

## **SOP FOR SEED LICENSE BY THE DIRECTORATE OF HORTICULTURE FOR DISTRICT**

- 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



Validate

- 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.

- Photocopy of Aadhar Card of the person applying on behalf of firm
- Location Map of store GPS Photo
- Address Proof of store Sale point and Office
- Photocopy of GSTIN No
- Copies of valid principal Certificate from the source companies
- Photocopy of Treasury Challan

**For new license fees-1000/- ,Renewal fees-500/-**

**Head of the account – In favour of Director of Horticulture, Odisha, Bhubaneswar  
(0435- other Agriculture Programme -00-501-services & Service fees -0010-charges  
for service provided – 02072 –Licensing fees for fertilizer, pesticide & seeds)**

Apart from the above documents, Applicant has to download the following Predefined documents before filling the Application form and upload these documents after filling the Application Form.

- **Proforma – II**

## Application For New Seed Dealer License For District

### APPLICANTS DETAIL

Contact Person Name \*

H K RATH

Upload Passport Size Photo



Browse... maleicon.jpg

Father's Name \*

S K RATH

Mobile Number \*

9556644774

E-Mail \*

patrosangeeta56@gmail.com

District \*

BARGARH

GP \*

JHILIMINDA

Aadhar Number

521485632586

GSTIN \*

456245ftyujkbg

Contact Phone Number \*

478965248596325

Block \*

ATTABIRA

Village \*

Jhiliminda

PAN Number \*

defrgt486548

### FIRM DETAILS

Name Of The Firm \*

K K FIRM

District \*

ANUGUL

Address \*

ANGUL

Firm Type \*

Proprietor

Block \*

CHHENDIPADA

Pincode

486254

### STORAGE DETAILS

Enter Storage Detail Information

Address \*

ANGUL

Mobile Number \*

4862458632

District \*

ANUGUL

Block \*

BANARPAL

PIN \*

485624

### PROFORMA-I ( List of Seed Kind / Varieties to be Produced and Marketed )

Name of Crop \*

Coriander

Name of Variety Proposed

Non-Notified

### PROFORMA-VI ( Seed License Obtained From Various Authorities )

Seed License

State

JAMMU AND KASHMIR

### PROFORMA-VII ( Annual Marketing Plan For the Year )

Annual Marketing Plan

District \*

ANUGUL

Name of Crop \*

Cluster Beans

Name of Variety \*

Non-Notified

Quantity To Be Sold \*

52

### DECLARATION

Declaration

I also do hereby undertake that the information & Documents given by me are true to the best of my Knowledge and belief.

☒ I Agree \*

### Additional Details

Apply to the Office \*

Office of the Deputy Director Horticulture( DISTRICT - ANUGUL ) - Rural

Word verification

48HCL6

Please enter the characters shown above

[Draft](#)

[Submit](#)

[Close](#)

[Reset](#)

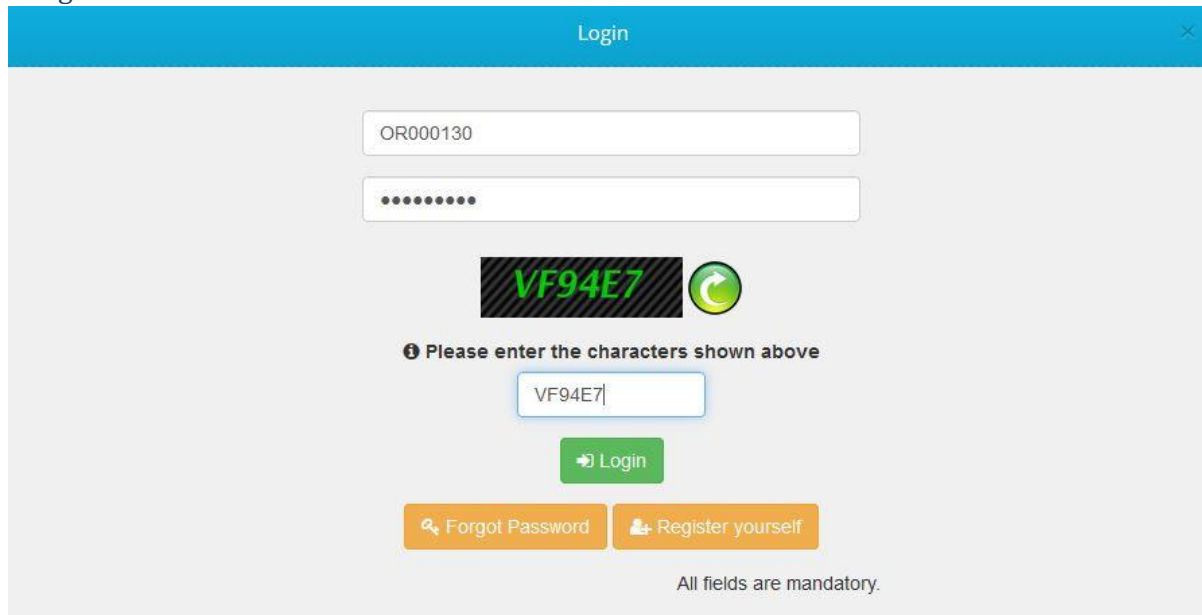
***USER MANUAL***  
***OF***  
***SEED LICENSE SYSTEM***  
***(DISTRICT)***

