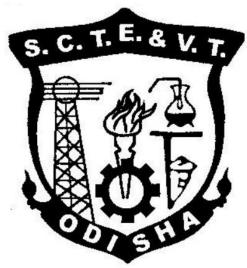
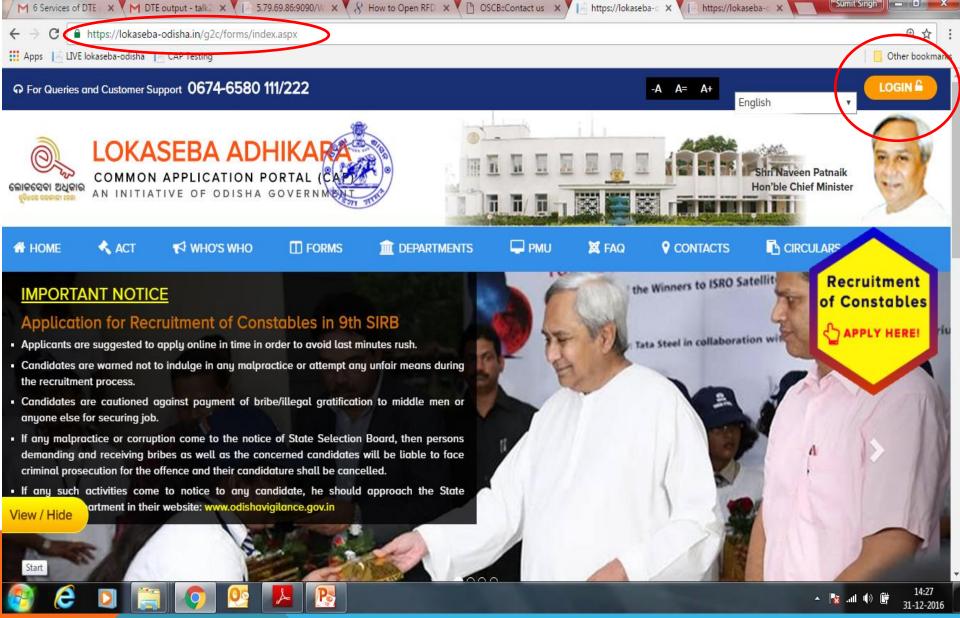
USER MANUAL FOR AVAILING ONLINE SERVICES



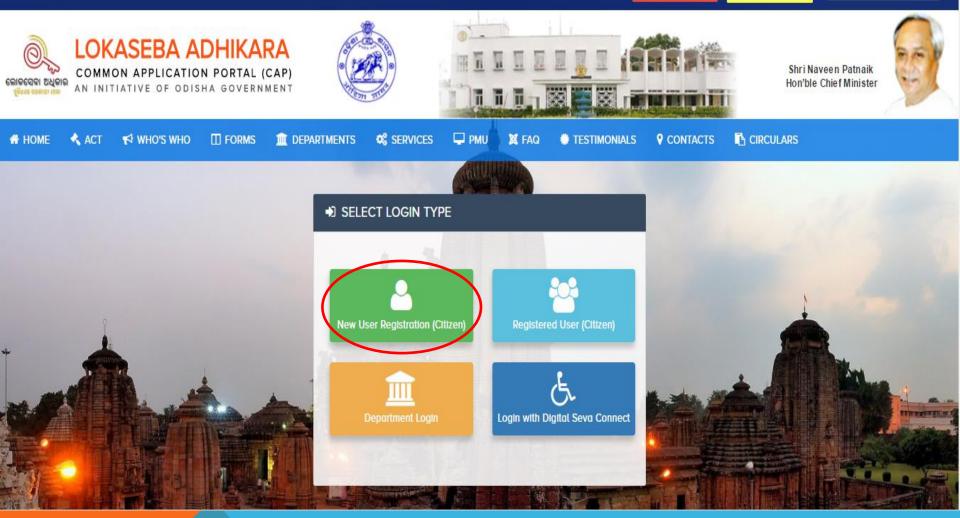
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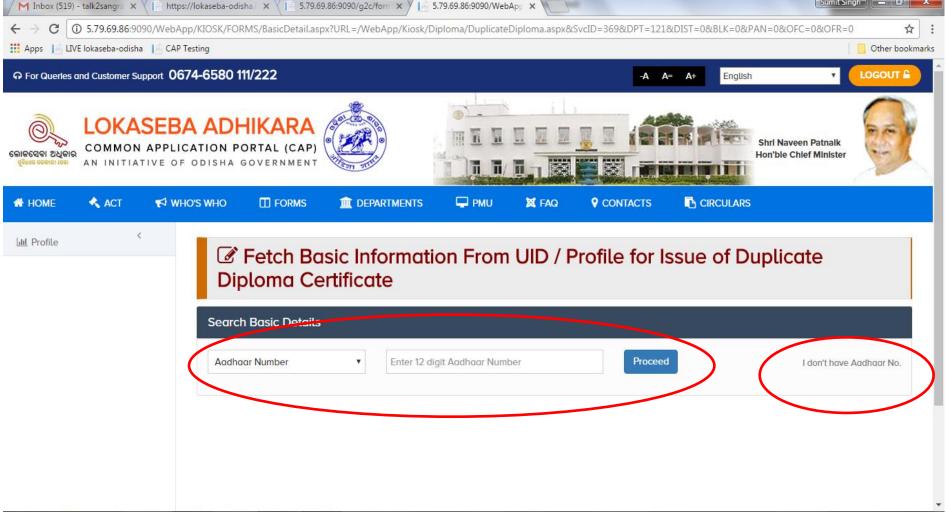


