

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

- 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 creates a valid email ID and arranges 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).
  - 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**

All the following documents are mandatory to be uploaded.

- **Copy of Memorandum of Association for Pvt. Ltd & Public Ltd Company**
- **Details of Laboratory facilities**
- **Details of R and D Processing Plants and packing or labelling**
- **Specimen Copy of Label**
- **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**
- **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**
- **Proforma – III**
- **Proforma - XI**

**APPLICANTS DETAILS**

<b>Contact Person Name *</b> J K DAS	<b>Upload Passport Size Photo *</b> maleicon.jpg
<b>Father's Name *</b> S K DAS	
<b>Mobile Number *</b> 9556644774	<b>Contact Phone Number *</b> 4863258632
<b>E-Mail *</b> patrosangeeta56@gmail.com	
<b>District *</b> ANUGUL	<b>Block *</b> Please Select
<b>GP</b> Please Select	<b>Village</b> Please Select
<b>Aadhar Number</b> 896256321458	<b>PAN Number *</b> 4862drftgyhjhgfdgfyh
<b>GSTIN *</b> 86325dftgyhujhgfdg	

**FIRM DETAILS**

<b>Name of the Firm *</b> H K Firm	<b>Firm Type *</b> Proprietor
<b>District *</b> ANUGUL	<b>Block *</b> Please Select
<b>Firm Address *</b> ANGUL	<b>Pincode *</b> 485632

**STORAGE DETAILS**

<b>Address *</b> ANGUL	<b>Mobile Number *</b> 9556644774
<b>District *</b> ANUGUL	<b>Block *</b> Please Select
<b>Pincode *</b> 452456	

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

<b>Details Of Seed</b>	
<b>Name of Crop *</b> Banana (TC)	<b>Varieties required *</b> Non-Notified

**PROFORMA - VI (Seed License Obtained from Various Authorities)**

<b>Add Seed License Details</b>			
<b>State *</b> JAMMU AND KASHMIR	<b>Name And Designation of License No Licenseing authority</b> K K DAS	<b>Date of Issue *</b> 589654865896	<b>Valid up to *</b> 10/03/2020
			25/03/2020

**PROFORMA - VII (Annual Marketing Plan for the Year)**

<b>Add Details</b>				
<b>District *</b> ANUGUL	<b>Name of Crop *</b> Banana (TC)	<b>Qty to be Sold *</b> 566	<b>Unit *</b> Quintal (Qt)	<b>Varieties required *</b> Notified

**PROFORMA - IX (Abstract of Quantity of Seed Produced and Certified by Seed Certification Agency)**

<b>Name of Company</b>						
<b>Crop</b> Beet Root	<b>Variety</b> Please Select	<b>No of Farmers Registered</b> 585	<b>Year Of Registration</b> 11/03/2020	<b>Total Area Under Registration ( Hqtr)</b> 854	<b>Expected Seed Production in QT</b> 563	<b>Remarks if Any</b> resdtyuh

**PROFORMA X (Abstract of Breeder / Fondation / Certified Source of Seed used for Seed Production Programme along with receipt or register under OSSPCA )**

<b>Add Details</b>						
<b>Crop</b> Beet Root	<b>Notified</b> Yes	<b>Source</b> guyhj	<b>Non Notified Research</b> fyguhjn	<b>Receipt</b> sedrftgyhj	<b>source</b> dftghb	

**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 \*** Directorate of Horticulture

**Word verification**



Please enter the characters shown above

P129CS