

OUTSIDER REQUIRED DOCUMENT TO UPLOAD IN PORTAL

Union /federation

- 1.Certificate of trade union act 1926
- 2.Copy of annual return in form-E
- 3.5%votes in last election document
- 4.Proof of headquarters address
- 5.OTHER

SC/ST ASSOCIATION

- 1.Registration of SC/ST certificate
- 2.OTHER

PORT USER

- 1.License issues by port trust
- 2.ESI, EPF & all other certificate
- 3.Volume of business
- 4.Certificate of principal employer
- 5.Certificate of utilisation
- 6.OTHER

STATE GOVT

- 1.Proof of address -govt
- 2.Certificate of authorisation of HOD
- 3.Joining letter of paradip port trust
- 4.OTHER

SCHOOL/COLLEGE

- 1.Affiliation certificate
- 2.certificate of head office institution
- 3.certificate of district education officer
- 4.OTHER

CONTRACTOR

- 1. Agreement of contract
- 2. work order from ppt
- 3. EPE, ESI Certificate
- 4. Recommendation of concerned department
- 5. OTHER

LEGAL CONSULTANT

- 1. Recommendation by the secretary
- 2. Empanelled certificate
- 3. Proof of minimum 3 nos case
- 4. OTHER

BANK/TAX CONSULTANT/AUDITOR

- 1. FA & CAO Recommendation certificate
- 2. Proof of work order
- 3. utilization certificate
- 4. OTHER

COOP SOCIETIES

- 1. Recommendation from concerned department
- 2. Certificate of head office institution
- 3. OTHER

PRESS/ ELECTRONIC MEDIA

<u>PRESS</u>	<u>ELECTRONIC MEDIA</u>
1. Certificate of registration	1. Proof of port news
2. Proof of port news	2. Recommendation of PRO
3. Recommendation of PRO	3. Certificate of authorisation
4. Certificate of authorisation	4. OTHER
5. certificate of circulation not less than 25000/day	

6.OTHER	

NGO & SOCIAL WELFARE ASSOCIATION

<u>NGO</u>	<u>SOCIAL WELFARE ASSOCIATION</u>
1.Registration certificate	1.Registration certificate
2. Recommendation of District collector	2. 1 year audit report
3. Project work order	3. Annual Report 1 year
4. 1 year audit report	4. Photo copy
5. Annual Report 1 year	5. Memordam of organization
6. Photo copy	6. Photo copy of news paper
7. Memordam of organization	7. OTHER
8. Photo copy of news paper	
9. OTHER	

USER OF TRADE CENTER & PARADIP BHAWAN

1.proof of allotment order

2.OTHER