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.

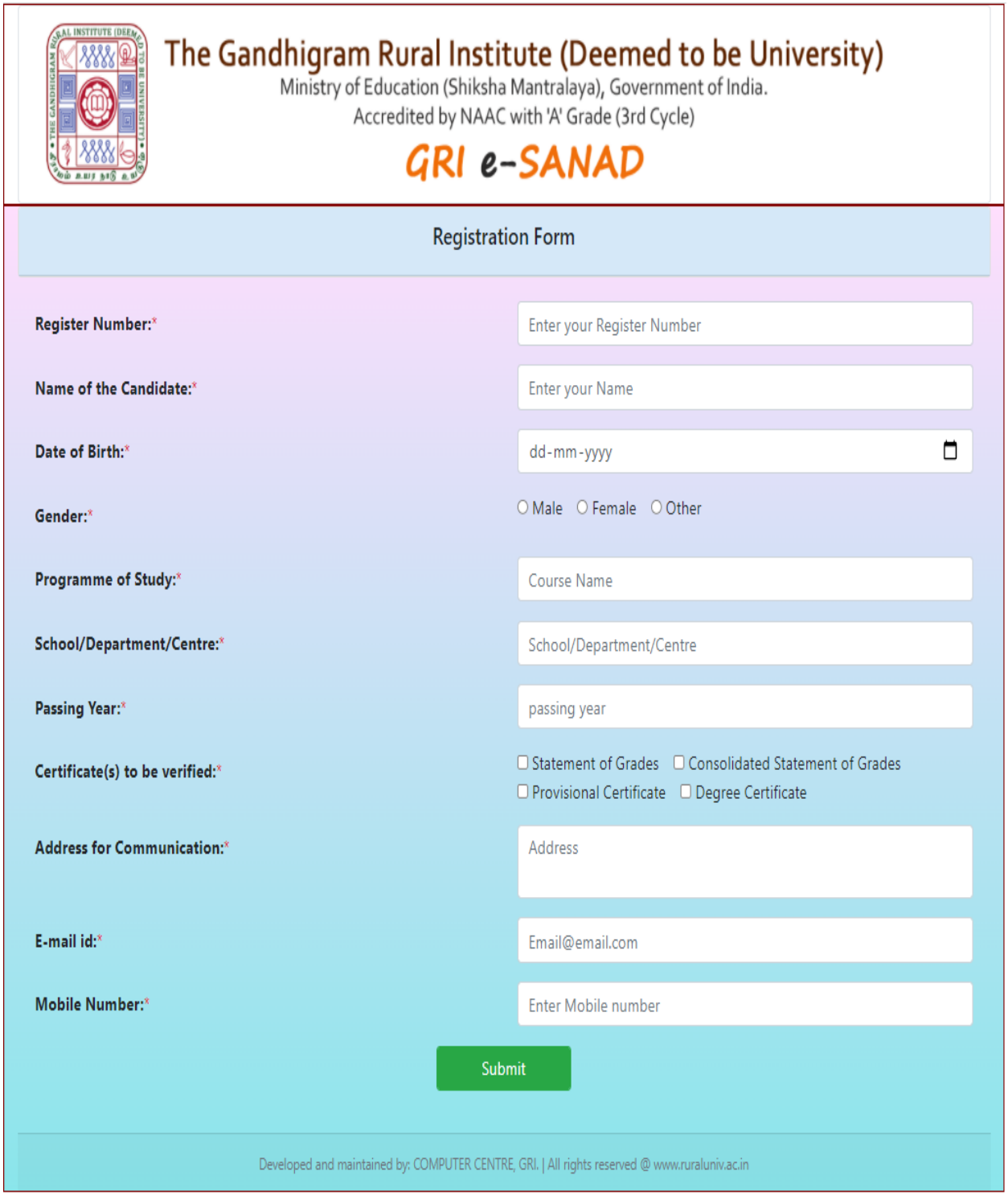
Step-6: Applicants will receive their final attested document(s) from the Ministry of External Affairs.

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 reciept is generated only once (Save this payment reciept 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:* Enter your Register Number

