

SOP FOR INCOME CERTIFICATE

- 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 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]

Full Name

Email Id

Mobile No.

Password

State



- 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)

FORM No. 3
[See Rule 4(1)]
APPLICATION FORM FOR ISSUE OF INCOME CERTIFICATE

Personal Details

Salutation *	Miss	Applicant Photo (image size should be greater than 20KB and less than 250KB) *	
Name of the Applicant *	GAURI NAIK		<input type="button" value="Browse..."/> photo.png
Gender *	Female	Marital Status *	Unmarried
Age *	23	Aadhaar No	
Father's Name *	RAMA NAIK	Mother's Name *	BANALATA NAIK
Mobile Number *	8088175853	E-Mail *	serviceplus-od@nic.in

Present Address

District *	ANUGUL	Tehsil *	Angul
Village *	Bantala	RI	BANTALA
Village Not In List	<input type="checkbox"/> Click Here		
Police Station	BANTALA	Post Office	BANTALA
Pin	759129		

Permanent Address

State *	Odisha		
Same as Present Address *	No		
District *	CUTTACK	Tehsil *	Cuttack
Village *	Gobindapur	RI	Kalapada
Village Not In List	<input type="checkbox"/> Click Here		
Police Station	KALAPADA	Post Office	KALAPADA
Pin	754112		

Family members/Guardian details (in case of minor and person unable to manage his/her own affairs):

If any person other than applicant filling the Application ? *	No
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Purpose

Purpose *	Admission
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Gross annual income of the family (during preceding financial year)

1. Agriculture (including plantation, horticulture, dairying, poultry, fisheries etc.)	1000000	2. Salary/Wages/Remuneration etc.	100000
3. Trade/Business /Profession (Please specify)	10000000	4. Other Sources (Please Specify)	10000000

Total Income (in Rs)

Total Income	21100000.00
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Declaration

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
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<input checked="" type="checkbox"/> I Agree *

Additional Details

Apply to the Office *	Office of the Tehsildar (Tehsil- Angul) - Rural/Urban
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Word verification



Please enter the characters shown above