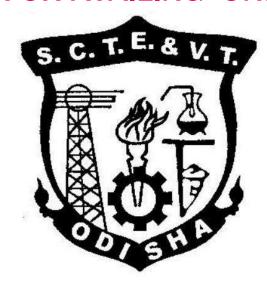
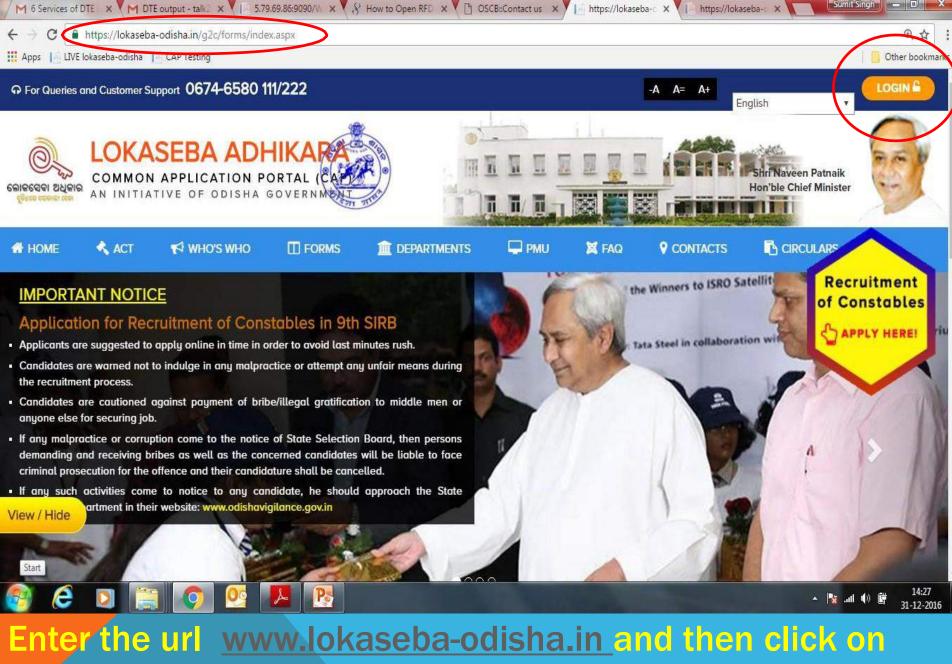
USER MANUAL FOR AVAILING ONLINE SERVICES



STATE COUNCIL FOR TECHNICAL EDUCATION & VOCATIONAL TRAINING, ODISHA, BHUBANESWAR



"Login" button as marked above to move further.



