Procedure & Checklist Document

1	Name of Service	Encumbrance Certificate
2	Name of Department	Stamp & Registration
3	Applicability Criteria	
4	SLA/ Number of Days	07 days
5	Documents Required	No document required
6	Form submission	https://edistrict.up.gov.in/edistrictup/
7	Procedure for apply & getting certificate	**Step- 1:** a) The applicant shall open the Online e-District Portal using the address https://edistrict.up.gov.in/edistrictup/ and click on Citizen login (e-Sathi). b) Register in online portal using their personal details and contact details. c) A password is generated and sent through SMS/Email. d) Using the User id and Password applicant shall log into the online portal. **Step – 2:** After logging into the web portal, the Applicant shall select "E-SATHI INTEGRATED SERVICES" radio button. **Step-3:** Applicant shall select "**Encumbrance Certificate**" service under Stamp & Registration Department. **Step-4:** Applicant shall create profile (Select district & enter DOB, Mobile no.) **Step-5:** Applicant shall pay the user charges i.e., Rs 15/- through online payment gateway. **Step-6:** Applicant shall fill details in application form for **"Encumbrance Certificate".** **Step-7:** Applicant shall preview the application, pay the fee for "Encumbrance Certificate" in online portal & submit it. **Step-8:** Application shall be scrutinized by Sub Registrar office. **Step-9:** Encumbrance Certificate shall be uploaded on online portal by Registrar officer. **Step-10:** Applicant shall download the final certificate from online portal/Digi-Locker.
8	Fee	1. User charges – Rs 15/- (Fixed) 2. Service Fee – Rs 100/- (Fixed)
9	Mode of payment	Online