*INDEX PAGE*

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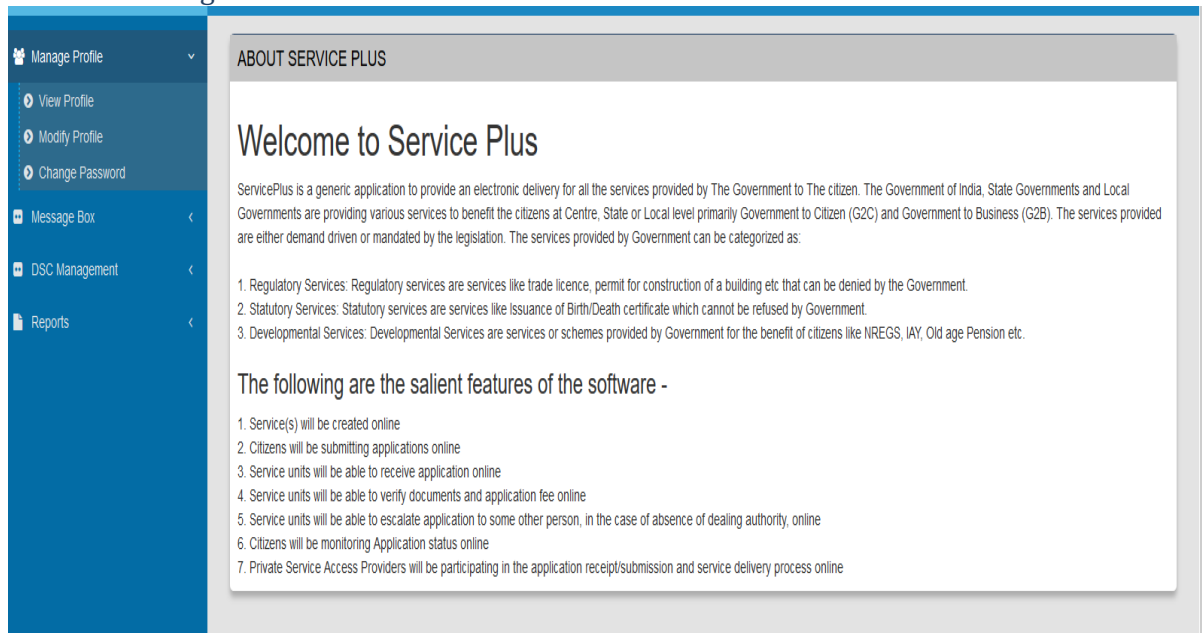
## How To Manage Profile

### 1.Login To The Profile



The screenshot shows the 'Login' page of the Service Plus application. It features a blue header with the word 'Login' and a close button. Below the header, there are two input fields: the first contains 'OR000130' and the second contains a masked password '.....'. A CAPTCHA image with the text 'VF94E7' and a circular arrow icon is displayed. Below the CAPTCHA, a message says 'Please enter the characters shown above'. A text input field contains 'VF94E7'. There are three buttons: a green 'Login' button, an orange 'Forgot Password' button, and an orange 'Register yourself' button. At the bottom, a note states 'All fields are mandatory.'