LOKASEBA ADHIKARA

COMMON APPLICATION PORTAL (CAP) AN INITIATIVE OF ODISHA GOVERNMENT





Shri Naveen Patnaik Hon'ble Chief Minister



















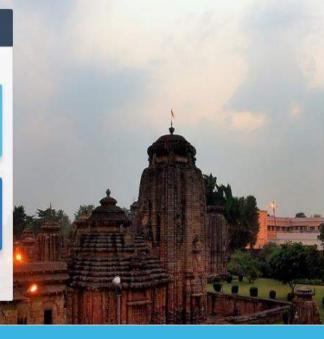




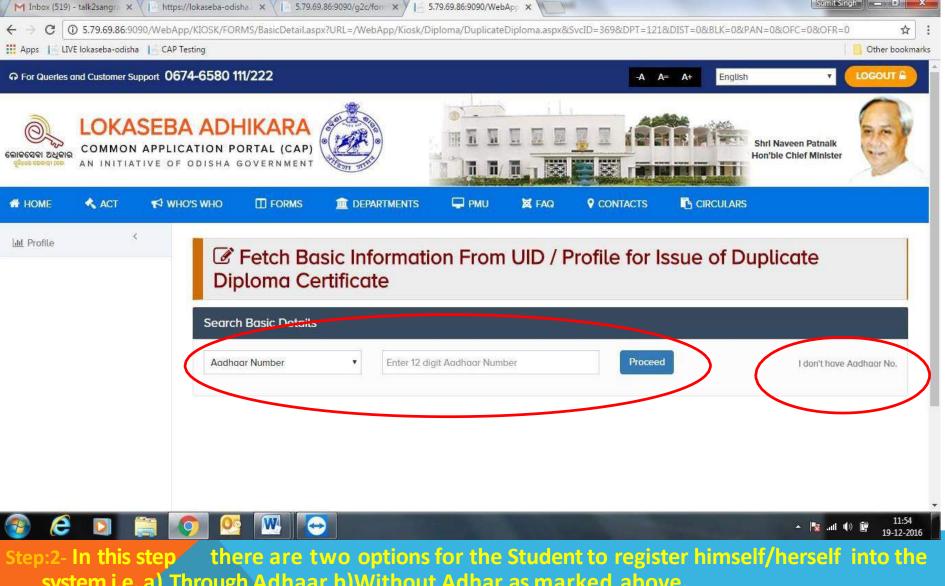






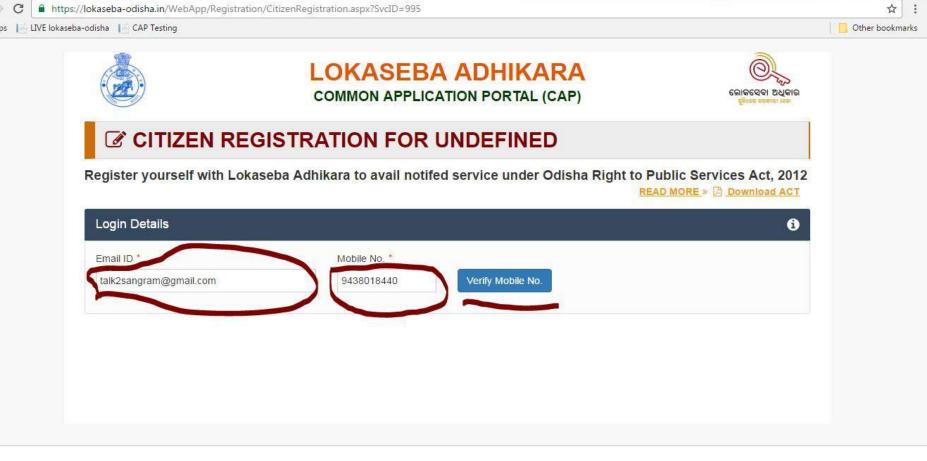


STEP-1: CLICK ON "NEW USER REGISTRATION" AS MARKED ABOVE



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



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)



