

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.

பதிவுத்துறை REGISTRATION DEPARTMENT		(Mond	Standing Order Service Rules For queries please contact: 11 ay to Friday 8 AM to 8 PM. Saturday 10 AM to 5	RTI ACT Feedback Contact Us 300 102 5174 PM excluding Government holidays)	Officials Email பதமிழ்
Home Registration E-Serv	vices Circulars Guidel	ine Value Sitemap Help	More		
GUIDELINE SEARCH		KNOW YOUR JL	RISDICTION	LOGIN	
Street Village* Street Name*	Survey Number Select - Select SRO- Select Village- Submit	Village Name Village Name WELCOME TO e Welcome	OR OR Alphabetical list of: <u>SR0 DR0 DIG</u> Submit PAYMENT SYSTEM to ePayment System ePayment System i	sone of the Read more	Sign In Cancel Forgot Username? Forgot Password?
CHECK YOUR STAMP DU	JTY CALCULATE	E BUILDING VALUE			KNOW YOUR APPLICATION STATUS

Figure 1: Portal Login Page



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

Q	HEISTRATION DE	PARTMENT	ø	londay to Friday 8	For quer AM to 8 P	ies please cont M, Saturday 10 A	act: 1800 102 5174 M to 5 PM excluding (4 Sovernment ha	ildays)		Welcome : SHANTHI VENKATARAMAN Last Sign.in : 02-Nov-2018 11:08 AM
Home	Registration	E-Services	Circulars	Document :	Status	Draft Listing	Guideline Value	Sitemap	• Help	Mor	•
GUIDE	ELINE SEARCH	Encumbrance	•	Request List		YOUR JUR	ISDICTION				WELCOME TO EPAYMENT SYSTEM
	💽 Str	Certificate		Search and App	Ny EC	I FIELD OFFI	CES				Welcome to ePayment System ePayment System is
Zone	·	Certified Copy	· •	View EC		Name					which helps the citizen to select the service to be
Sub I	Registrar Office*	E-Payment		۲			OR				availed from the Department, fill the details with the help of the form provided in the portal and choose the
Villag	je .	-Select Villag	e-		Villag	e Name				пШ	mode of payment either Online (Net-Banking) or Offline (Counter Payment at the Bank). In the case of Online
Stree	t Name*										the Citizen can go with the bank where his Bank A/c is
		Submit				Alpha	abetical list of <u>SRO</u> Submit	080 <u>019</u>			Read more

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



Village * Aathanur	•	Survey No. *		Subdivision No.	
Add Village		Survey No.	Sub	livision No.	Action
Add Vīllage Guduvancheri	1	Survey No,	Subi	livision No.	Action

4. Citizen can enter Multiple Survey Details.

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	Ē

Figure 5: House Details



Boundary Details				
East	w	est	North	
South				
		Add		
East	West	North	South	Action
Temple	Road	Building	Temple	Ē

6. Citizen enters Boundary Details.

Figure 6: Boundary Details

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

Total Extent	Conveyed Extent	Undivided Share	
10	10	2	
Build-up Area			
20			
<u>ditional Details (in case of multiple</u>	<u>, add ',' separated)</u>		
<u>ditional Details (in case of multiple</u> Nd Survey No./Sub Div No	<u>, add ',' separated)</u> T.S. No.	Flat No./Flat Name	
ditional Details (in case of multiple Did Survey No./Sub Div No 1	, <u>add ',' separated)</u> T.S. No. 2	Flat No./Flat Name	
ditional Details (in case of multiple Did Survey No./Sub Div No 1 Did Door No.	, <u>add ',' separated)</u> T.S. No. 2 Name of Declared Owner	Flat No./Flat Name 3 Father Name	
ditional Details (in case of multiple Nd Survey No./Sub Div No 1 Nd Door No. 4	r.s. No. 2 Name of Declared Owner arun	Flat No./Flat Name 3 Father Name kumar	
Iditional Details (in case of multiple DId Survey No./Sub Div No 1 DId Door No. 4 Schedule Remarks	, add ',' separated) T.S. No. 2 Name of Declared Owner arun Any Registered Document N	Flat No./Flat Name 3 Father Name kumar	