### 2.Click on Manage Profile



The screenshot shows the 'Manage Profile' page. On the left is a blue sidebar with a 'Manage Profile' dropdown menu containing 'View Profile', 'Modify Profile', and 'Change Password'. Below this are 'Message Box', 'DSC Management', and 'Reports'. The main content area has a header 'ABOUT SERVICE PLUS' and a 'Welcome to Service Plus' section. The text describes ServicePlus as a generic application for electronic delivery of services. It lists three categories of services: Regulatory, Statutory, and Developmental. Below this, it lists the salient features of the software.

**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

## SEED LICENSE BY DIRECTORATE OF HORTICULTURE FOR DISTRICT

3. Then Click On View Profile To See All The Details.

Manage Profile

View Profile

Modify Profile

Change Password

Message Box

DSC Management

Reports

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, Mobile Number.

Manage Profile

View Profile

Modify Profile

Change Password

Message Box

DSC Management

Reports

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

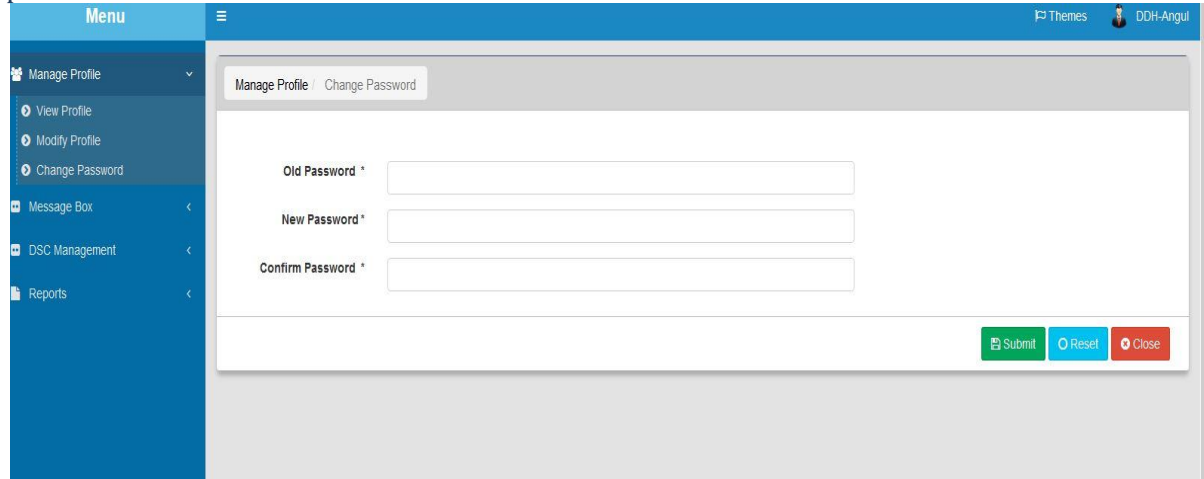
Email Id \* rabindra.moharana@nic.in

Mobile Number

4 | Page



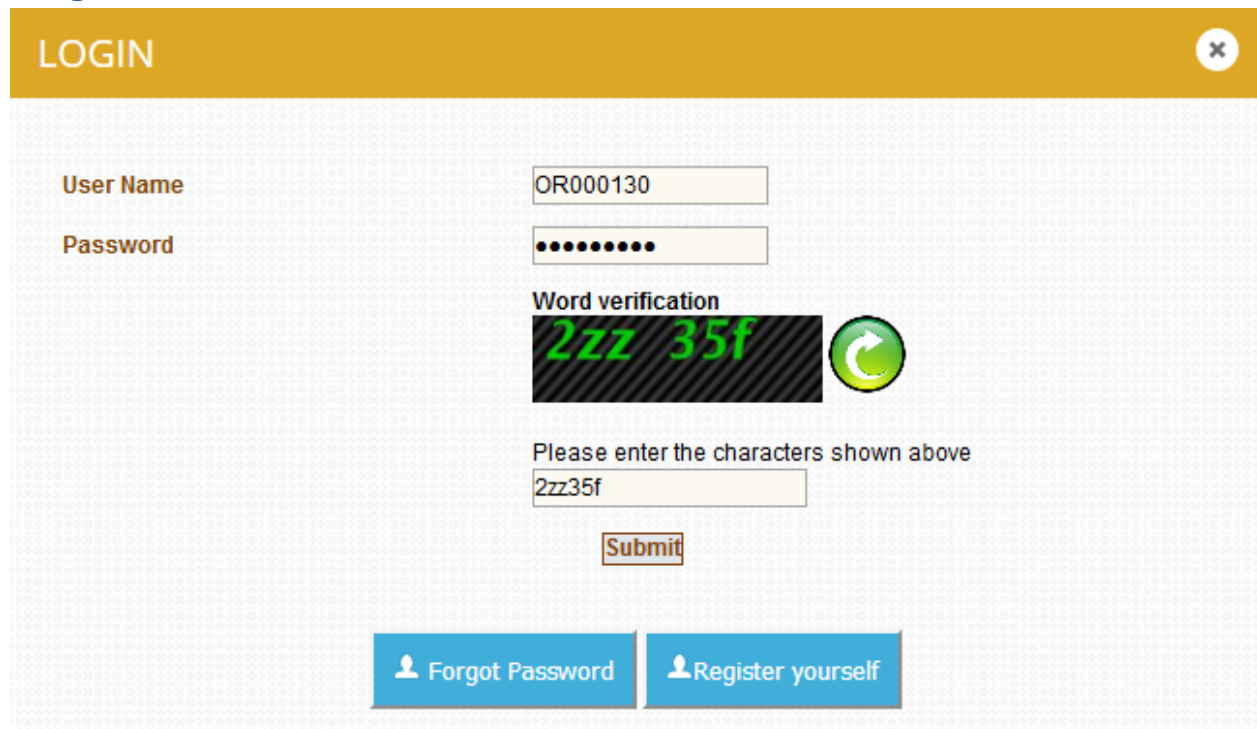
5. Click on Change Password to reset your password. Then enter your old password and new password and then submit.



