
<input type="text" value="ANUGUL"/>	<input type="text" value="Cluster Beans"/>	<input type="text" value="Non-Notified"/>	<input type="text" value="52"/>

DECLARATION

**Declaration**

I also do hereby undertake that the information & Documents given by me are true to the best of my Knowledge and belief.

I Agree \*

Additional Details

**Apply to the Office \***

Word verification



Please enter the characters shown above