SOP FOR NURSERY REGISTRATION SYSTEM

- Open the portal (<u>https://edistrict.odisha.gov.in</u>) 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 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			
8	Enter Your Full Name			
Ema	il ld			
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Mob	ile No.			
	+91 Enter Mobile No.			
Pass	word ()			
	Enter Your Password		S)	
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	72bMt2 u	🖒 Captcha		

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-9905890 Misc. Receipts",)
- Security Deposit IPO 500/-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-9905890 Misc. Receipts",)
- 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

		NU	JRSERY REC	SISTRATION FORM				
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USER MANUAL

OF

NURSERY REGISTRATION SYSTEM

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HOW TO MANAGE PROFILE

1. LOGIN TO THE PROFILE

Login	
OR000130	
•••••	
VF94E7	
Please enter the characters shown above VF94E7	
→9 Login	
🗣 Forgot Password 🛛 🚑 Register yourself	
All fields are mandatory.	

2. CLICK ON MANAGE PROFILE

Manage Profile	~	ABOUT SERVICE PLUS
View Profile		
Modify Profile		Welcome to Service Plus
Ohange Password		
•• Message Box	<	ServicePlus is a generic application to provide an electronic delivery for all the services provided by The Government to Ine citizen. The Government of India. State Governments and Local Governments are providing various services to benefit the citizens at Centre, State or Local level primarily Government to Citizen (G2C) and Government to Business (G2B). The services provided are either demand driven or mandated by the legislation. The services provided by Government can be categorized as:
DSC Management	<	1. Regulatory Services: Regulatory services are services like trade licence, permit for construction of a building etc that can be denied by the Government.
Reports	<	 Statutory Services. Statutory services are services like issuance of Birth/Death certificate which cannot be refused by Government. Developmental Services: Developmental Services are services or schemes provided by Government for the benefit of citizens like NREGS, IAY, Old age Pension etc.
		The following are the salient features of the software -
		1. Service(s) will be created online
		2. Citizens will be submitting applications online
		3. Service units will be able to receive application online
		4. Service units will be able to verify documents and application fee online 5. Service units will be able to access and application fee online
		5. Service units will be able to escalate application to some other person, in the case of absence of dealing authomy, online 6. Others will be monitoring Application status online
		3. Order to involve any opportant of a status of mine application receipt/submission and service delivery process online

3. THEN CLICK ON VIEW PROFILE TO SEE ALL THE DETAILS.

View Profile Modify Profile Change Password User De Message Box State : DSC Management View Role Reports Persona First Name	tails ODISHA • : Work Flow Player		User Name : OROC	00130	
Contange ressolut User De Message Box State : DSC Management User Role Reports Persona First Nam	oDisha ODisha • Work Flow Player		User Name : OROC	00130	
Message Box State : DSC Management User Role Reports Persona First Nam	ODISHA • : Work Flow Player Il Details		User Name : OR00	00130	
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Reports Persona	I Details				
First Nam	20114				
	ie: DDH-Angui	Middle Name :	Last	Name :	
Date Of B	iirth :	Aadhaar Number :			
Contact	Details				
Mobile N	umber: -	Email Id :	rabindra.moharana@nic.in		
Address	Line 1 :				
Address I	Line 2 :	Address Line 3 :	Posta	al Code :	
Official	Details				
Departm Local Br	nent/ ody Level	Department Located at		Department	Designation
Departm	ent Office of the Deputy Director Ho	rticulture Office of the Deputy Director	Horticulture(DISTRICT - ANUGUL)	Directorate of Horticulture	Deputy Director

4. CLICK ON MODIFY PROFILE TO CHANGE NAME, ADDRESS, EMAIL ID, AND MOBILE NUMBER.

😁 Manage Profile	.	Manage Profile / Modify Profi	e
View Profile			
Modify Profile			
Ochange Password			
• Message Box	<	STATE	
DSC Management	<	State *	ODISHA
Reports	<		
		USER PROFILE	
		First Name 1	
		First Name	DDH-Angul
		Middle Name	
		Last Name *	
		Address Line 1*	
		Address Line 2	
		Address Line 3	
		Dentel Octo	
		Postal Code	
		Email Id *	rabindra.moharana@nic.in
		Mobile Number	

5. CLICK ON CHANGE PASSWORD TO RESET YOUR PASSWORD. THEN ENTER YOUR OLD PASSWORD AND NEW PASSWORD AND THEN SUBMIT.

Menu		P Themes	👗 DDH-Angul
Manage Profile	Manage Profile Change Password		
View Profile Modify Profile Change Password	Old Password *		
Message Box	New Password*		
 DSC management Reports 	Confirm Password *		
		Submit O Reset	Close

1st Level Verification by Scheme Officer:

1. Login To Scheme Officer:

Lo	gin	×
OR000097]
//52JT	6	
Please enter the cl	aracters shown above	
52JTv6		
♦ Forgot Password	.ogin	
	All fields are mandate	pry.