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

Verification by DDH District:

### 1. Login to DDH



The screenshot shows a login page with a yellow header bar containing the word 'LOGIN' and a close button. The main area has a light gray background with a grid pattern. It contains the following fields and elements:

- User Name:** A text input field containing 'OR000130'.
- Password:** A password input field with masked characters (dots).
- Word verification:** A section showing a distorted image of the text '2zz 35f' in green and black, next to a circular refresh button.
- Please enter the characters shown above:** A text input field containing '2zz35f'.
- Submit:** A button to submit the login information.
- Forgot Password:** A button with a user icon and the text 'Forgot Password'.
- Register yourself:** A button with a user icon and the text 'Register yourself'.

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

The screenshot shows the DDH application form submission interface. The left menu has 'Message Box' selected. The main form area contains the following fields and elements:

- Please Select Service\***: A dropdown menu with the selected value 'Seed License by the Director of Horticulture for District' (labeled 2).
- Select Task\***: A dropdown menu with the selected value 'Verification of Company Application Form District' (labeled 3).
- From Date**: A date field with the value '01/01/2017' (labeled 4).
- To Date**: A date field with the value '21/06/2018'.
- Application Ref. No.**: A text field (labeled 5).
- Submit**: A button.
- Showing 1 to 1 of 1 entries**: A message above a table.
- Table**: A table with 4 columns: 'Sl.No.', 'Application Number', 'Status', and 'Action'. The first row contains the values '1', 'HSLSD/2018/00092', 'Initiated', and 'Pull' (labeled 6 and 7 respectively).

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 of 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.

## SEED LICENSE BY DIRECTORATE OF HORTICULTURE FOR DISTRICT

### 3. After pulling the application form DDH Message Box.

The screenshot displays the DDH Message Box interface. On the left is a dark sidebar menu with options: Manage Profile, Message Box (selected), Inbox (labeled 1), Sent Applications, DSC Management, and Report. The main content area has a top header with 'Menu' and a user profile 'DDH-Angul'. Below the header, the application details are shown with labels and values: Service Name- (labeled 2) 'Seed License by the Director of Horticulture for District', Current Task- (labeled 3) 'Verification of Company Application Form District', Application Reference Number- (labeled 4) 'HSLSD/2018/00092', and Application Received Date- (labeled 5) '21-06-2018'. A 'View Processing History' button is present. Below this is a section titled 'Company Verification By District' containing a form. The form has a blue header 'DISTRICT LEVEL VERIFICATION OF COMPANY APPLICATION FORM' and a green sub-header 'Verification Of Company Application Form'. It includes fields for 'Action to be taken \*' with radio buttons for 'Forward' (labeled 6) and 'Reject', 'Forward to \*' with a radio button for 'Physical Verification By AHO', 'Select AHO to work \*' with a checked checkbox for 'AHO-BANARPAL (Assistant Horticulture Officer)', and a 'Remarks' text area (labeled 7). At the bottom of the form are buttons for 'Submit', 'Draft', 'Reset', 'Cancel', and 'Back to Inbox'.

