



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 <https://portal.ruraluniv.ac.in/esanad>. 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:

1. 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: controllergri@gmail.com & controller@ruraluniv.ac.in

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 (<https://portal.ruraluniv.ac.in/esanad>) and click 'Submit', then it will redirect you to the payment gateway. After making successful payment, payment receipt is generated only once (Save this payment receipt in PDF format, then only you can apply in the e-Sanad portal <https://esanad.nic.in>, 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

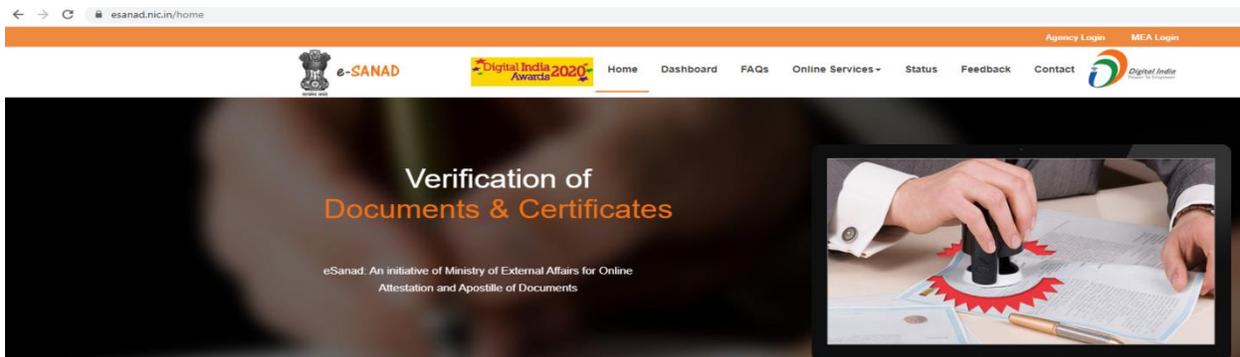
Registration Form

Register Number:*	<input type="text" value="Enter your Register Number"/>
Name of the Candidate:*	<input type="text" value="Enter your Name"/>
Date of Birth:*	<input type="text" value="dd-mm-yyyy"/> 
Gender:*	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Programme of Study:*	<input type="text" value="Course Name"/>
School/Department/Centre:*	<input type="text" value="School/Department/Centre"/>
Passing Year:*	<input type="text" value="passing year"/>
Certificate(s) to be verified:*	<input type="checkbox"/> Statement of Grades <input type="checkbox"/> Consolidated Statement of Grades <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Degree Certificate
Address for Communication:*	<input type="text" value="Address"/>
E-mail id:*	<input type="text" value="Email@email.com"/>
Mobile Number:*	<input type="text" value="Enter Mobile number"/>

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Steps to be followed in e-Sanad portal

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



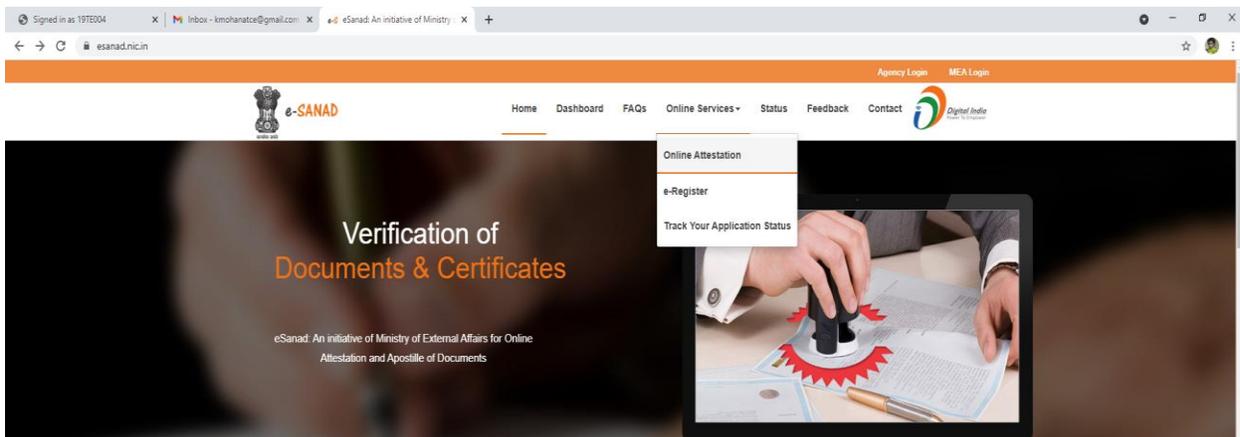
WHAT WE DO

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 i.e 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/apostille through e-Sanad is the availability of the document in digital depository. The project was launched on 24th May 2017 with 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-sanad for enhancing the digital depository of the documents. The verification/attestation of the documents issued 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 / apostille.