Name of the Candidate:* Enter your Name

Date of Birth:* dd-mm-yyyy

Gender:* Male Female Other

Programme of Study:* Course Name

School/Department/Centre:* School/Department/Centre

Passing Year:* passing year

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

Submit

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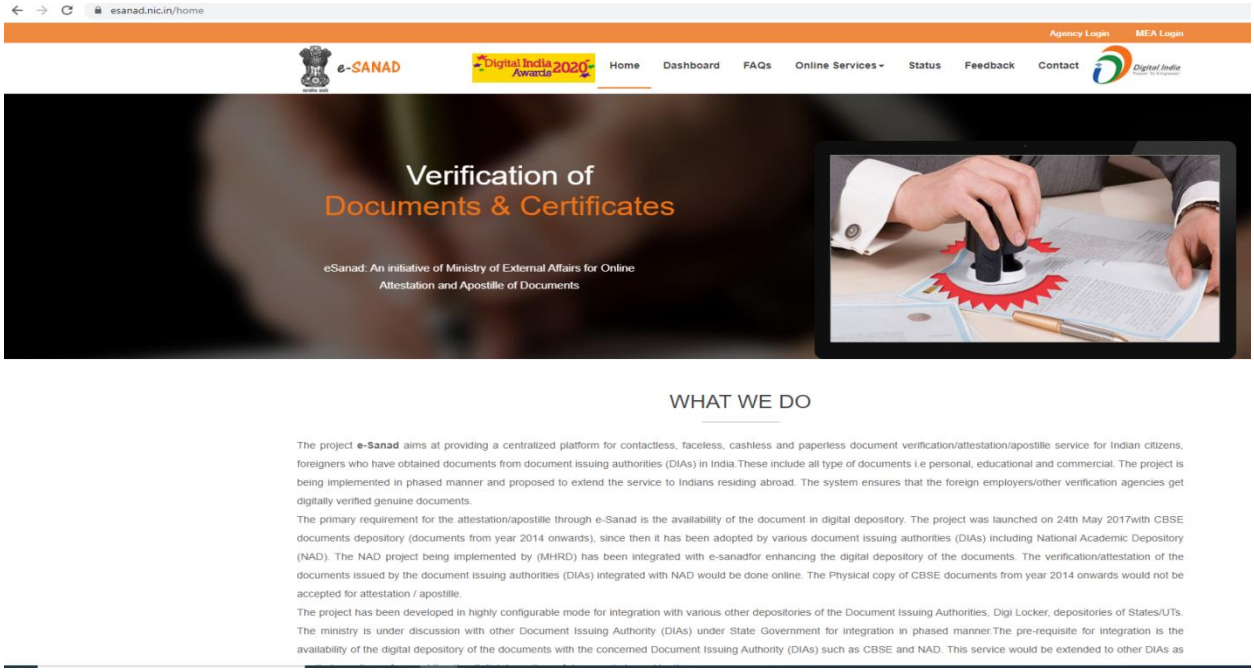
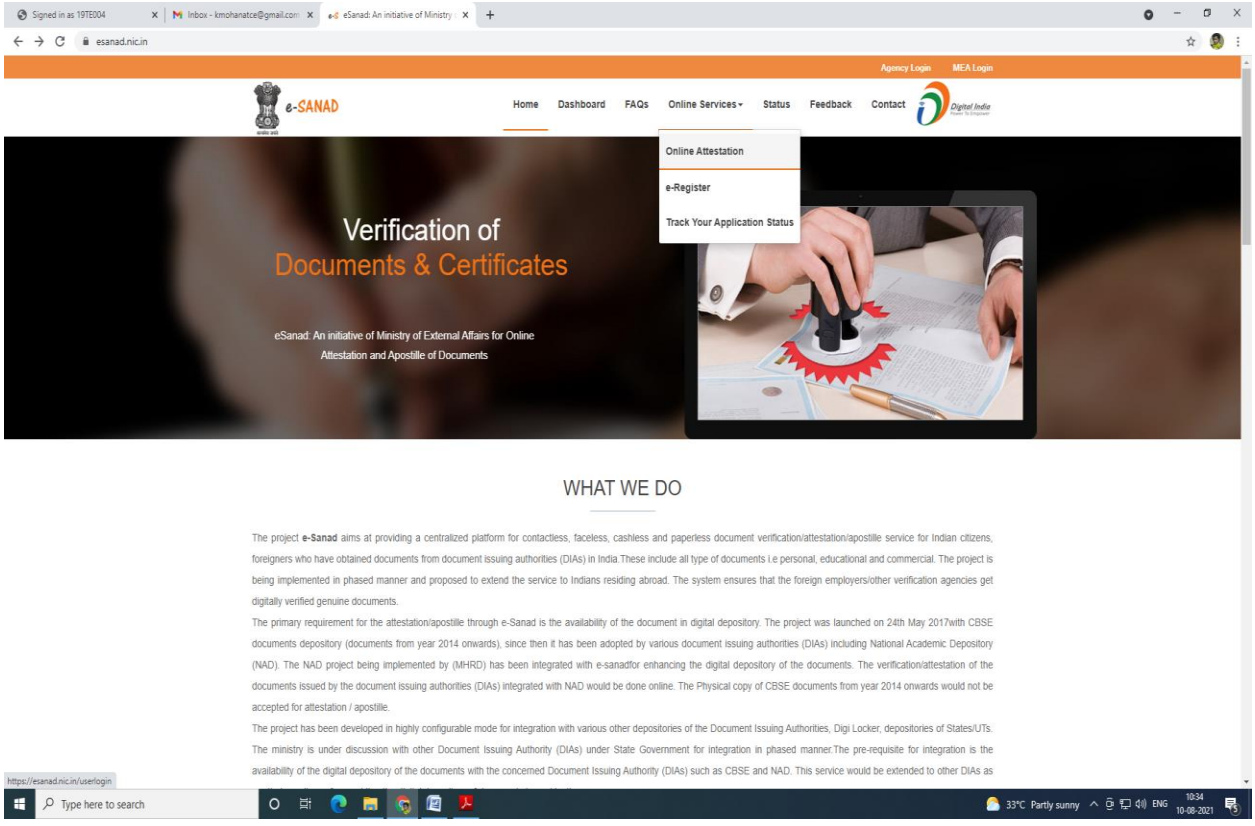
Steps to be followed in e-Sanad portal

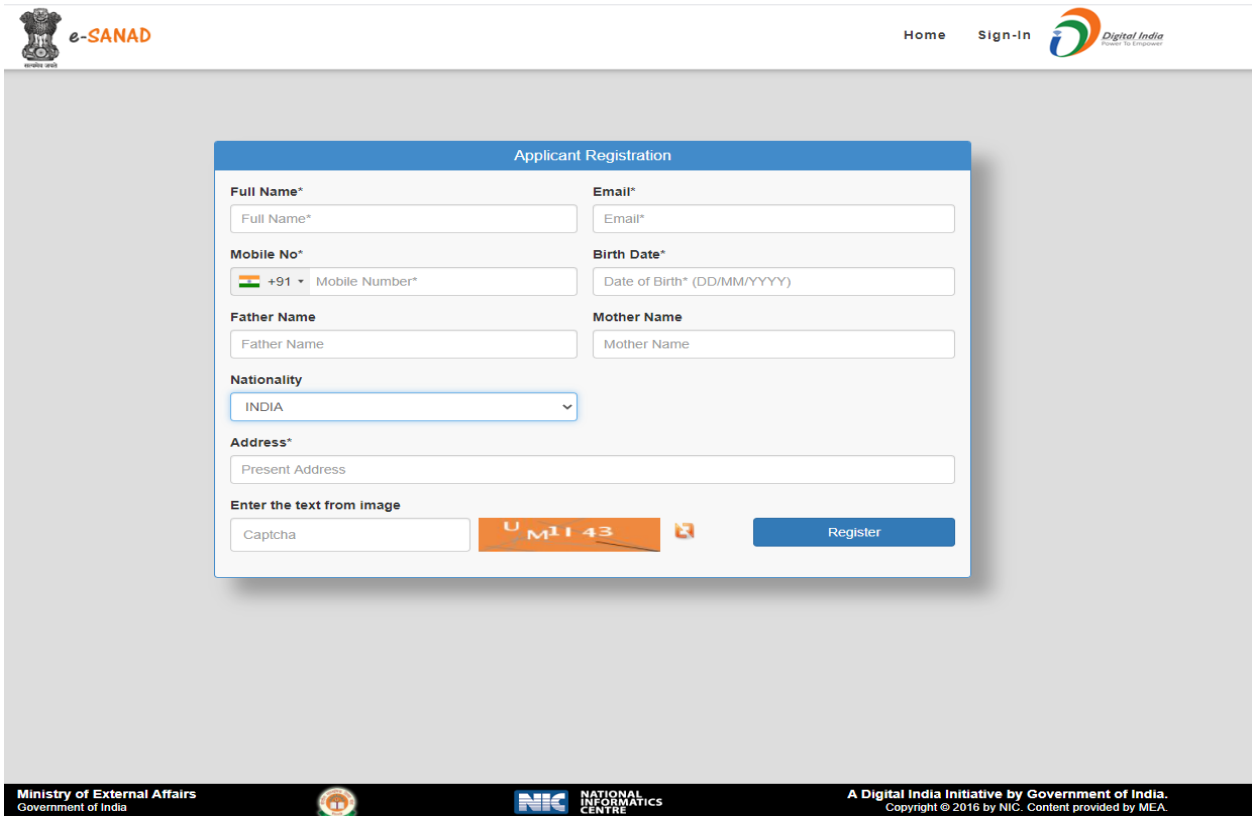
- **Go to e-Sanad portal (https://esanad.nic.in)**