Step 1: Inbox of DDH.

Step2: This is the service name.

Step3: This is showing the current task of DDH 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 DDH can forward the application to the AHO for physical verification or Reject it. If rejected the application will be out of system.

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

## Physical Verification by AHO:

### 1. Login to AHO :

**LOGIN**

User Name: OR000134

Password: .....

Word verification: 5K1 F4P

Please enter the characters shown above: 5K1F4P

**Submit**

[Forgot Password](#) [Register yourself](#)

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

**Menu**

- Manage Profile
- Message Box**
  - Inbox 1**
  - Sent Applications
- DSC Management
- Report

**Please Select Service\*** Seed License by the Director of Horticulture for District **Select Task\*** Physical Verification By AHO

**Application Ref. No.**

**Submit**

Showing 1 to 1 of 1 entries

Sl.No.	Application Number	Status	Action
1	HSLSD/2018/00092	Forwarded	<a href="#">Pull</a>

## SEED LICENSE BY DIRECTORATE OF HORTICULTURE FOR DISTRICT

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

Step-5: This is the computer generated Application reference number of the application form.

Step-6: Click pull to complete the process by pulling the application form.

### 3. After pulling the application form AHO Message Box.

The screenshot displays the AHO-BANARPAL application form interface. On the left is a dark blue sidebar menu with options: Manage Profile, Message Box (highlighted), Inbox (1), Sent Applications, DSC Management, and Report. The main content area has a light blue header with a home icon and 'Home > Dashboard'. Below the header, the form details are shown with numbered annotations: 2 for Service Name, 3 for Current Task, 4 for Application Reference Number, and 5 for Application Received Date. A 'View Processing History' button is present. The bottom section is titled 'Physical Verification of Company Application Form District' and contains a blue bar with the text 'PHYSICAL VERIFICATION OF COMPANY APPLICATION FORM' and a green bar with 'PHYSICAL VERIFICATION BY AHO'. A vertical scrollbar is on the right, and a circular arrow icon is at the bottom right.

Service Name-	2 Seed License by the Director of Horticulture for District
Current Task-	3 Physical Verification By AHO
Application Reference Number-	4 HSLSD/2018/00092
Application Received Date-	5 21-06-2018

[View Processing History](#)

Physical Verification of Company Application Form District

**PHYSICAL VERIFICATION OF COMPANY APPLICATION FORM**

PHYSICAL VERIFICATION BY AHO

## SEED LICENSE BY DIRECTORATE OF HORTICULTURE FOR DISTRICT

Message Box

Inbox

Sent Applications

DSC Management

Report

Home

Physical Verification of Company Application Form District

6

PHYSICAL VERIFICATION OF COMPANY APPLICATION FORM

PHYSICAL VERIFICATION BY AHO

Name Of The Firm

FARM

Address Of The Company

ANGUL

Name Of The Dealer

smbit mishra

Address Of The Dealer

ANGUL

District

ANGUL

Block

BANAR PAL

Mobile Number

Contact Person Name

S K DASH

Mobile Number

888888889

Sent Applications

DSC Management

Report

Storage Point is Suitable or Not

Please Select

Section

The Documents mentioned in this report are verified by me and are kept in my safe custody.

I have physically the above mentioned premise on above date

Action Details

Action to be taken \*

☒ Recommend

☐ Not Recommend

7

Forward to \*

☒ DDH-Angul (Deputy Director)

Remarks

remarks

8

Submit

Draft

Reset

Cancel

Back to Inbox

Step1: This is the same inbox in menu of AHO.

Step2: This is the service name on which AHO is currently working on.

Step3: This is the task name on which AHO is currently working on.

Step4: This is Application Reference Number which is same before pulling the application form.

