

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 **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

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-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**

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

USER MANUAL

OF

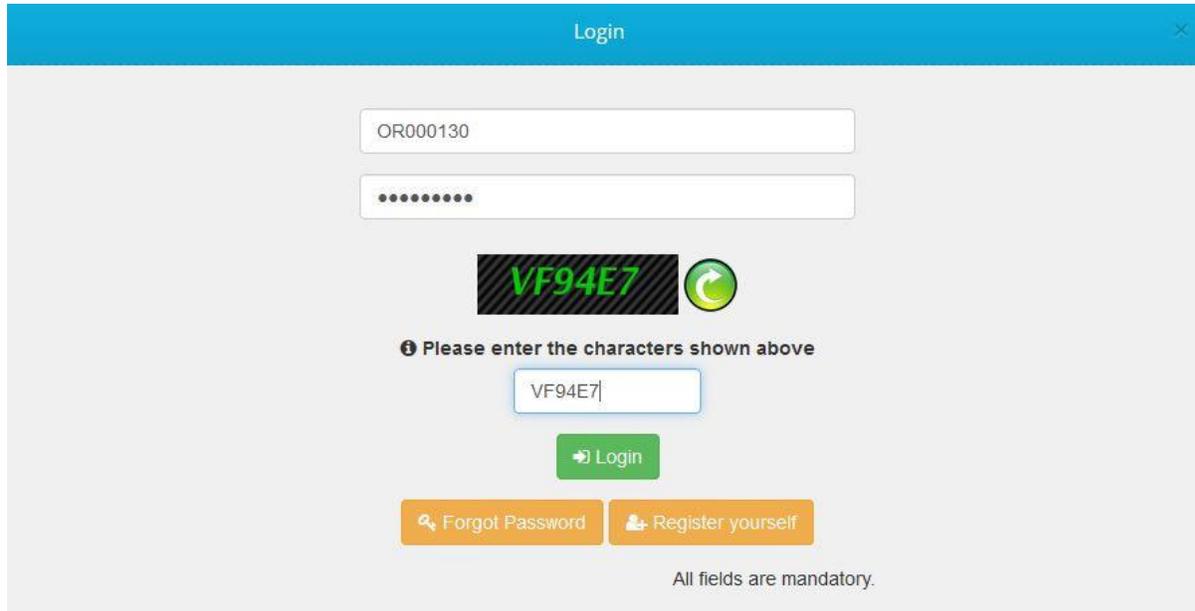
NURSERY REGISTRATION SYSTEM

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HOW TO MANAGE PROFILE

1. LOGIN TO THE PROFILE



OR000130

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VF94E7 

Please enter the characters shown above

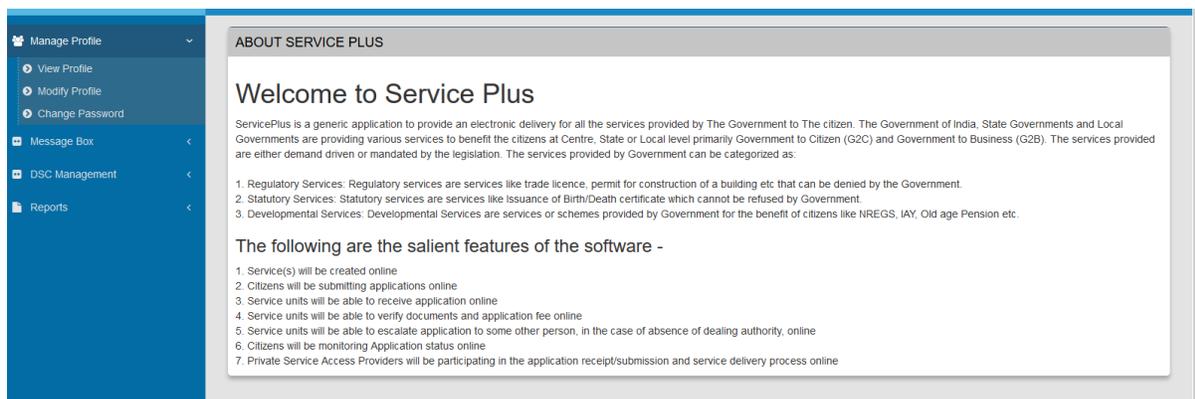
VF94E7

Login

Forgot Password Register yourself

All fields are mandatory.

2. CLICK ON MANAGE PROFILE



Manage Profile

- View Profile
- Modify Profile
- Change Password

Message Box

DSC Management

Reports

ABOUT SERVICE PLUS

Welcome to Service Plus

ServicePlus is a generic application to provide an electronic delivery for all the services provided by The Government to The 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:

1. Regulatory Services: Regulatory services are services like trade licence, permit for construction of a building etc. that can be denied by the Government.
2. Statutory Services: Statutory services are services like Issuance of Birth/Death certificate which cannot be refused by Government.
3. 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 escalate application to some other person, in the case of absence of dealing authority, online
6. Citizens will be monitoring Application status online
7. Private Service Access Providers will be participating in the application receipt/submission and service delivery process online

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

Manage Profile / View Profile

User Details

State : ODISHA User Name : OR000130
User Role : Work Flow Player

Personal Details

First Name : DDH-Angul Middle Name : Last Name :
Date Of Birth : Aadhaar Number :

Contact Details

Mobile Number : - Email Id : rabindra.moharana@nic.in
Address Line 1 : Address Line 2 : Address Line 3 : Postal Code :

Official Details

Department/ Local Body	Level	Department Located at	Department	Designation
Department	Office of the Deputy Director Horticulture	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 / Modify Profile

