

SOP FOR RESIDENT 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 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 “**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.

- Electricity Bill
- Copy of ROR
- Epic Aadhaar card
- Landline Telephone Bill
- water connection bill
- Ration Card
- Holding Tax Receipt
- Lease agreement with house owner
- Certificate from the Employer
- First page of bank passbook
- Extract of latest voter list
- NREGA job card

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

- Others (Any other documents)

APPLICATION FORM FOR ISSUE OF RESIDENT CERTIFICATE

Personal Details

Salutation *	<input type="text" value="Miss"/>	Applicant Photo(Image size should be greater than 20KB and less than 250KB) *	
Name of the Applicant *	<input type="text" value="GAURI NAIK"/>	<input type="button" value="Browse..."/> photo.png	
Gender *	<input type="text" value="Female"/>	Marital Status *	<input type="text" value="Unmarried"/>
Age *	<input type="text" value="23"/>	Aadhaar No	<input type="text"/>
Father's Name *	<input type="text" value="RAMA NAIK"/>	Mother's Name *	<input type="text" value="BANALATA NAIK"/>
Mobile Number *	<input type="text" value="8089175953"/>	E-Mail	<input type="text"/>

Present Address

District *	<input type="text" value="ANUGUL"/>	Tehsil *	<input type="text" value="Angul"/>
Village *	<input type="text" value="Bantala"/>	RI	<input type="text" value="BANTALA"/>
Village Not In List	<input type="checkbox"/> Click Here		
Police Station	<input type="text" value="BANTALA"/>	Post Office	<input type="text" value="BANTALA"/>
Pin	<input type="text" value="759129"/>		
Residing at the present address for			
Years	<input type="text" value="40"/>	Months	<input type="text" value="05"/>

Permanent Address

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

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

If any person other than applicant filling the Application ? *

Purpose

Purpose *

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 *

I Agree *

Additional Details

Apply to the Office *

Office of the Tehsildar(Tehsil- Angul) - Rural/Urban

Word verification



Please enter the characters shown above