2. Message Box of Scheme Officer. In inbox all the application form will be displayed to Scheme Officer.

THE PHONE

Menu		≡						¦⊐ Themes	🌡 Nodal Officer Scheme Officer
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😐 Message Box	*								
 Inbox Sent Applications 		Please selec	st Service *	2 NURSERY REGISTRATION SYSTEM -V 1	•	Select Task *	3 1st Level Verification By So	cheme Officer 💌	
DSC Management	<	F	rom Date :	4 01/01/2017	Ħ	To Date :	14/08/2018	Ħ	
Reports	۰	A	opp Ref No.	5					
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		Showing 1 to 1 of 1 er	ntries						
		SI.No,	H.	Application Number	11	Status 1	Action	Return to Pool	" (
		4		NRS/2018/00052 6		Initiated	Pull 7		E
		•				M			•

After login to Scheme Officer using the given credential, click on Message box tab on the Menu panel on the left side of the screen steps to follow to successful submission of the application form to requested officials.

Step-1: Click on the inbox to know the list of the application available in different tasks to dispose.

- Step-2: Select the service Name you want to proceed.
- Step-3: Select the task for which you want to process.
- Step4: Choose the date range if required to see pending application form.
- Step5: Application Ref. No. to know details of the specific Application Form.
- Step6: This is the computer generated Application reference number of the application form.

Step-7: Click pull to complete the process by pulling the application form.

3. After pulling the application form Scheme Officer Message Box.

Menu		E	🏳 Themes 🛛 🧯 Nodal Officer Scheme Offic
🎽 Manage Profile		Service Name-	NURSERY REGISTRATION SYSTEM 2
Message Box		Current Task-	1st Level Verification By Scheme Officer 3
0 Inbox 1		Application Reference Number-	NRS/2018/00052 4
 Sent Applications DSC Management 	<	Application Received Date-	14-08-2018 5
Reports		View Processing History 1st Verification By Scheme Officer	
			VERIFICATION BY SCHEME OFFICER
		Section	

Section	
Action Taken by Scheme Officer *	© Reject © Forward 6
Select Task *	Applicant Task Verification By DDH District
User *	DH+Angul (Deputy Director)
Documents 🕡	Additional document nar Browse No file selected.
Remarks	Remarks to the DDH
	8

Step 1: Inbox of Scheme Officer.

Step2: This is the service name.

Step3: This is showing the current task of Scheme Officer working on currently.

Step4: Application Reference number should be same before pulling.

Step5: This is showing the date on which application received.

Step6: Here the Scheme Officer can forward the application to the DDH for verification or to the applicant for document resubmission. Here Scheme Officer can reject the application

form too. If rejected the application will be out of system.

Step 7: Click the submit button to complete the process.

4. Successfully Submission

	Menu
1	f Manage Profile <
0	Message Box ~
	 Inbox Sent Applications
	DSC Management <
	Reports <

Verification by DDH District:

1. Login to DDH District

Login	
OR000130	
••••••	
51jD9j 🖉	
Please enter the characters shown above 51jD9j	
◆9 Login	
🕰 Forgot Password 🛛 🖀 Register yourself	
All fields are mandatory.	

Menu		Ē					k⊐ Themes	🌡 DDH-Ang
🍟 Manage Profile	۲	Message Box / Inbox						
•• Message Box	*							
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		Showing 1 to 1 of 1 entries						🖺 Get Data
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		1	NRS/2018/00052 6	Forwarded		Pull 7		
				m				

2. Message Box of DDH District. In inbox all the application form will be displayed to DDH.

After login to DDH using the given credential, click on Message box tab on the Menu panel on the left side of the screen steps to follow to successful submission of the application form to requested officials.

