SAVEETHA INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES

(Declared as Deemed to be University under Section 3 of UGC Act 1956)

No: 162, Poonamallee High Road, Chennai – 600 077, India

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www.saveetha.com

<u>Notification on e-Sanad services</u>

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 Authority(DIA) and Ministry of External Affairs (MEA), Govt. of India.

1. Keep soft copy of the Degree certificate in pdf format in your computer.
2. The User needs to pay the document verification fee of Rs.1,500/- for each certificate / document to the University.
3. The User can pay the Document verification amount through Online

   Bank: **INDIAN BANK**

   Account Number: **514389956**

   Branch: **VALARPURAM**

   IFSC CODE: **IDIB000V060**

   Account Name: SAVEETHA INSTITUTE OF MEDICAL & TECHNICAL SCIENCES

Student Name, ID No. and Purpose of payment should be mentioned as remarks in Transaction. After making payment, the User needs to note down the Transaction ID, Date and Time of transaction and amount of transaction. The transaction details need to be sent to the University at coe@saveetha.com along with other particulars.

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

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

5. Procedure :
   a. Payment of Certificate Verification fee to the University through Online mode.
   b. Upload necessary documents in e-Sanad portal.
   c. Enter Transaction number for payment of Document verification fee to the University and Date of payment. Candidate's name in "Any other Information" column.
   d. 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.
   e. e-Sanad portal will generate its acknowledgement after successful payment.

Controller of Examinations