பதிவுத்துறை
REGISTRATION DEPARTMENT

**Inspector General for Registration
(IGR)**

User Manual for Applying Encumbrance Certificate (EC) Online

Version 1.0

Contents

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.

Figure 1: Portal Login Page

2. Citizen selects the Encumbrance Certificate from E-services tab and select the Search and Apply EC option.
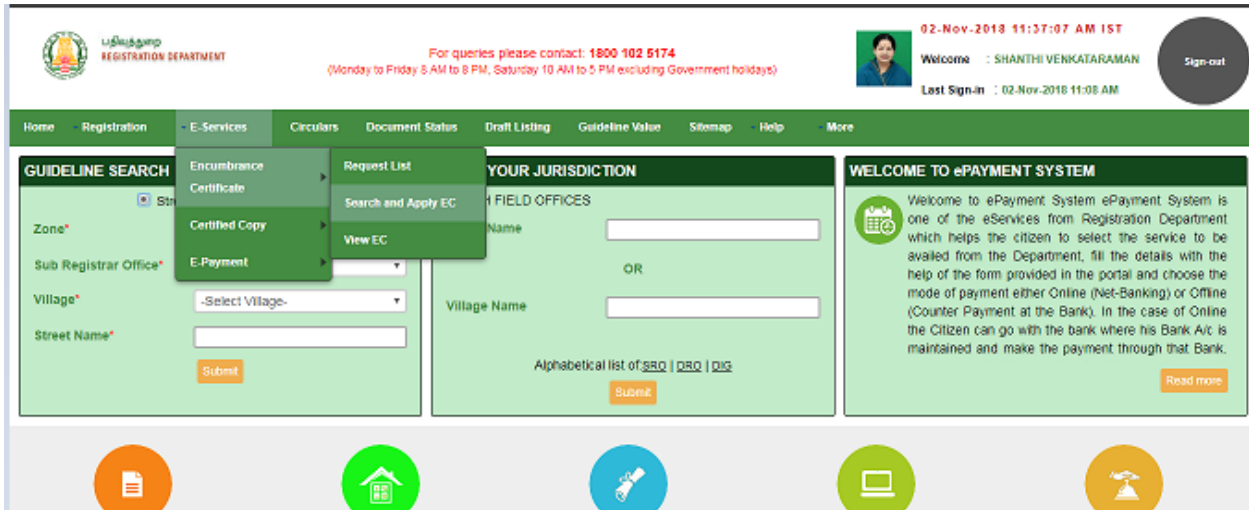
Figure 2: Selecting Apply for Search and Apply EC option in Portal

3. Citizen enters the EC search parameters with details of village and its survey number.
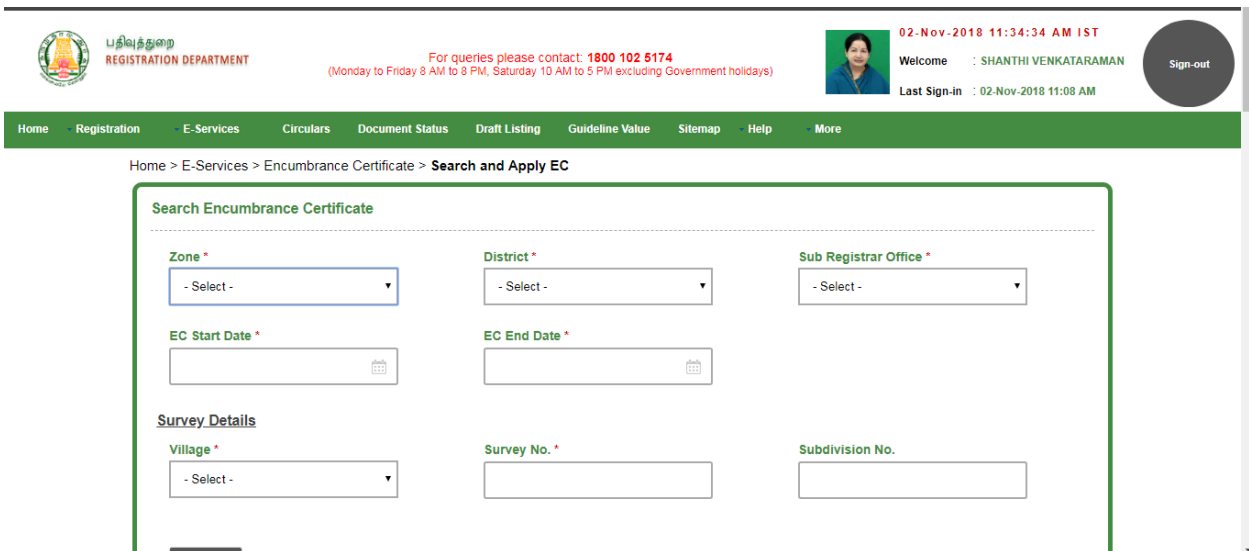
Figure 3: Online EC- Application Details

4. Citizen can enter Multiple Survey Details.

Survey Details

Village *	Survey No. *	Subdivision No.
Aathanur ▼	2	

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.

