



பதிவுத்துறை  
REGISTRATION DEPARTMENT

**User Manual for Online EC Application**

**Inspector General for Registration  
(IGR)**

**User Manual for Applying Encumbrance Certificate (EC) Online**

**Version 1.0**



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## 1. Introduction

This module will be helpful for the Registered Users who wants to apply for the Encumbrance Certificate Online. Citizen needs to apply for EC and make the payment Online. Once the payment made, the Sub Registrar will process Request in Office. After the completion of Process, Citizen will get the document in their Registered Login.

## 2. Apply Online EC

1. Registered Users can login to the Application using their User Details.

Standing Order | Service Rules | RTI ACT | Feedback | Contact Us | Officials Email | தமிழ்

For queries please contact: 1800 102 5174  
(Monday to Friday 8 AM to 8 PM, Saturday 10 AM to 5 PM excluding Government holidays)

Home Registration E-Services Circulars Guideline Value Sitemap Help More

**GUIDELINE SEARCH**

Street Survey Number

Zone\* - Select -

Sub Registrar Office\* -Select SRO-

Village\* -Select Village-

Street Name\*

Submit

**KNOW YOUR JURISDICTION**

SEARCH FIELD OFFICES

Street Name

OR

Village Name

Alphabetical list of SRO | DRO | DG

Submit

**WELCOME TO ePAYMENT SYSTEM**

Welcome to ePayment System ePayment System is one of the ...

Read more

**LOGIN**

Username

Password

Type the code shown

4678R

Sign In Cancel

User Registration Forgot Username?

Officials Login Forgot Password?

CHECK YOUR STAMP DUTY CALCULATE BUILDING VALUE ENCUMBRANCE CERTIFICATE CREATE APPLICATION KNOW YOUR APPLICATION STATUS

Figure 1: Portal Login Page



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2. Citizen selects the Encumbrance Certificate from E-services tab and select the Search and Apply EC option.