Step-1: Click on the inbox to know the list of the application available in different tasks to dispose.

Step-2: Select the service Name you want to proceed.

Step-3: Select the task for which you want to process.

Step4: Choose the date range if required to see pending application form.

Step5: Application Ref. No. to know details of the specific Application Form.

Step6: This is the computer generated Application reference number of the application form.

Step-7: Click pull to complete the process by pulling the application form.

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ox I		Application Reference Number-	NRS/2018/00052 4	
Management	<	Application Received Date-	14-08-2018 5	
rts	٢	• View Processing History 6		
		Verification By DDH District		
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		Action Taken By DDH District *	© Forward	
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		Action Taken By DDH District * Verification By DDH District Section Action Taken By DDH District * User *	Forward VERIFICATION BY DDH DISTRICT	
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		Action Taken By DDH District * Section Action Taken By DDH District * User * Documents Remarks	© Foread VERIFICATION BY DDH DISTRICT ● Foread 7 ■ ArtO-BANARPAL (Assistant Honiculture Officer) Additional document nar Brower	
		Action Taken By DDH District * Verification By DDH District Section Action Taken By DDH District * User * Documents Remarks.	© Foread VERIFICATION BY DDH DISTRICT	

3. After pulling the application from DDH district Message Box.

Step 1: Inbox of DDH.

Step 2: This is the service name.

Step 3: This is showing the current task of DDH working on currently.

Step 4: Application Reference number should be same before pulling.

Step 5: This is showing the date on which application received.

Step 6: By clicking on the view processing history, DDH can check all the details of the Application Form.

Step 7: Here the DDH can forward the application to the concerned AHO for physical verification .

Step 8:Here DDH can write any remarks regarding the Application Form to the AHO. Step 9: Click the submit button to complete the process.

4. Successfully Submission

Menu	
Manage Profile	
Message Box	
Inbox	
Sent Applications	
DSC Management	
Peports	

Physical Verification by AHO:

1. Login to AHO:

Login	×
OR000134	
•••••	
G67w3h	
Please enter the characters shown above	
G67w3h	
ୡ Forgot Password ▲ Register yourself	
All fields are mandatory.	

Menu	=					1⊅ Themes	aho-banarpal
Manage Profile	Message Box / Inbox						
Message Box							
 Inbox Sent Applications 	Please select Service*	2 NURSERY REGISTRATION SYSTE		Select Task *	3 Physical Verification By	AHO	
DSC Management	From Date :	01/01/2017	4	To Date :	14/08/2018		
Reports	App Ref No.		5				P) Cot Data
	Showing 1 to 1 of 1 entries					Search:	
	SI.No.	Application Number	11	Status It	Action 1	Return to Pool	It]
	1	NRS/2018/00052 6		Forwarded	Pull 7		

2. Message Box of AHO. In inbox all the application form will be displayed to AHO.

After login to AHO using the given credential, click on Message box tab on the Menu panel on the left side of the screen steps to follow to successful submission of the application form to requested officials.

Step-1: Click on the inbox to know the list of the application available in different tasks to dispose.

Step-2: Select the service Name you want to proceed.

Step-3: Select the task for which you want to process.

Step4: Choose the date range if required to see pending application form.

Step5: Application Ref. No. to know details of the specific Application Form.

Step6: This is the computer generated Application reference number of the application form.

Step-7: Click pull to complete the process by pulling the application form.

3. After pulling the application form AHO Message Box.

Menu	=	P Themes 🕹 AHO-BANARPAL
暂 Manage Profile	Service Name-	NURSERY REGISTRATION SYSTEM 2
Message Box	Current Task-	Physical Verification By AHO 3
 Inbox Sent Applications 	Application Reference Number-	NRS/2018/00052 4
DSC Management	Application Received Date-	14-08-2018 5
Reports	View Processing History 6 Physical Verification By AHO	

