

THE GANDHIGRAM RURAL INSTITUTE (Deemed to be University) Ministry of Education, Government of India ACCREDITED WITH 'A' GRADE BY NAAC (3rd CYCLE)

Notification on e-Sanad services

e-Sanad: The e-Sanad is a platform for the Indian and Foreign Nationals to get the Attestation and Apostille on professional and personal documents from the concerned Document Issuing Authorities (DIAs) and the Ministry of External Affairs, Government of India. To avail Attestation/Apostille on academic awards, the candidate should apply only with the e-Sanad portal.

GRI e-Sanad services: It covers the verification of Statement of Grades/Consolidated Statement of Grades/Provisional Certificate/Degree Certificate. To utilize the GRI e-Sanad services follow the steps below:

Step-1: Verification fees payment to GRI

A sum of Rs.1500/- per certificate to be verified is to be paid to The Gandhigram Rural Institute (Deemed to be University), Gandhigram, Dindigul-624302 through this link <u>https://portal.ruraluniv.ac.in/esanad</u>. After making successful payment, the payment system automatically generates the Unique payment reference number and the Fee Payment Receipt only once. The applicant is required to save the Fee Payment Receipt in PDF format. This Unique payment reference number and the Fee Payment Receipt is mandatory to complete the application in the e-Sanad portal.

- Step-2: Register in and obtain user credentials from e-Sanad portal https://esanad.nic.in.
- **Step-3:** Sign in with your user credentials in e-Sanad portal. Get ready with the following documents and fees receipt in PDF format to upload:
 - Document(s) to be verified (Statement of Grades / Consolidated Statement of Grades / Provisional Certificate / Degree Certificate)
 - 2. Supporting documents, if any (*see Table 1*)
 - 3. Receipt of Document verification fee to GRI (i.e. Rs.1500/- per certificate) (Step-1)

Table 1: Details of document and relevant supporting documents

Sl. No.	Document to be verified	Supporting documents
1	Provisional certificate/Degree Certificate	Consolidated Statement of Grades
2	Consolidated Statement of Grades	No additional document needed
3	Statement of Grades	No additional document needed

- Step-4: Fill up the application form in e-Sanad (Refer the attachment 'Steps to be followed in e-Sanad portal') and then Upload the document(s) to be verified (Statement of Grades/Consolidated Statement of Grades/ Provisional Certificate/Degree Certificate) as a PDF file and the supporting document as another PDF file. Then upload the receipt of verification fee payment to GRI as a separate PDF file. In "Any other information" Column, Enter GRI payment reference number, Date of payment and Applicant's name. Before submitting the application, A sum of Rs.90/- per Apostille / Rs.40/- per Attestation is to be paid to the Ministry of External Affairs. After making successful payment, the application gets submitted which generates an Application ID. Applicants can track the status of their application using their Application ID in e-Sanad portal https://esanad.nic.in.
- **Step-5:** After receipt of applicant's request from e-Sanad portal, GRI e-Sanad office verifies the document and files the report on the e-Sanad portal.
- **Step-6:** Applicants will receive their final attested document(s) from the Ministry of External Affairs.

For clarifications,

The Controller of Examinations, The Gandhigram Rural Institute-Deemed to be University, Gandhigram Post, Dindigul-624302, Tamil Nadu. E-mail id: <u>controllergri@gmail.com</u> & <u>controller@ruraluniv.ac.in</u> Contact number: 0451-2454222 & 9442534542

Step-1: Verification fees payment to GRI e-Sanad services

Fill up the details in the below **GRI e-Sanad registration form** in this link (<u>https://portal.ruraluniv.ac.in/esanad</u>) and click 'Submit', then it will redirect you to the payment gateway. After making successful payment, payment reciept is generated only once (Save this payment reciept in PDF format, then only you can apply in the e-Sanad portal <u>https://esanad.nic.in</u>, Ministry of External Affairs).

