Global PSP Project for Indian Embassies and Consulates

Quick Guide – Receive/Reconcile CPPF Passport

Consignment screen

### **User Login**

- 1. Visit Global PSP Office Portal (https://embassy.passportindia.gov.in)
- 2. Enter User ID
- 3. Press Submit button



#### Global Passport Seva at Indian Embassies and Consulates

Consular, Passport & Visa Division

Ministry of External Affairs, Government of India



4		User Login		- 1
Enter th	e details to Login			
Fields n	arked with asterisk(*) are	mandatory.		
R	User ID*	MISRECS	×	
	Submit			

### **User Login** (continued..)

- 1. Choose User Role as 'ReceiptAssistant' for login from the drop down menu
- 2. Press the Submit button displayed below the chosen User Role



#### **User Login** (continued..)

- 1. Enter the 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



## Receive/Reconcile CPPF Passport Consignment screen

- Enter Tracking Number (of the consignment dispatched from CPPF and received at the Mission/Post) and press Search Details button.
- Press Next button



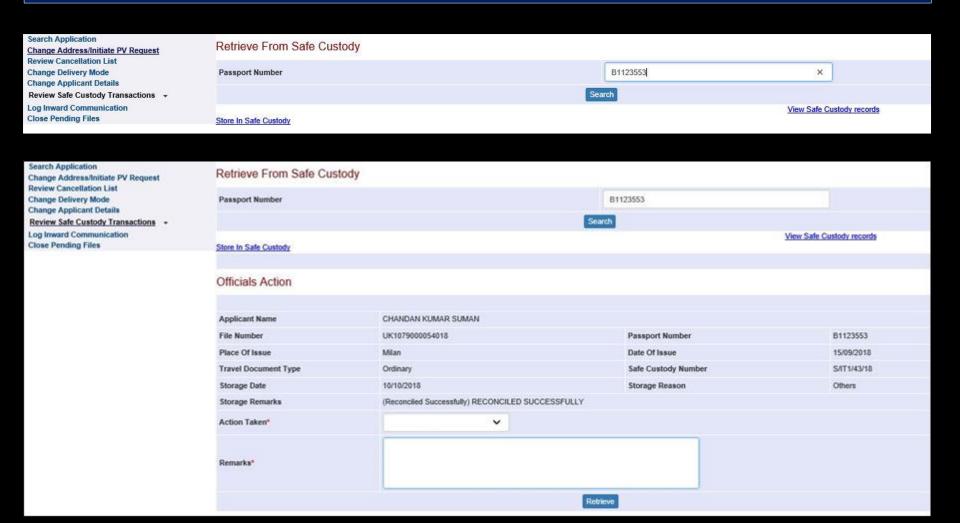
### Receive/Reconcile CPPF Passport Consignment screen (continued..)

- Select status of reconciliation as 'Reconciled Successfully' (if all booklets, as displayed on the screen are available in the consignment and are in good physical condition) or 'Reconciled with Error' as applicable for the case
- Enter Remarks and press 'Receive and Store' button. The passports would now be marked as Stored in Safe Custody
- The Safe Custody Assistant role users can retrieve the passports from Safe Custody for the purpose of issuance to the applicant



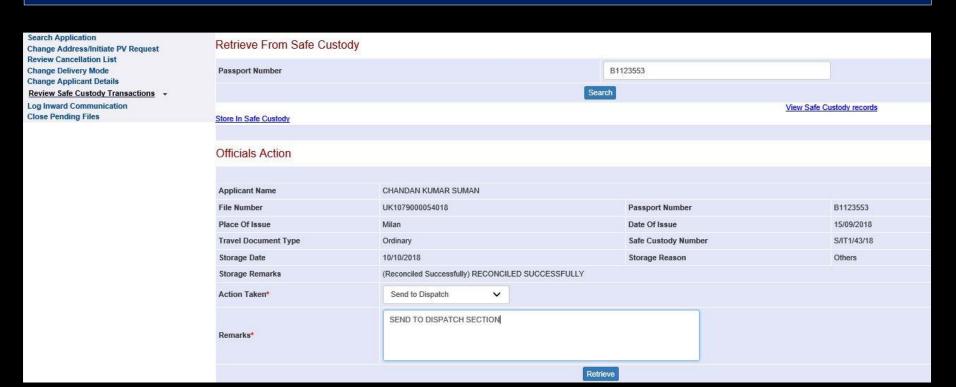
### **Review Safe Custody Transactions**

- Login using SafeCustodyAssistant/equivalent role
- Click on Review Safe Custody Transactions link
- Enter Passport Number (i.e. stored in safe custody after reconciliation)
- Press Search button to view details



### **Review Safe Custody Transactions** (continued...)

- Choose Action Taken as 'Send to Dispatch' or 'Send for Counter Delivery' (as per the applicable Passport Delivery Mode) if passport is to be issued to the applicant.
  - Note: Head-Consular (Role: MissionHead) users can change the Passport Delivery Mode using their 'Change Delivery Mode' screen
- Enter appropriate Remarks and press Retrieve button. The passport would now appear in Dispatch Assistant/Counter Delivery Assistant users' worklist as per the selection made under Action Taken column



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

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# **Thank You**