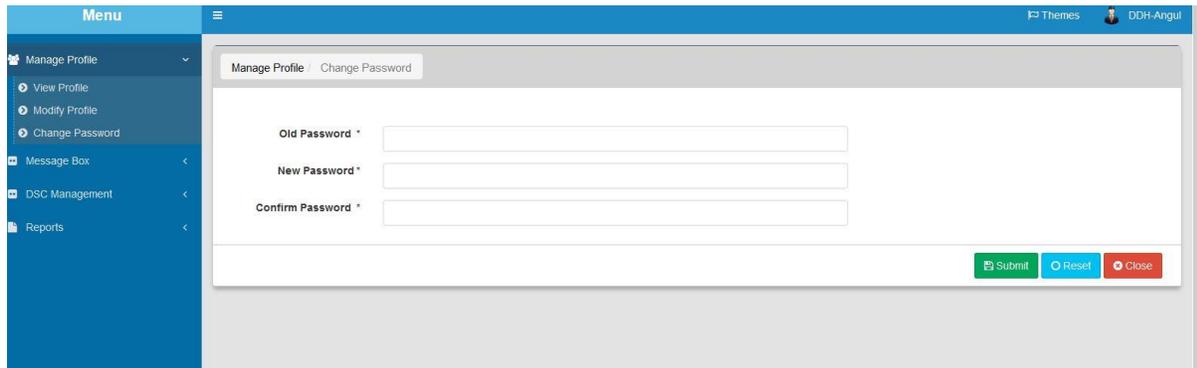
STATE

State * ODISHA

USER PROFILE

First Name * DDH-Angul
Middle Name
Last Name *
Address Line 1 *
Address Line 2
Address Line 3
Postal Code
Email Id * rabindra.moharana@nic.in
Mobile Number

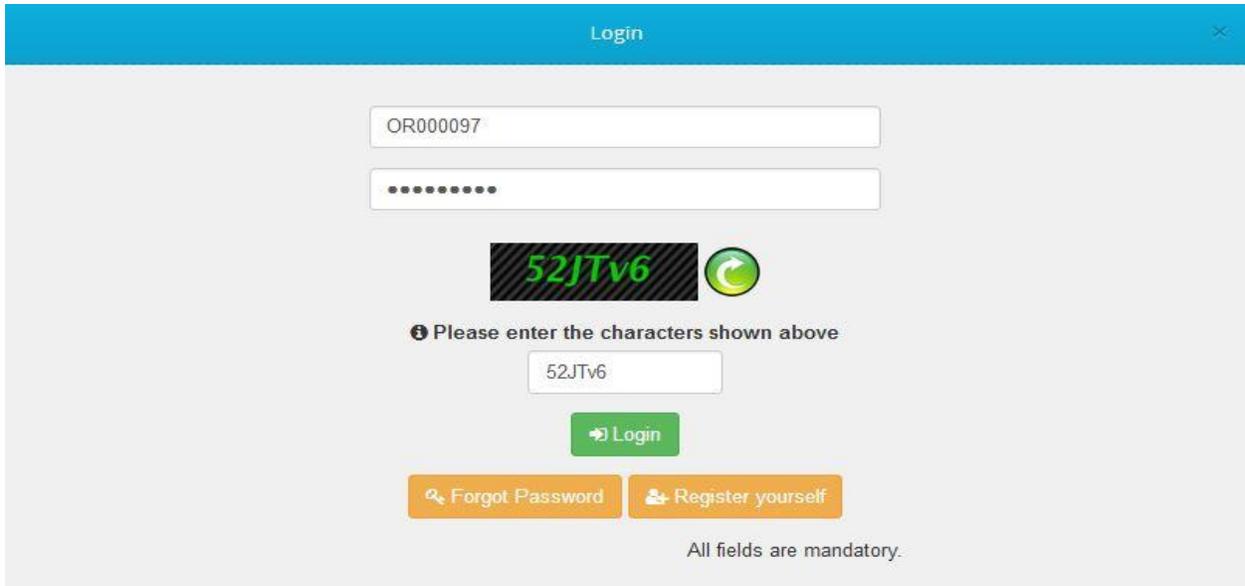
5. CLICK ON CHANGE PASSWORD TO RESET YOUR PASSWORD. THEN ENTER YOUR OLD PASSWORD AND NEW PASSWORD AND THEN SUBMIT.



The screenshot shows a web application interface with a blue sidebar menu on the left and a main content area on the right. The sidebar menu includes options like 'Manage Profile', 'View Profile', 'Modify Profile', 'Change Password', 'Message Box', 'DSC Management', and 'Reports'. The main content area has a breadcrumb trail 'Manage Profile / Change Password' and a form with three input fields labeled 'Old Password *', 'New Password *', and 'Confirm Password *'. At the bottom right of the form are three buttons: 'Submit' (green), 'Reset' (blue), and 'Close' (red).

1st Level Verification by Scheme Officer:

1. Login To Scheme Officer:



OR000097

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52JTv6

Please enter the characters shown above

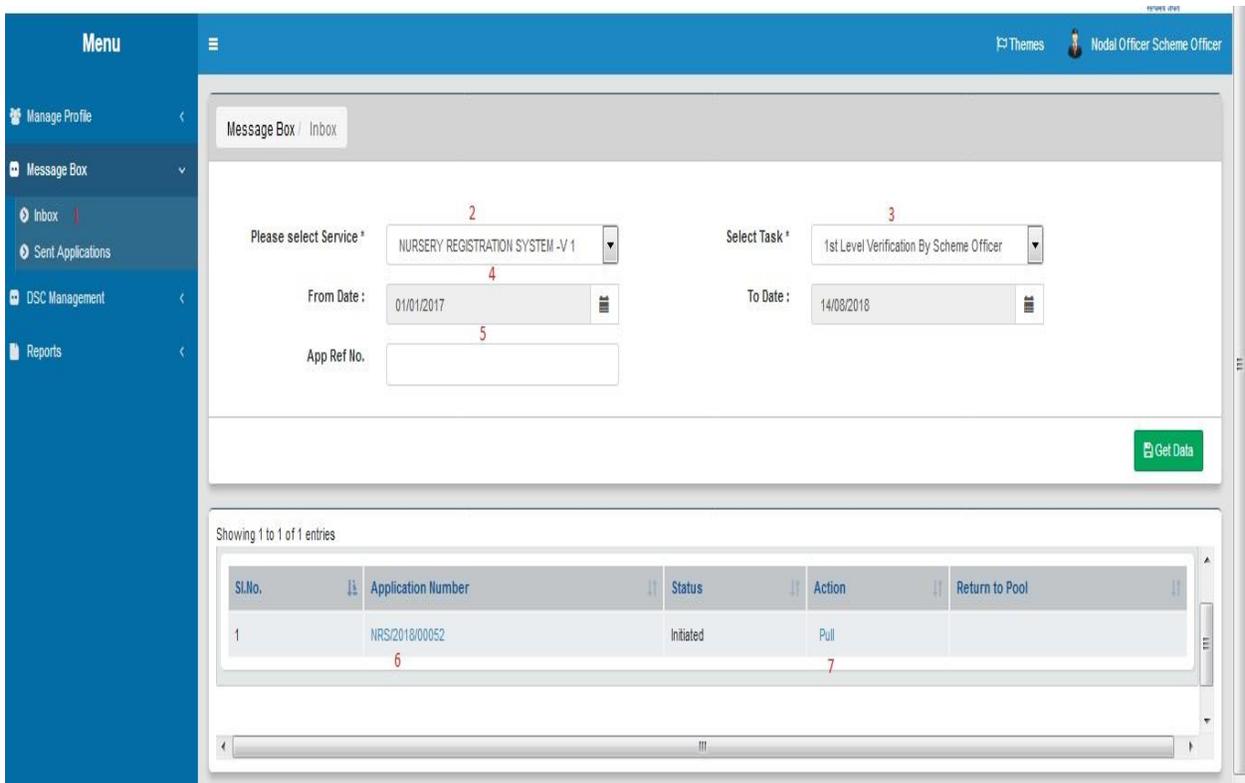
52JTv6

Login

Forgot Password Register yourself

All fields are mandatory.

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



Message Box / Inbox

Please select Service * NURSERY REGISTRATION SYSTEM -V 1

Select Task * 1st Level Verification By Scheme Officer

From Date : 01/01/2017

To Date : 14/08/2018

App Ref No.

Get Data

Showing 1 to 1 of 1 entries

Sl.No.	Application Number	Status	Action	Return to Pool
1	NRS/2018/00052	Initiated	Pull	

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.

The screenshot displays the 'Message Box' section of a web application. On the left is a blue sidebar menu with options: 'Manage Profile', 'Message Box' (selected), 'Inbox', 'Sent Applications', 'DSC Management', and 'Reports'. The main content area shows a table of application details:

Service Name-	NURSERY REGISTRATION SYSTEM	2
Current Task-	1st Level Verification By Scheme Officer	3
Application Reference Number-	NRS/2018/00052	4
Application Received Date-	14-08-2018	5

Below the table is a 'View Processing History' button. Underneath, a section titled '1st Verification By Scheme Officer' contains a blue header 'VERIFICATION BY SCHEME OFFICER' and a 'Section' label.

VERIFICATION BY SCHEME OFFICER

Section

Action Taken by Scheme Officer *

Reject
 Forward 6

Select Task *

Applicant Task
 Verification By DDH District

User *

DDH-Angul (Deputy Director)

Documents

Additional document nar

No file selected.

Remarks

7

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.

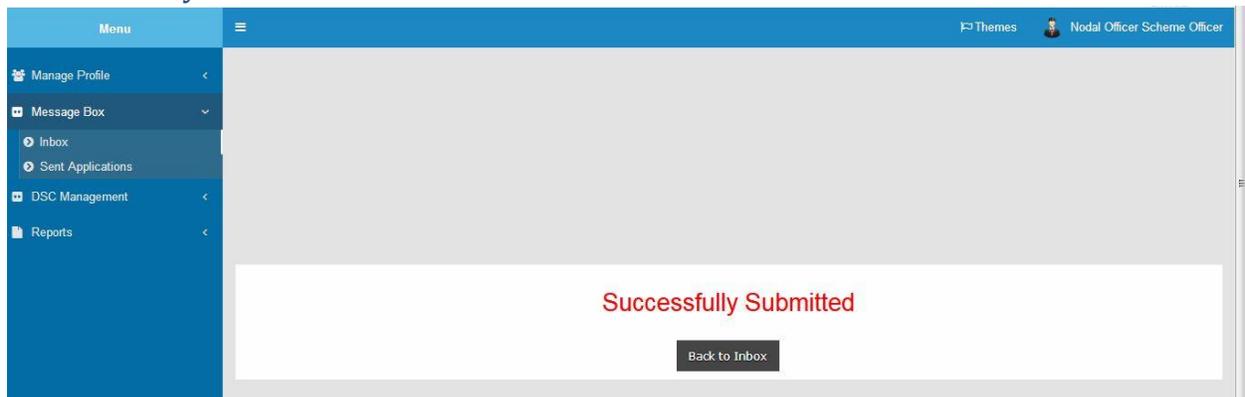
Step4: Application Reference number should be same before pulling.

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



Verification by DDH District:

1. Login to DDH District



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

Message Box / Inbox

Please select Service*

Select Task*

From Date:

To Date:

App Ref No.

Showing 1 to 1 of 1 entries

Sl.No.	Application Number	Status	Action	Return to Pool
1	NRS/2018/00052	Forwarded	Pull	

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 from DDH district Message Box.

The screenshot displays the 'NURSERY REGISTRATION SYSTEM' interface. On the left is a blue sidebar menu with options: Manage Profile, Message Box, Inbox (1), Sent Applications, DSC Management, and Reports. The main content area shows application details:

Service Name-	NURSERY REGISTRATION SYSTEM	2
Current Task-	Verification By DDH District	3
Application Reference Number-	NRS/2018/00052	4
Application Received Date-	14-08-2018	5

Below this is a 'View Processing History' button (6). The history view shows 'Verification By DDH District' with a blue header 'VERIFICATION BY DDH DISTRICT'. The 'Action Taken By DDH District' field is empty, and a 'Forward' button is visible.