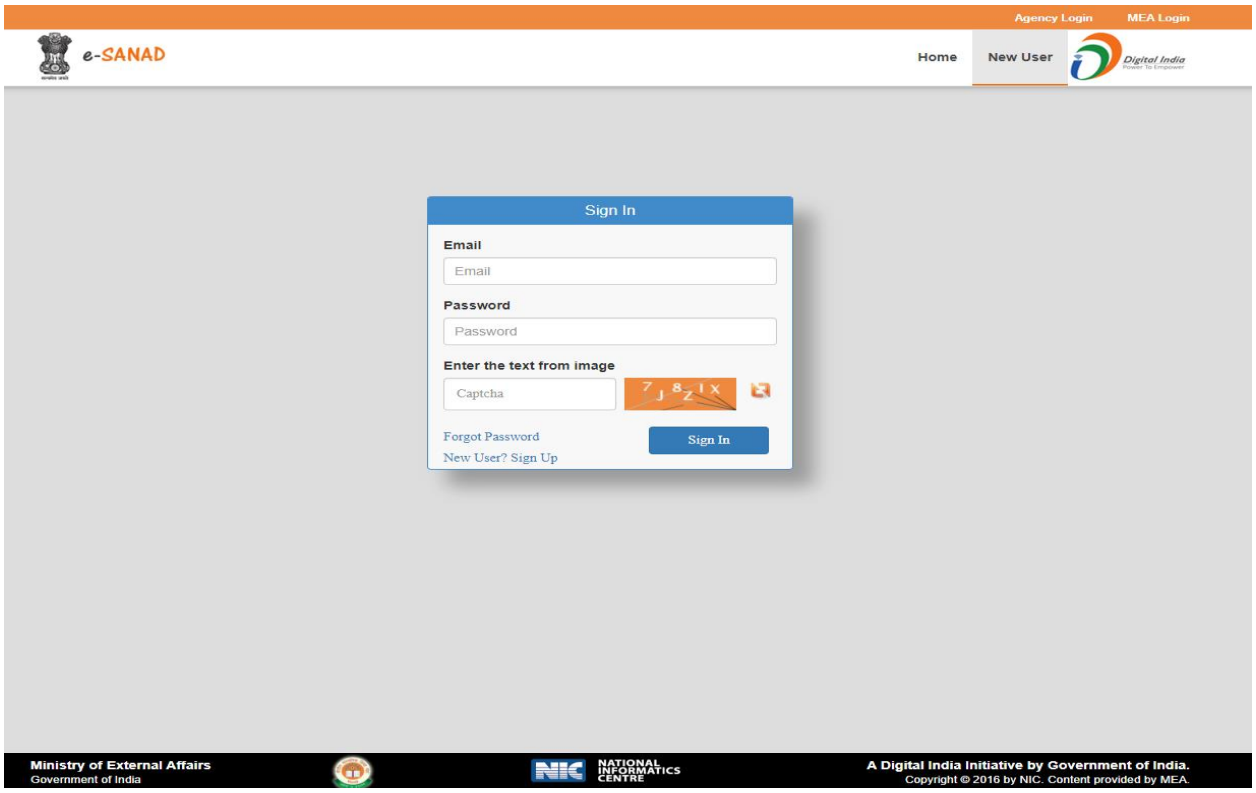
- **In home page of e-Sanad, Click 'Online services' -> 'Online Attestation'**



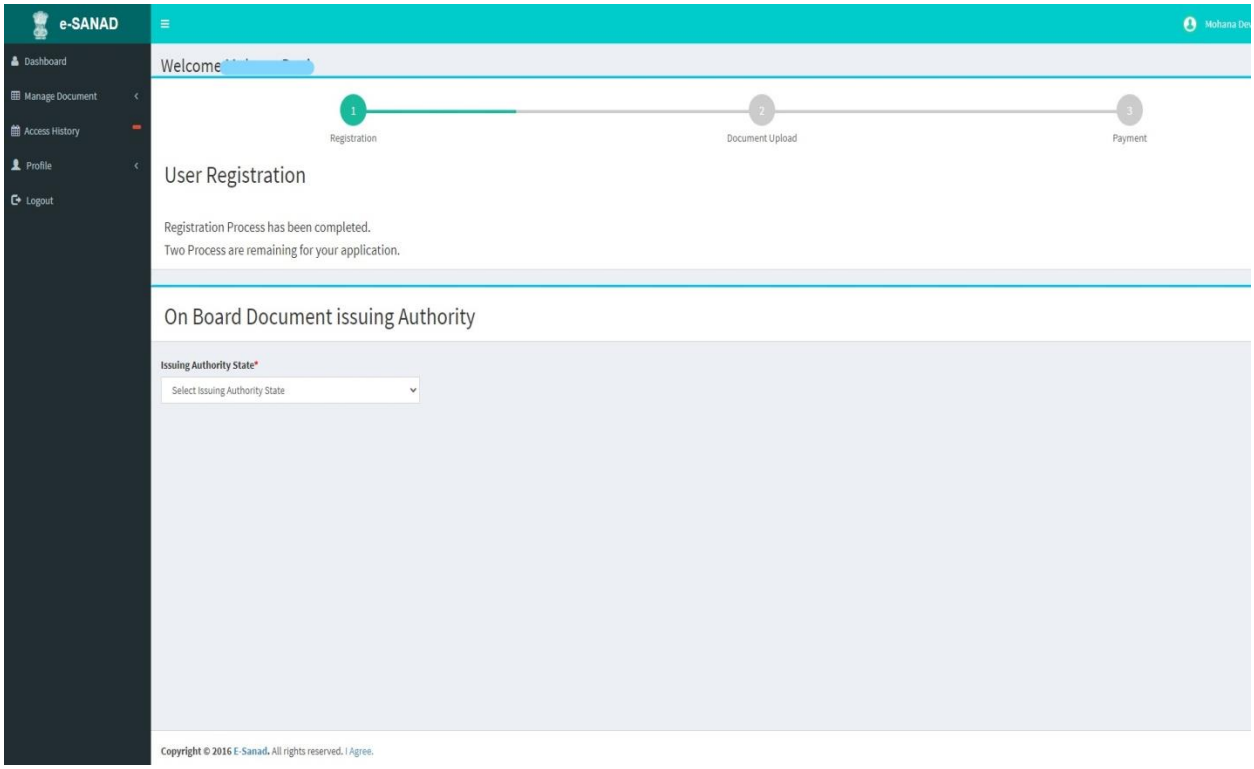
- **Enter your details in ‘Applicant Registration’ form and get your user credentials**



