

ANNAMALAI UNIVERSITY
(A State University Accredited with “A” Grade level by NAAC)
Annamalai Nagar, Pin 608002, Tamil Nadu, India

Notification on e-SANAD services

e-SANAD:- 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 and Ministry of External Affairs (MEA), Govt. of India. These include all type of documents i.e personal, educational and commercial. The system ensures that the foreign employers and other verification agencies get digitally verified genuine documents.

PART A : Steps to be followed in the University Portal

- (a) The User needs to visit examination link of Annamalai University i.e. <http://coe.annamalaiuniversity.ac.in/bank/otherfee.php> .
- (b) In the above mentioned link, the user needs to fill his/her enrollment number, name, register number, mobile number and to choose the fees head as “e-SANAD” from the dropdown menu.
- (c) Then fill the fees amount as **Rs.1500** (Rupees One Thousand Five Hundred Only) and proceed to pay the document verification fee.
- (d) After making successful payment, the user needs to note down the unique reference number generated by the portal and save the online payment acknowledgement report in PDF format. If payment acknowledgement is not generated even after 48 working hours of your online payment due to any technical reasons, you need to contact **YOUR bank** to resolve the issue. You may also send your scanned grievance letter acknowledged by your bank to **aucoecell2016@gmail.com** or to the Controller Office Grievance Cell, Annamalai University, Annamalai Nagar -608002 to get the status of your transaction.

PART B : Steps to be followed in e-SANAD portal are

- (a) The user should have the soft copies of the front page of both the Degree certificate and Annamalai University Online Payment Report in pdf format in his/her Computer.
- (b) The user has to register and login in the e-Sanad portal (URL: <https://esanad.nic.in>)
- (c) Select the issuing authority state as **TAMIL NADU**
- (d) Select **Annamalai University** as the Document Issuing Authority
- (e) Select for **Non Pre – verified documents**
- (f) Fill the required details and upload **both** the documents i.e. Degree Certificate (as Main Document) and University Online Payment Acknowledgement Report (as Supporting Document) in PDF format .
- (g) Then proceed to online payment for Attestation/ Apostille processing fee to e-Sanad system. The User needs to Pay Rs.90/- per Apostille or Rs.40/- per Attestation to the Ministry of External Affairs.
- (h) e-Sanad portal will generate its acknowledgement after the successful payment.
- (i) To check your application status, please visit <https://esanad.nic.in/checkStatus>

Submission of multiple candidates on single registration may lead to rejection of e-Sanad verification of certificates. Every candidate should separately register for their authentication of Certificates/Statements.

For further information, please contact

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<http://coe.annamalaiuniversity.ac.in/images/E-sanadAU.pdf>