The second screenshot shows the 'Forward' process. The 'Action Taken By DDH District' field now has a radio button selected for 'Forward' (7). The 'User' field is set to 'AHO-BANARPAL (Assistant Horticulture Officer)'. There is a 'Documents' section with a text input 'Additional document nar', a 'Browse...' button, and a note 'No file selected.'. The 'Remarks' field (8) contains the text 'Remarks to the respective AHO'. At the bottom, there are buttons for 'Submit', 'Reset', 'Cancel', 'Back to Inbox', and 'Return to Pool' (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.

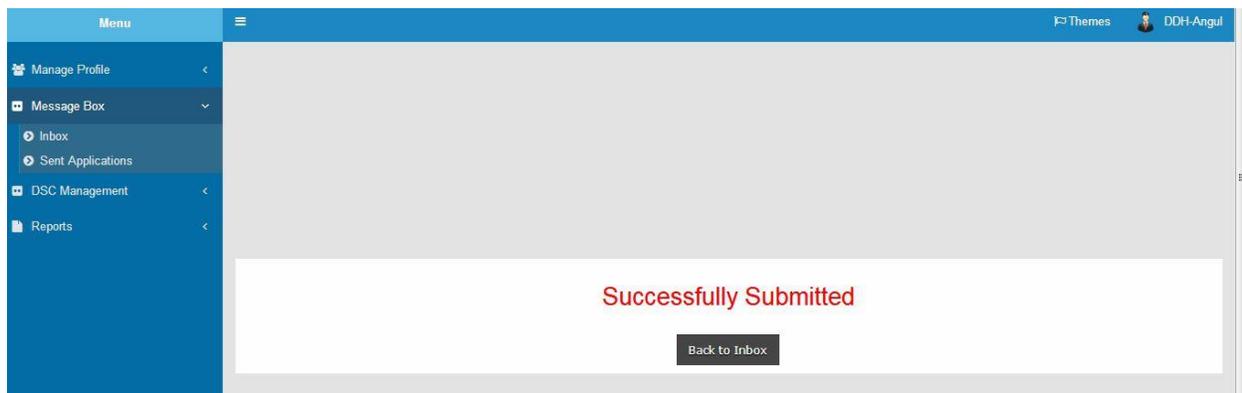
Step 6: By clicking on the view processing history, DDH can check all the details of the Application Form.

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

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

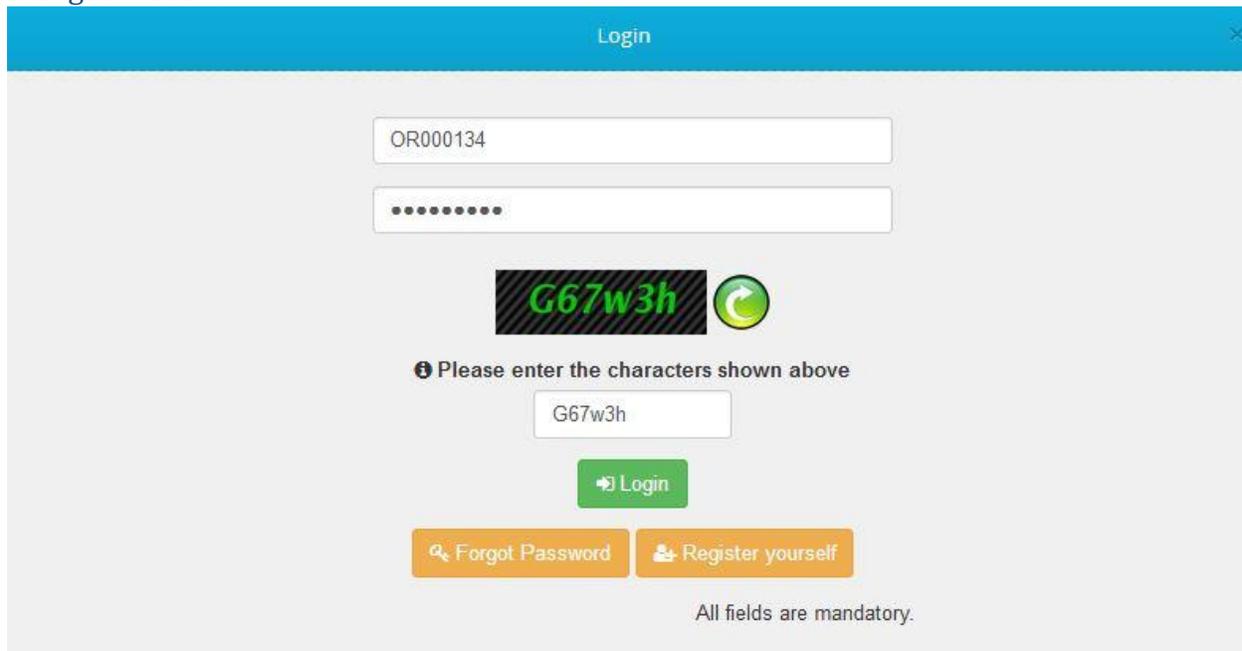
Step 9: Click the submit button to complete the process.

4. Successfully Submission



Physical Verification by AHO:

1. Login to AHO:



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

Message Box / Inbox

Please select Service* 2

Select Task* 3

From Date: 4

To Date:

App Ref No. 5

Showing 1 to 1 of 1 entries

Sl.No.	Application Number	Status	Action	Return to Pool
1	NRS/2018/00052 6	Forwarded	Pull 7	

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.

4. Physical Verification Form to Be Filled By AHO:

The screenshot shows a web form with the following elements:

- Action:** A radio button selected for 'Forward' with a red '8' next to it.
- User:** A dropdown menu showing 'DDH-Angul (Deputy Director)' with a checkmark.
- Documents:** A text input field for 'Additional document name' and a 'Browse...' button with the text 'No file selected.' below it.
- Remarks:** A large text area containing the text 'Remarks to the DDH' with a red '9' next to it.
- Buttons:** A row of five buttons at the bottom: 'Submit' (green), 'Reset' (blue), 'Cancel' (red), 'Back to Inbox' (blue), and 'Return to Pool' (blue). A red '10' is positioned above the 'Submit' button.

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.