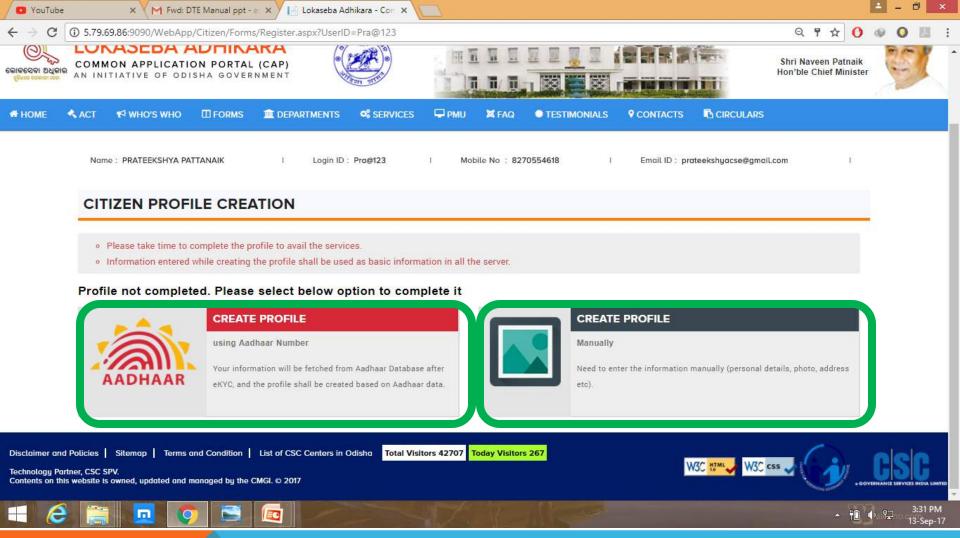
CITIZEN REGISTRATION

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

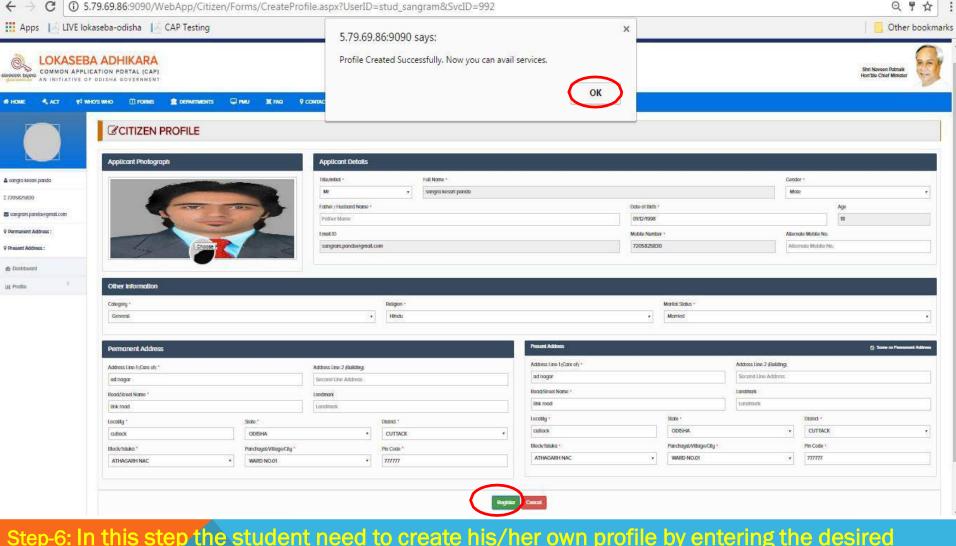
READ MORE > Download ACT

Login Details		0
Information! Mobile Successfully Validated, Please fill the ne	cessary details.	
Email ID *	Mobile No. *	
sangram.panda@gmail.com	7205825830	
Applicant Full Name *		Login Id 1
sangram Kesari Panda		sangram_student
Password *	Confirm Password *	
		Check Login Id Availability
	Register Can el	

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



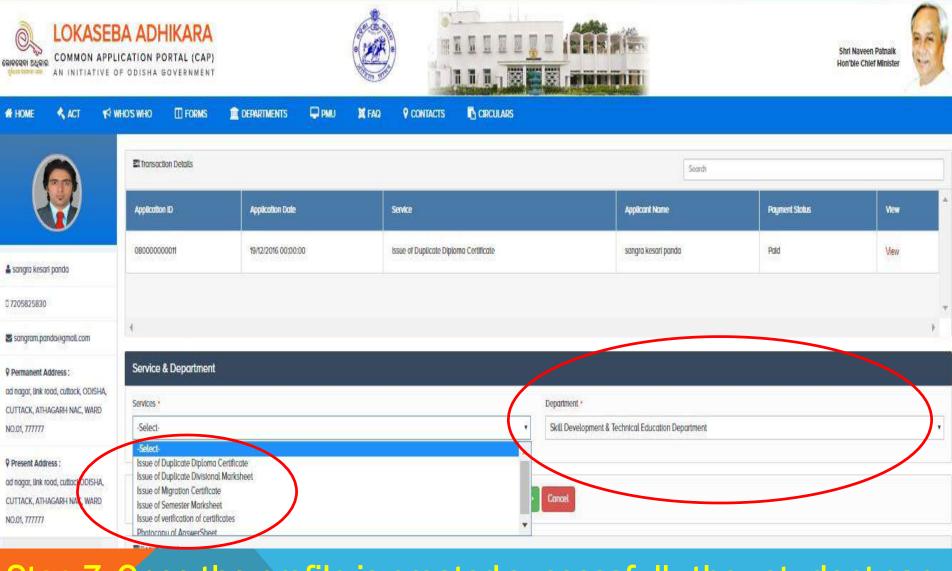
STEP 5 — The student can now fill the form using Aadhaar card, if not then the student can apply manually by clicking as shown above.



Step-6: 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



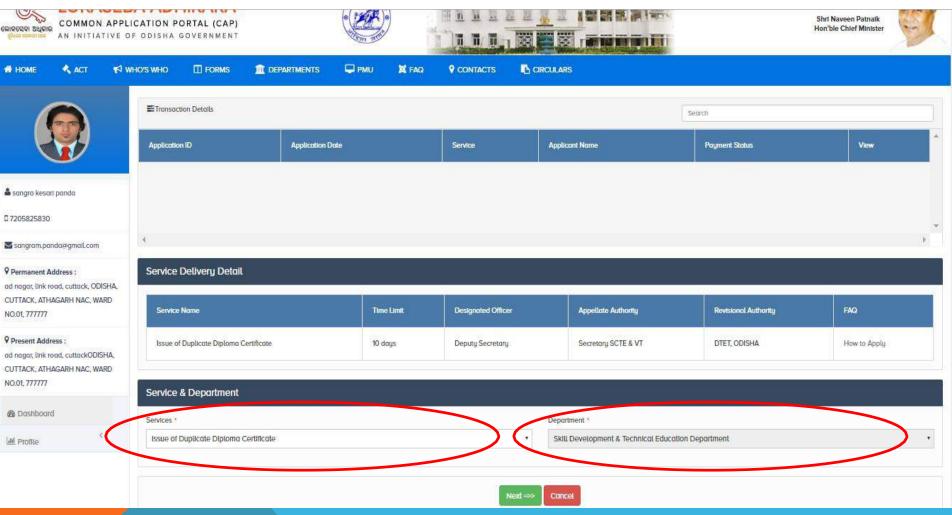
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English