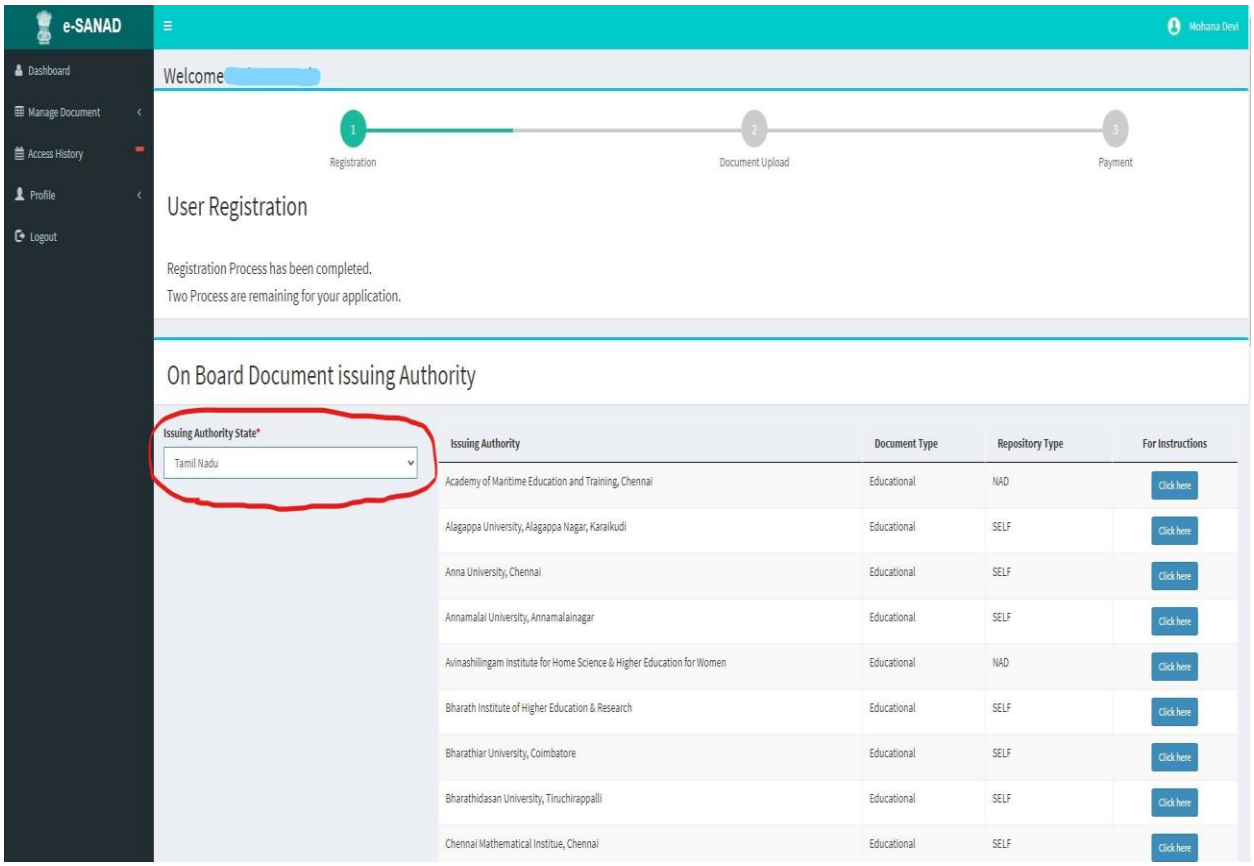
- **Sign In with your user credentials**



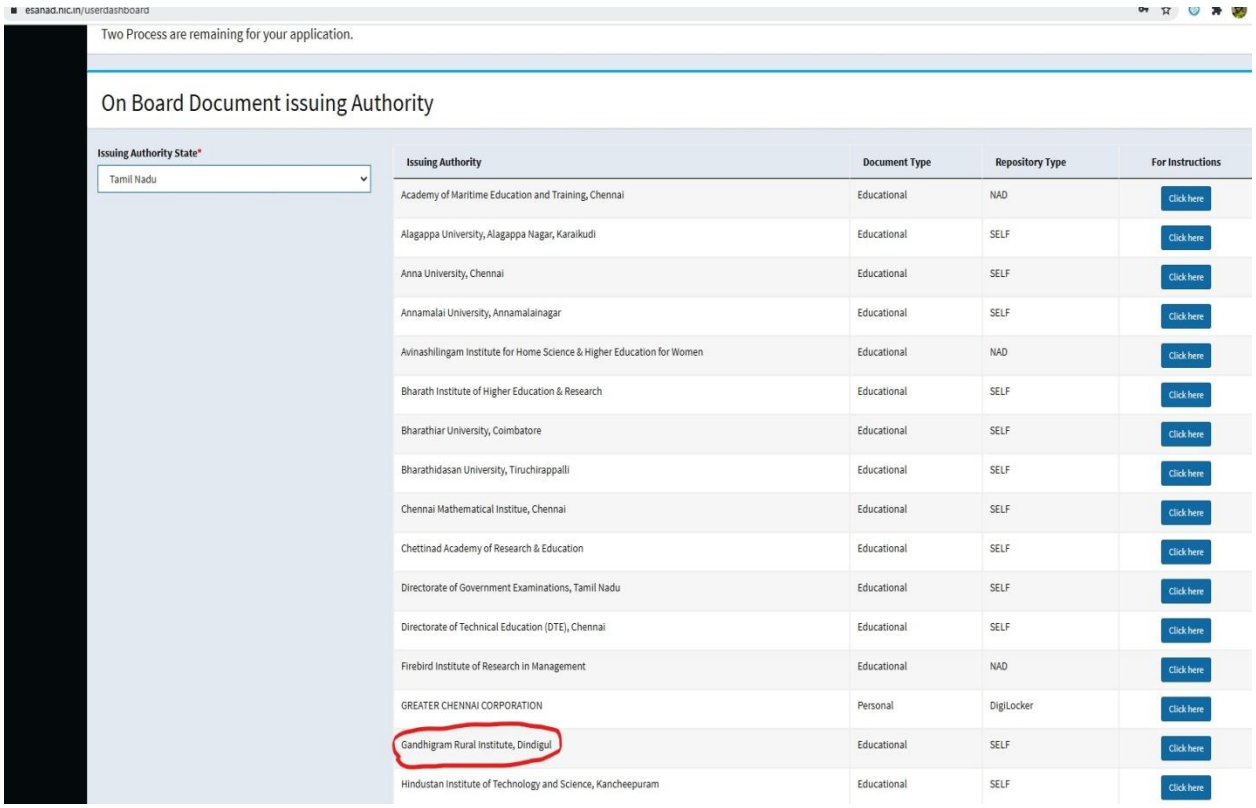
- **‘Welcome page’ appears after signed in**



