

SOP FOR SEBC 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 **onetime 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 SOCIALLY AND EDUCATIONALLY BACKWARD CLASSES IN THE STATE OF ODISHA

Personal Details

Salutation * Shri	Applicant's Name * SK DAS	Gender * Male
Marital Status * Married	Age * 56	
Father's Name * R K DAS	Mother's Name * MINATI DAS	
Mobile Number * 9437666666	Aadhaar No	E-Mail * skdas@gmail.com
Religion * Hindu		

Present Address

District * ANUGUL	Sub-Division * Angul	Tehsil * Angul
Village * Amantapur	RI * PANCHAMAHALA	
Village Not in List <input type="checkbox"/> Click Here		
House Number/ Street name P108	Post Office JSPUR	Police Station KANTAPADA
Pin 750003		

Location Details Present Address

Select Area <input checked="" type="radio"/> Urban <input type="radio"/> Rural	Municipal Corporation/Municipality/NAC <input type="radio"/> Municipal <input checked="" type="radio"/> Municipality <input type="radio"/> NAC
District ANUGUL	
Municipality Anugul	
Municipality Ward Anugul (M) - Ward No.23	

Submitter Details

Is submitter same as applicant * Yes

Other Details

Applicant Photo(Image size should be greater than 20KB and less than 250KB) *  Browse Images.jpg	Purpose * Higher Education
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Permanent Address

Same As Present Address * Yes		
District * ANUGUL	Sub-division * Angul	Tehsil * Angul
Village * Amantapur	RI * PANCHAMAHALA	
Village Not in List <input type="checkbox"/> Click Here		
House number/ Street Name P108	Post Office JSPUR	Police Station KANTAPADA
Pin 750003		

Location Details Permanent Address

Select Area <input type="radio"/> Urban <input type="radio"/> Rural
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Parents Details

Constitutional Post <input type="radio"/> Yes <input checked="" type="radio"/> No	
Government Service <input type="radio"/> Yes <input checked="" type="radio"/> No	
Employment of International Organization <input type="radio"/> Yes <input checked="" type="radio"/> No	
Death/Permanent incapacitation(Putting an officer out of Service) <input type="radio"/> Yes <input checked="" type="radio"/> No	
Employment in Public Sector Undertaking <input type="radio"/> Yes <input checked="" type="radio"/> No	
Armed Forces including Paramilitary forces <input type="radio"/> Yes <input checked="" type="radio"/> No	
Professional Class(Please indicate whether engaged in Trade, Business and industry) <input type="radio"/> Yes <input checked="" type="radio"/> No	
PROPERTY OWNER	
Agricultural land holding(owned by mother, father and minor children) <input type="radio"/> Yes <input checked="" type="radio"/> No	
Irrigated(type of Irrigated Land) Unirrigated <input type="radio"/> Yes <input checked="" type="radio"/> No	
Plantation <input type="radio"/> Yes <input checked="" type="radio"/> No	
Vacant land and buildings in Urban areas or Urban Agglomeration <input type="radio"/> Yes <input checked="" type="radio"/> No	
Income/ Wealth <input type="radio"/> Yes <input checked="" type="radio"/> No	
Any other remarks	Any other remarks

Caste Details

Caste * Aranedan	Resolution No 222222222222	Resolution Date 02/03/2020
Occupational Background	Subcaste Community	Serial number of the caste in the state list of SEBC

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 * ANGUL
<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

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