4. Physical Verification Form to Be Filled By AHO:

	R K MICHEA		Devignation	Darlanation1	
	N.N. CLARINE			Designations	
Kanned The Kurseny	Anant Nursery		Dente	ANUGUL	
Dack	BANARPAL	×	ø	BADA KERJANGA	
llage	Badahulia	×	Lacition	Anugul	
Inva Of The Russery (in lines with Land Ferticulary) .	454		Annual the Progency unclude (In text)	44	
Analability of Integration Sources	First Choice				
		De	ela el Propery Ci The Tree		
Progenay					
kod ka	sey .	Reformance	Age Kunter of Figs Trees	Age of Trees	00
1.001100					
				15	
		Deals of	re Bulstra Pentra literias	17	
Taktony king beg Kigi terdahasan yana sedanan	Yes	Dears of	ne Exciting Planting Historicas The Registry and an anticidad to guid contain	78	
The Name y & Branz Medgelogy Theoretic Jones and discourse Theory of & Branz Medgelogy Theoretic Jones and discourse	Ys Ys	Desis di	ne Existing Planting literatus The Registry musion in suranization of gast condition The Homey-stack is an comparent secolabilities transing as approximations for mucro gives balance	Yes	
The formula is a first sharp for the methods and a solution of discovery. The formula is a reactively for prediction work: The Afferencies suggisted by the suggisters is in our convex	үс үс үс	Deass of	ne Existing Planting liabanas The Repayment in an an antantanali pust condition The Napay sealt is no compared to a standard to	Yes	
Tai furney is in a baig (fightmethilsec), goos and dooses. The all is in yearbold the production out The all is in yearbold the production out	Ys Ys	Deals of	ne Existing Planting listensis The Program on one on contractivity gas conden The Namey work it has comparent second in the name you approval the of measure yield be Addition information	Yes Yes	

Section	
Action *	Forward 8
User -	DH-Argui (Dexity Director)
Documente 📦	Additional document name
Remarks	Browse
9	Kemarks to the 980-
	10
	 B Submit OReset OCancel € Back to Inbox OReturn to Pool

Step 1: Inbox of AHO.

Step 2: This is the service name.

Step 3: This is showing the current task of AHO working on currently.

Step 4: Application Reference number should be same before pulling.

Step 5: This is showing the date on which application received.

Step 6: By clicking on the view processing history, AHO can check all the details of the Application Form.

Step 7: This is the physical verification form to be filled by the AHO after physical verification.

Step 8: Here in Additional Document AHO upload the Photo of the Shop with Self.

Step 9: Here the AHO can forward the application to the DDH for Authentication.

Step 10: Here AHO can write any remarks regarding the Application Form to The DDH.

Step 11: Click the submit button to complete the process.

5. Successfully Submission

Menu	≡ (¹) The	ies	3	
Manage Profile				
Message Box				
Inbox				
Sent Applications				
 DSC Management 				
Reports				
	Successfully Submitted			
	Back to Inbox			

Authentication by DDH:

1. Login to DDH:

	Login	×
qO	000130	
••	•••••	
	55U6mB	
	Please enter the characters shown above	
	5506mB	
	Forgot Password Aregister yourself	
	All fields are man	latory.

2. Message Box of DDH. In inbox all the application form will be displayed to DDH.

Menu	 ≡						۴	Themes 🧯 DDH-Ai
Manage Profile	Message Box / Inbox							
Message Box								
Inbox 1	24401 42 80702 88 15141	2			3			
Sent Applications	Please select Service *	NURSERY REGISTRATION SYSTEM -V 1		Select Task *	Authentication By [DDH District	•	
DSC Management	From Date :	01/01/2017	4	To Date :	14/08/2018		Ħ	
Reports	App Ref No.		5					
	Showing 1 to 1 of 1 entries							🖺 Get Data
							Search:	ŕ
	SI.No. 🕸 Ap	oplication Number		Status	Action	Return	to Pool	1
	SLNo. Ji Ap	pplication Number IS/2018/00052		Status If Forwarded	Pull	Return	to Pool	11
	SI.No. Là Aj	oplication Number (s/2018/00052 6		Status 11 Forwarded	Action Pull 7	Return	i to Pool	4

After login to DDH using the given credential, click on Message box tab on the Menu panel on the left side of the screen steps to follow to successful submission of the application form to requested officials.

Step-1: Click on the inbox to know the list of the application available in different tasks to dispose.

Step-2: Select the service Name you want to proceed.

Step-3: Select the task for which you want to process.

Step4: Choose the date range if required to see pending application form.

Step5: Application Ref. No. to know details of the specific Application Form.

Step6: This is the computer generated Application reference number of the application form.

Step-7: Click pull to complete the process by pulling the application form.

