

SOP FOR RESERVATION OF RAVINDRA MANDAP

- 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 **onetime 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 number for registration into the system. If you do not have it then create a valid email ID and arrange a mobile no.
 - There are two option available for registering into the portal. Either selecting the respective service or through “**Registering Yourself**” Icon at the bottom of page. In both the case 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 it. The verification will be done by system and upon successful verification the login account will be created.

(Refer the screen shot for registering into the system)

Full Name

Email Id

Mobile No.

Password

State

Captcha

- Once the registration is over, click on the Mandap service you want to apply. A new window will open. 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 and Reserving date(s).**
 - Fill the application Form. (Refer below for a sample application form).
 - Select the date (s) you want to reserve. First select From date then To Date then time slot for reservation. Then check availability. A pop up screen will appear with status i.e whether the date is available or not. In the amount calculation section, you can verify the amount against each head and total amount to be paid. Once you are sure about it , click on next to proceed verify data page.
 - Verify the data. (Edit if required).
 - After verifying all the data Click on make payment. The application will be redirected for online payment. After successful payment , a confirmation / acknowledgement slip will be generated on booking of Mandap with specified dates. It may be kept for all future reference.
 - A confirmation message and email will be received by you after successful booking .

➤ ***Steps for cancelling the booking seats.***

- Login into the system.
- Click on **“View Status of Application”** then **“Track Application Status”**.
Enter the application reference number or select the date on which you have applied for reservation. Click on get data. It will show your application status.
- Click on “ Waiting for Applicant Response” to cancel the reservation.
- A pop up screen will appear where you will get the information on amount deposited at the time of reservation and amount to be refund after cancellation .
- Once you sure about it , click on submit.
- A Refund slip will be generated. Keep it for future reference.
- The amount will be refunded to your account on 8 to 10 working days.

Screen Shots of Application

APPLICATION FORM FOR RABINDRA MANDAP BOOKING

APPLICANT DETAILS

Select Type Of Organization *
Organization

Applicant Name *
TEST CITIZEN

Organization Name *
NIC

Mobile Number *
9556644774

E-Mail *
j123kar@gmail.com

BOOKING DETAILS

From date *
28/08/2020

To date *
28/08/2020

Time of Reservation *
☒ 10 AM to 3 PM ☐ 3 PM to 10 PM
☐ 10 AM to 10 PM (Whole Day)
Check Availability

Programme Type *
General

Select Programme Name *
General Music Programme

Premises Reservation *
Yes

ADDRESS FOR COMMUNICATION

District *
BHADRAK

Address
bhadrak

PIN
789456

CHARGES (TO BE PAID)

Amount Calculation

Caution Money - Auditorium	Caution Money - Premises	Rental Charges - Auditorium	Rental Charges - Premises	Development Fee
5000	6000	6750	6750	4000

Total Amount (To be Paid)
28500

***All amount in ₹**

Word verification

385124

Please enter the characters shown above

385124

Draft

Submit

Close

Reset

Edit View of Application

Menu

Manage Profile

Apply for services

View all available services

View Status of Application

Messages & Alerts

message.draftRefNote

APPLICANT DETAILS

Select Type Of Organization :

Individual

Applicant Name :

S K DAS

Mobile Number :

9861222555

E-Mail :

j13kar@gmail.com

Father Name :

R K DAS

Religion :

Hinduism

BOOKING DETAILS

From date :

29/10/2020

To date :

29/10/2020

Time of Reservation :

10 AM to 3 PM

Programme Type :

General

Select Programme Name :

General Music Programme

Premises Reservation :

Yes

ADDRESS FOR COMMUNICATION

District :

KENDRAPARA

Address :

KENDRAPAD

PIN :

751023

CHARGES (TO BE PAID)

Amount Calculation

Caution Money - Auditorium	Caution Money - Premises	Rental Charges - Auditorium	Rental Charges - Premises	Development Fee
5000	6000	6750	6750	4000
Total Amount (To be Paid):		28500		

Additional Details

Apply to the Office

ODIA LANGUAGE,LITERATURE & CULTURE DEPARTMENT (STATE)

Draft Reference No :

