

Global PSP Project for Indian Embassies and Consulates

Quick Guide – Review Cancellation List screen

Login Using User ID, Password, and Grid Values

1. Visit Global PSP Office Portal (<https://embassy.passportindia.gov.in>)
2. Enter User ID
3. Press Submit button
4. Choose User Role as 'PIA' to access the Review Cancellation List screen
5. Press Submit button displayed below the User Role



Global Passport Seva at Indian Embassies and Consulates

Consular, Passport & Visa Division

Ministry of External Affairs, Government of India




[HELP](#)

User Login	
Enter the details to Login	
Fields marked with asterisk(*) are mandatory.	
	User ID* <input type="text" value="TRNMH002"/>
<input type="button" value="Submit"/>	

User Role	
Please Select Role	
User Role*	<input type="text" value="PIA"/>
<input type="button" value="Submit"/>	

Login Using User ID, Password, and Grid Values (continued..)

1. Enter Password
2. Check your User Grid and enter the values for the three alphabets displayed on the screen
3. Enter the characters displayed in the CAPTCHA image
4. Press Submit button

User Login							
Enter Password to Login							
User ID*	TRNMH002						
Password*						
Please Enter the Values *	<p>For each coordinate listed below, find the value on the grid</p> <table><tr><td>N</td><td>D</td><td>H</td></tr><tr><td>..</td><td>..</td><td>..</td></tr></table>	N	D	H
N	D	H					
..					
Please enter the characters*	<p>Characters are case sensitive</p>  <p>Change the picture displayed</p> <div>GY8Z7K</div> <div>X</div>						
<div>Submit</div>							
Unlock Login Password	Forgot Login Password						

Review Cancellation List

- Select the (Passport) Booklet Number from the work list. User may also enter the Booklet Number and press the Search Button to fetch the booklet (if exists in the worklist)
- Press Claim button to open the details and take further action on the case

Search Application
Change Address/Initiate PV Request
Review Cancellation List ▾
Change Delivery Mode
Change Applicant Details
Review Safe Custody Transactions
Log Inward Communication
Close Pending Files

Handle Cancellation List

Booklet Number

Search

One item found. 1

Select	Booklet Number	Booklet Type	Reason for Cancellation	Cancellation Remarks
<input type="radio"/>	K2123524	Ordinary-Normal	Damaged Booklet	OKK

Claim

Claimed Handle Cancellation List

No Result Found!

Review Cancellation List (continued..) → Accepted case

- Select Action as Accepted from the drop down menu to accept the Cancellation of Passport Booklet Number in the system
- Select Action Taken as Reprint initiated if no change in passport printable data is required before reprinting of passport.
- Select Action Taken as Applicant Data Change (*such cases would be visible in “Change Applicant Details” screen of PIA users*)
- Enter appropriate Remarks and press submit button

Search Application
Change Address/Initiate PV Request
Review Cancellation List ▾
Change Delivery Mode
Change Applicant Details
Review Safe Custody Transactions
Log Inward Communication
Close Pending Files

Handle Cancellation List

Booklet Details

Booklet Number	K2123524	Cancellation Initiation Date	10/10/2018
Reason for Cancellation	Damaged Booklet	Cancellation Remarks	OKK

Review Cancellation

Fields marked with asterisk(*) are mandatory.

Action*	ACCEPTED ▾
Action Taken*	<input checked="" type="radio"/> Reprint Initiated <input type="radio"/> Applicant Data Change
Remark*	<input type="text" value="OK"/> 148 Characters Remaining
<input type="button" value="Submit"/> <input type="button" value="Back"/>	

Review Cancellation List → Accepted case (continued..)

- **Press the Yes button for confirming submission of the decision.** *(The application workflow reaches the PIA users' worklist ("Change Applicant Details" screen) for 'Applicant Data Change' cases; or to Printer Operators' worklist for 'Reprint Initiated' cases)*
- **Press the No button for revisiting the case**

Handle Cancellation List

Booklet Cancellation Approval Confirmation

Are you sure you want to Approve the cancellation of the following Booklet Number & Please cancel the Physical Booklet in ink:

Booklet Number	Reason For Cancellation
K2123524	Damaged Booklet

Review Cancellation List (continued..) → Rejected case

- Select Action as Rejected from the drop down menu to reject cancellation (i.e. accept as Valid) of the selected Booklet Number
- Enter appropriate Remarks and press submit button

Search Application
Change Address/Initiate PV Request
Review Cancellation List ▾
Change Delivery Mode
Change Applicant Details
Review Safe Custody Transactions
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Close Pending Files

Handle Cancellation List

Booklet Details

Booklet Number	C0123506	Cancellation Initiation Date	10/10/2018
Reason for Cancellation	Unclaimed passport marked for disposal	Cancellation Remarks	OK

Review Cancellation

Fields marked with asterisk(*) are mandatory.

Action*	<input type="text" value="REJECTED"/>
Remark*	<input type="text" value="OK"/>
	148 Characters Remaining
<input type="button" value="Submit"/> <input type="button" value="Back"/>	

Review Cancellation List → Rejected case (continued..)

- **Press the Yes button for confirming submission of the decision.** *(The application workflow would reach the Dispatch Assistant or Counter Delivery Assistant users' worklist as per the applicable Passport Issuance mode; or would reach the Safe Custody assistant's worklist ("Store in Safe Custody" screen) if any stop on passport processing is imposed)*
- **Press the No button for revisiting the case**

Handle Cancellation List

Booklet Cancellation Rejection Confirmation

This is an already existing booklet, do you still want to keep this as available booklet! Are you sure you want to Reject the cancellation of the following Booklet Number:

Booklet Number	Reason For Cancellation
C0123506	Unclaimed passport marked for disposal

**In case of additional information or clarification, please
contact Global PSP Support Team at**

Email : global.psp@tcs.com

Phone : +91-0120-672-9595/96

Mobile : +91-730-351-9595

Thank You