3. After pulling the application form DDH Message Box.

Manage Profile Message Box Inbox I Sent Applications	< ~	Service Name- Current Task- Application Reference Number-	NURSERY REGISTRATION SYSTEM 2 Authentication By DDH District 3	
lessage Box Inbox I Sent Applications	~	Current Task- Application Reference Number-	Authentication By DDH District 3	
nbox 📕 Sent Applications		Application Reference Number-	NDC/2018/00052	
sent Applications			NR3/2010/00032 4	
SC Management	¢	Application Received Date-	14-08-2018 5	
enorts	6			
		• View Processing History 6		_
		- Authentication By DDH District		
		AUT		
	_	AUTHENTIC	ATION BY DDH DISTRICT	
	Section			
	Action Te	o Be Taken *	Forward 7	
	User *		Violal Officer Scheme Officer (Nodel Officer/Scheme)	
	Joint Ve	rification Report 🥹	Additional document nar	
			Drowse) No rile selected.	
	Remarks	8	REMARKS	
			9	

Step 1: Inbox of DDH.

Step 2: This is the service name.

Step 3: This is showing the current task of DDH working on currently.

Step 4: Application Reference number should be same before pulling.

Step 5: This is showing the date on which application received.

Step 6: By clicking on the view processing history, DDH can check all the details of the Application Form.

Step 7: Here the DDH can forward the application to the Scheme Officer for 2nd Level verification.

Step 8: Here DDH can write any remarks regarding the Application Form to the Scheme Officer.

Step 9: Click the submit button to complete the process.

4. Successfully Submission:

Menu	E PThemes	🛔 DDH-Angul
🕈 Manage Profile		
Message Box		
DSC Management		
Reports		
	Successfully Submitted	
	Back to Inbox	

2nd Level Verification by Scheme Officer:

1. Login to Scheme Officer:

Login	×
OR000097	
••••••	
52JTv6	
Please enter the characters shown	above
S2J1V0	
ୡ Forgot Password ▲ Register yo	urself
All fields a	re mandatory.

2. Message Box of Scheme Officer. In inbox all the application form will be displayed to Scheme Officer.

Menu		=						P⊐ Themes	🛔 Nodal Officer S	cheme Officer
😵 Manage Profile	۲	Message Box / Inbox								
Message Box	~									
Inbox 1			2	_		794031 - 500 1075W	3		_	
Sent Applications		Please select Service *	NURSERY REGISTRATION SY	'STE 🝷		Select Task*	2ND Verification B	y Scheme Officei	•	
DSC Management	۲	From Date :	01/01/2017	i	4	To Date :	14/08/2018	1		
Reports	۲	App Ref No.			5					
										Get Data
		Showing 1 to 1 of 1 entries				1. 1.				
								Search	1:	Î
		SI.No.	Application Number		11	Status 11	Action	It Return to F	Pool	11
		1	NRS/2018/00052			Forwarded	Pull			
			6				7			

After login to Scheme Officer using the given credential, click on Message box tab on the Menu panel on the left side of the screen steps to follow to successful submission of the application form to requested officials.

Step-1: Click on the inbox to know the list of the application available in different tasks to dispose.

- Step-2: Select the service Name you want to proceed.
- Step-3: Select the task for which you want to process.
- Step4: Choose the date range if required to see pending application form.

Step5: Application Ref. No. to know details of the specific Application Form.

Step6: This is the computer generated Application reference number of the application form.

Step-7: Click pull to complete the process by pulling the application form.

3. After pulling the application form Scheme Officer Message Box.

Menu		.≡1	🕫 Themes 🛛 🧯 Nodal Officer Scheme Officer	
嶜 Manage Profile	¢	Service Name-	NURSERY REGISTRATION SYSTEM 2	
😐 Message Box 🚦	ی (Current Task-	2ND Verification By Scheme Officer 3	m
DSC Management	<	Application Reference Number-	NRS/2018/00052 4	
🗎 Reports	¢	Application Received Date-	14-08-2018 5	
		View Processing History 6 2nd Verificatin By Scheme Officer	SECOND VERIFICATION BY SCHEME OFFICER	

	SECOND VERIFICATION BY SCHEME OFFICER	
Section		
Action *	Forward 7	
User *	AD-Horticulture (Additional Director)	
Documents 🥹	Additional document nar Browse No file selected.	
Remarks	8 REMARKS	

Step 1: Inbox of Scheme Officer.