Enter the url <u>www.lokaseba-odisha.in</u> and then click on "Login" button as marked above to move further.

English



STEP-1: CLICK ON "NEW USER REGISTRATION" AS MARKED ABOVE



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11:54

Step:2- In this step there are two options for the Student to register himself/herself into the system i.e. a) Through Adhaar b)Without Adhar as marked above.

IF you have Adhhar, you need to enter your 12 digit Adhhar no and click on proceed else you have to click on "I don't have Adhhar no "as marked above





CITIZEN REGISTRATION FOR UNDEFINED

Register yourself with Lokaseba Adhikara to avail notifed service under Odisha Right to Public Services Act, 2012

READ MORE » 🖾 Download ACT

Login Details		i
Email ID * talk2sangram@gmail.com	Mobile No. * 9438018440 Verify Mobile No.	

Step-3: Here the student need to enter his/her own email id and mobile no and then click on "verify mobile no" to proceed further



LOKASEBA ADHIKARA COMMON APPLICATION PORTAL (CAP)

Register yourself with Lokaseba Adhikara to avail notifed service under Odisha Right to Public Services Act, 2012



READ MORE » 🗋 Download ACT

CITIZEN REGISTRATION

ogin Details			
Information! Mobile Successfully Validated, Please fill the necessary details.			
imail ID * sangram.panda@gmail.com	Mobile No. * 7205825830		
pplicant Full Name * sangram Kesari Panda		Login Id * sangram_student	
Password *	Confirm Password *		Check Login Id Availabilit

Step-4: Here the student need to enter desired details for login Id and Password and click on Register

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- Step-5: In this step the student need to create his/her own profile by entering the desired info and need to upload the photo and then click on "Register"
- After clicking on Register button there will be an alert message confirming that the profile is created successfully .
- Now the student is ready to avail services. click on "OK" as marked above to move further



Applicant Name

sangra kesari panda

Skill Development & Technical Education Department

Department •

Cancel

Service

Issue of Duplicate Diploma Certificate

Application ID

08000000011

Service & Department

Issue of Duplicate Diploma Certificate

Issue of Duplicate Divisional Marksheet

Issue of Migration Certificate

Issue of Semester Marksheet Issue of verification of certificates

Photocopu of AnswerSheet

Services *

-Select-

Select

🎍 sangra kesari panda

sangram.panda@gmail.com

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NO.01, 777777

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Present Address :

07205825830

Application Date

19/12/2016 00:00:00

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Step-6: Once the profile is created successfully the student can avail the above marked services, Lets discuss one after another

ISSUE OF DUPLICATE DIPLOMA CERTIFICATES

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Here the student need to select the service and then Department and then need to click on "NEXT" button as marked above to move further