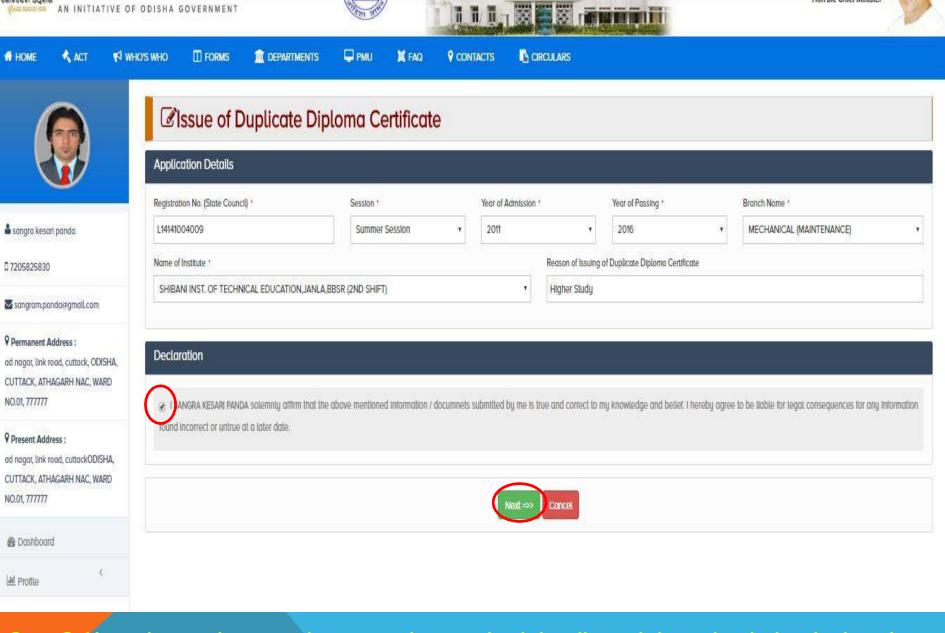
© For Queries and Customer Support 0674-6580 111/222

Step-7: Once the profile is created successfully the student can avail the above marked services, Lets discuss one after another

ISSUE OF DUPLICATE DIPLOMA CERTIFICATES



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

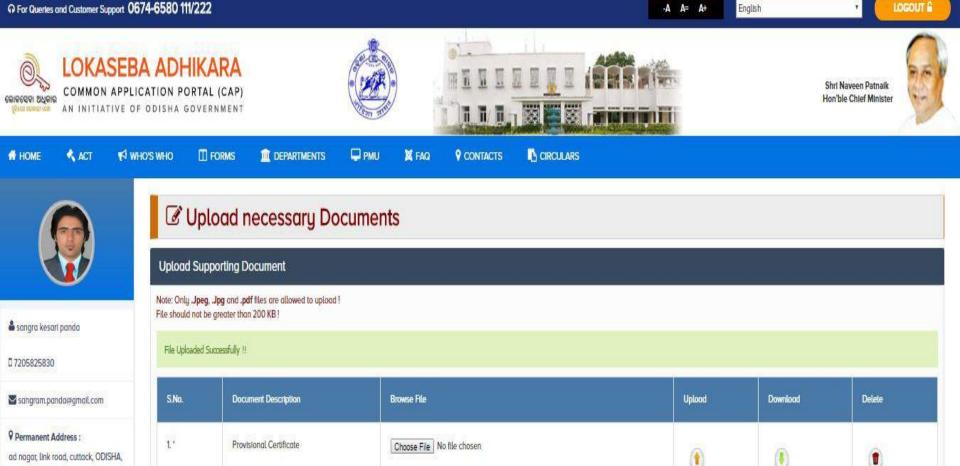


mon die Chier Minister

PRIMARAL DOMINI

PAGE COGGS-1001 AN INITIATIVE OF ODISHA GOVERNMENT

Step-8: 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.



Step-9: In this step the student will be asked to upload the necessary documents, once

