Encumbrance Certificate request is applied by the citizen through the MeeSeva centers. This request can be accessed by the SRO and processed. The processing steps and screens are provided below.

Procedure for Processing the Request:

- Select “Encumbrance Certificate” from Application Processing, like shown in the below screen.

- After selecting the “Encumbrance Certificate” in Application Processing, the below screen will be displayed. 
  Note: - Here we can also Process the request through Dash Board by clocking on Service Count Link.

- From above screen select from date & to date by using calendar controls. Like shown in the below screen.
  Note: - Here to Date must be prior to Current date.
Select “Request Status (either All/Not Viewed/Open etc...)” from request status drop down list. Like shown in the below screen.

NOTE: - Here, At First the Request is in “Not Viewed” Status

After selecting “Request Status” from request status dropdown list, click on “Get Details” button like shown in the below screen.

After clicking on “Get Details” button, all Not Viewed Requests are displayed. Like shown in the below screen.

After getting requests, select the Request which has to be processed. Like shown in the below screen.
After selecting the request, the below screen will be displayed.

Note: - Now the request is in Open status.
Now, Sub Registrar Clicking on search doc button. Like shown in the below screen.

After Clicking on that Encumbrance Search Document Page displayed. Like shown in the below screen.
Now, SRO can search the relevant document in Search Document Page. Like Shown in the below screen.
Now SRO Select the relevant Document by clicking on Checkbox. Like shown in the below screen.

Note: - Here, All generated documents are relevant to one Document number then SRO check the “ALL” check box.
Now Sub-Registrar can take action (either Accept/Reject) based verification. Like shown in the below screen.

Note: - Based on Sub-Registrar action (either Accept/Reject), status (either Approved/Rejected) is generated.
If Sub-Registrar wants to accept the request by checking the “Accept” Radio button. Like shown in the below screen.
After selecting the Radio button (“Accept”), Sub-Registrar enters “Remarks” and click on “Submit” button. Like shown in the below screen.

Note: - If the Relevant Documents are not available, then it will display one popup window with message at the time of submission. Like, “Do you want to generate Nil EC” with “YES / NO” options.
After clicking on “Submit” button, digital certificate pop is generated. Like shown in the below screen.
Now select the digital certificate and click on “OK” Button. Like shown in the below screen.

After clicking on “OK” button, private exchange key popup will generate. Like shown in the below screen.

Now clicking on “OK” button. Like shown in the below screen.
After clicking on “OK” button “Encumbrance certificate” is generated. Like shown in the below screen.

- Note: - Now the Request is in Approved status.

- Note: - After Sub-Registrar Approved/Rejected, Customer Received Message. Like your Request is Approved/Rejected.

- Once the request is approved by Sub-Registrar, then Encumbrance Certificate will be dispatched through courier from franchisee to the citizen’s address if Delivery Type is Speed Post Local/Non Local.

- If Delivery Type Is Manual, then citizen collect the Encumbrance Certificate from franchisee where he/she applied for the Certificate.