III Profile

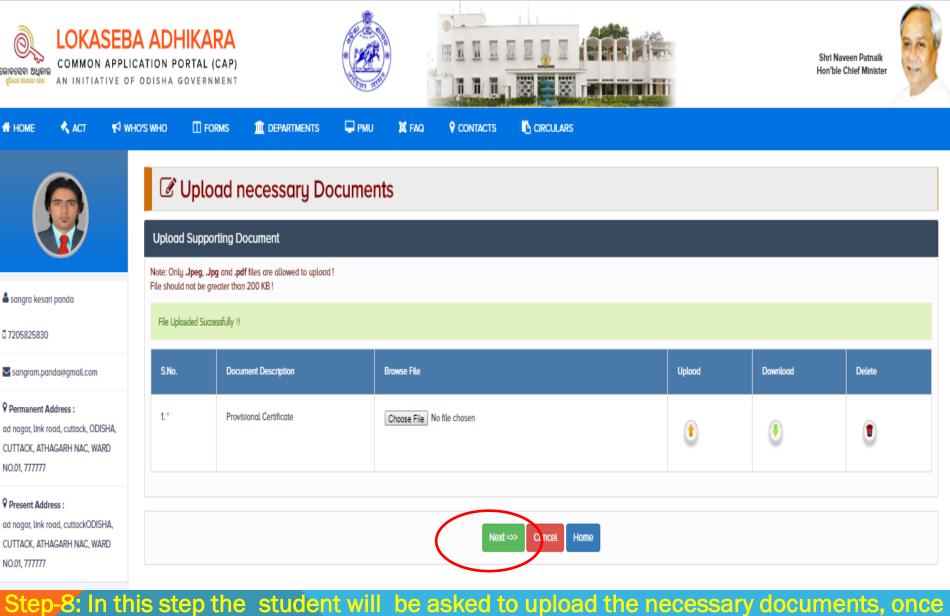
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∑ sangram.panda@gmail.com									

Permanent Address :
ad nagar, link road, cuttack, ODISHA
CUTTACK, ATHAGARH NAC, WARD
NO.01, 777777

Permanent Address :	
ad nagar, link road, cuttack, ODISHA,	Declaration
CUTTACK, ATHAGARH NAC, WARD	
NO.01, 777777	I JANGRA KESARI PANDA solemnly affirm that the above mentioned information / documnets submitted by me is true and correct to my knowledge and belief. I hereby agree to be liable for legal consequences for any information
Present Address :	round incorrect or untrue at a later date.
ad nagar, link road, cuttackODISHA,	
CUTTACK, ATHAGARH NAC, WARD	
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Step-7: Here the student need to enter the required details and then check the declaration check box and then click on "NEXT" button as marked above to move further.



the uploading of documents is over then click on "NEXT" to move further

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➡ sangram.panda@gmaiLcom							
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l <u>ul</u> Profile							

Step-9: Here the student need to click on "Submit Application" button and pay the requisite fees online against the reference ID to get an acknowledgement receipt as displayed in the next page.

ACKNOWLEDGEMENT RECEIPT

⊙ For Querles and Customer Support 0674-6580 111/222

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Shri Naveen Patnaik Hon'ble Chief Minister

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LOKASEBA ADHIKARA COMMON APPLICATION PORTAL (CAP) AN INITIATIVE OF ODISHA GOVERNMENT