Figure 7: Extent and Additional Details



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

Document No.	Sub Registrar Office	Registration District	Registration Village	Survey/Sub Div No	Property Type
	Sub Registrar Office	registration bisariet	registration village	Survey/Sub Div No	riopenty 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

Figure 8: Apply Online

Apply Onlin

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

Personal Details	Payment	\bigcirc		
Step 1 - Personal Details				
Personal Details Name *				
KARTHIR				
Contact Details Cell No.* 7999999999				



Next »



10. Citizen can view the payment details in the screen and select the pay option and it will navigate to E-payment screen.

Personal De	etails Payment			
Step 2 - Payn	nent and EC Collection			
Application No. Payment Status				
ECA/Online/	/995/2018			
Fee Detail	<u>s</u>			
Sr. No.		Particulars	Amount (₹)	
1	Application Fee		1	
2	Search Fee		80	
3	Computer Fee		100	
		Total (₹)	181	
		« Previous Pay		

- Figure 10: Payment Details
- 11. Citizen can enter the Details and submit the request

Personal Details Payment	\odot	
E-Payment		All fields marked with * are mandatory
Applicant Name*	Sub Registrar Office* Gooduvancheri 🔹	
Address Details Country India	State Tamil Nadu v	District - Select - V
Village Name		
Door no, Street & Others		
Pincode		



.

			19999999	Kathir@gmail.c	om
Application Type*			Service Type*	Application N	umber
Encumbrance	e Certificate 🔻		Encumbrance Certificate V	ECA/Online/99	5/2018
Select	Fees Description	1	Fees Amount (?)		Per Page/Copy Charge (₹)
2	Application Fee	[1	-
8	Search Fee	[80	-
	Computer Fee	[100	
		Total		181	
			Submit		

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 Allahaba	Mode: Conline ad Bank	Bank of Baroda	Central Bank of India				
IDBI Bar	ık	Indian Bank	Indian Overseas Bank				
Punjab N	National Bank	Syndicate Bank					
Union B	ank of India	Vijaya Bank					
Submit							

Figure 12: Bank Details



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.

பதிவுத்துறை REGISTRATION D	EPARTMENT	(M	For que onday to Friday 8 AM to 8	ries please contact: 1800 102 PM, Saturday 10 AM to 5 PM exclu	5174 Jing Government holic	days)	03-Nov-2018 02:34:59 PM IST Welcome : SHANTHI VENKATARAMAN Last Sign-in : 03-Nov-2018 01:48 PM
Home Registration	✓ E-Services	Circulars	Document Status	Draft Listing Guideline Va	ue Sitemap	- Help - N	Nore
GUIDELINE SEARCH	Encumbrance	•	Request List	YOUR JURISDICTION			WELCOME TO ePAYMENT SYSTEM
 Stress 	Ceruncate		Request List pply EC	I FIELD OFFICES			Welcome to ePayment System ePayment System is
Zone*	Certified Copy	•	View EC	Name			which helps the citizen to select the service to be
Sub Registrar Office*	E-Payment	+	v	OR			availed from the Department, fill the details with the bein of the form provided in the notal and choose the
Village*	-Select Villag	le-	• Villa	de Name			mode of payment either Online (Net-Banking) or Offline
Street Name*				gename			(Counter Payment at the Bank). In the case of Online the Citizen can go with the bank where his Bank A/c is
				Alphabetical list of:			maintained and make the payment through that Bank.
	Submit			Subm			Read more
					-		
				*			
Search the web an	nd Windows		c) 🎲	o 📄 💿 🖬	🖬 🚯	📝 🤅	

Figure 14: Request List



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=xbxXzElgvNW LFqplusNFwjZo5flw3b9CuPkP1NQ6W1w WKoEDfNplusD5AwldbLkQlvRUyDq8Ag 20oj2A0QolZdNsD1D4jsUbDElshd63W 5QaJC19UlnOL7CHO2tl8sOqQplusvBH2; The Seal of the Sub Registrar of Gooduvancheri;EC/Online/944/2018;2

Cancel Copy

Figure 15: QR Code Content