The project has been developed in highly configurable mode for integration with various other depositories of the Document Issuing Authorities, Digi Locker, depositories of States/UTs. The ministry is under discussion with other Document Issuing Authority (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 Authority (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'



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

The screenshot shows the 'Applicant Registration' form on the e-SANAD portal. The form is titled 'Applicant Registration' and contains the following fields:

- Full Name***: Input field for the applicant's full name.
- Email***: Input field for the applicant's email address.
- Mobile No***: Input field for the mobile number, with a dropdown for the country code (currently set to +91).
- Birth Date***: Input field for the date of birth in DD/MM/YYYY format.
- Father Name**: Input field for the father's name.
- Mother Name**: Input field for the mother's name.
- Nationality**: A dropdown menu currently set to 'INDIA'.
- Address***: Input field for the present address.
- Enter the text from image**: A captcha field with an image showing the text 'UM1143'.

A 'Register' button is located at the bottom right of the form. The page header includes the e-SANAD logo, 'Home', 'Sign-In', and the Digital India logo. The footer contains the Ministry of External Affairs logo, the National Informatics Centre (NIC) logo, and the text 'A Digital India Initiative by Government of India. Copyright © 2016 by NIC. Content provided by MEA.'

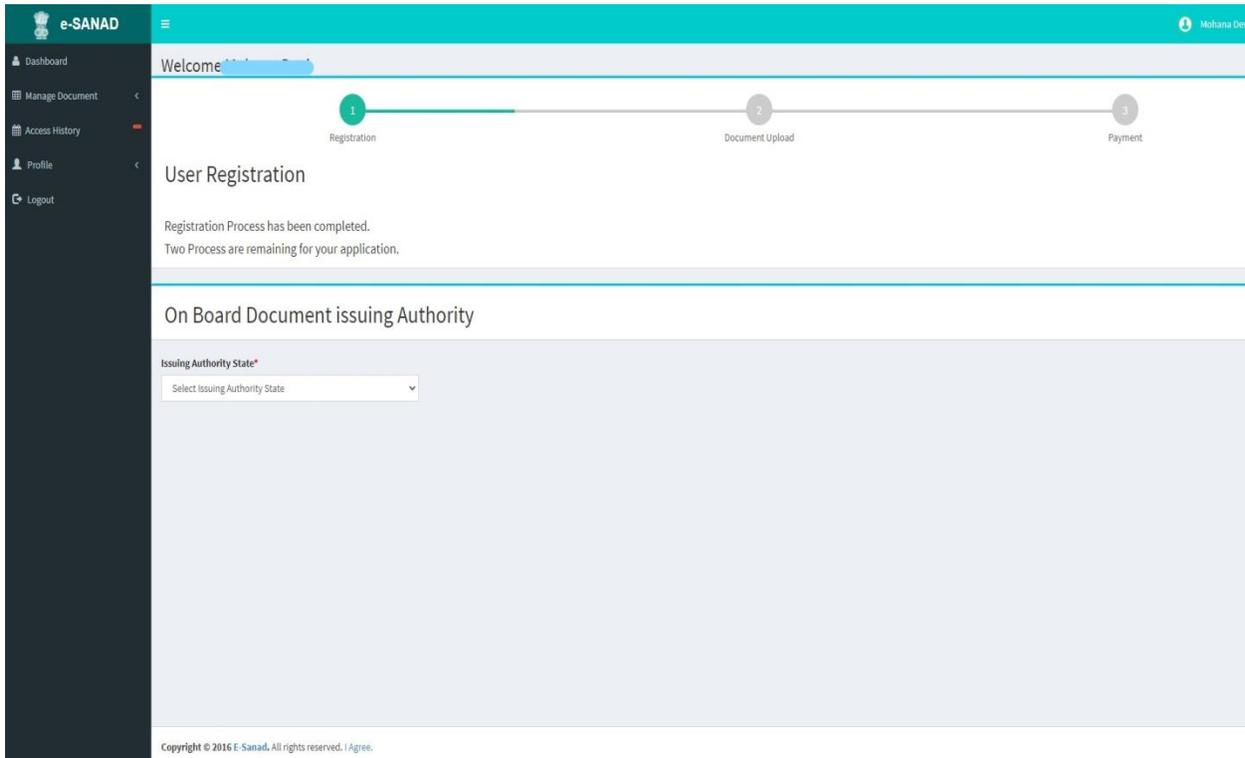
- Sign In with your user credentials

The screenshot shows the 'Sign In' form on the e-SANAD portal. The form is titled 'Sign In' and contains the following fields:

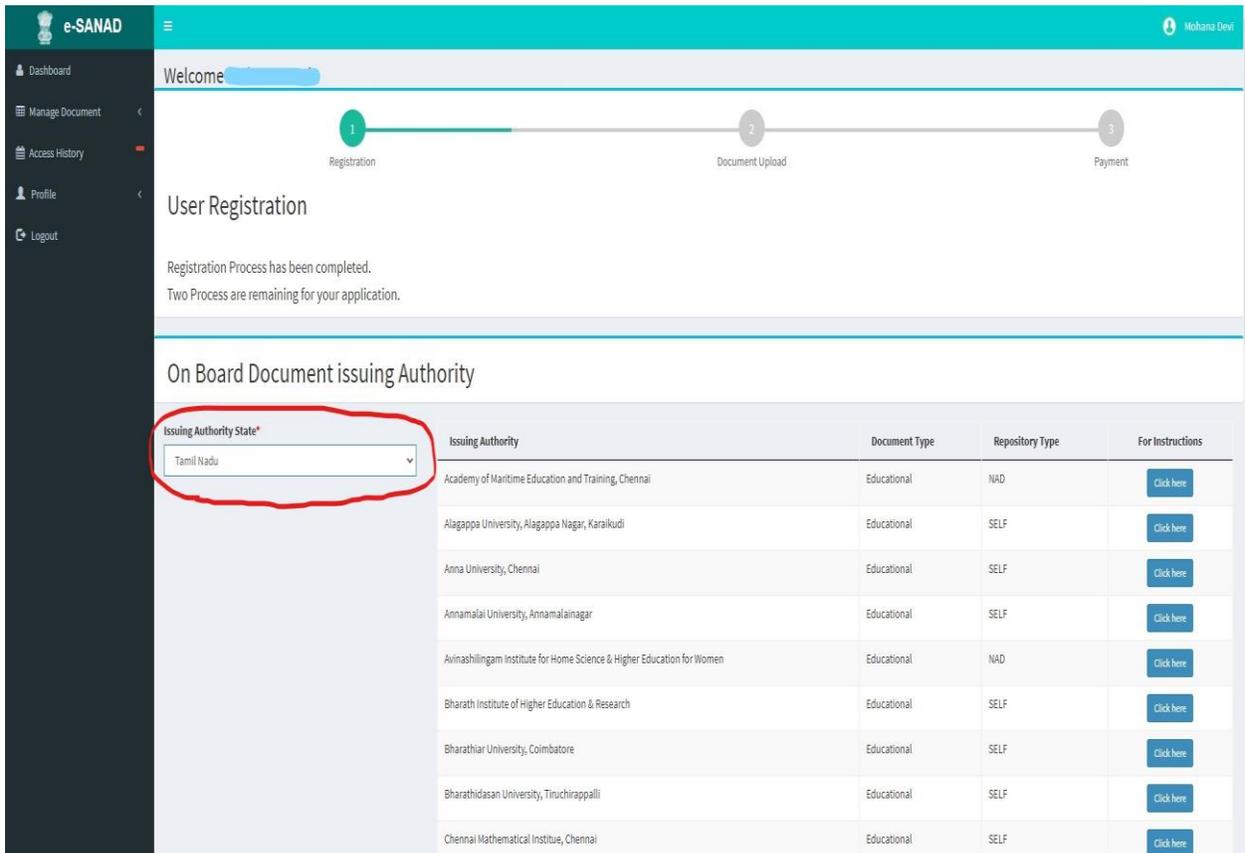
- Email**: Input field for the user's email address.
- Password**: Input field for the user's password.
- Enter the text from image**: A captcha field with an image showing the text '7 J 8 2 I X'.