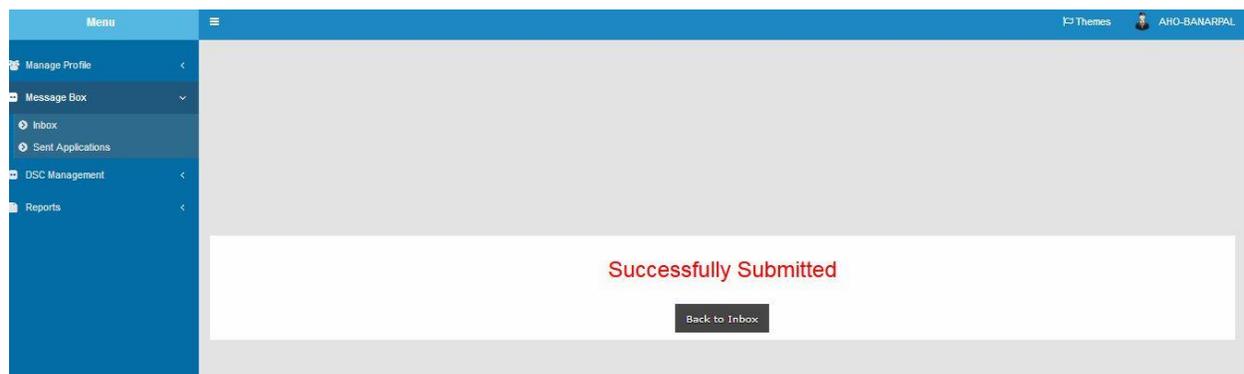
Step 8: Here in Additional Document AHO upload the Photo of the Shop with Self.

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



Authentication by DDH:

1. Login to DDH:

2. Message Box of DDH. 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.

3. After pulling the application form DDH Message Box.

The screenshot shows the DDH Message Box interface. On the left is a navigation menu with options: Manage Profile, Message Box, Inbox (1), Sent Applications, DSC Management, and Reports. The main content area displays application details for 'NURSERY REGISTRATION SYSTEM'. The details are as follows:

Service Name-	NURSERY REGISTRATION SYSTEM	2
Current Task-	Authentication By DDH District	3
Application Reference Number-	NRS/2018/00052	4
Application Received Date-	14-08-2018	5

Below the details is a 'View Processing History' button with a count of 6. Underneath, there is a section titled 'Authentication By DDH District' with a blue bar containing the text 'AUTHENTICATION BY DDH DISTRICT'.

The screenshot shows the 'View Processing History' form. The form is titled 'Authentication By DDH District' and contains the following fields and options:

- Action To Be Taken ***: Radio button selected for 'Forward' (7).
- User ***: Checkmark selected for 'Nodal Officer Scheme Officer (Nodal Officer(Scheme))'.
- Joint Verification Report**: A text input field with 'Additional document nar' and a 'Browse...' button (No file selected).
- Remarks**: A large text area labeled 'REMARKS' (8).

At the bottom of the form are five buttons: Submit (9), Reset, Cancel, Back to Inbox, and Return to Pool.

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.

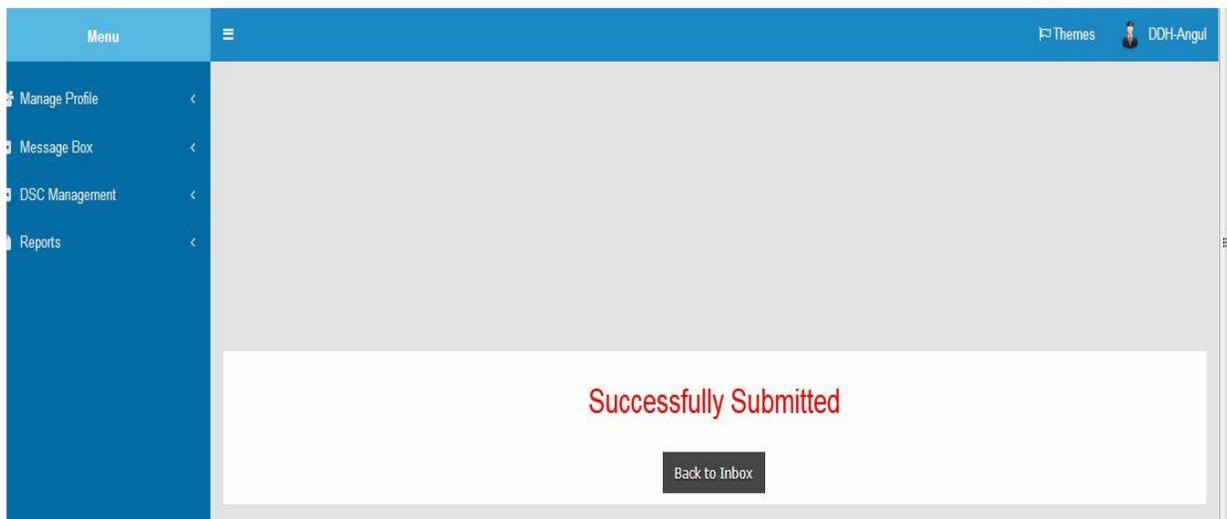
Step 6: By clicking on the view processing history, DDH can check all the details of the Application Form.

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:



2nd Level Verification by Scheme Officer:

1. Login to Scheme Officer:

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

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.