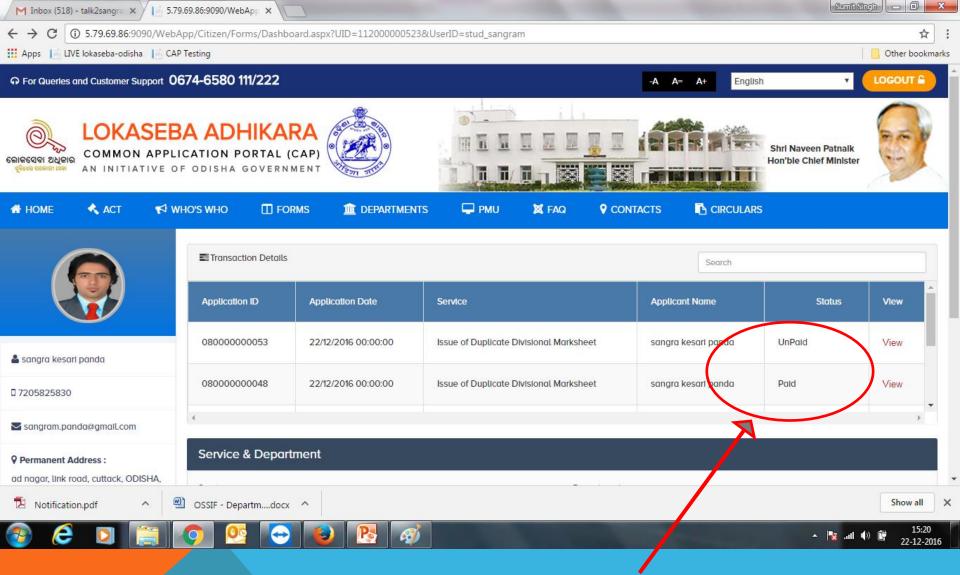
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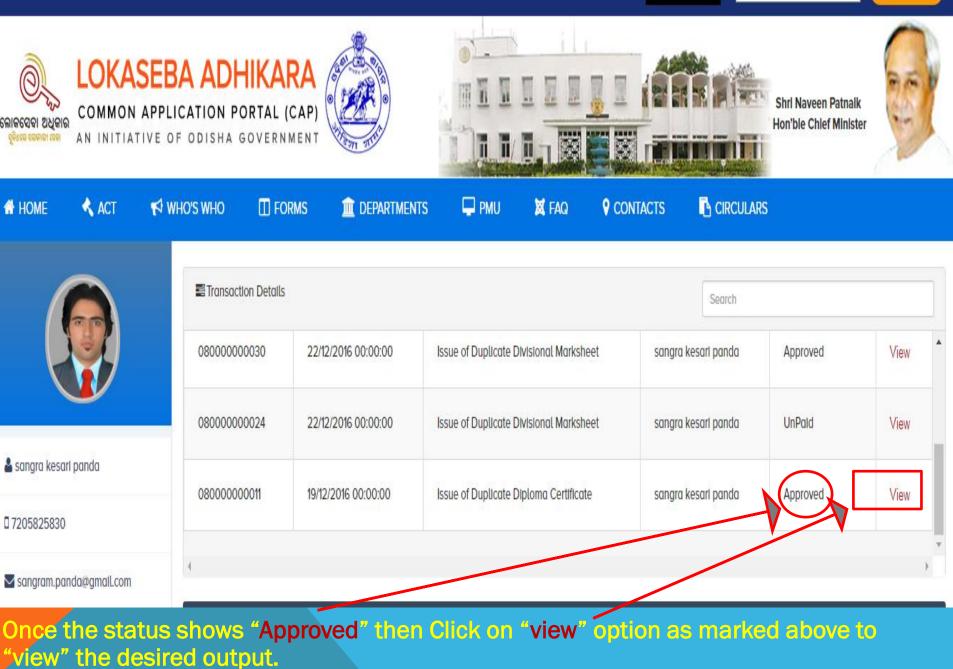
Technology Partner, CSC SPV. Contents on this website is owned, updated and managed by the CMGI. © 2016



The student can view the status of the application in their dashboard after logging in to their account as follows:



After logging in to the A/C the user can view different status of the application forms like "paid, unpaid, approved or rejected".



THE OUTPUT FOR "ISSUE OF DUPLICATE DIPLOMA CERTIFICATE

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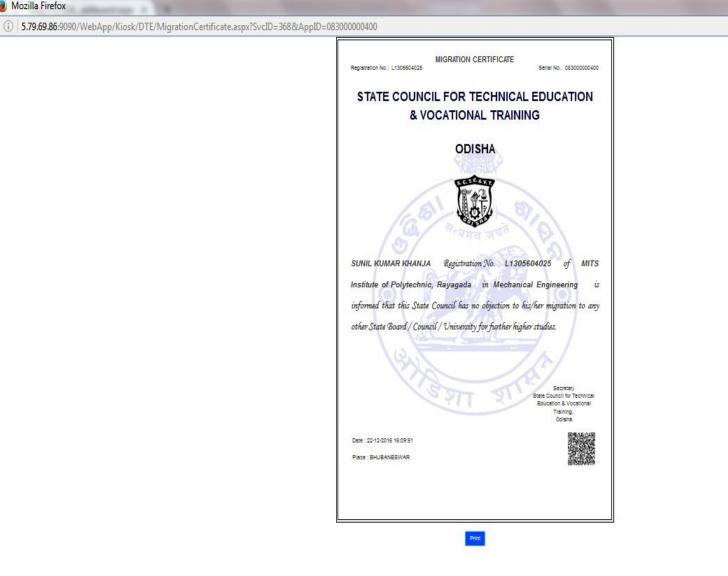


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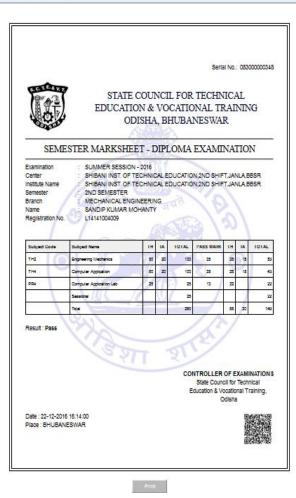
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