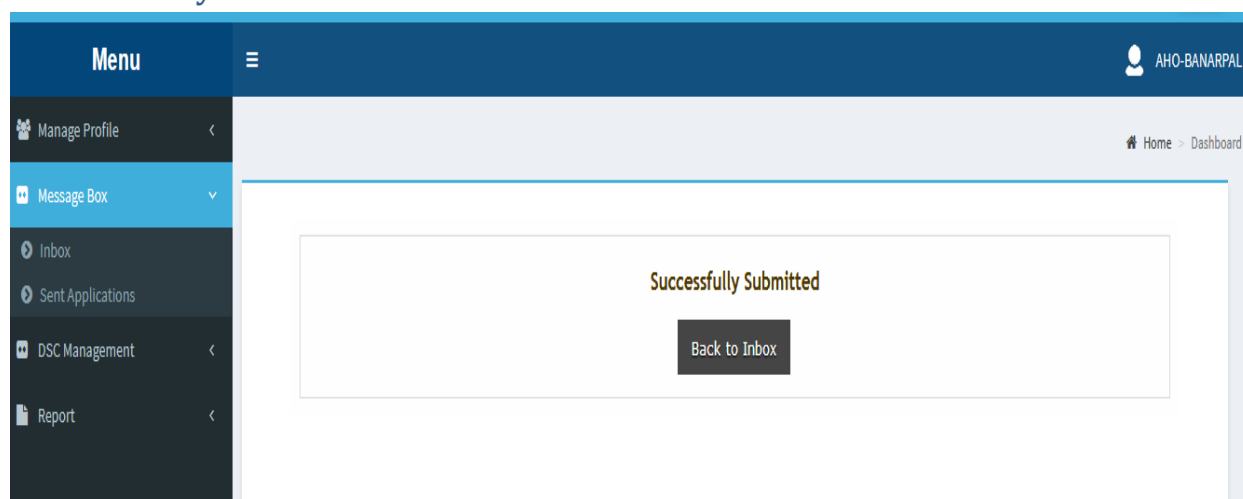
Step5: This is date on which application received by the officer.

Step 6: Here AHO has to fill up the inspection form with all the necessary information and all the mandatory fields has to be filled.

Step 7 : After physical verification by AHO, this will be forwarded to DDH with all documents and remarks.

Step 8: Click the submit button to complete the process.

#### 4. Successfully Submission



## AUTHENTICATION AND CERTIFICATE GENERATION BY DDH District:

### 1. LOGIN TO DDH.

# LOGIN

User Name


OR000130

Password

••••••••

Word verification


2zz 35f




Please enter the characters shown above

2zz35f

Submit

 Forgot Password

 Register yourself

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

Menu

Manage Profile

Message Box

Inbox 1

Sent Applications

DSC Management

Report

DDH-Angul

Home > Dashboard

Please Select Service\*

2Seed License by the Director of Horticulture for District

Select Task\*

3Authentication and Delivery Of Certificate

From Date

401/01/2017

To Date

21/06/2018

Application Ref. No.

5

Submit

Showing 1 to 1 of 1 entries

Search:

Sl.No.	Application Number	Status	Action
1	HSLSD/2018/00092 6	Forwarded	7Pull



### SEED LICENSE BY DIRECTORATE OF HORTICULTURE FOR DISTRICT

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 displays the DDH Message Box interface. On the left is a dark sidebar menu with options: Manage Profile, Message Box (selected), Inbox (marked with a '1'), Sent Applications, DSC Management, and Report. The main content area has a top header with a hamburger menu icon and the user 'DDH-Angul'. Below this is a breadcrumb 'Home > Dashboard'. The central area shows details for a selected application, with numbered callouts 1 through 5 pointing to specific fields: 1 points to 'Inbox' in the sidebar; 2 points to 'Service Name- Seed License by the Director of Horticulture for District'; 3 points to 'Current Task- Authentication and Delivery Of Certificate'; 4 points to 'Application Reference Number- HSLSD/2018/00092'; and 5 points to 'Application Received Date- 21-06-2018'. Below the details is a 'View Processing History' button. At the bottom, there are two stacked cards for 'Authentication and Delivery of Certificate', with the top one highlighted in blue and labeled 'AUTHENTICATION AND DELIVERY OF CERTIFICATE'. A vertical scrollbar and a circular refresh/pull icon are on the right side of the main content area.