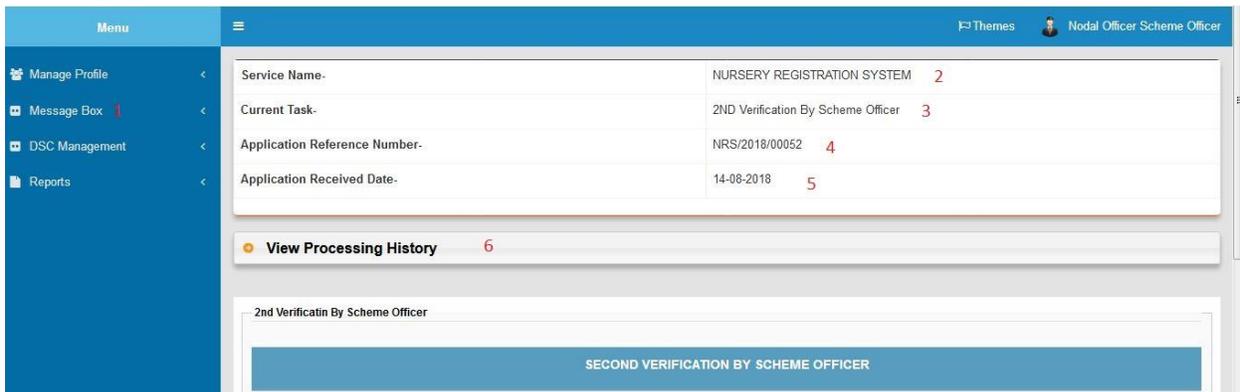
Step4: Choose the date range if required to see pending application form.

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.



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.

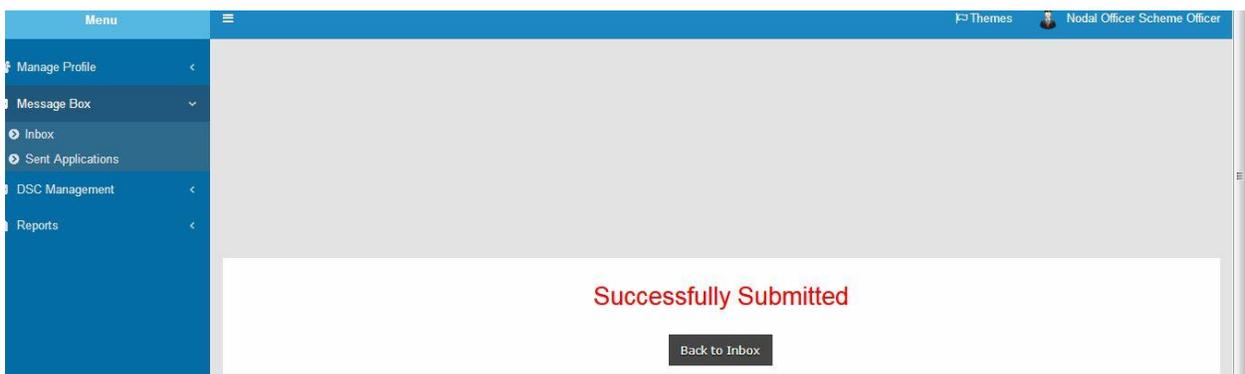
Step 6: By clicking on the view processing history, Scheme Officer can check all the details of the Application Form.

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.

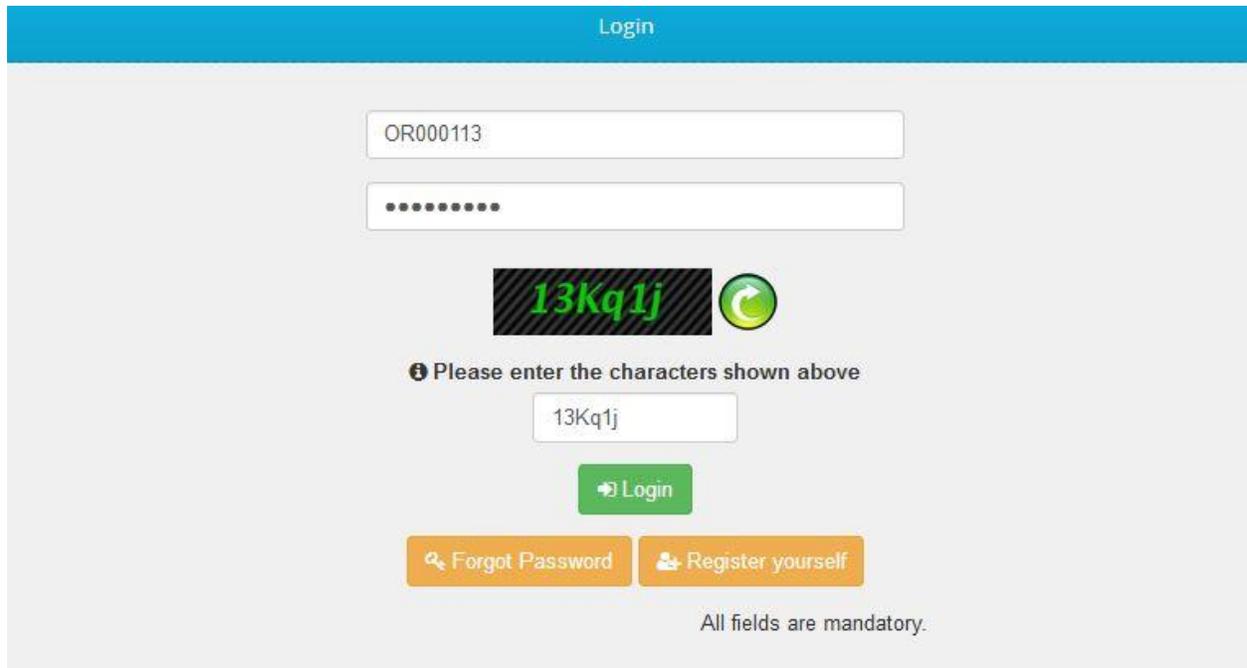
Step 9: Click the submit button to complete the process.

