

## SOP FOR NURSERY REGISTRATION SYSTEM

- 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).
  - Submit the application form.
  - Attach the Annexure Documents.
  - 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**


All the following documents are mandatory to be uploaded.

- **Processing fee—Treasury Challan 500/- (fresh) ,300/- (for Renewal) Head of the account -- (In favour of Director of Horticulture, Odisha, Bhubaneswar in the Head of account “0401-Crop Husbandry-119-Receipts from Horticulture and Vegetable Crops-0163-02082-000 Misc. Receipts”,)**
- **Security Deposit - IPO 500/-**
- **Sketch map of the Nursery by the Revenue Inspector**
- **No Objection Certificate from Share holder of the land**
- **Affidavit by the applicant before Executive Magistrate to bind with the rules & regulation made by the competent authority time to time**
- **Joint verification report of DDH & TAHASILDAR**

NURSERY REGISTRATION FORM

PERSONAL DETAILS

**Name**

**Applicant Photo**(Image size should be greater than 20KB and less than 250KB)  
  
 maleicon.jpg

**Father Name**

**District**

**GP**

**Block**

**Village**

Select The Block Office To Verify

**District**

**Block**

Details Address of Fruit Nursery To Establish

**Name Of District**

**Select GP**

**Name of The Nursery**

**Khata No**

**Distance from motorable road (in KM)**

**Whether Irrigated or Not**

**Block Name**

**Village Name**

**Area Of The Nursery ( In Hect with Land Particulars )**

**Plot No**

**Area of the Progency orchard ( in hect )**

**Irrigation Sources \***

Details of Progency Trees

progency details			
Kind - Fruit Plant	Variety	Age in(Yr)	No of fruit trees(numbers)
Arecanut	Mangala	26	58562 <input type="button" value="x"/>
Coconut	Chowghat Gren Dwarf	20	5863 <input type="button" value="x"/> <input style="color: green;" type="button" value="+"/>

Fruit Plants Proposed to be Propagated

Add Details		
Fruit plant Kind - Name of the QPM	Varieties	Quantity - in nos.
Ber	Gola	256 <input type="button" value="x"/>
Orange	Kinow	45 <input type="button" value="x"/> <input style="color: green;" type="button" value="+"/>

Declaration

**Declaration**  
 I hereby undertake that the information given are true to the best of my knowledge & belief.

I Agree \*

Additional Details

**Apply to the Office \***

Word verification



Please enter the characters shown above