Cancel

CUTTACK, ATHAGARH NAC, WARD

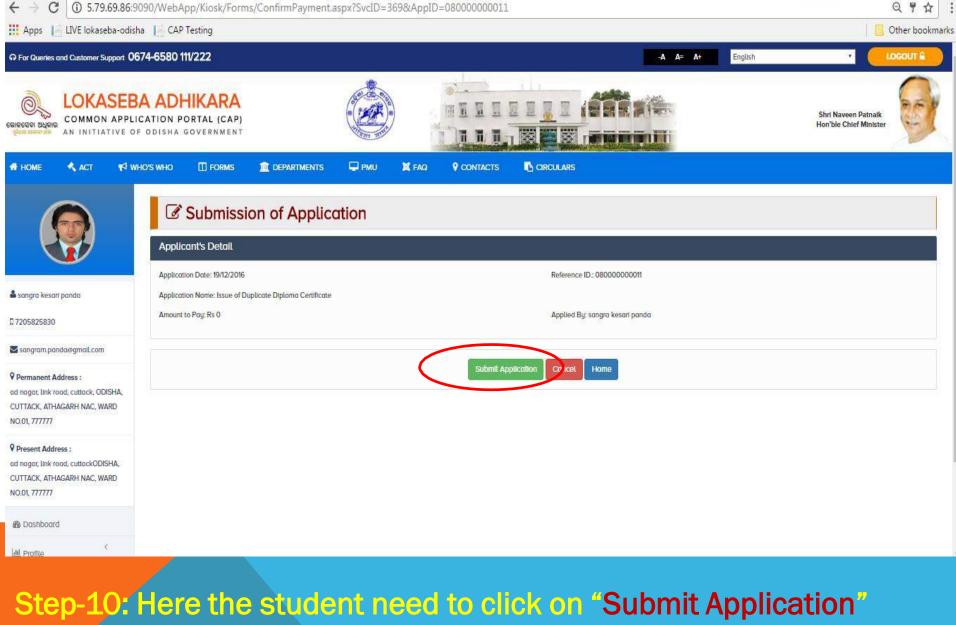
ad nagar, link road, cuttackODISHA,

CUTTACK, ATHAGARH NAC, WARD

NO.01, 777777

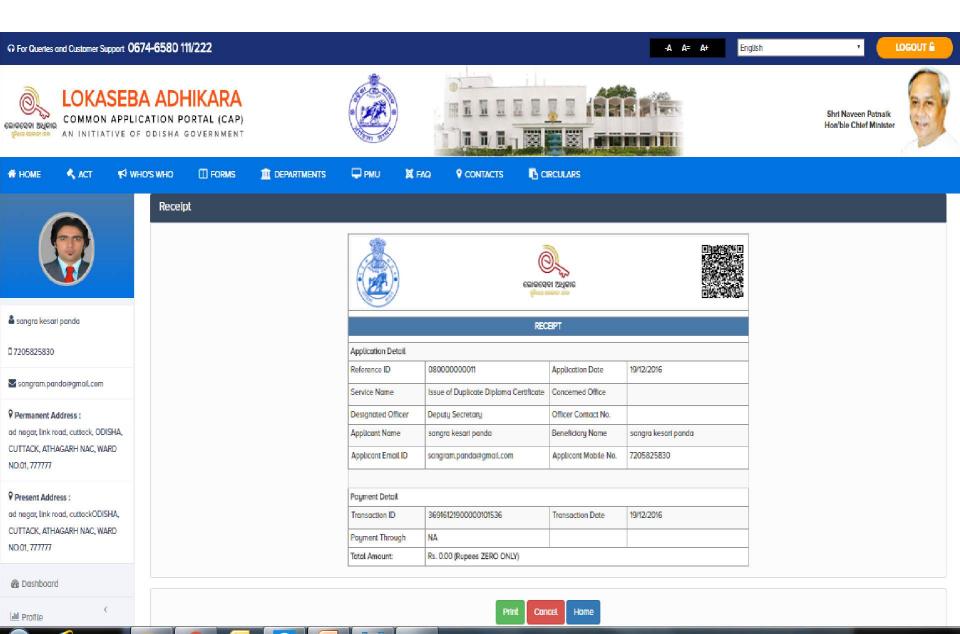
Present Address :

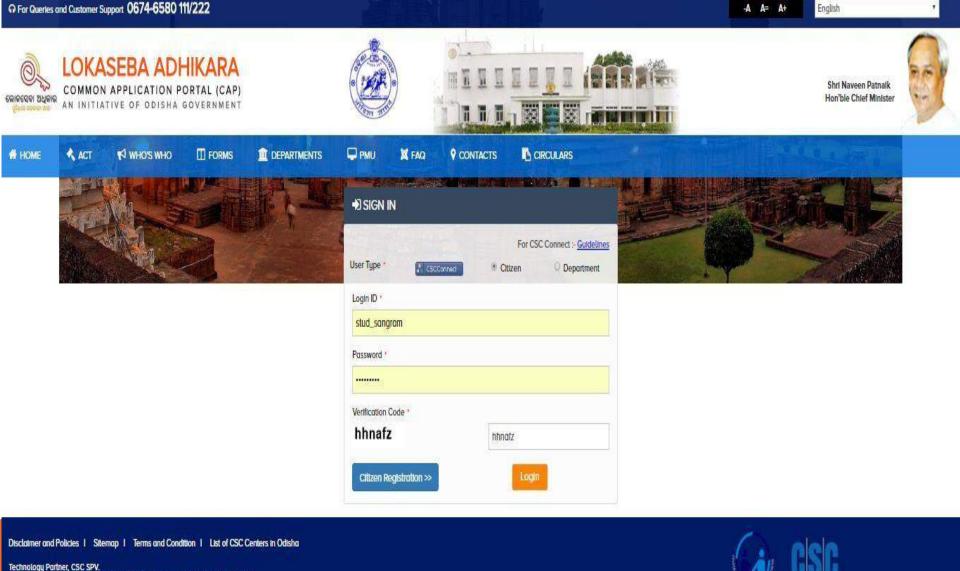
Step-9: In this step the student will be asked to upload the necessary documents, once the uploading of documents is over then click on "NEXT" to move further



Step-10: 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.