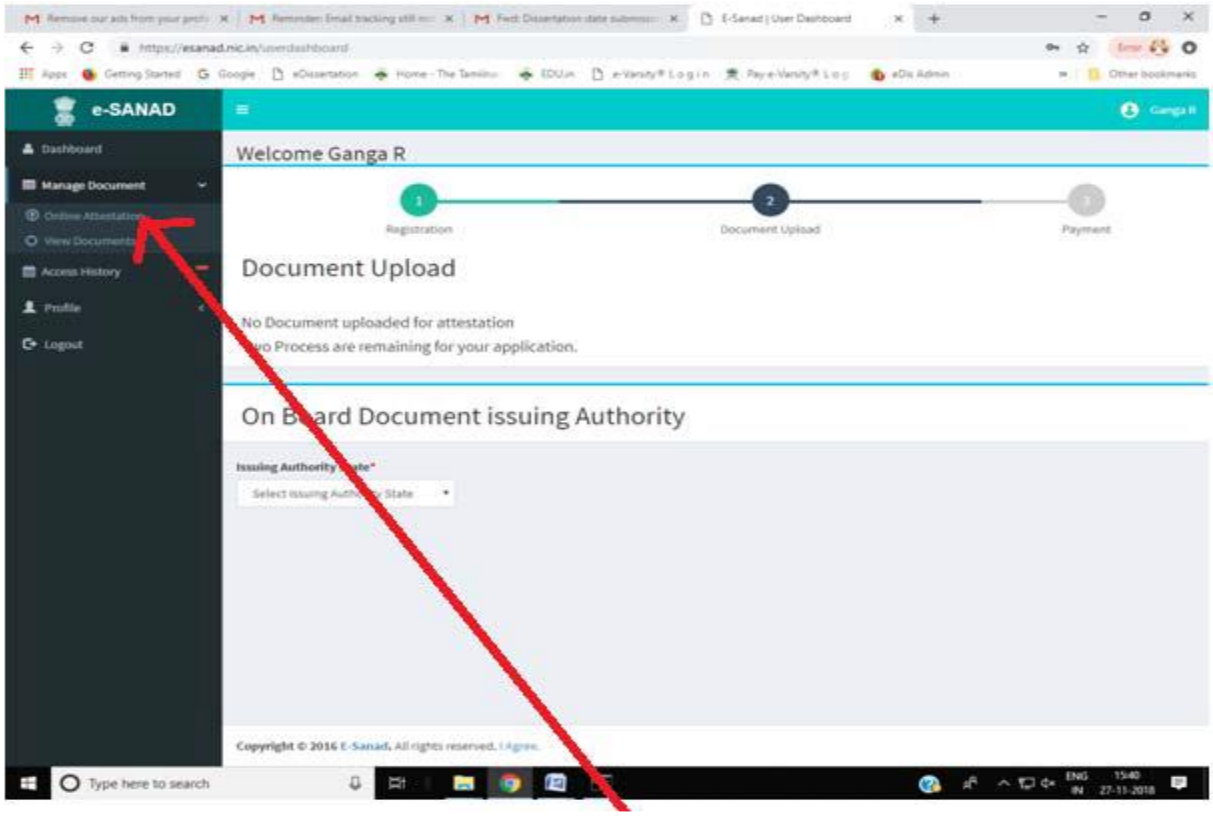
- **Select Issuing Authority state as ‘Tamil Nadu’**



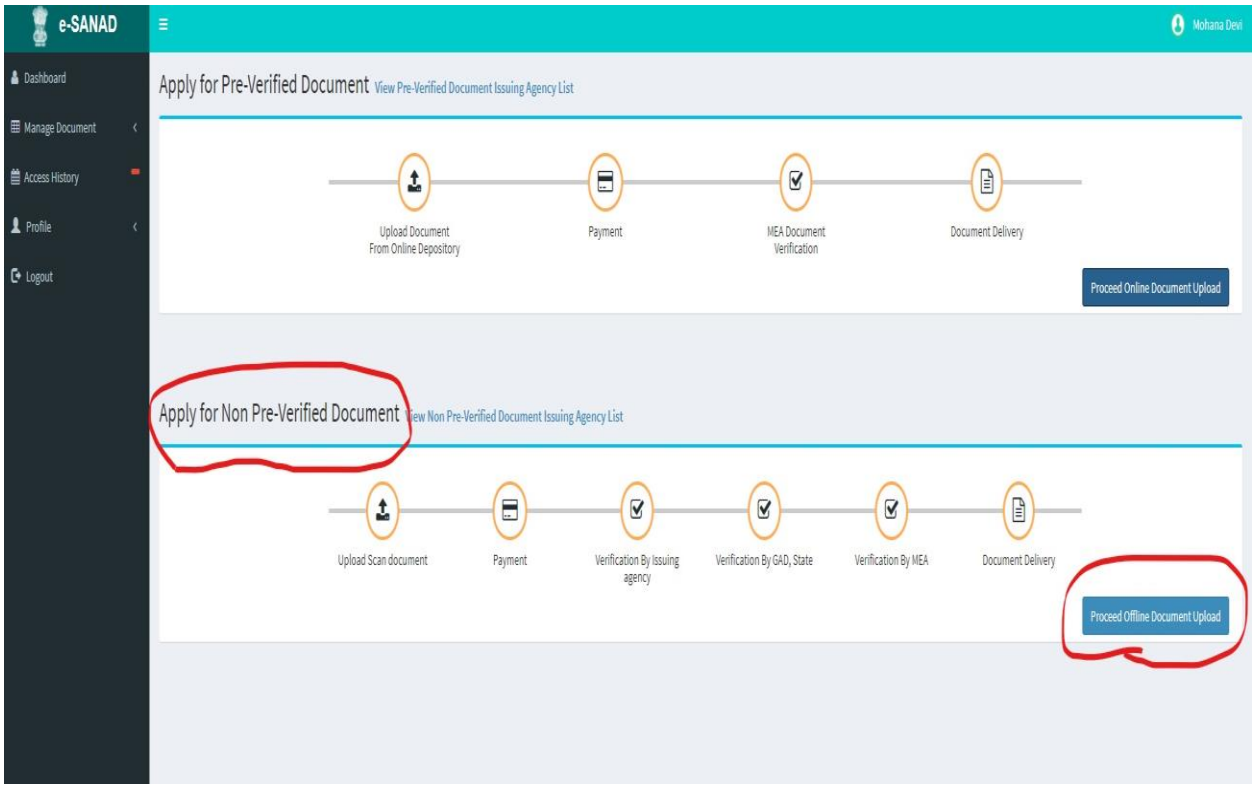
- **Select Document Issuing Authority as “Gandhigram Rural Institute, Dindigul”**