The Gandhigram Rural Institute (Deemed to be University) Ministry of Education (Shiksha Mantralaya), Government of India. Accredited by NAAC with 'A' Grade (3rd Cycle) GRI e-SANAD						
	Registration Form					
Register Number:*	Enter your Register Number					
Name of the Candidate:*	Enter your Name					
Date of Birth:*	dd-mm-yyyy					
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Programme of Study:*	Course Name					
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Certificate(s) to be verified:*	 Statement of Grades Consolidated Statement of Grades Provisional Certificate Degree Certificate 					
Address for Communication:*	Address					
E-mail id:*	Email@email.com					
Mobile Number:*	Enter Mobile number					
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Developed and maintained by: CO	MPUTER CENTRE, GRI. All rights reserved @ www.ruraluniv.ac.in					

Steps to be followed in e-Sanad portal

Go to e-Sanad portal (<u>https://esanad.nic.in</u>)



WHAT WE DO

The project e-Sanad aims at providing a centralized platform for contactless, faceless, cashless and paperless document verification/attestation/apostille service for indian citizens, foreigners who have obtained documents from document issuing authorities (DIAs) in India. These include all type of documents is personal, educational and commercial. The project is being implemented in phased manner and proposed to extend the service to Indians residing abroad. The system ensures that the foreign employers/other verification agencies get digitally verified genuine documents.

The primary requirement for the attestation/aposlile through e-Sanad is the availability of the document in digital depository. The project was launched on 24th May 2017with CBSE documents depository (documents from year 2014 onwards), since then it has been adopted by various document issuing authorities (DIAs) including National Academic Depository (NAD). The NAD project being implemented by (MHRD) has been integrated with e-sanador enhancing the digital depository of the documents. The verification/attestation of the documents used by the document issuing authorities (DIAs) integrated with NAD would be done online. The Physical copy of CBSE documents from year 2014 onwards would not be accepted for attestation / apostilie.

The project has been developed in highly configurable mode for integration with various other depositories of the Document issuing Authonties, Digi Locker, depositories of States/UTs. The ministry is under discussion with other Document Issuing Authontly (DIAs) under State Government for integration in phased manner. The pre-requisite for integration is the availability of the digital depository of the documents with the concerned Document Issuing Authontly (DIAs) such as CBSE and NAD. This service would be extended to other DIAs as

• In home page of e-Sanad, Click 'Online services' -> 'Online Attestation'



• Enter your details in 'Applicant Registration' form and get your user credentials

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• Sign In with your user credentials

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- 'Welcome page' appears after signed in

• Select Issuing Authority state as 'Tamil Nadu'

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		Bharath Institute of Higher Education & Research	Educational	SELF	Click here
		Bharathiar University, Coimbatore	Educational	SELF	Click here
		Bharathidasan University, Tiruchirappalli	Educational	SELF	Click here
		Chennai Mathematical Institue, Chennai	Educational	SELF	Click here

• Select Document Issuing Authority as "Gandhigram Rural Institute, Dindigul"

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	Anna University, Chennai	Educational	SELF	Click here
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	Avinashilingam Institute for Home Science & Higher Education for Women	Educational	NAD	Click here
	Bharath Institute of Higher Education & Research	Educational	SELF	Click here
	Bharathlar University, Coimbatore	Educational	SELF	Click here
	Bharathidasan University, Tiruchirappalli	Educational	SELF	Click here
	Chennai Mathematical Institue, Chennai	Educational	SELF	Click here
	Chettinad Academy of Research & Education	Educational	SELF	Click here
	Directorate of Government Examinations, Tamil Nadu	Educational	SELF	Click here
	Directorate of Technical Education (DTE), Chennai	Educational	SELF	Click here
	Firebird Institute of Research in Management	Educational	NAD	Click here
	GREATER CHENNAI CORPORATION	Personal	DigiLocker	Click here
	Gandhigram Rural Institute, Dindigul	Educational	SELF	Click here
	Hindustan Institute of Technology and Science, Kancheepuram	Educational	SELF	Click here

• Click 'Manage Document', then choose 'Online Attestation'



• In 'Apply for Non Pre-Verified Document', click 'Proceed Offline Document Upload'

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• Select the appropriate options and then click 'Next'

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Select University/Board 🗸	Select Document Sub Type
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Note : Before applying, please see processing instructions of issuing authority on dashboard.	

• Fill up the application and then click 'Submit'

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• After uploading documents, click 'Go for Payment'

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• Status of your Application form submitted can be tracked with online Application ID at any point of time

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<u>Contact details:</u> Ministry of External Affairs, Government of India, New Delhi. E-mail id: support@mea.gov.in Phone: 011 49018404