**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

# E-SANAD SERVICES

The e-Sanad is a platform created by Ministry of External affairs, aims at providing a centralized platform for contact-less, cashless and paperless document verification/ Attestation/ Apostille service for the Indian and Foreign nationals who obtained documents from Document Issuing Authorities (DIAs) in India and Ministry of External Affairs (MEA), Government of India.

**Part A: Service Fee payment**

Students are requested to pay the service fee **Rs.1000** (Rupees One Thousand Only) to the following Institution Account.

| Account Name | HINDUSTAN INSTITUTE OF TECHNOLOGY & SCIENCE EXAM A/C |
|---|---|
| Account Number | 255401000000001 |
| Bank Name | INDIAN OVERSEAS BANK |
| Branch | PADUR |
| IFSC CODE | IOBA0002554 |

**Part B: Steps to be followed in e-Sanad portal**

(a) The user/student has to register and login in the e-SANAD portal http://esanad.nic.in
(b) Select the issuing authority state as TAMIL NADU.
(c) Select Hindustan Institute of Technology & Science as the document issuing authority.
(d) Select for Non Pre-verified documents.
(e) Fill the required details and upload the documents i.e. certificate (relevant document) and University Online Payment Acknowledgement Report (as supporting Document) in PDF format.
(f) Then proceed to online payment for Attestation/ apostille processing fee to e-Sanad systems. The User/ Student needs to pay Rs.90/- per Apostile or Rs. 40/- per Attestation to the Ministry of External Affairs.
(g) E-Sanad portal will generate its acknowledgement after the successful payment.
(h) To check your application status, please visit http://esanad.nic.in/checkstatus

**For Clarifications, Contact:**

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