Global PSP Project for Indian Embassies and Consulates Quick Guide – Review Cancellation List screen
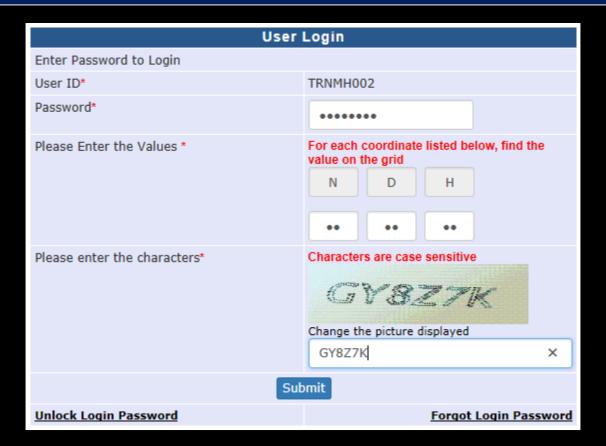
Login Using User ID, Password, and Grid Values

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**
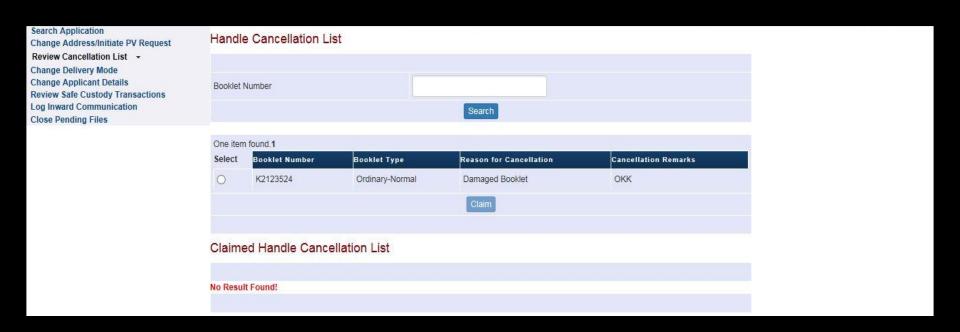5. **Press Submit button displayed below the User Role**

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
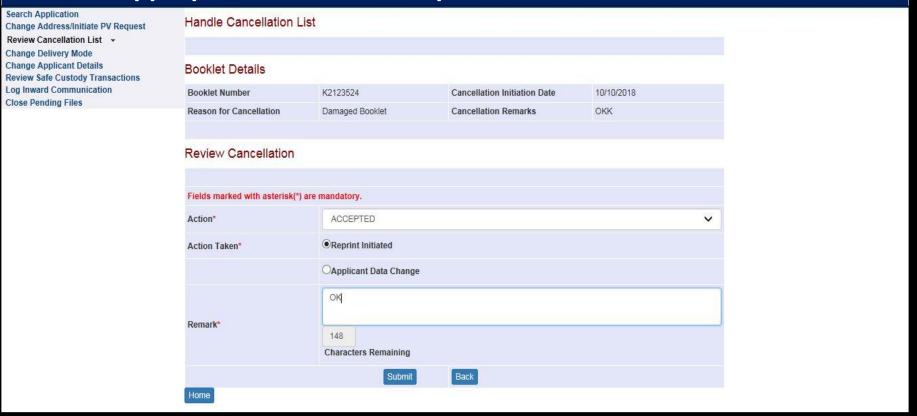4. Press Submit button

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**
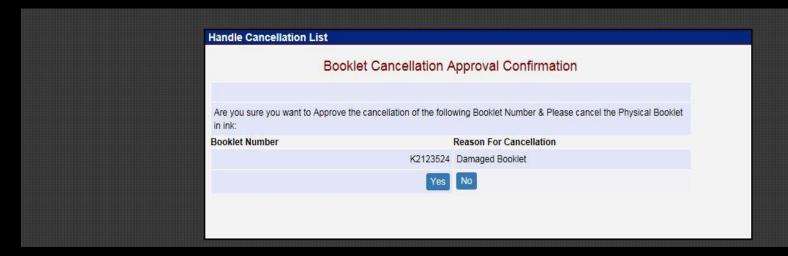
Review Cancellation List *(continued..)* → Accepted case

- **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.

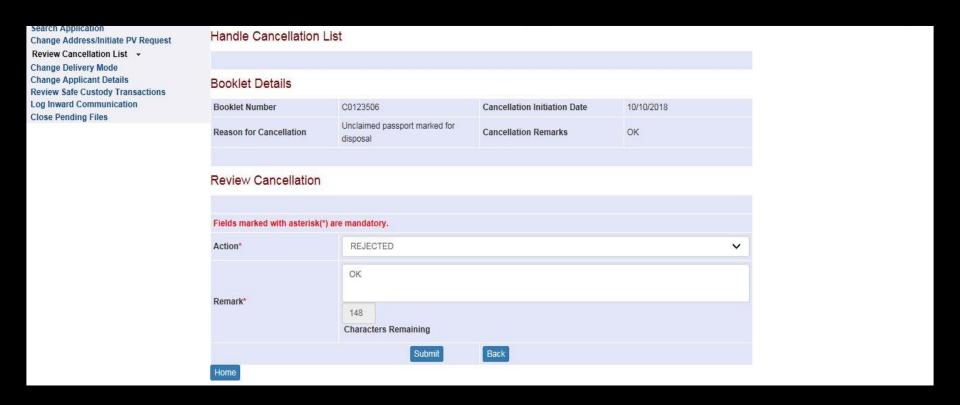|	
Action*	ACCEPTED ⌄
Action Taken*	◉ Reprint Initiated
	○ Applicant Data Change
Remark*	OK
	148 Characters Remaining

Submit   Back

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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**

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
Log Inward Communication
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*	REJECTED ⌄
Remark*	OK
	148
	Characters Remaining

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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**

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