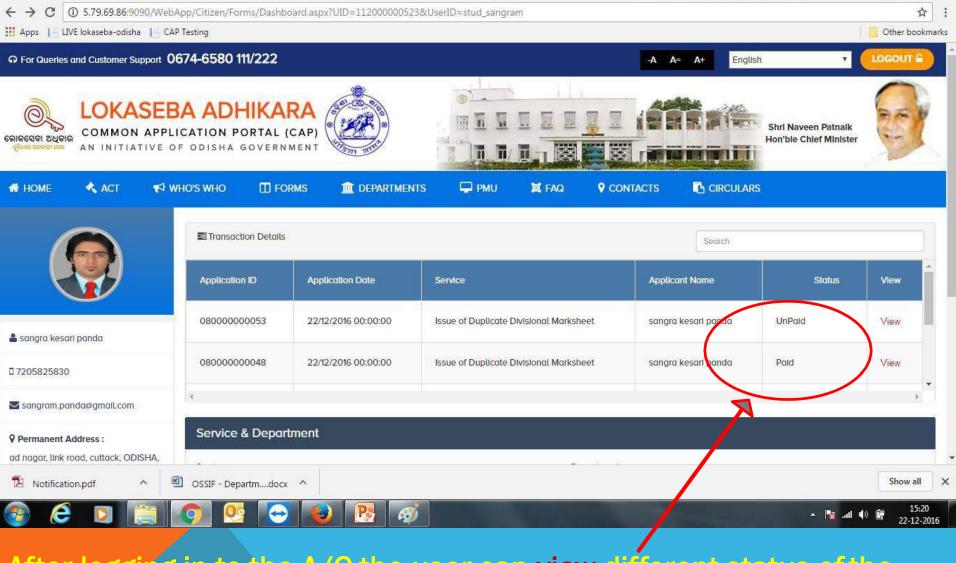
ACKNOWLEDGEMENT RECEIPT





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

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SmitSingh - 0 X

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





CIRCULARS

LOGOUT &



WHO'S WHO

Ⅲ FORMS



Q CONTACTS

Shri Naveen Patnalk Hon'ble Chief Minister



ACT.

HOME

🌡 sangra kesari panda 7205825830 sangram.panda@gmail.com

Transaction Details Search 080000000030 22/12/2016 00:00:00 Issue of Duplicate Divisional Marksheet sangra kesari panda Approved View Issue of Duplicate Divisional Marksheet View 080000000024 22/12/2016 00:00:00 sangra kesari panda UnPaid Issue of Duplicate Diploma Certificate sangra kesari panda 080000000011 19/12/2016 00:00:00 View Approved

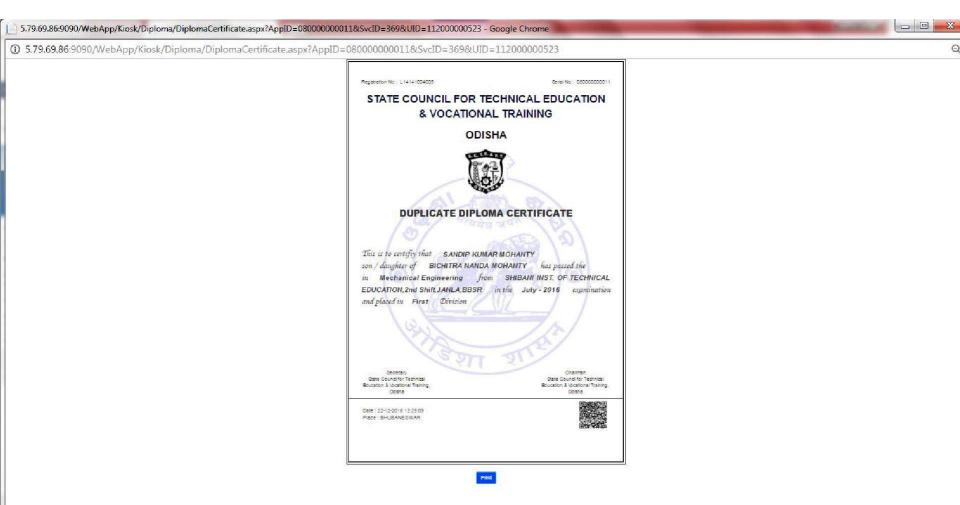
X FAQ

PMU

TOTAL PARTMENTS

Once the status shows "Approved" then Click on "view" optionas marked above to lew" the desired output.

