

SOP FOR INCOME AND ASSET 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

Any one of the following documents is mandatory to be uploaded. More than one document can also be uploaded.

- Copy of ROR
- EPIC/Aadhaar Card
- Copy of Salary Certificate
- IT returns of last financial year
- Proof Of Agriculture Income

In case Salary and Agriculture incomes values are provided , the applicant must have to attach the ‘Salary Certificate’ and ‘Proof Of Agriculture Income’ documents.

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

- Others(Any other documents)

Form No.5
[See Rule-9(1)]
APPLICATION FORM FOR ISSUE OF INCOME AND ASSET CERTIFICATE
(for admission to specified Educational Institutions under Government of Odisha)

CATEGORY SELECTION

Select Category *
State

PERSONAL DETAILS

Salutation *
Shri

Name of the Applicant *
S K DAS

Applicant's Photo
(Image size should be greater than 20KB and less than 250KB)

Gender *
Male

Marital status *
Unmarried

Age *
56

Father's Name *
S K DAS

Mother's Name *
RK DAS

Mobile Number *
9862135623

Aadhaar No

E-Mail *
akb.cg@gmail.com

FAMILY DETAILS

Father's Name *
S K DAS

Mother's Name *
RK DAS

Do you have any siblings (Below the Age of 18 Years) ? *
No

Do you have any children (Below the Age of 18 Years) ? *
No

PRESENT ADDRESS

District *
ANUGUL

Tehsil *
Angul

Village/Town *
Amantapur

RI
PANCHAMAHALA

Village Not in List
 Click here

Post Office
JSPUR

Police Station
JKPUR

PIN
565433

PERMANENT ADDRESS

State *
ODISHA

Same as Present Address *
Yes

District *
ANUGUL

Tehsil *
Angul

Village/Town *
Amantapur

RI
PANCHAMAHALA

Village Not in List
 Click here

Post Office
JSPUR

Police Station
JKPUR

PIN
565433

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

Is submitter same as Applicant? *
Yes

Annual Income details of the Preceding financial year of the family income

Income(in Rs.)

1.Salary
56.00

2.Business
86.00

3.Agriculture
68.00

4.Profession
567.00

Other Sources
 Yes

Total
777.00

ASSET DETAILS

Asset Details

Asset	Area	Unit (in Acre / Sq Yd / Sq ft)	Location
Agricultural Land	5	Acre	BBSR
Residential Plot in Urban	4	Square Feet	BBDS

N.B: 1 sq.yd = 9 sq.ft / 1 Acre = 43650 sq.ft

Total
218254

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 *
BBSR

I Agree *

Additional Details

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