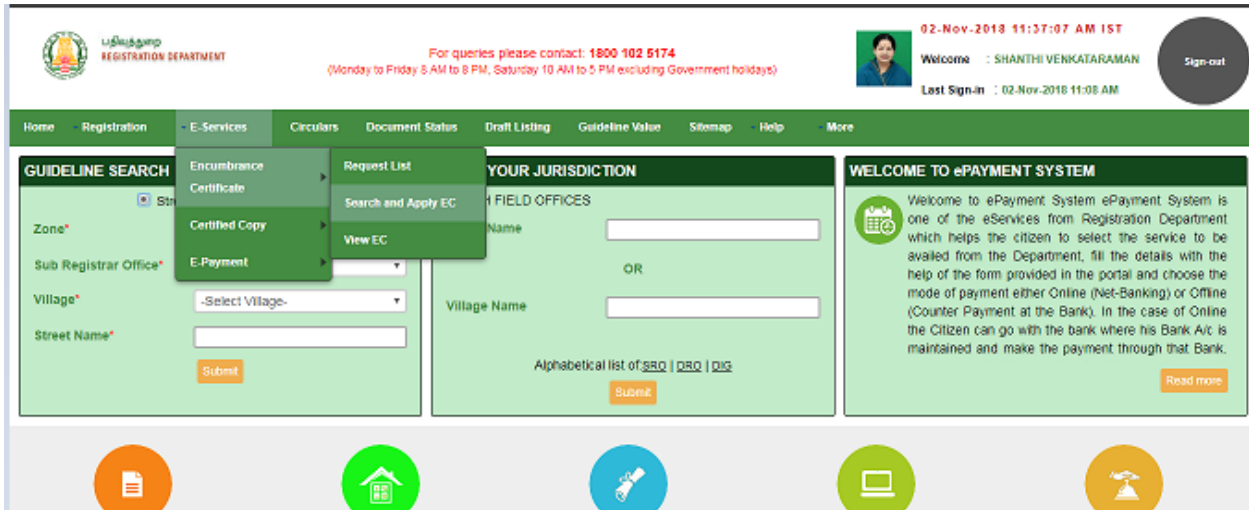


Figure 2: Selecting Apply for Search and Apply EC option in Portal

3. Citizen enters the EC search parameters with details of village and its survey number.

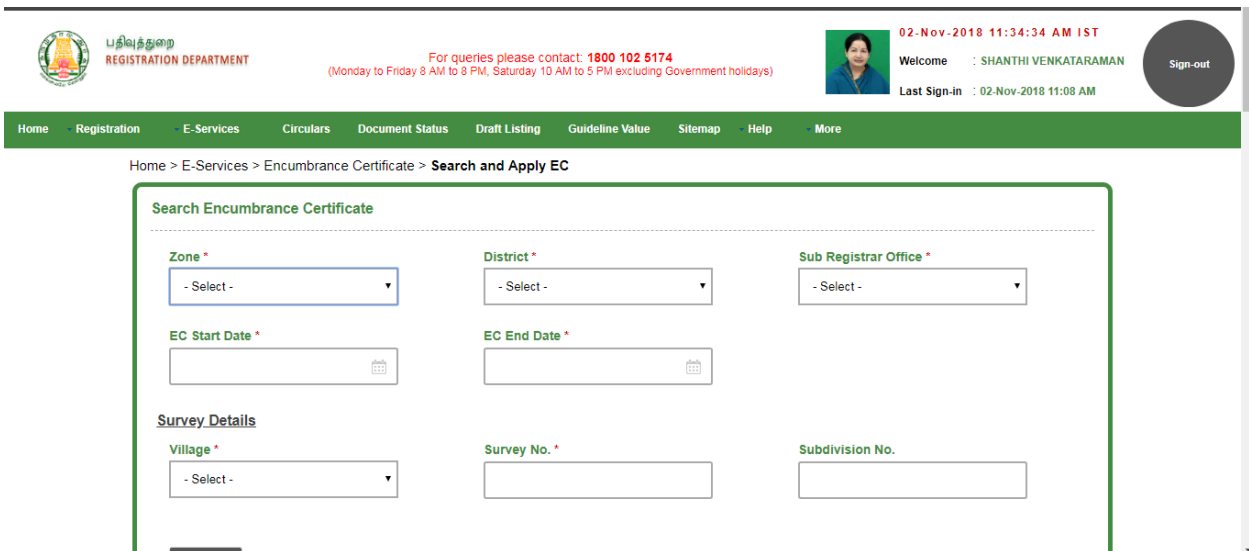


Figure 3: Online EC- Application Details



4. Citizen can enter Multiple Survey Details.

**Survey Details**

Village \*  Survey No. \*  Subdivision No.

**Add**

Village	Survey No.	Subdivision No.	Action
Guduvancheri	1	--	
Kattupakkam	1	--	

Figure 4: Village and Survey Details

5. Citizen can enter House Details like Door No., Plot No., Ward, and Block.

**House Details**

Door No.  Plot No.  Ward

Block

**Add**

Door No.	Plot No.	Ward	Block	Action
1	2	3	A	

Figure 5: House Details



6. Citizen enters Boundary Details.

**Boundary Details**

East  West  North

South

East	West	North	South	Action
Temple	Road	Building	Temple	

Figure 6: Boundary Details

7. Citizen can provide Extent Details and other Additional Details.

**Extent and Build-up Area**

Total Extent  Conveyed Extent  Undivided Share

Build-up Area

**Additional Details (in case of multiple, add ',' separated)**

Old Survey No./Sub Div No ..  T.S. No.  Flat No./Flat Name

Old Door No.  Name of Declared Owner  Father Name

Schedule Remarks  Any Registered Document N ..

Figure 7: Extent and Additional Details



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8. On Search, all the Documents related to the entered Village and Survey details will be listed. Click on Apply Online.