THE OUTPUT FOR "ISSUE OF DUPLICATE DIPLOMA **CERTIFICATE**













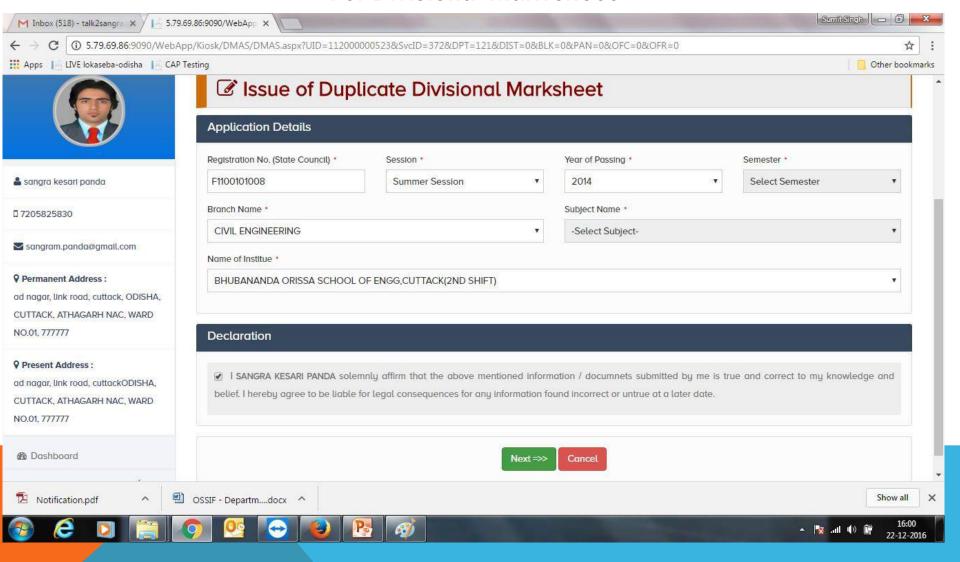






SIMILARLY THE INPUT FORM AND THE OUTPUT OF OTHER REMAINING SERVICES ARE GIVEN BELLOW

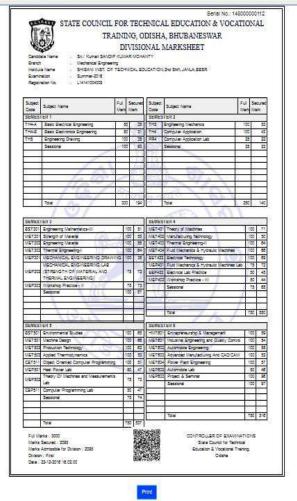
For Divisional Mark sheet



DUPLICATE DIVISIONAL MARK SHEET



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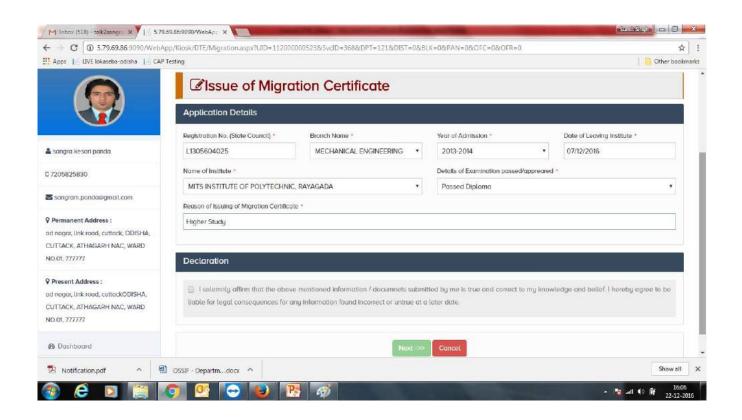








ISSUE OF MIGRATION CERTIFICATE



Migration Certificate



MIGRATION CERTIFICATE Registration No.: L1305804025 Serial No.: 083000000400 STATE COUNCIL FOR TECHNICAL EDUCATION & VOCATIONAL TRAINING **ODISHA** SUNIL KUMAR KHANJA Registration No. L1305604025 Institute of Polytechnic, Rayagada in Mechanical Engineering informed that this State Council has no objection to his/her migration to any other State Board / Council / University for further higher studies. State Council for Technical Education & Vocational Date : 22-12-2016 18:09:51 Place: BHUBANESWAR













