

SOP FOR SCHEDULED CASTE 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 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

Any one of the following documents is mandatory to be uploaded. More than 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 representatives
- Copy of certificate issued in favour of parents/sibling if any

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

- Others (Any other documents)

APPLICATION FORM FOR ISSUANCE OF SCHEDULED CASTE CERTIFICATE IN THE STATE OF ODISHA

PERSONAL DETAILS

| | | |
|------------------|--------------------|----------|
| Salutation * | Applicant's Name * | Gender * |
| Shri | JIBAN LENKA | Male |
| Marital Status * | Age * | |
| Unmarried | 23 | |
| Religion | Aadhaar No | |
| Hindu | 013565989565 | |

PARENT'S DETAILS

| | |
|-----------------|-----------------|
| Father's Name * | Mother's Name * |
| SRIDHAR LENKA | JANAKI LENKA |

CONTACT DETAILS

| | |
|-----------------|-----------------|
| Mobile Number * | E-Mail |
| 9556644565 | jiban@gmail.com |

Present Address

| | | |
|-------------------------------------|---------------|----------------|
| District * | Subdivision * | Tehsil * |
| ANUGUL | Angul | Angul |
| Village * | RI Circle | |
| Bantala | BANTALA | |
| Village Not in List | | |
| <input type="checkbox"/> Click Here | | |
| House No./Street Name | Post Office | Police Station |
| 126589568 | ANUGUL | ANUGUL |
| PIN | | |
| 584369 | | |

SUBMITTER'S DETAILS

| |
|-------------------------------------|
| Is Submitter Is Same As Applicant * |
| Yes |

OTHER DETAILS

| | |
|---|---------------|
| Applicant Photo (Image size should be greater than 20KB and less than 250KB) | Purpose * |
|  | For Education |
| Browse... maticon.jpg | |

PERMANENT ADDRESS

| | | |
|-------------------------------------|---------------|----------------|
| Same As Present Address * | | |
| Yes | | |
| District * | Subdivision * | Tehsil * |
| ANUGUL | Angul | Angul |
| Village * | RI Circle | |
| Bantala | BANTALA | |
| Village Not in List | | |
| <input type="checkbox"/> Click Here | | |
| House No./Street Name | Post Office | Police Station |
| 126589568 | ANUGUL | ANUGUL |
| PIN | | |
| 584369 | | |

Land Record Details

| | | |
|---|--|----------------------|
| Is RoR Produced | | |
| <input checked="" type="radio"/> YES <input type="radio"/> NO | | |
| District | Subdivision | Tehsil |
| ANUGUL | Angul | Angul |
| Village | RI Circle | |
| Bantala | BANTALA | |
| Village Not in List | | Police Station |
| <input type="checkbox"/> Click here | | ANUGUL |
| Recorded Tenant (Land Owner) | Relation Of The Applicant With The Recorded Tenant | |
| jiban | brother | |
| Khata No. | Regd. Sale Deed No. | Regd. Sale Deed Date |
| 5952555 | 5685 | 11/12/2019 |

Caste Details

| |
|-------------------|
| Scheduled Caste * |
| Bani |

Declaration

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 *

ANUGUL

I Agree *

Additional Details

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

Word verification


Please enter the characters shown above

g62jv6