Service Name-	2 Seed License by the Director of Horticulture for District
Current Task-	3 Authentication and Delivery Of Certificate
Application Reference Number-	4 HSLSD/2018/00092
Application Received Date-	5 21-06-2018

[View Processing History](#)

Authentication and Delivery of Certificate

**AUTHENTICATION AND DELIVERY OF CERTIFICATE**

Authentication and Delivery Of Certificate

## SEED LICENSE BY DIRECTORATE OF HORTICULTURE FOR DISTRICT

The screenshot shows a web application interface. On the left is a dark sidebar menu with items: 'Inbox', 'Sent Applications', 'DSC Management', and 'Report'. The main content area has a header 'Application Received Date- 21-06-2018'. Below this is a button 'View Processing History'. The main form is titled 'Authentication and Delivery of Certificate'. It has a blue header bar with the same title. Inside the form, there's a section 'Authentication and Delivery Of Certificate' with a dashed border. It contains two radio buttons: 'Reject' and 'Deliver'. The 'Deliver' radio button is selected, and next to it is a large number '6'. Below this is a 'Remarks' label followed by a large empty text box. At the bottom left of the form is the number '7'. At the bottom of the form are five buttons: 'Submit', 'Draft', 'Reset', 'Cancel', and 'Back to Inbox'.

tep1: inbox of DDH.

Step2: This is the service name on which DDH is currently working on.

Step3: This is the task name on which DDH is currently working on.

Step4: This is Application Reference Number which is same before pulling the application form.


Step5: This is date on which application received by the officer.

Step 6: Here DDH can reject or deliver certificate to the applicant. if rejected the application will be out of system Otherwise the certificate will be delivered to the applicant.


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

The screenshot shows a web application interface. On the left is a dark sidebar menu with items: 'Manage Profile', 'Message Box', 'Inbox', 'Sent Applications', 'DSC Management', and 'Report'. The main content area has a header 'Menu' and a user profile 'DDH-Angul'. Below the header is a breadcrumb 'Home > Dashboard'. The main form is titled 'List of Documents'. It has a question 'would you like to sign with DSC? \*' with two radio buttons: 'Yes' and 'No'. Below this is a table with two columns: 'Document Name' and 'View Document'. The first row of the table has 'District Level Certificate' in the first column and a document icon in the second column. At the bottom of the form are five buttons: 'Submit', 'Edit Form', 'View Form', 'Cancel', and 'Back to Inbox'.

**Output Certificate:**



**DIRECTORATE OF HORTICULTURE , ODISHA, BHUBANESWAR**  
**FORM-B**  
**( SEE CLAUSE 5)**  
**LICENCE TO CARRY ON THE BUSINESS OF A DEALER IN SEEDS**



License No: HSLSD/2018/00099

Issue Date: 18/08/2018  
Valid Upto:

1. Subject to the provisions of the Seeds ( Control) Order, 1983 and to the terms and condition of this License Shri / M/S **the firem** is herby granted license to sell, export , import and store for the said purposes of seeds.

2. The licence shall carry on the aforesaid business at all over the State of Odisha.

<b>OFFICE ADDRESS</b>		<b>STORAGE ADDRESS</b>	
District	DHENKANAL	District	\$attr_48021
Block		Block	\$attr_48022
Address	add	Address	\$attr_48019

License has been recommended for -

S. No.	Block
1.	Office of the Assistant Horticulture Officer( BLOCK - BHUBAN )

Licensing Authority

**TERMS AND CONDITIONS OF LICENSE**

(i) The licence shall be displayed at a prominent and conspicuous place in a part of the business premises open to the public.

(ii) The holder of the licence shall comply with the provisions of the Seeds (Control) Order, 1983 and the notifications issued there under and for the time being in force.

(iii) This licence comes into force with immediate effect and shall be valid upto unless previously cancelled or suspended.

(iv) The holder of the licence shall from time to time report to the licensing authority any change in the premises where he carries on his business of sale, export, import or storage for the said purposes of seeds.