Step 2: This is the service name.

Step 3: This is showing the current task of Scheme Officer working on currently.

Step 4: Application Reference number should be same before pulling.

Step 5: This is showing the date on which application received.

Step 6: By clicking on the view processing history, Scheme Officer can check all the details of the Application Form.

Step 7: Here the Scheme Officer can forward the application to the Joint Director verification.

Step 8: Here Scheme Officer can write any remarks regarding the Application Form to The Joint Director.

Step 9: Click the submit button to complete the process.

4. Successfully Submission:

Menu	
Manage Profile	
Message Box	
 Inbox Sent Applications 	
DSC Management	
Reports	

Verification by Joint Director:

1. Login to Joint Director:

	Login
OR000113	
••••••	•
🔁 Pleas	se enter the characters shown above
	13Kq1j ● Login
a Forg	got Password 🛛 🏭 Register yourself
	All fields are mandatory.

2. Message Box of Joint Director. In inbox all the application form will be displayed to Joint Director.

Menu)⇔ Themes	AD-Horticulture
Manage Profile	Message Box / Inbox						
Message Box							
 Inbox Sent Applications 	Please select Service *	2 NURSERY REGISTRATION SYSTE		Select Task *	3 Verification By Addl Di	rector	
DSC Management	From Date :	01/01/2017	4	To Date :	14/08/2018		
Reports	App Ref No.		5				
							🖺 Get Data
	Showing 1 to 1 of 1 entries					Search:	
	SI.No. Ik	Application Number	11	Status 11	Action 11	Return to Pool	11
	1	NRS/2018/00052		Forwarded	Pull 7		

After login to Joint Director using the given credential, click on Message box tab on the Menu panel on the left side of the screen steps to follow to successful submission of the application form to requested officials.

Step-1: Click on the inbox to know the list of the application available in different tasks to dispose.

Step-2: Select the service Name you want to proceed.

Step-3: Select the task for which you want to process.

Step4: Choose the date range if required to see pending application form.

Step5: Application Ref. No. to know details of the specific Application Form.

Step6: This is the computer generated Application reference number of the application form.

Step-7: Click pull to complete the process by pulling the application form.

3. After pulling the application form Joint Director Message Box.

Menu		=	더 Themes 🤹 AD-Horticulture
嶜 Manage Profile	<	Service Name-	NURSERY REGISTRATION SYSTEM 2
Message Box	~	Current Task-	Verification By Addl Director 3
 Inbox Sent Applications 		Application Reference Number-	NRS/2018/00052 4
 DSC Management 	<	Application Received Date-	14-08-2018 5
Reports	¢	View Processing History 6 Verification By Addl Director	

	VERIFICATION BY ADDITIONAL DIRECTOR	
Section		
Action *	Forward 7	
User *	☑ Sudhansu Mohan Samal (Director)	
Documents 🕢	Additional document nar	
	Browse No file selected.	
Remarks	8 REMARKS	
	9	
	🖺 Submit 😒 Reset 🛛 Cancel 🗲 Back to Inbo	×

Verification By Addl Director

Step 1: Inbox of Joint Director.

Step 2: This is the service name.

Step 3: This is showing the current task of Joint Director working on currently.

Step 4: Application Reference number should be same before pulling.

Step 5: This is showing the date on which application received.

Step 6: By clicking on the view processing history, Joint Director can check all the details of the Application Form.

Step 7: Here the Joint Director can forward the application to the Additional Director of Horticulture for Certificate Generation.

Step 8: Here Joint Director can write any remarks regarding the Application Form to The Additional Director of Horticulture.

Step 9: Click the submit button to complete the process.

4. Successfully Submission:

Menu	
🔓 Manage Profile	
Message Box	
 Inbox Sent Applications 	
DSC Management	
Reports	

<u>Certificate Generation by Additional Director Of Horticulture:</u>

1. Login to Additional Director:

Login	×
OR000087	
6p9RA2	
Please enter the characters shown above	
•D Login	
& Forgot Password 🏻 🕹 Register yourself	
All fields are mandatory.	