Below the captcha field, there are two links: 'Forgot Password' and 'New User? Sign Up'. A 'Sign In' button is located at the bottom right of the form. The page header includes the e-SANAD logo, 'Home', 'New User', 'Agency Login', 'MEA Login', and the Digital India logo. The footer contains the Ministry of External Affairs logo, the National Informatics Centre (NIC) logo, and the text 'A Digital India Initiative by Government of India. Copyright © 2016 by NIC. Content provided by MEA.'

- 'Welcome page' appears after signed in



- Select Issuing Authority state as 'Tamil Nadu'



- Select Document Issuing Authority as “Gandhigram Rural Institute, Dindigul”

Two Process are remaining for your application.

On Board Document issuing Authority

Issuing Authority State*
Tamil Nadu

Issuing Authority	Document Type	Repository Type	For Instructions
Academy of Maritime Education and Training, Chennai	Educational	NAD	Click here
Alagappa University, Alagappa Nagar, Karaikudi	Educational	SELF	Click here
Anna University, Chennai	Educational	SELF	Click here
Annamalai University, Annamalai Nagar	Educational	SELF	Click here
Avinashilingam Institute for Home Science & Higher Education for Women	Educational	NAD	Click here
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 Institute, 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	DiLocker	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’

Remove our ads from your profile... | Reminders: Email tracking still... | Fetch Dissertation state submiss... | E-Sanad | User Dashboard

https://esanad.nic.in/userdashboard

e-SANAD

Welcome Ganga R

1 Registration 2 Document Upload 3 Payment

Document Upload

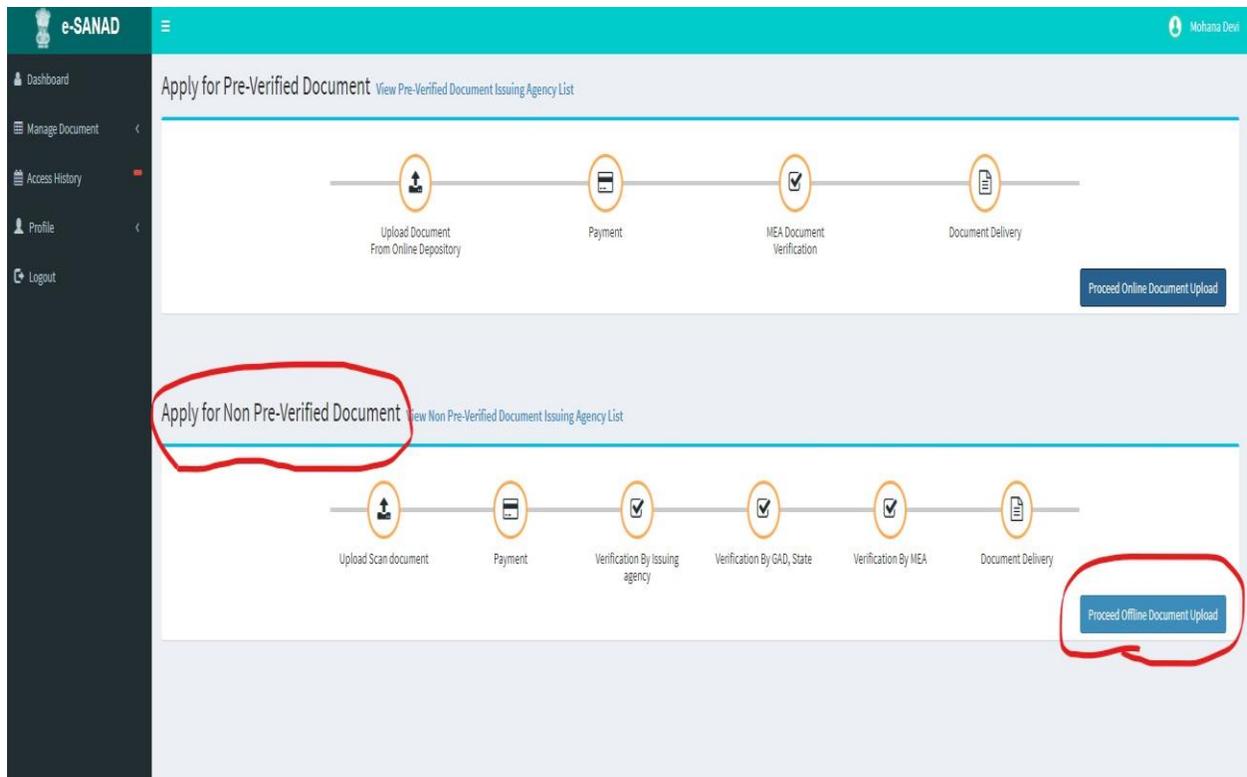
No Document uploaded for attestation
Two Process are remaining for your application.