886 items found, displaying 1 to 10.  
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Document No.	Sub Registrar Office	Registration District	Registration Village	Survey/Sub Div No	Property Type
R/கூடுவாஞ்சேரி/புத்தகம் 1/9810/2017	Gooduvancheri	Chennai South	Guduvancheri	1/1A,1/1B,1/1B1,1/1B2,1/1C	Plot
R/கூடுவாஞ்சேரி/புத்தகம் 1/9811/2017	Gooduvancheri	Chennai South	Guduvancheri	1/1B	Plot
R/கூடுவாஞ்சேரி/புத்தகம் 1/9814/2017	Gooduvancheri	Chennai South	Guduvancheri	1/1B	Plot
R/கூடுவாஞ்சேரி/புத்தகம் 1/9815/2017	Gooduvancheri	Chennai South	Guduvancheri	1/1B	Plot
R/Gooduvancheri/BOOK 1/9816/2017	Gooduvancheri	Chennai South	Guduvancheri	1/1A	Agricultural Land
R/Gooduvancheri/BOOK 1/9819/2017	Gooduvancheri	Chennai South	Guduvancheri	1/1B1	Pathway
R/Gooduvancheri/BOOK 1/9819/2017	Gooduvancheri	Chennai South	Guduvancheri	1/1F	Plot
R/கூடுவாஞ்சேரி/புத்தகம் 1/9820/2017	Gooduvancheri	Chennai South	Guduvancheri	1/1B	Plot
R/கூடுவாஞ்சேரி/புத்தகம் 1/9821/2017	Gooduvancheri	Chennai South	Guduvancheri	1/1B	Plot
R/கூடுவாஞ்சேரி/புத்தகம் 1/9822/2017	Gooduvancheri	Chennai South	Guduvancheri	1/1B	Plot

Apply Online

Figure 8: Apply Online

9. Applicant shall enter the Name, Mobile Number, save the details, and proceed to Payment screen.

Personal Details    Payment    ✓

Step 1 - Personal Details

**Personal Details**

Name \*

**Contact Details**

Cell No. \*

Next >

Figure 9: Applicant Details







## User Manual for Online EC Application

**Applicant Details**

Landline No.  Cell No.\*  Email\*

Application Type\*  Service Type\*  Application Number

Select	Fees Description	Fees Amount (₹)	Per Page/Copy Charge (₹)
<input checked="" type="checkbox"/>	Application Fee	<input type="text" value="1"/>	-
<input checked="" type="checkbox"/>	Search Fee	<input type="text" value="80"/>	-
<input checked="" type="checkbox"/>	Computer Fee	<input type="text" value="100"/>	-
Total		181	

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Figure 11: Epayment Details

12. Citizen can choose the Bank from the list and proceed with Payment.

Application No. S01ENCEVV201811020004694 Applicant Name KARTHIR Service Type Encumbrance Certificate

Sr. No.	Fees Description	Fees Amount (₹)
1	Application Fee	1
2	Search Fee	80
3	Computer Fee	100
Total		181

Select Payment Mode:  Online

Allahabad Bank  Bank of Baroda  Central Bank of India

IDBI Bank  Indian Bank  Indian Overseas Bank

Punjab National Bank  Syndicate Bank

Union Bank of India  Vijaya Bank

Figure 12: Bank Details



## User Manual for Online EC Application

13. Upon successful Payment, the Payment details will be listed along with provision to generate Acknowledgment and the request will be sent to SR Office for further processing.