2. Message Box of Additional Director. In inbox all the application form will be displayed to Additional Director.

& Manage Service & Manage Profile & Manage Profile & Manage Profile & User Management > Message Box > Message Box > Inbox > Message Box > Inbox > Service * > Message Box > Inbox > Service * > Message Box > Inbox > Service * > Mussery Box > Service * > Disconservice * > Discons	Menu		=)⊐ Themes	🗯 Sudhansu Mohan Sa
Manage Profile User Management Message Box I hox I Message Box I hox I Message Box I Message Box <th>& Manage Service</th> <th>٢</th> <th>Message Box / Inbox</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	& Manage Service	٢	Message Box / Inbox						
User Management 2 3 Wessage Box Image Please select Service* NURSERY REGISTRATION SYSTE Select Task* O Inbox Image Please select Service* Index Select Task* Generate Certificate From Date : 01/01/2017 Image 4 To Date : Image Please Select Service* 01/01/2017 Image 4 App Ref No. 5 Service Service Service* Service S	Manage Profile								
Message Box Inbox Inbox Inbox Inbox Sent Applications Grievance Payment Settlement Report DSC Management C Department/Local Body Mappings E Reports Showing 1 to 1 of 1 entries	User Management	۲.	Please select Service *		•	Select Task*	3 Generate Certificate	•	
Index Index </th <th>Message Box</th> <th>~</th> <th>From Date :</th> <th></th> <th></th> <th>To Data -</th> <th></th> <th></th> <th></th>	Message Box	~	From Date :			To Data -			
Grievance Payment Settlement Report DSC Management DSC Management Department/Local Body Mappings Reports Showing 1 to 1 of 1 entries Search: Showing 1 to 1 of 1 entries S	 Inbox 1 Sent Applications 		App Ref No.	01/01/2017	4	To Date .	14/08/2018		
Payment Settlement Report C DSC Management C Department/Local Body Mappings Reports C Showing 1 to 1 of 1 entries Showing 1 to 1 of 1 entries Search: Showing 1 to 1 of 1 entries Search: Showing 1 to 1 of 1 entries	Grievance	<							
DSC Management Showing 1 to 1 of 1 entries Department/Local Body Mappingt Showing 1 to 1 of 1 entries Reports SI.No. III Application Number Department Level Configuration <	Payment Settlement Report	<							🛱 Get Data
Department/Local Body Mapping Search: Reports SI.No. Application Number Status Action Return to Pool Department Level Configuration < 1 NRS/2018/00052 Forwarded Pull SMS Configuration < 6 7	DSC Management	<	Showing 1 to 1 of 1 entries						
Reports SI.No. Department Level Configuration MS Configuration SMS Configuration SI.No. Application Number Interpretation Status Action Return to Pool Interpretation Status Interpretation	Department/Local Body Map	oinge	chowing the formation					Search:	
Department Level Configuration < 1 NRS/2018/00052 Forwarded Pull 6 7	Reports	<	SI.No. IL	Application Number	11	Status 1	Action 11	Return to Pool	11
SMS Configuration C C C C C C C C C C C C C C C C C C C	Department Level Configuration	on <	1	NRS/2018/00052		Forwarded	Pull		
	SMS Configuration	٠	•	O		m	1		•

After login to the Additional Director of Horticulture using the given credential, click on Message box tab on the Menu panel on the left side of the screen.

Step-1: Click on the inbox to know the list of the application available in different tasks to dispose.

Step-2: Select the service Name you want to proceed.

Step-3: Select the task for which you want to process.

Step4: Choose the date range if required to see pending application form.

Step5: Application Ref. No. to know details of the specific Application Form.

Step6: This is the computer generated Application reference number of the application form.

Step-7: Click pull to complete the process by pulling the application form.

Menu		Ē	🏳 Themes 🛛 🛔 Sudhansu Mohan Samal
📽 Manage Service	¢	Service Name-	NURSERY REGISTRATION SYSTEM 2
🔮 Manage Profile	٢	Current Task-	Generate Certificate 3
User Management	۲	Application Reference Number-	NRS/2018/00052 4
Message Box	÷	Application Received Date-	14-08-2018 5
 Inbox Sent Applications 		View Processing History	
Grievance	¢	view rideessing natory 6	
Payment Settlement Report	٢	Generate Certificate	

3. After pulling the application form Additional Director Message Box.

Generate Certificate

	GENERATE CERTIFICATE	
ction		
ction *	© Reject 7 © Deliver	
emarks	8	
	0	

Step 1: Inbox of the Additional Director of Horticulture.