On Board Document issuing Authority

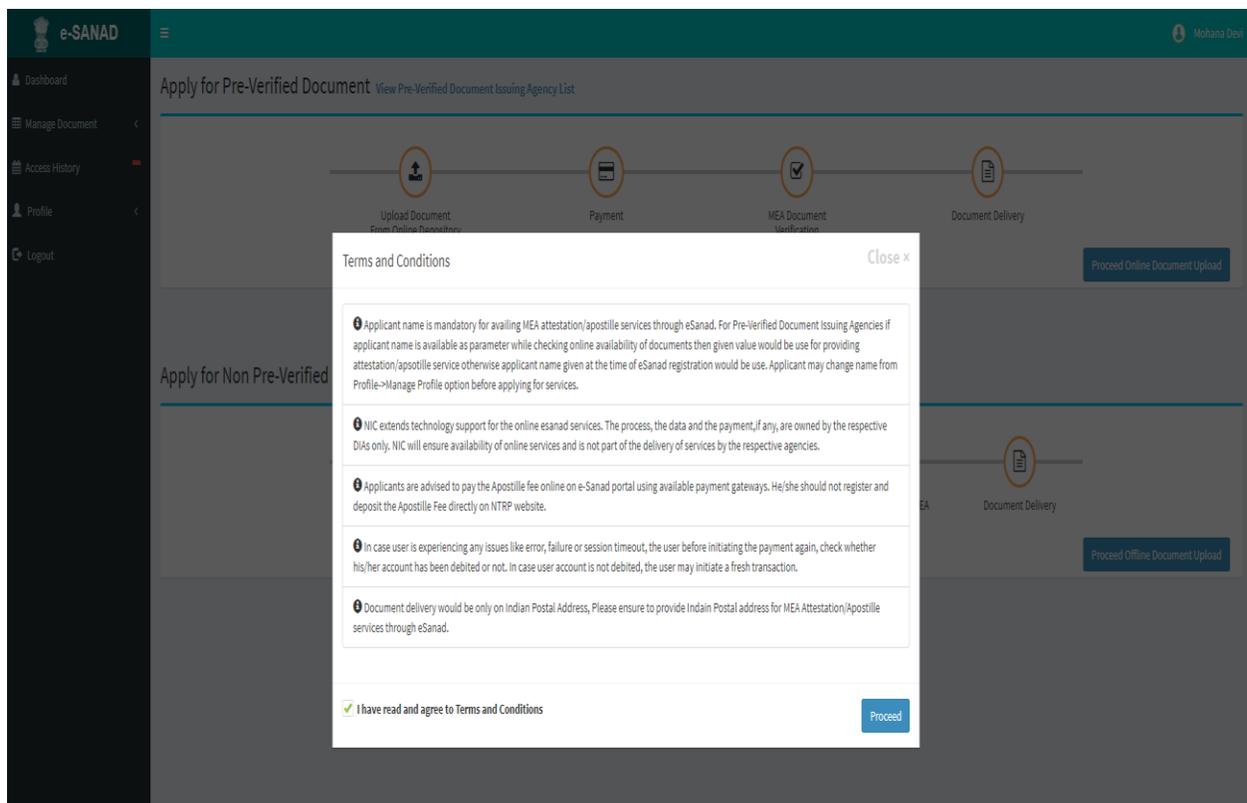
Issuing Authority State*
Select issuing Authority State

Copyright © 2016 E-Sanad. All rights reserved. I Agree.

