

DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH

Established under the Desh Bhagat University Act, 2012 (Punjab Act No. 15 of 2013)
(Office of the Controller of Examinations)

Guidelines for e-Sanad Verification and Document Authentication

About e-Sanad

e-Sanad is an online service provided by the **Ministry of External Affairs (MEA), Government of India**, for the **digital attestation and verification of academic and personal documents**.

It eliminates the need for physical visits to government offices and ensures secure, paperless verification.

Desh Bhagat University (DBU) is integrated with the **e-Sanad portal** for online verification of degrees, transcripts, and other academic credentials.

Who Can Apply

- Active Students/Alumni of **Desh Bhagat University** requiring **document verification or attestation** for:
 - Higher studies abroad
 - Employment verification
 - Immigration or foreign embassy purposes
 - Personal record authentication

Documents Eligible for Verification

- Degree / Diploma Certificates
- Provisional Certificates
- Mark Sheets / Transcripts
- Migration / Character Certificates

(Note: Only documents issued by Desh Bhagat University are accepted.)

Steps for e-Sanad Verification

Step 1: Digital Copy Preparation

Scan the original document in **PDF format** (less than 1 MB, clear and legible).

Ensure that the **name, registration number, and year of passing** are clearly visible.

Step 2: Register on e-Sanad Portal

Go to: <https://esanad.nic.in>

Click on “**Register/Sign In**” → Create an account using a valid **email ID** and **mobile number**.

Step 3: Upload Documents

Select “**University Documents**” → Choose **Desh Bhagat University** from the list.

Upload the required documents and pay the applicable **verification fee** online.

Step 4: University Verification

The document will be sent electronically to **Desh Bhagat University** for verification.

The University’s Examination/Verification Cell will verify the record and send confirmation to the portal.

Step 5: Attestation by MEA

After successful verification, the **Ministry of External Affairs** will attest the document digitally. You will receive an **authenticated digital copy** through the e-Sanad portal.

Fees & Processing Time

Sr No	Process	Fee	Processing Time
1	University Verification	₹ 600/- per document within India	7–10 working days
2	University Verification	₹ 8,000/- for outside India	7–10 working days
3	MEA Attestation (via e-Sanad)	₹90 per document	2–3 working days
4	https://ems.deshbhagatuniversity.in/Bank/CommonPayments.aspx		

Important Instructions

- Upload only **self-owned original documents**.
- Ensure that the **details in the uploaded documents** exactly match those in university records.
- In case of discrepancy or rejection, applicants will be notified via email.
- Physical verification requests are **not accepted** once e-Sanad submission is made.

Contact Details

Examination Branch.

Desh Bhagat University,

Mandi Gobindgarh, Punjab – 147301

Email: registration@deshbhagatuniversity.in

Phone: +91-9915027753

Website: www.deshbhagatuniversity.in

Note:

Desh Bhagat University does not accept direct submissions for MEA attestation.

All document attestations must be processed exclusively through the e-Sanad system.

Controller of Examinations