SOP FOR GUARDIANSHIP 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 in 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 in the system**)**

Full Name

👤 | Enter Your Full Name

Email Id

✉ | Enter a valid Email Address

Mobile No.

📱 | +91 | Enter Mobile No.

Password ℹ

🔒 | Enter Your Password | 👁

State

Select ▾

72bMt2 ↻ | 👆 | Captcha

Validate

➢ 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 confirmation 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 "*Check Your Application Status*" section.

- A SMS will be sent to the applicant after issue / reject of the application.
- Applicant can download the certificate from "Track Application Status".

Annexure Documents

Any one or more of the following documents can be uploaded.

- Birth certificate (if minor)
- Certificate in support of disability (if applicable)
- Legal heir certificate
- EPIC/ Aadhaar card
- Documentary Evidence in Support of receipt of Pension, family Pension, retirement/ Death Gratuity etc of the deceased

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

- Others (Any other documents)

FORM No. 7
[See Rule 4(1)]
APPLICATION FORM FOR ISSUE OF GUARDIANSHIP CERTIFICATE

Personal Details

Salutation *	Miss		
Name of The Applicant *	GAURI NAIK	Applicant Photo(Image size should be greater than 20KB and less than 250KB) *	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	Tehasil *	Angul
Village *	Bantala	RI Circle	BANTALA
Village Not In List	☐ Click Here		
Police Station	BANTALA	Post Office	BANTALA
Pin	759129		

Permanent Address

State *	ODISHA		
Is permanent address same as present address? *	No		
District *	CUTTACK	Tehasil *	Cuttack
Village *	Gobindapur	RI Circle	Kalapada
Village Not In List	☐ 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 then applicant filling the Application ? *	No

Purpose

Purpose *	Admission

Legal Guardian(Proposed)

Salutation *	Smt		
Name *	G NAIK	Age *	45
Father's Name *	R NAIK	Husband's Name *	BN NAIK
District *	CUTTACK	Tehasil *	Cuttack
Village	Gobindapur	Police Station	KALAPADA
Village Not In List	☐ Click Here		
Relation with the minor / Person incapable of managing his / her own affairs *	Aunt		

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

☑ I Agree *

Additional Details

Apply to the Office *	Office of the Collector and District Magistrate(DISTRICT – ANUGUL) – Rural/Urban

Office of the Collector and District Magistrate(DISTRICT – ANUGUL) – Rural/Urban

Word verification

7412rs

Please enter the characters shown above

74i2rs

🖫 Draft   🖫 Submit   ⊘ Close   ⟳ Reset