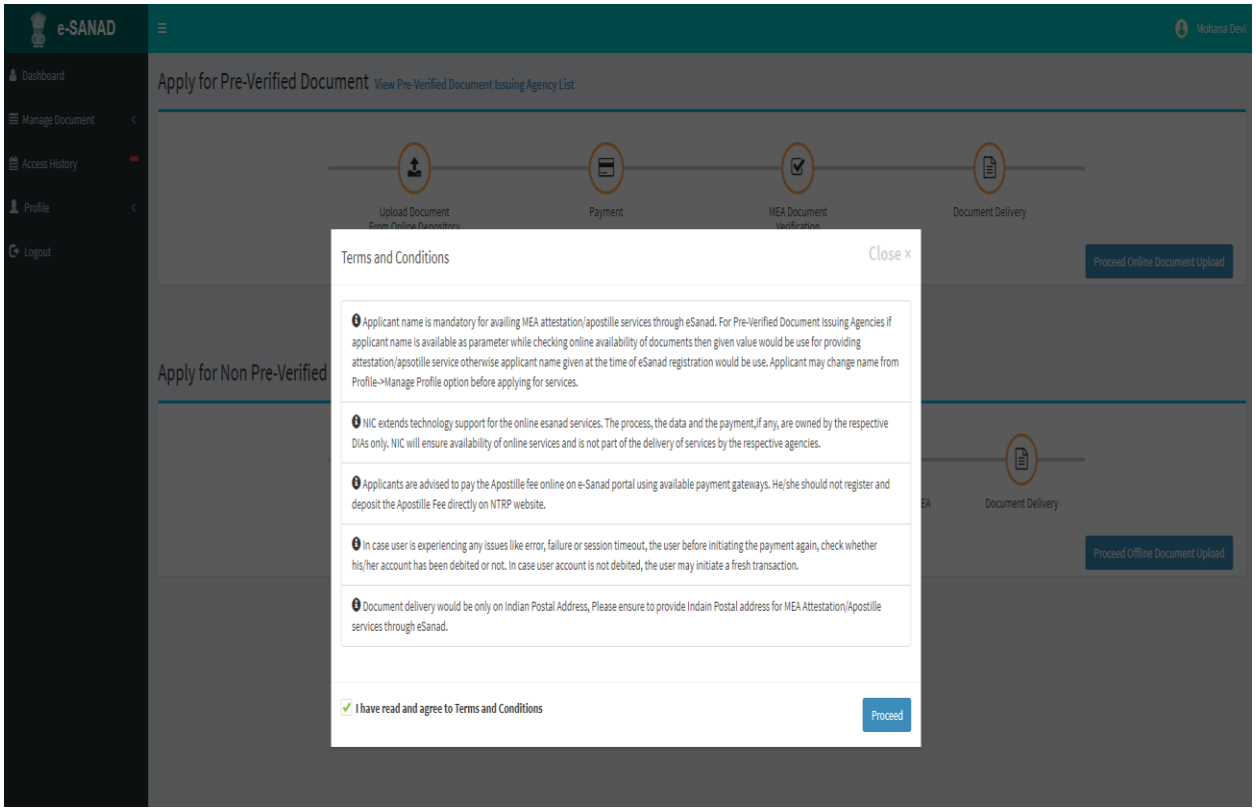
- **Click ‘Manage Document’, then choose ‘Online Attestation’**



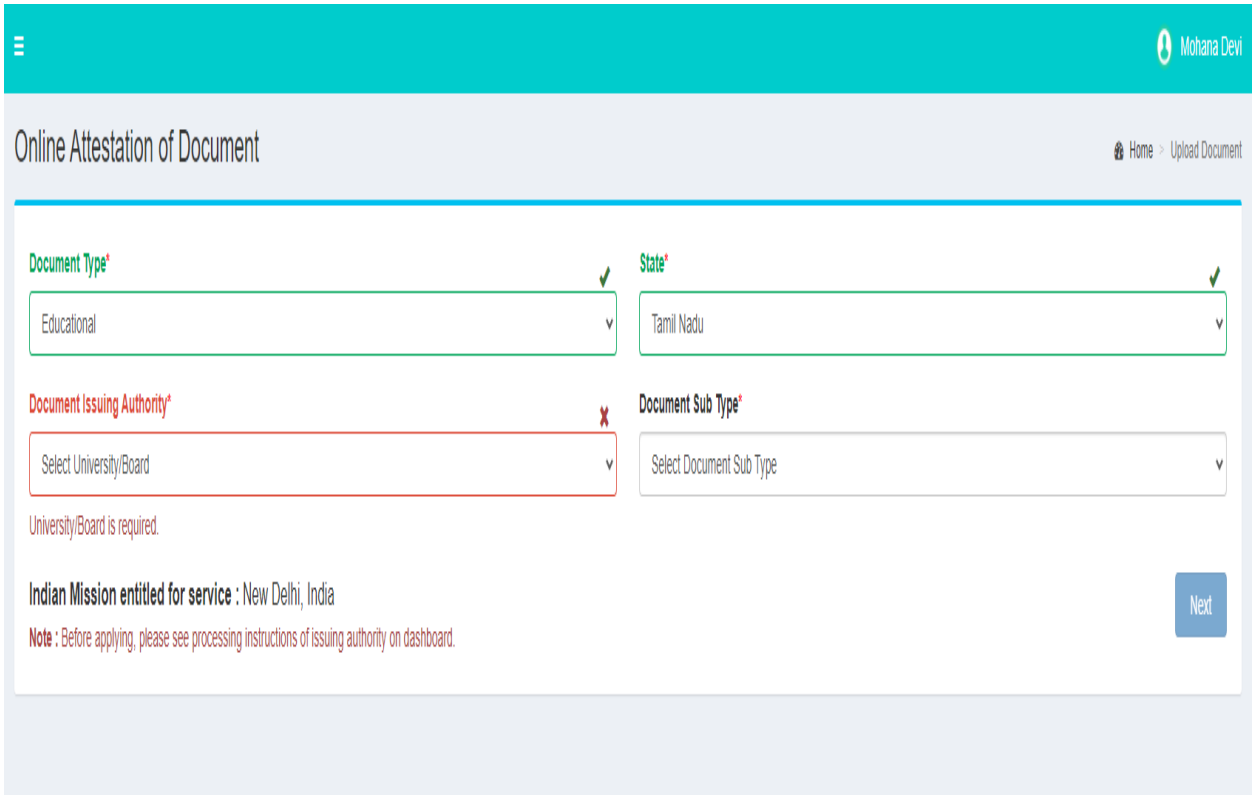
- **In ‘Apply for Non Pre-Verified Document’, click ‘Proceed Offline Document Upload’**