Figure 6: Boundary Details

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

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
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

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

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 *

KARTHIR

Contact Details
Cell No.*

7999999999

Next »

Figure 9: Applicant Details

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

Step 2 - Payment and EC Collection

Application No.	Payment Status
ECA/Online/995/2018	Pending

Fee Details

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

E-Payment   All fields marked with * are mandatory

Applicant Name*   **Sub Registrar Office***
KARTHIR   Gooduvancheri

Address Details
Country   **State**   **District**
India   Tamil Nadu   - Select -

Village Name

Door no, Street & Others

Pincode

Figure 11: Epayment Details

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

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.
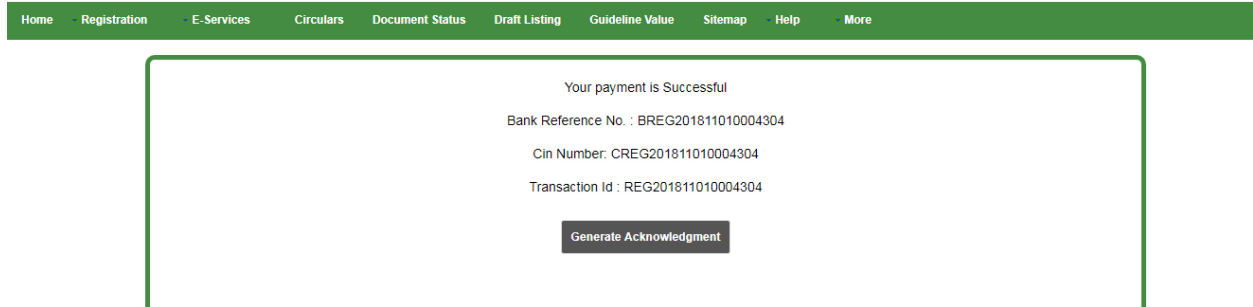

Figure 13: Payment Reference Details

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.
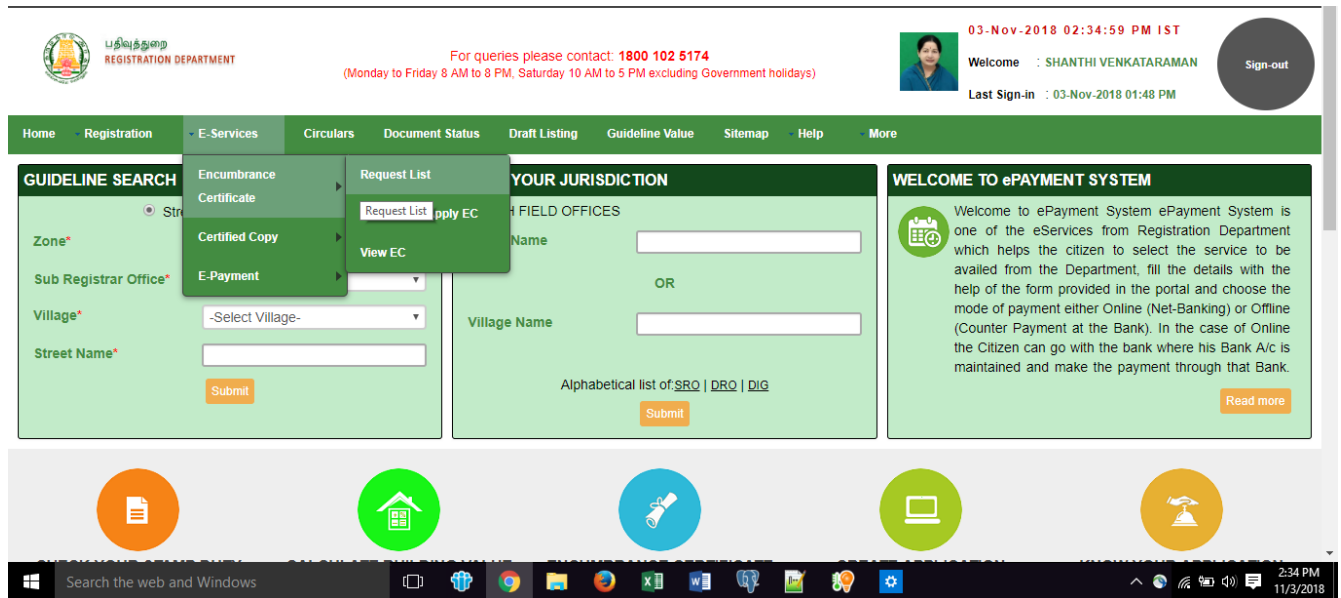

Figure 14: Request List

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=xbxXzEIgvNW LFqplusNFwjZo5flw3b9CuPkP1NQ6W1w WKoEDfNplusD5AwldbLkQIvRUyDq8Ag 2Ooj2AOQolZdNsD1D4jsUbDElshd63W 5QaJC19UlnOL7CHO2tl8sOqQplusvBH2 ; The Seal of the Sub Registrar of Gooduvancheri;EC/Online/944/2018;2

Cancel   Copy

Figure 15: QR Code Content