4. Successfully Submission:



Verification by Joint Director:

1. Login to Joint Director:



OR000113

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13Kq1j

Please enter the characters shown above

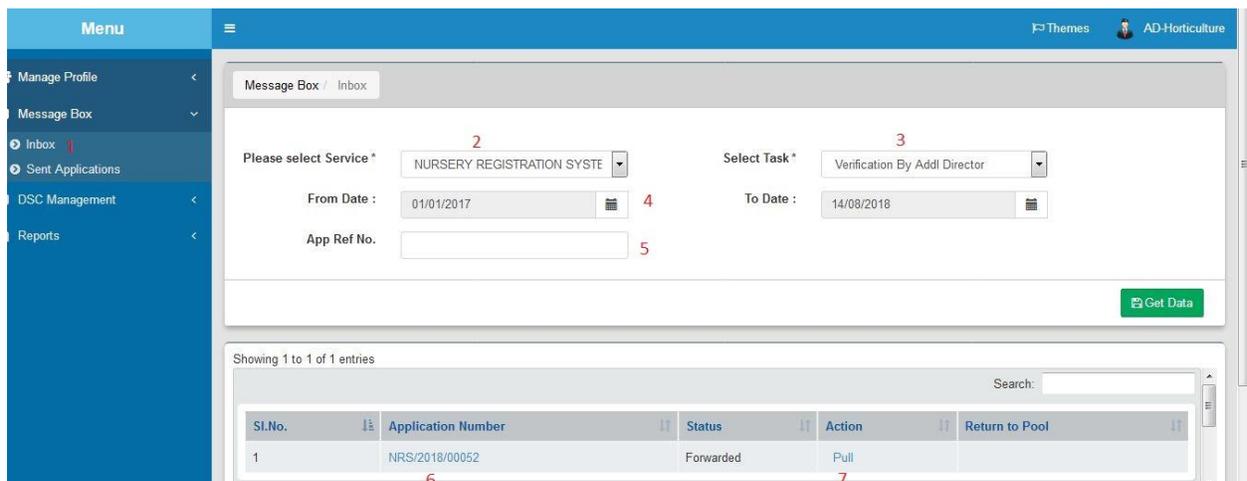
13Kq1j

Login

Forgot 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

Message Box / Inbox

Please select Service* NURSERY REGISTRATION SYSTE 2

Select Task* Verification By Addl Director 3

From Date: 01/01/2017 4

To Date: 14/08/2018

App Ref No. 5

Get Data

Showing 1 to 1 of 1 entries

Sl.No.	Application Number	Status	Action	Return to Pool
1	NRS/2018/00052 6	Forwarded	Pull 7	Return to Pool

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.

The screenshot shows the 'Message Box' section of the application. The left sidebar contains a 'Menu' with options: Manage Profile, Message Box (selected), Inbox, Sent Applications, DSC Management, and Reports. The main content area displays details for a 'NURSERY REGISTRATION SYSTEM' application. The details are as follows:

Service Name-	NURSERY REGISTRATION SYSTEM	2
Current Task-	Verification By Addl Director	3
Application Reference Number-	NRS/2018/00052	4
Application Received Date-	14-08-2018	5

Below the details, there is a 'View Processing History' button (6) and a 'Verification By Addl Director' section.

The screenshot shows the 'Verification By Addl Director' form. The form title is 'VERIFICATION BY ADDITIONAL DIRECTOR'. The form contains the following fields and options:

- Section:** (Empty)
- Action:** Radio button selected for 'Forward' (7)
- User:** Checkmark selected for 'Sudhansu Mohan Samal (Director)'
- Documents:** Text input field with 'Additional document nar' and a 'Browse...' button (No file selected).
- Remarks:** Text input field with 'REMARKS' (8)

At the bottom of the form, there are four buttons: 'Submit' (9), 'Reset', 'Cancel', and 'Back to Inbox'.

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.

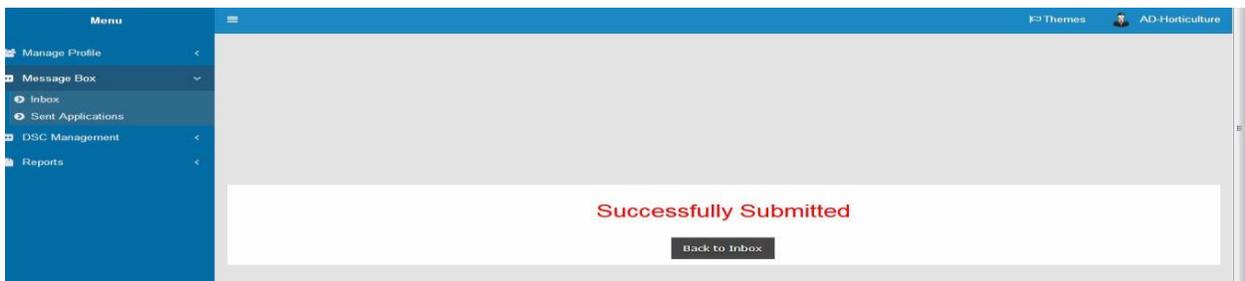
Step 6: By clicking on the view processing history, Joint Director can check all the details of the Application Form.

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:



Certificate Generation by Additional Director Of Horticulture:

1. Login to Additional Director:



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

The screenshot displays the 'Message Box / Inbox' interface. The left sidebar contains a 'Menu' with options like 'Manage Service', 'Manage Profile', 'User Management', 'Message Box', 'Inbox', 'Sent Applications', 'Grievance', 'Payment Settlement Report', 'DSC Management', 'Department/Local Body Mapping', 'Reports', 'Department Level Configuration', and 'SMS Configuration'. The main area has a header 'Message Box / Inbox' and a 'Get Data' button. Below the header are filter fields: 'Please select Service *' (NURSERY REGISTRATION SYSTE, labeled 2), 'Select Task *' (Generate Certificate, labeled 3), 'From Date : 01/01/2017' (labeled 4), 'To Date : 14/08/2018', and 'App Ref No.' (labeled 5). A table below shows 'Showing 1 to 1 of 1 entries' with a search bar. The table has columns: 'Sl.No.', 'Application Number', 'Status', 'Action', and 'Return to Pool'. The first row contains: '1', 'NRS/2018/00052' (labeled 6), 'Forwarded', 'Pull' (labeled 7), and an empty cell.

Sl.No.	Application Number	Status	Action	Return to Pool
1	NRS/2018/00052	Forwarded	Pull	

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.

Step-4: Choose the date range if required to see pending application form.

Step-5: Application Ref. No. to know details of the specific Application Form.

Step-6: 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 Additional Director Message Box.