Step 2: This is the service name.

Step 3: This is showing the current task of The Additional Director Of Horticulture working on currently.

Step 4: Application Reference number should be same before pulling.

Step 5: This is showing the date on which application received.

Step 6: By clicking on the view processing history, The Additional Director Of Horticulture can check all the details of the Application Form.

Step 7: Here The Additional Director Of Horticulture can deliver the certificate or reject the Application Form. If rejected the application will be out of system.

Step 8: Here The Additional Director of Horticulture can write any remarks regarding the Application Form to The Applicant.

Step 9: Click the submit button to complete the process.

Output Certificate:

FORM-III

[See rule 3(5)]

LICENCE FOR ESTABLISHMENT / CONDUCT FRUIT NURSERY UNDER THE ODISHA FRUIT NURSERIES (REGULATION) ACT 1997

Licence No: NRS/2018/00052 Date of Issue : 14/08/2018

S K DASH S/O: Ramakant Dash Village : Badahulla District : ANUGUL Owner Of : Anant Nursery is hereby authorised to raise , exhibit for sale and self for transportation of fruit plants of the following kinds and varieties.

S. No.	Kind	Variety
1.	Aonla	Banarasi

The licence is valid from 14/08/2018 to 1 Year(s) the licence shall be subject to the following conditions

- The licence shall not contravene any of the provisions of the Act or the rules framed thereunder
- 2. The Licence shall conduct his business honestly and fair manner.
- The License shall produce his licence or the register and other record requiried to be maintained under this Act.

HOW TO CALL BACK A SENT APPLICATION FORM

1. An official can call back a sent application form if and only if the application form has not been pulled by the next level official. Login to the profile. Click on the Message box and then click on sent Applications.



- 2. Select the service name, select task, and select date. Then select view only the application available for call-back.
- 3. Then click on cancel your last action.

$ ightarrow$ C' $rac{1}{2}$		ıs-PreProd X	+							đ
Message Box	i servi	i ceonline.gov.in /configu	re/wfpapprovedApplicationL	ist.do?serviceId=81500018	koffSet=0¤tPage	… ♥ ☆	<u>+</u>	III\ 🗊	0	187
Sent Applications		Please select Service		RATION SYSTEM -V 1	Select Task	1st Level Ve	erification By Sch	eme Office	r 💌	
	<	From Date :	01/01/2016	Ħ	To Date :	18/08/2018			Ħ	
	<	App Ref No.								
		View only the a	upplications available for	☑ 2						
			callback							
								🖺 Get Dat	а	
		Phowing 1 to 1 of 1 opt	rice						1	
		showing i to i or i end	105				Coarch:			
							acarch.			
		Applicant 📙 A Name	pplication Id/Number	Application I Applied On	Application 11 Received in System	Application 11 Due Date	Current 11 Status	Cancel Your Last Action	ļţ	
		Applicant II A Name	pplication Id/Number	IT Application I; Applied On 18/08/2018	Application It Received in System 18/08/2018	Application 11 Due Date	Current 11 Status	Cancel Your Last Action	۱۱ 3	

4. Click on Submit to complete the process.

@gov.in X	ServiceP	Plus-PreProd X +	
$\overleftarrow{\leftarrow}$ \rightarrow C \textcircled{a}	(i) ser	erviceonline.gov.in/configure/wfpapprovedApplicationList.do?serviceId=8150001&offSet=0¤tPage 💿 💀 😒 🏠	👱 III\ 🗊 📀 👳 😑
Serve Metadata-based Inte	GCC Servic	Confirm ×	
Menu		The last action performed by you will be cancelled, and the application will be moved back to your jobox. Would you like to continue?	👗 Nodal Officer Scheme Officer
曫 Manage Profile		Message E Previde recent for energy line*	
Message Box	~		
S Inbox		Upload Supporting Documents Browse No file selected.	
Sent Applications		Pl 1st Level Ven	Ification By Scheme Officer
DSC Management			
🗎 Reports			
		App Ref No.	
		View only the applications available for value of the callback	
			🖺 Get Data
		Showing 1 to 1 of 1 entries	1
			Search:
👩 🜔 🌒 🏉			▲ .ntl (∳) 13:19 ▲ .ntl (∳) 18-08-2018