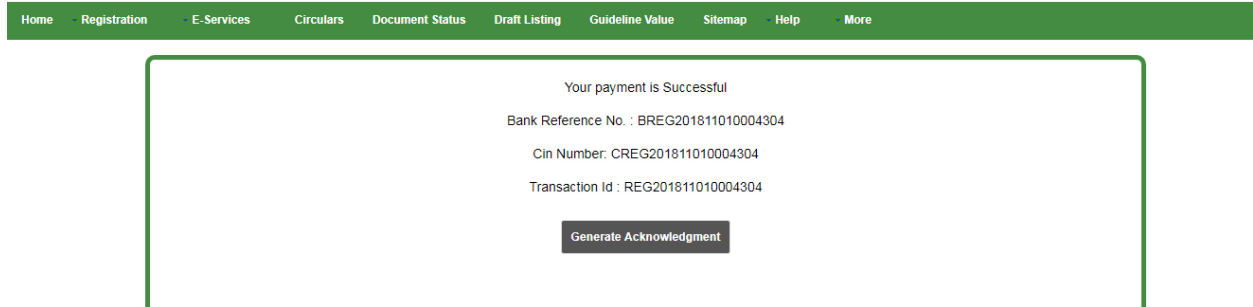


Figure 13: Payment Reference Details

14. Upon selection of the applicable data and approval of the Application by SR, Encumbrance Certificate will be sent to the Applicant's Login with QR code added in all the Pages and Digital Signature of SR affixed in the end. SMS Notification will be sent to Applicant.
15. Applicant can view and Download the Digitally Signed EC in their Login under E-Services-> Encumbrance Certificate-> Request List.

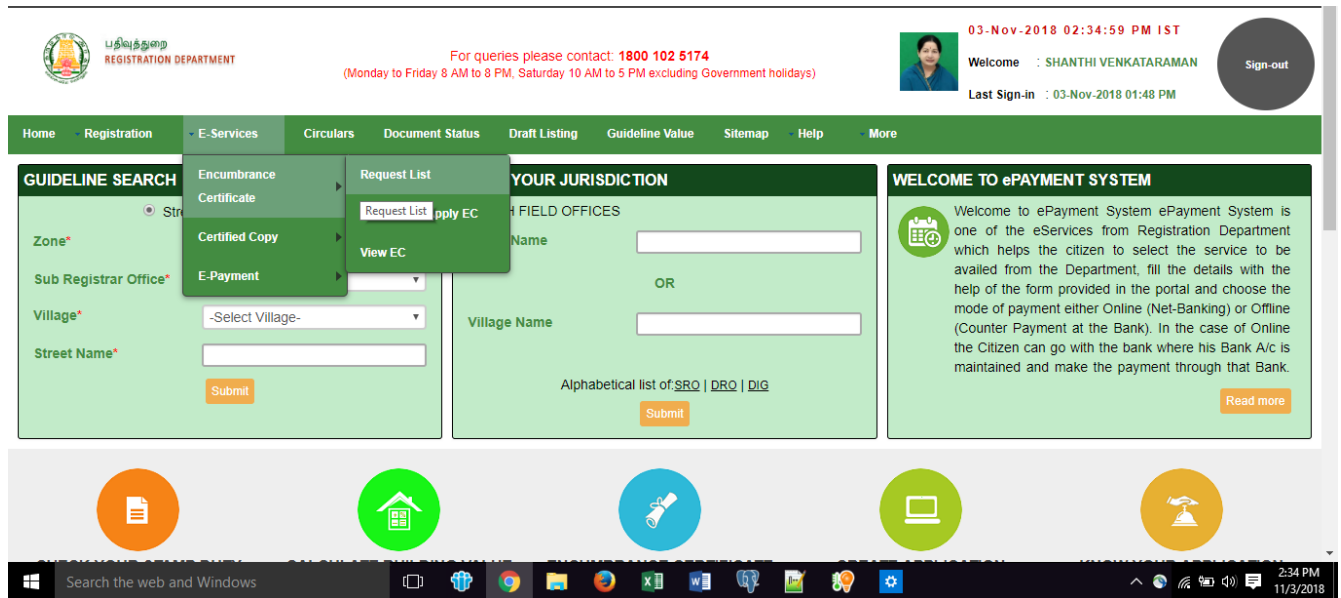


Figure 14: Request List



## User Manual for Online EC Application

16. Applicant can scan the QR code present in the PDF to view the details of Application Number, SRO Name and the URL to view the EC PDF.

### Recognition Result

<https://tnreginet.gov.in/downloadfileservlet?path=xbxXzElgvNWLFqplusNFwjZo5flw3b9CuPkP1NQ6W1wWKoEDfNplusD5AwldbLkQlvRUyDq8Ag2Ooj2AOQoIzdNsD1D4jsUbDElshd63W5QaJC19UlnOL7CHO2tl8sOqQplusvBH2> ;  
The Seal of the Sub Registrar of  
Gooduvancheri;EC/Online/944/2018;2

Cancel

Copy

*Figure 15: QR Code Content*