

## SOP FOR OBC 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**

Out of the following documents, “Identity Proof” is mandatory to be uploaded. More than one document can also be uploaded.

- Identity Proof
- Self Declaration
- Copy of ROR
- Land Pass Book

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

- Others( Any other documents )

APPLICATION FORM FOR ISSUANCE OF CASTE CERTIFICATE FOR OTHER BACKWARD CLASSES IN THE STATE OF ODISHA

**Personal Details**

Salutation \*    
 Applicant's Name \*  Gender \*    
 Marital Status \*  Age \*    
 Father Name \*  Mother's Name \*    
 Mobile Number \*  Aadhaar No.  E-Mail \*    
 Religion

**Present Address**

District \*  Sub-Division \*  Tehsil \*    
 Village \*  RI    
 Village Not in List  Click Here   
 House no./Street no.  Post Office  Police Station    
 Pin

**Location Details Present Address**

Select Area  Urban  Rural   
 Municipal Corporation/Municipality/NAC  Municipal Corporation  Municipality  NAC   
 District    
 Municipality    
 Municipality Ward

**Submitter same as Applicant**

Is submitter same as applicant \*

**Other Details**

Applicant Photo(Image size should be greater than 20KB and less than 500KB)   
   
 Purpose \*    
 Browse

**Permanent Address**

Same As Present Address \*    
 District \*  Sub-Division \*  Tehsil \*    
 Village \*  RI    
 Village Not in List  Click Here   
 House no./ Street name  Post Office  Police Station    
 Pin

**Location Details Permanent Address**

Select Area  Urban  Rural

**Parents Details**

Constitutional Post  Yes  No   
 Designation    
 Govt Service  Yes  No   
 Employment of International Organization  Yes  No   
 Death/Permanent Incapacitation(Putting an officer out of Service)  Yes  No   
 Employment in Public Sector Undertaking  Yes  No   
 Armed Forces Including Paramilitary forces  Yes  No   
 Professional Class(Please indicate whether engaged in Trade, Business and Industry)  Yes  No   
**PROPERTY OWNER**   
 Agricultural land holding(owned by mother, father & minor children)  Yes  No   
 Irrigated(Type of Irrigated Land)  Yes  No   
 Unirrigated  Yes  No   
 Plantation  Yes  No   
 Vacant land and buildings in Urban areas or Urban Agglomeration  Yes  No   
 Income/Wealth  Yes  No   
 Any Other remarks    
 Select ( Father & Mother ) for Constitutional Post  Father  Mother  Both   
 Designation

**Caste Details**

Caste \*  Sub Caste/ Community    
 Resolution Date  Resolution no.    
 Serial Number of the caste in the Central list of OBC  Occupational Background


**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 any action under sections 129, 200 and 225 of Indian Penal Code and other relevant laws 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 \*    
 I Agree \*

**Additional Details**

Appld to the office \*

**Word verification**

   
 Please enter the Characters shown above