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



- Click 'Proceed'



- Select the appropriate options and then click 'Next'

Online Attestation of Document

Document Type* ✓

State* ✓

Document Issuing Authority* ✗

Document Sub Type*

University/Board is required.

Indian Mission entitled for service : New Delhi, India

Note : Before applying, please see processing instructions of issuing authority on dashboard.

Next

- Fill up the application and then click 'Submit'

Upload Document

Indian Mission entitled for service : NEW DELHI, INDIA

Document Type* ✓

State* ✓

Document Issuing Authority* ✓

Roll No

Certificate to be attested* ✓

Certificate No

Year of Passing

Year of Issuance

Upload Document* ✓

*Only pdf files are allowed (Max Size - 2MB).

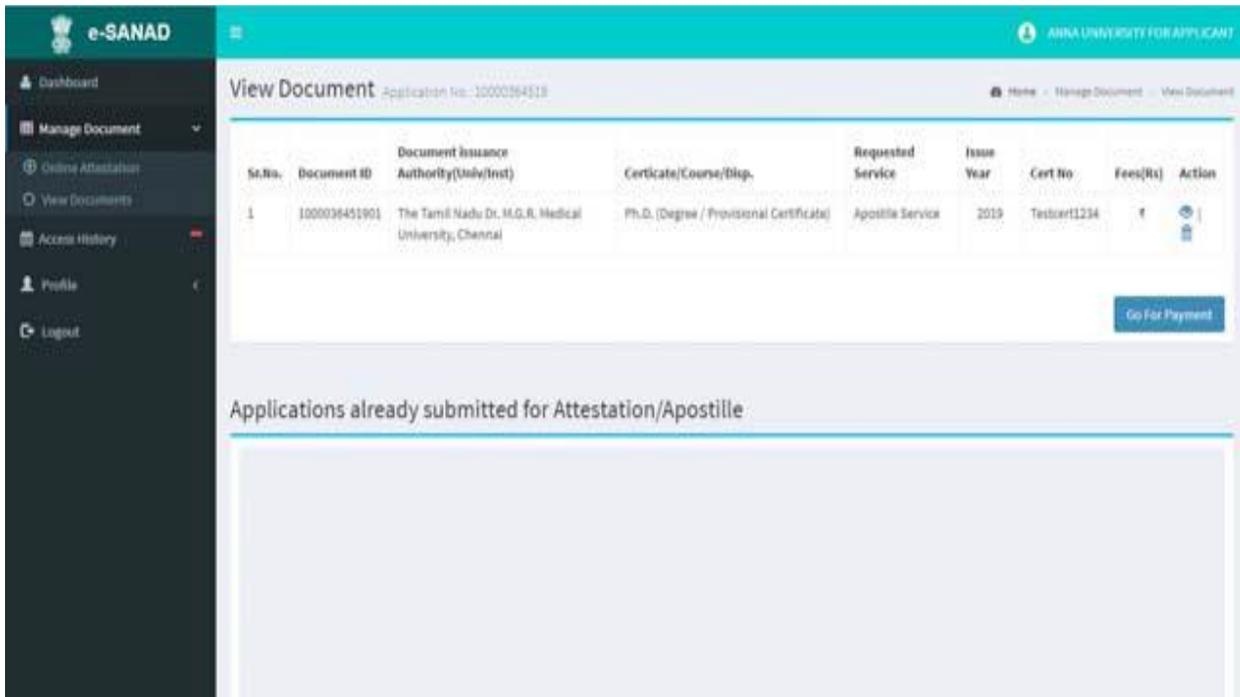
Document Service* ✓

Any other information want to share.

