

SOP FOR LEGAL HEIR 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, “Copy of Death Certificate” is mandatory to be uploaded. More than one document can also be uploaded.
- EPIC/Aadhaar Card
- Copy Of Death Certificate
- COPY OF FIRST PAGE OF SERVICE BOOK IF DECEASED WAS A GOVT. EMPLOYEE

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

- Others(Any other documents)

FORM No. 2
[See Rule 4(1)]
APPLICATION FORM FOR ISSUE OF LEGAL HEIR CERTIFICATE

APPLICANT'S DETAILS

Salutation * Shri	Name Of The Applicant * S K DAS	Applicant Photo (Image size should be greater than 20KB and less than 250KB) *  Browse... images.jpg
Gender * Male	Marital Status * Married	Age * 45
Father's Name * R K DAS	Mother's Name * J K DAS	E-Mail * sk.abc@gmail.com
Mobile Number * 9999999999	Aadhaar No 234444444444	

PRESENT ADDRESS

District * ANUGUL	Tehsil * Angul	Village * Badakanjeni
RI Kumursinga	Village Not In List <input type="checkbox"/> Click Here	
Police Station JS PUR	Post Office JKPUR	Pin 455433

PERMANENT ADDRESS

State * ODISHA	Same as Present Address * Yes	Village * Badakanjeni
District * ANUGUL	Tehsil * Angul	
RI Kumursinga	Village Not In List <input type="checkbox"/> Click Here	
Police Station JS PUR	Post Office JKPUR	Pin 455433

DECEASED INFORMATION

Name Of The Deceased Person * S SAHU	Age (on the date of death) * 56	Gender * Male
Place of death * BBSR	Date Of Death * 22/01/2020	Whether a Govt. employee? * <input type="radio"/> Yes <input checked="" type="radio"/> No
Father/Mother/Husband * Mother	Name(Father/Mother/Husband) * M SAHU	

PURPOSE

Drawal of <input type="checkbox"/> Pension <input type="checkbox"/> Gratuity <input checked="" type="checkbox"/> Arrear Salaries <input type="checkbox"/> Provident Fund	Receipt of <input checked="" type="checkbox"/> Government Assistance <input type="checkbox"/> Ex-Gratia Payment	Withdrawal of money from <input type="checkbox"/> Financial Institutions <input checked="" type="checkbox"/> Post Offices
Registration of document <input type="checkbox"/> Registration of document relating to transfer of Land and Buildings	Change of name in case of utility services/basic amenities <input checked="" type="checkbox"/> Electricity Connection <input type="checkbox"/> Water Connection <input type="checkbox"/> LPG Connection	If others (Please Specify) <input type="text"/>

DETAILS OF LEGAL HEIR

Legal Heir Details			
Name *	Age *	Marital Status *	Relationship With Deceased *
S KAR	34	Married	Brother <input type="button" value="x"/>
K PRDHAN	56	Married	Son <input type="button" value="x"/> <input type="button" value="+"/>

DECLARATION

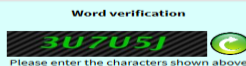
I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed / misrepresented any fact. That, I am solely responsible for the accuracy of the information furnished and shall be liable for action under section 199, 200 and 420 of Indian Penal code and other relevent laws/ rules in case of furnishing wrong 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 information.

Place *
BBSR

I Agree *

Additional Details

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



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