The screenshot shows a web application interface with a blue sidebar menu on the left and a main content area. The sidebar menu includes: Manage Service, Manage Profile, User Management, Message Box (expanded), Inbox (1), Sent Applications, Grievance, and Payment Settlement Report. The main content area displays a form with the following fields:

Service Name-	NURSERY REGISTRATION SYSTEM	2
Current Task-	Generate Certificate	3
Application Reference Number-	NRS/2018/00052	4
Application Received Date-	14-08-2018	5

Below the form is a button labeled "View Processing History" with a red number "6" next to it. At the bottom of the form area, there is a "Generate Certificate" button.

The screenshot shows the "Generate Certificate" form. It has a blue header with the text "GENERATE CERTIFICATE". Below the header, there is a "Section" label. The form contains the following elements:

- Action ***: Two radio buttons, "Reject" (7) and "Deliver" (7). The "Deliver" button is selected.
- Remarks**: A text input field (8).

At the bottom of the form, there is a row of four buttons: "Submit" (9), "Reset", "Cancel", and "Back to Inbox".

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.

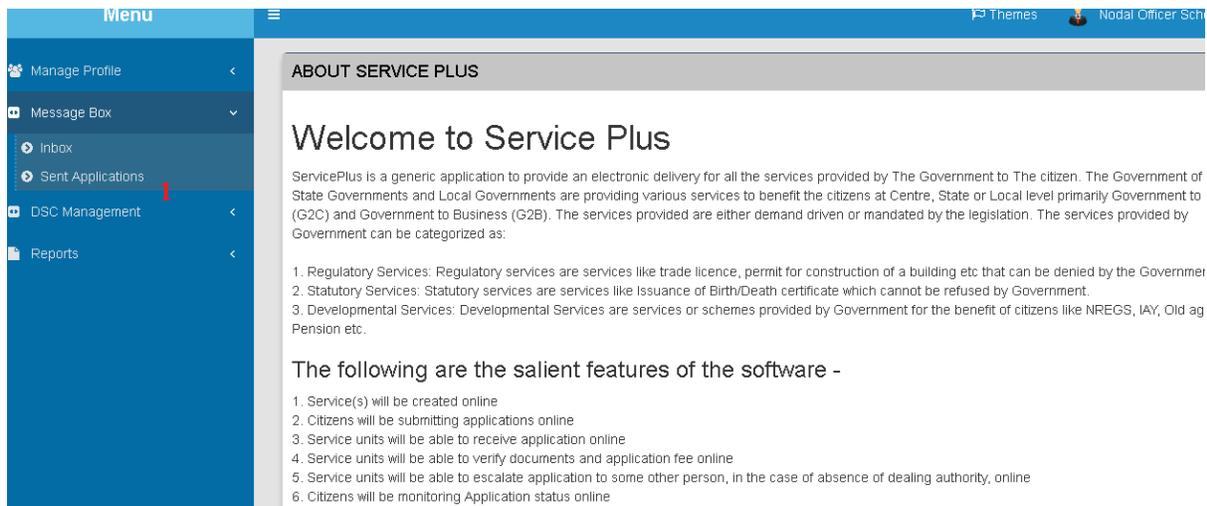
S. No.	Kind	Variety
1.	Aonla	Banarasi

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

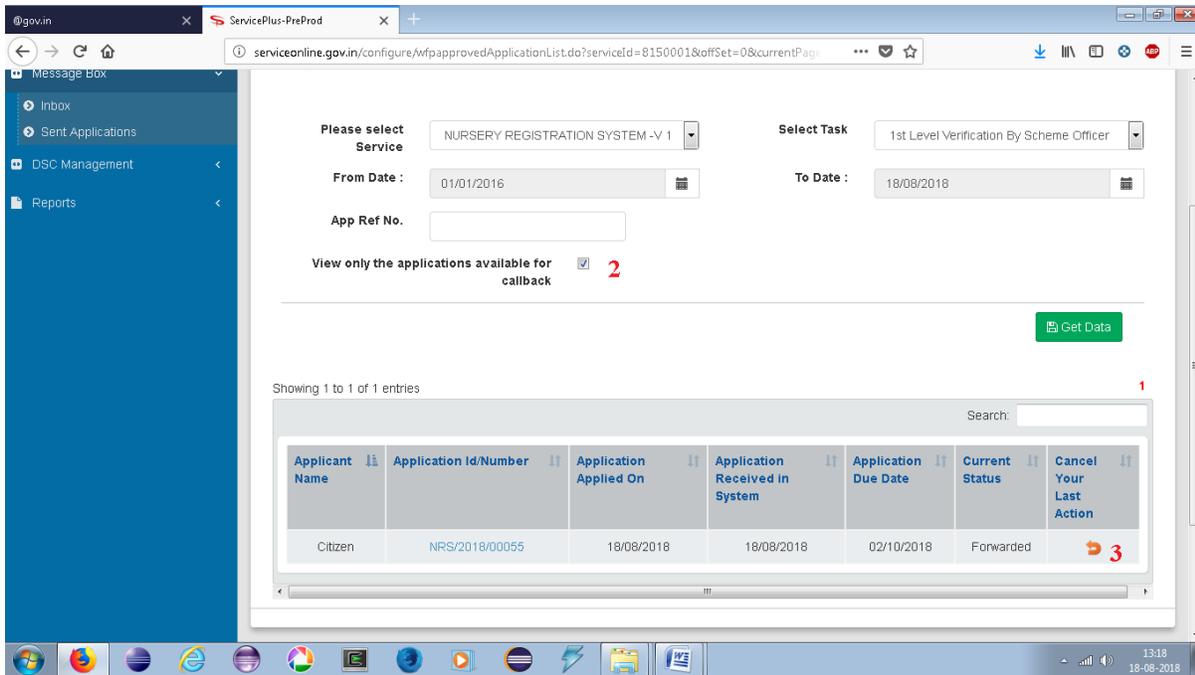
1. The licence shall not contravene any of the provisions of the Act or the rules framed thereunder
2. The Licence shall conduct his business honestly and fair manner.
3. The License shall produce his licence or the register and other record required to be maintained under this Act.

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.



4. Click on Submit to complete the process.

