



Commercial Taxes and
Registration Department,
Secretariat, Chennai - 9.

Letter No.6415/J2/2020-1, dated 08.09.2020

From
Thiru. K. Shanmugam, I.A.S.,
Chief Secretary to Government.

To
The Inspector General of Registration,
Chennai-28. (w.e)

Madam,

Sub: Registration Department - Participation of
Registration Department in 'eSanad' platform
created by Ministry of External Affairs,
Government of India to authenticate attestation
services of Marriage and Birth certificates issued
by the District/Sub-Registrars in Tamilnadu -
issue of permission - Regarding.

Ref: From the Inspector General of Registration, letter
No.5663/G3/2020, Dated 02/09/2020.

I am directed to invite attention to the reference cited wherein it has been reported that the Indian nationals seeking job, education and dependent visa abroad need to submit various documents to Foreign Embassies / Foreign Governments like educational / Birth / Marriage certificates etc. which should be mandatorily attested / apostilled by the Ministry of External Affairs. In this regard the said Ministry has introduced an online portal called 'eSanad' (<https://eSanad.nic.in/>) with the support of National Informatics Center (NIC), which aims at contact-less, cashless and paperless attestation services. It has been recommended the Registration Department to join the said Portal to authenticate the certificates (i.e. Marriage and Birth Certificates) issued by the District Registrar and Sub-Registrars.

(p.t.o)

2. Therefore, it has been requested to the Government to issue necessary orders to permit the Registration Department to join the Online portal eSanad platform (<http://eSanad.nic.in/>), created by the Ministry of External Affairs Government of India.

3. The Government, permit the Inspector General of Registration to join the Online portal eSanad platform (<http://eSanad.nic.in/>), created by the Ministry of External Affairs, Government of India to authenticate the certificates i.e. marriage and Birth certificates issued by the DRs and SRs subject to the condition that (i) a notice in Registration department website about the eSanad has to be hosted as per the notification appended to this letter (ii) an advertisement in newspaper about Registration Department joining eSanad portal has to be published and (iii) requisition letter to join the e-Sanad Service has to be sent to get the user ID for this process.

Yours faithfully,


for Chief Secretary to Government

Copy to:

The Ministry of External Affairs,
Government of India, New Delhi.
The Public (Foreigners-III) Department,
Chennai-9.
Home Courts (VI-A) Department,
Chennai-9.
Stock File /Spare Copy

ANNEXURE

Registration Department
No.100, Santhome High Road, Chennai, Tamil Nadu - 600 028.

Notification to be published in Registration Department Website

e-Sanad:- The e-Sanad is a platform for the Indian and Foreign Nationals to get the Attestation (accepted within India) and Apostille (accepted in overseas) on professional and Personal documents from concerned Document Issuing Authorities (DIA) and Ministry of External Affairs (MEA), Government of India.

Step-1:

Keep soft copy of the Marriage / Birth certificate in pdf format in your Computer.

The User needs to visit e-Sanad Portal for Attestation / Apostille process.

URL <https://esanad.nic.in> for registration

Workflow in the e-Sanad portals are

- (a) Upload the necessary Documents directly.
- (b) 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.
- (c) e-Sanad portal will generate its acknowledgement after the successful payment.

Step-2:

The User needs to visit <https://www.tnreginet.gov.in>..... to create unique number.

Role of e-Sanad support section in Tamil Nadu Registration Department

To Department officials designated as incharge of the system as follows:

1. The Assistant Inspector General of Registration
(Computerization-Level-1 Officer, Nodal Officer)
2. The District Registrar (Guideline-Level 2 Officer)

K. SHANMUGAM

CHIEF SECRETARY TO GOVERNMENT

//True Copy//

P. M. V.
SECTION OFFICER