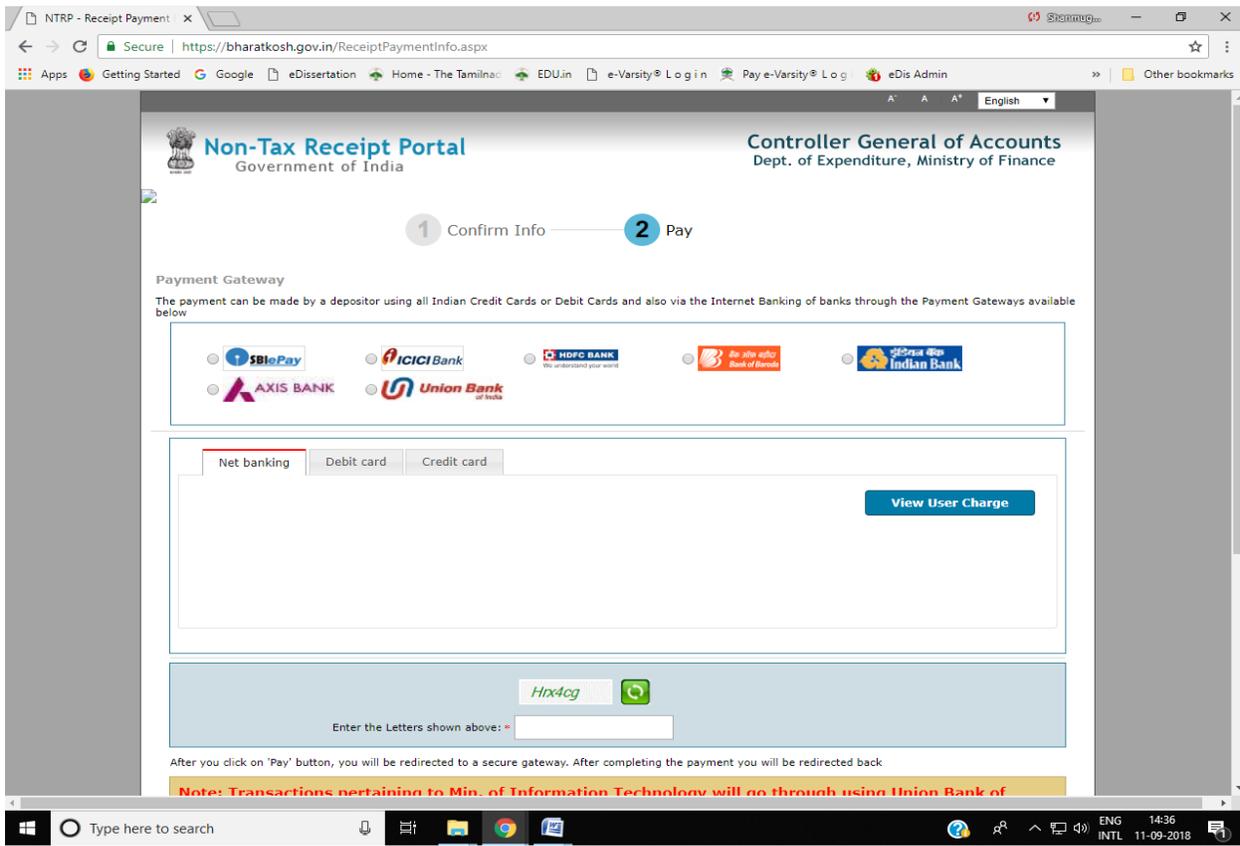
Submit

*Mandatory Fields

- After uploading documents, click 'Go for Payment'



- Pay the required fees to Ministry of External Affairs. After making successful payment, your application gets submitted which generates an Application ID.



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

The screenshot shows a web browser window with the URL esanad.nic.in/checkStatus. The page features the e-SANAD logo and navigation links for Home, status, and Digital India. The main content area contains a form titled "Application Status" with the following fields and buttons:

- Application ID:** A text input field labeled "Application ID".
- Document ID:** A text input field labeled "Document ID".
- OR:** A radio button between the two ID fields.
- Captcha:** A text input field labeled "Captcha".
- Submit:** An orange button labeled "Submit".

The footer of the page includes the Ministry of External Affairs logo, the National Cyber Security Centre logo, and the text "A Digital India Initiative by Government of India. Copyright © 2016 by MeA. Content provided by MeA." The Windows taskbar at the bottom shows the search bar and system tray with the date 16-02-2021 and time 16:24.

Contact details:

**Ministry of External Affairs,
Government of India,
New Delhi.**

E-mail id: support@mea.gov.in

Phone: 011 49018404