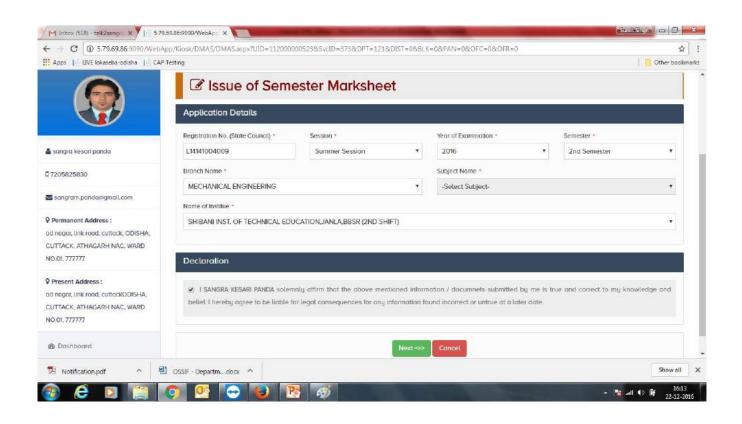




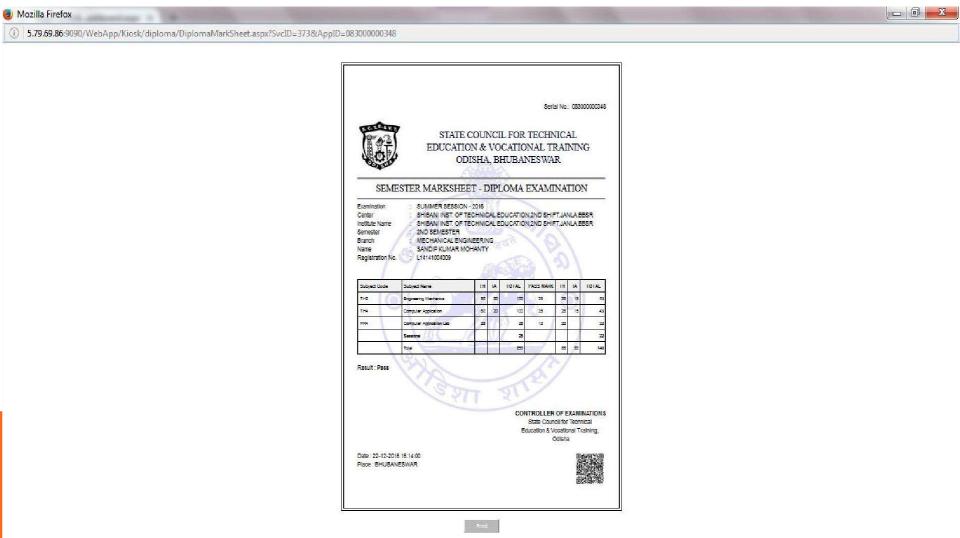




ISSUE OF SEMESTER MARK SHEET



DUPLICATE SEMESTER MARK SHEET

















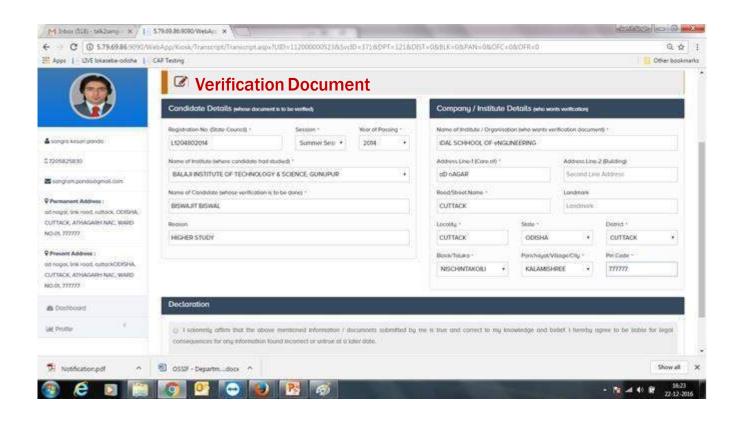








VERIFICATION OF DOCUMENTS



VERIFICATION DOCUMENT























PHOTOCOPY OF ANSWER SHEET

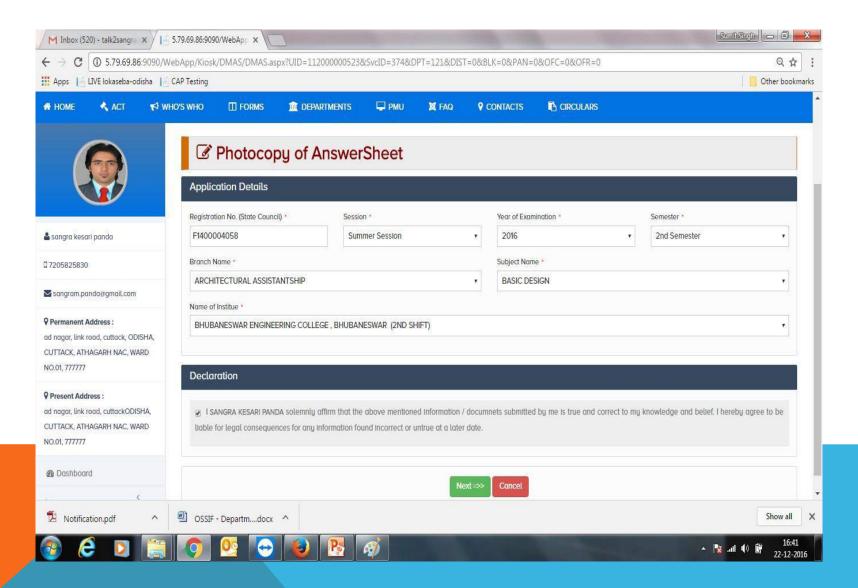


PHOTO COPY OF ANSWER SHEET