Draft_RE SRM/2020/00469

31/7/2020 02:20:50 IST

http://serviceonline.gov.in/configure

Make Payment

Edit

Cancel

Click here to initiate new application

MINISTRY OF PANCHAYATI RAJ

Digital India

data.gov

india.gov.in

PMINDIA

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Payment Page



Payment Details

Debit/Credit Card

Internet Banking

BHIM UPI

Wallets

NEFT

SBI Branch Payment

POS

Mobile Payments

PayPal

Debit/Credit Card

Internet Banking

Popular Banks

All Banks

Please Select

☒ Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

BHIM UPI

PayPal

Wallets

NEFT

SBI Branch Payment

POS

Mobile Payments

Order Summary

Order No.: 2749

Merchant Name: Test Merchant

Amount: 28500.00

Processing fee:

GST:

Total:

APM ID: PG_TRANS_396


Booking Slip



Government of Odisha
Odia Language Literature & Culture Department
Rabindra Mandap Booking Slip

FORM OF ACKNOWLEDGEMENT						
SI No		Details				
1. Name of the Designated Officer and Office Address		Deputy Director , Culture S K DAS,				
2. Name and Address of Applicant		District: KENDRAPARA Pin: 751023KENDRAPAD				
3. No and Date of receiving application in the office of Designation Officer		RESRM/2020/00325 31/07/2020				
4. Name of The Service for Which the application is given		Reservation of Rabindra Mandap				
5. Particulars of the Documents which are essential for receiving service but are not enclosed with the application		NA				
6. Last Date of the given time limit		31/07/2020				
Booking Details						
Booking No.	RESRM/2020/00325	Booking Date	31/07/2020			
Booking (From) Date	29/10/2020	Booking (To) Date	29/10/2020			
Booking Type	Individual	Applicant Name	S K DAS			
		Time of Reservation	10 AM to 3 PM			
Programme Type	General	Premises Reservation	Yes			
Mobile No.	9861222555	Email Id	j13kar@gmail.com			
Total Amount Paid	₹ 28500.0	Transaction Details	Transaction number : 5211445001101			
	S. No.	Caution Money - Auditorium	Caution Money - Premises	Rental Charges - Auditorium	Rental Charges - Premises	Development Fee
	1.	5000	6000	6750	6750	4000
Place:- KENDRAPARA		Signature of Receiving Officer				
Date:- 31/07/2020		Name and Designation with Seal				
This is a system generated acknowledgement and does not require any signatory. Applicant can take the print out in 'Citizen Section' on 'https://www.serviceonline.gov.in'.						
Note:-						
a. Booking is not transferable.						

Cancellation Page



ServicePlus
Metadata-based Integrated eService Delivery

Menu

- Manage Profile
- Apply for services
- View Status of Application
 - Track application status
 - View Incomplete Application
 - Revalidate Payment
 - Modify Submissions
- Messages & Alerts

Themes Language Test Citizen

Get Data

Date	Current Status
08/2020	Under Process
	Under Process
	Initiated
	Initiated
	Initiated
	Initiated
	Initiated
	Waiting for Applicant's Response

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Status of Application

Do you want to cancel your Mandap Booking? ☒ Yes

Total Amount Paid (₹) 28500

Deductions (₹) 1350

Refunded Amount (₹) 27150

Cancellation Details

From Date 29/10/2020 To Date 29/10/2020

Programme Type General Premises Reservation Yes

Close

SNo					
4					
8					
1					
7					
2	Issue Of New Contractor License	INCL/2020/00019	31/07/2020	NA	Initiated
6	Issuance of Scheduled Tribe Certificate	E-STO/2020/00031	31/07/2020	03/09/2020	Initiated
3	Issuance of Scheduled Caste Certificate	E-SCO/2020/00064	31/07/2020	03/09/2020	Initiated
5	Issuance of Scheduled Tribe Certificate	E-STO/2020/00032	31/07/2020	03/09/2020	Initiated
9	Reservation of Ravindra Mandap	RESRM/2020/00325	31/07/2020	05/08/2020	Waiting for Applicant's Response

Cancellation Slip

1 of 1

70%

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Government of Odisha
Odia Language Literature & Culture Department
Rabindra Mandap Booking Cancellation Slip

Cancellation & Refund Details

Booking No.	RESRM/2020/00325	Booking Cancelled By	Applicant
Booking Date	31/07/2020	Cancellation Date	31/07/2020
Booking (From) Date	29/10/2020	Booking (To) Date	29/10/2020
Applicant Name	S K DAS	Premises Reservation	Yes
Amount Paid at the time of Booking (₹)	28500		
Deductions (₹)	1350		
Refund Amount (₹)	27150		

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