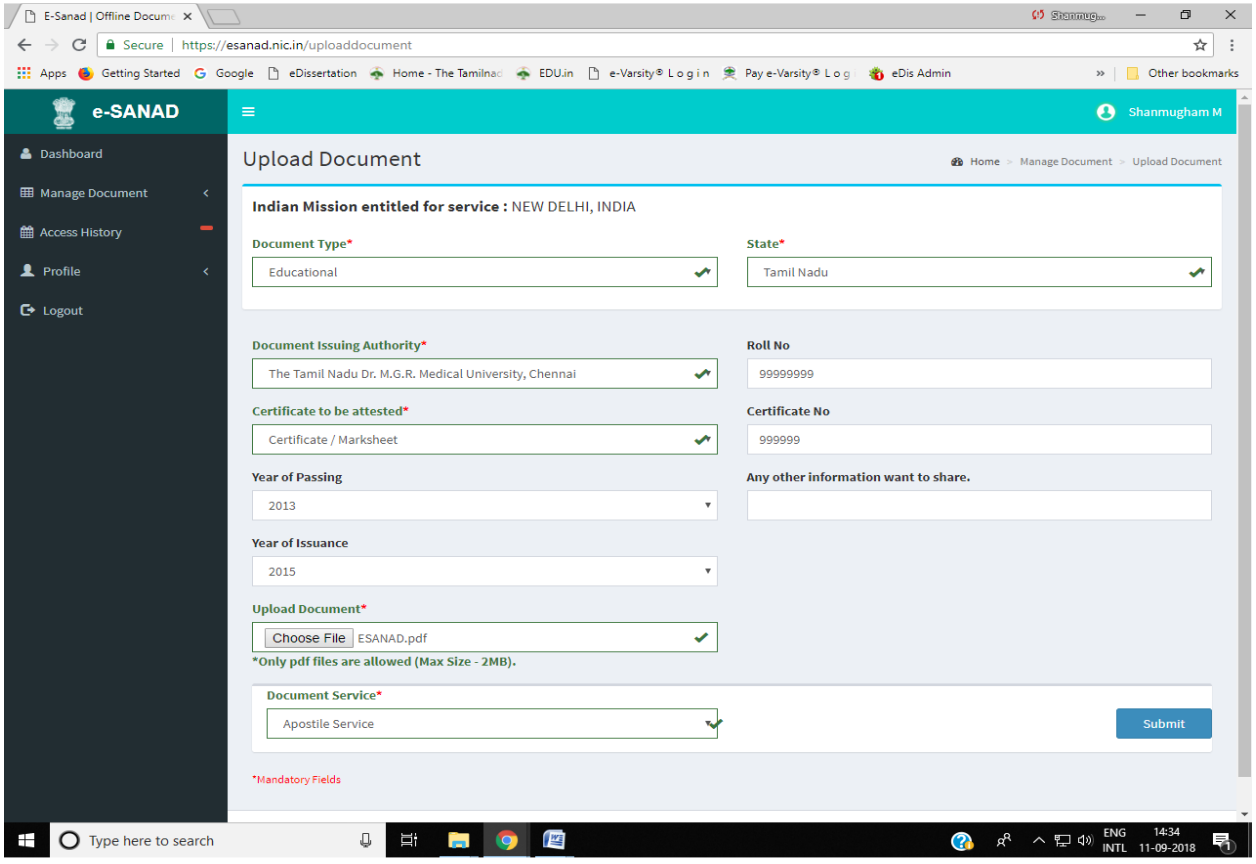
- **Click ‘Proceed’**



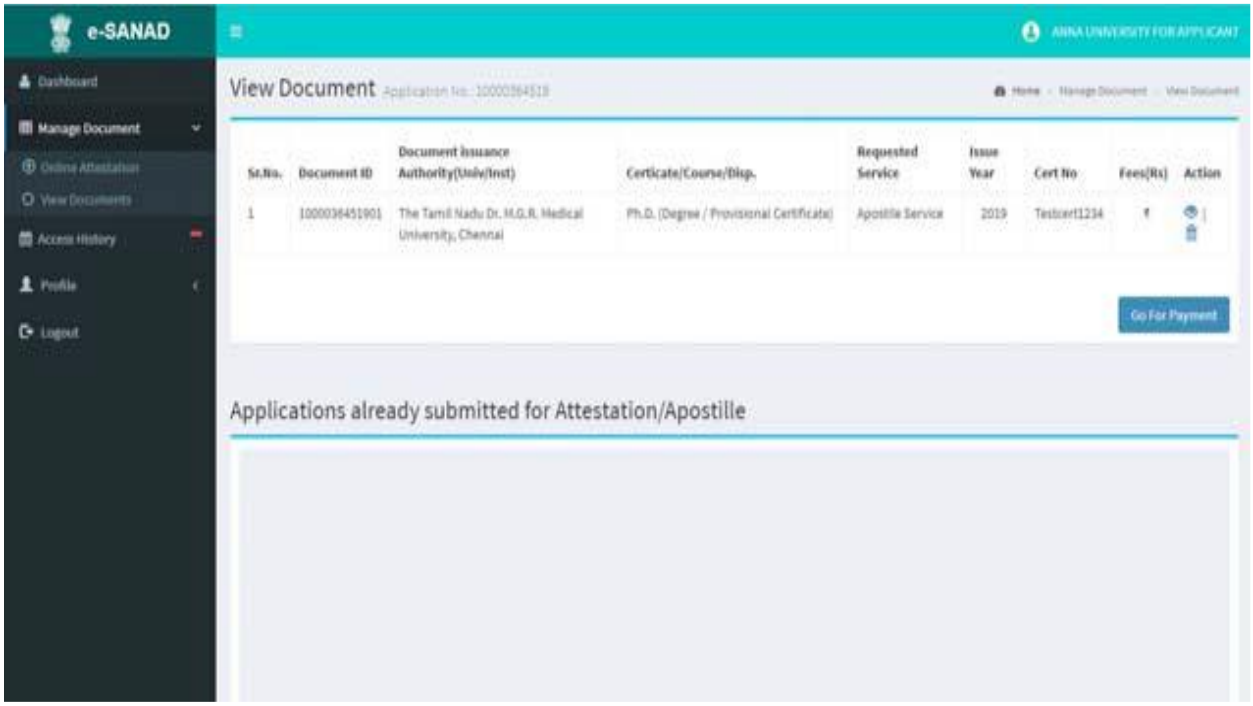
- **Select the appropriate options and then click ‘Next’**