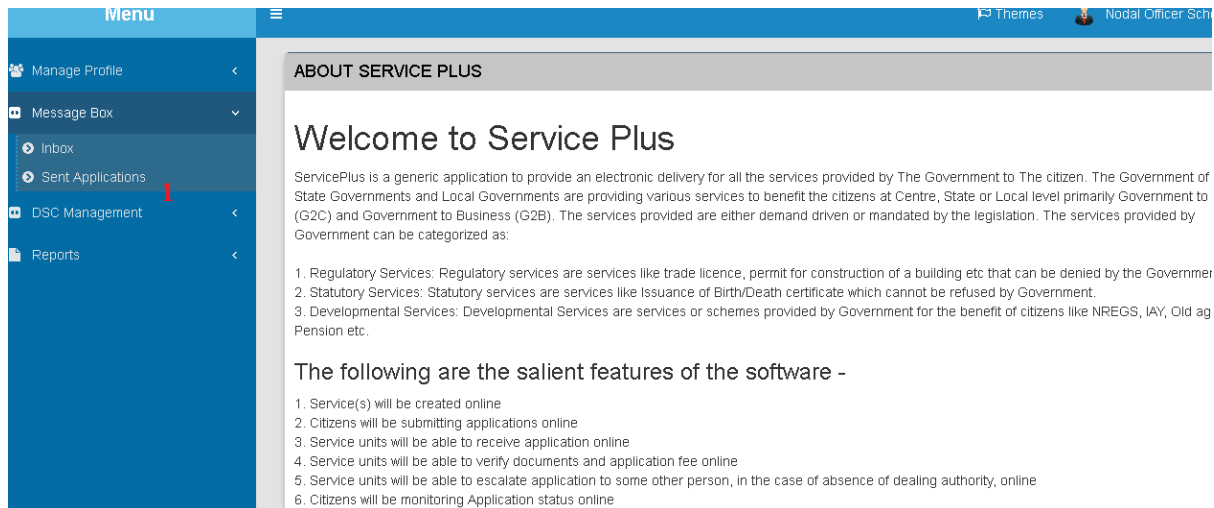
(v) The licensee shall give every facility to the licensing authority or any other officer acting under his Authority for the purpose of inspecting his stock in any shop, depot or godown or other place/places used by him for the purpose of storage, sale or export of seeds.

Your Reference Number is: HSLSD/2018/00099. To verify: <http://serviceonline.gov.in/configure/UC>

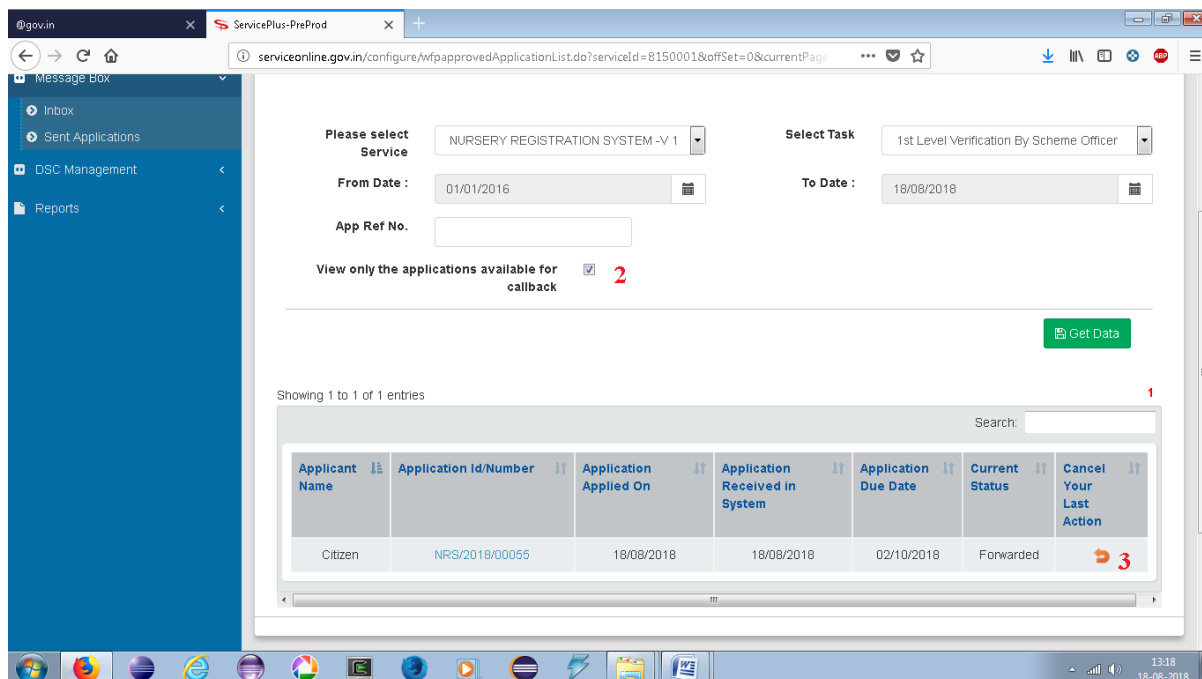
This Certificate will expire on 18/08/2021

## **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.



## SEED LICENSE BY DIRECTORATE OF HORTICULTURE FOR DISTRICT

4. Click on Submit to complete the process.