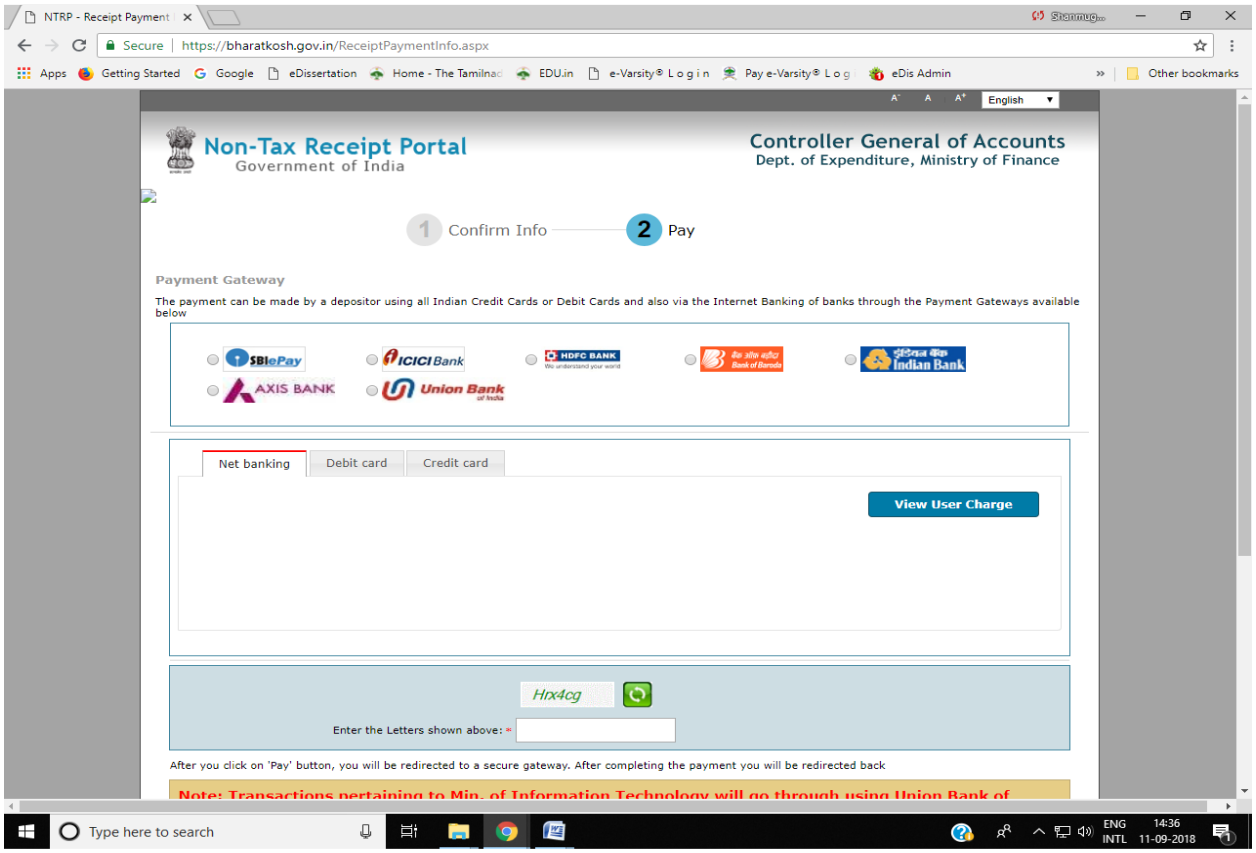
- **Fill up the application and then click ‘Submit’**



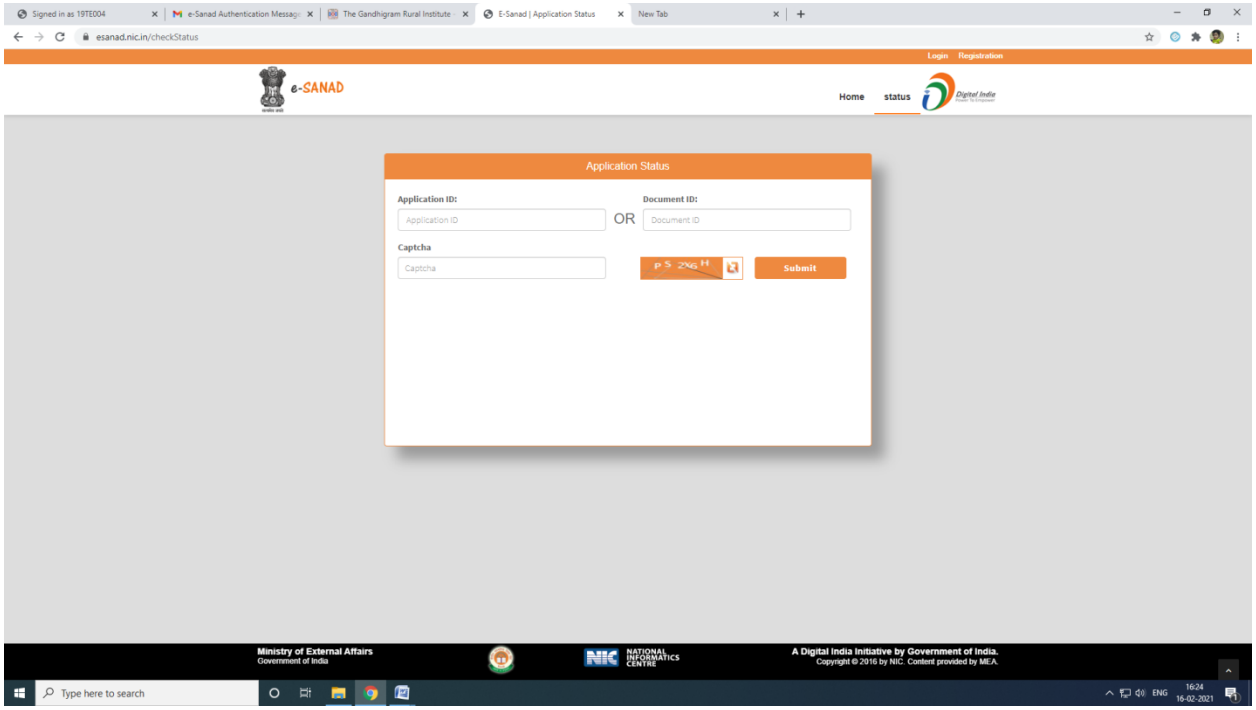
- **After uploading documents, click 'Go for Payment'**



- **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**



Contact details:

Ministry of External Affairs,

Government of India,

New Delhi.

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

Phone: 011 49018404