

# **Global PSP Project for Indian Embassies and Consulates**

## **Quick Guide – Check Passport Quality Screen**

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## 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 QCOperator*)
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\*

MISQC10

Submit

### User Role

Please Select Role

User Role\*

QCOperator



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



The image shows a 'User Login' form with the following fields and elements:

- User ID\***: MISQC10
- Password\***: A masked password field with 8 dots.
- Please Enter the Values \***: A section with a red instruction: 'For each coordinate listed below, find the value on the grid'. It contains three buttons labeled 'P', 'M', and 'D', and three empty input boxes with double asterisks (\*\*).
- Please enter the characters\***: A section with a red instruction: 'Characters are case sensitive'. It features a CAPTCHA image showing the text 'NG62JV' and a text input field below it containing 'NG62JV'. A link 'Change the picture displayed' is located above the input field.
- Submit**: A blue button at the bottom center.
- Unlock Account**: A link at the bottom left.
- Forgot Login Password**: A link at the bottom right.

## Check Passport Quality screen

- List of Passports pending for Quality Check can be viewed by clicking on link “List of Passports pending for Quality Check”

Search Application  
Check Passport Quality -

### Passport Quality Check

Enter Details For Passport Quality Check

Fields marked With \* are mandatory

Quality Check Assistant Name / ID: yusuf Ahmad / MiSQC10      PO Name / Code: Birmingham / UK1

Passport Number\*

[List of Passports Pending for Quality Check](#)

Please Enter Booklet Number

### List of Passports Pending for Quality Check\*

5 items found, displaying all items.1

Sr. No.	File Number	Applicant Name	Passport Number	Printed On	Application Status
1	UK1079000058818	YUSUF AHMAD	K2123524	28/09/2018 11:29:06	Printed
2	UK1069000071418	YOUSUF AHAMED	E0123496	09/10/2018 13:53:28	Printed
3	UK1069000070618	ALIA KUMARI BHAT	J0123469	26/09/2018 12:00:54	Printed
4	UK1079000069818	BIPIN CHANDRA	E0123497	09/10/2018 14:31:37	Printed
5	UK1079000066818	BIPIN CHANDRA	K2123530	09/10/2018 06:58:29	Printed

## Check Passport Quality screen (*continued..*) → QC Accepted Case

- Enter Passport Number and press the Next button to view details of the Passport (*to match with the same printed on the physical passport booklet being checked*)
- Select Quality Check status as Accepted from drop down

Search Application  
Check Passport Quality -

### Passport Quality Check

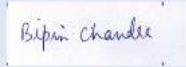
Enter Details For Passport Quality Check

**Fields marked With \* are mandatory**

Quality Check Assistant Name / ID	yusuf Ahmad / MISQC10	PO Name / Code	Birmingham / UK1
Passport Number*	<input type="text" value="K2123530"/>	<a href="#">List of Passports Pending for Quality Check</a>	

### Passport Details

[Passport Details Preview](#)

File Number	UK1079000066818	Applicant Name	BIPIN CHANDRA
Printing Status	Printed	Printing Remarks	Ok
Dispatch Mode	International Post/Courier	Valid For Country	All
Applicant Photo		Applicant Signature	

### Update Status

Quality Check Status*	Accepted ▼
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## Check Passport Quality screen → QC Accepted Case (continued..)

- Press Submit button.
- The application workflow moves to the worklist of Dispatch Assistant or Counter Delivery Assistant (as per the Passport Issuance Mode applicable for the case)

Search Application  
Check Passport Quality ▾

### Passport Quality Check

Enter Details For Passport Quality Check

Fields marked With \* are mandatory

Quality Check Assistant Name / ID	yusuf Ahmad / MISQC10	PO Name / Code	Birmingham / UK1
Passport Number*	<input type="text"/>	<a href="#">List of Passports Pending for Quality Check</a>	
<div>Next</div>			

The Quality Check has been accepted for the booklet K2123530 for application UK1079000066818. The Passport has been sent to Dispatch Section.Following (local, outside India) address given by the applicant will be used for postal/courier dispatch if executed by the Mission: QR NO-C/10 102, 30-UNIT, DELHI.

## Check Passport Quality screen (*continued..*) → QC Rejected Case

- Enter Passport Number and press the Next button to view details of the Passport
- Select Quality Check status as Rejected from drop down
- Select reason(s) for QC rejection from amongst the list of QC Check-points displayed on selection of “Rejected” as QC Status

Search Application  
Check Passport Quality -

### Passport Quality Check

Enter Details For Passport Quality Check

**Fields marked With \* are mandatory**

Quality Check Assistant Name / ID	yusuf Ahmad / MISQC10	PO Name / Code	Birmingham / UK1
Passport Number*	<input type="text" value="K2123524"/>	<a href="#">List of Passports Pending for Quality Check</a>	

### Passport Details

[Passport Details Preview](#)

File Number	UK107900058818	Applicant Name	YUSUF AHMAD
Printing Status	Printed	Printing Remarks	iokk
Dispatch Mode	Mission to OSP handover	Valid For Country	All
Applicant Photo		Applicant Signature	

### Update Status

Quality Check Status\*

Quality Check List		
1	No ink drops are there on Passport booklets	<input checked="" type="radio"/> YES <input type="radio"/> NO
2	All printed details on the Passport Booklet are clearly visible	<input checked="" type="radio"/> YES <input type="radio"/> NO
3	All details are printed within Specified Margin	<input checked="" type="radio"/> YES <input type="radio"/> NO
4	All values are printed above the horizontal lines and not on the lines	<input checked="" type="radio"/> YES <input type="radio"/> NO

## Check Passport Quality screen → QC Rejected Case (continued..)

- Enter remarks corresponding to the Reason for Rejection after selecting all the failed QC Check-points
- Press Submit button. The application workflow moves to the Review Cancellation List worklist of the PIA users for review

4	All values are printed above the horizontal lines and not on the lines	<input checked="" type="radio"/> YES <input type="radio"/> NO
5	MRZ is Printed Correctly	<input checked="" type="radio"/> YES <input type="radio"/> NO
6	Booklet is properly laminated and is in good Condition	<input checked="" type="radio"/> YES <input type="radio"/> NO
7	Photograph is clear & Visible	<input checked="" type="radio"/> YES <input type="radio"/> NO
8	No Typographical errors are there in the Printed Details	<input checked="" type="radio"/> YES <input type="radio"/> NO
9	Complete Signature has been Captured within the box	<input checked="" type="radio"/> YES <input type="radio"/> NO
10	Stitching of the booklet is intact	<input checked="" type="radio"/> YES <input type="radio"/> NO
11	Booklet is not Smudged	<input checked="" type="radio"/> YES <input type="radio"/> NO
12	No shadow image/ hazy background is there	<input checked="" type="radio"/> YES <input type="radio"/> NO
13	Any Other practical reason for Rejection	<input type="radio"/> YES <input checked="" type="radio"/> NO
Type Of Error		-Select- ▼
Reason For Rejection		<div></div>
		150
		Characters Remaining
<div>Submit</div>		

Search Application  
Check Passport Quality ▼

### Passport Quality Check

Enter Details For Passport Quality Check

Fields marked With \* are mandatory

Quality Check Assistant Name / ID yusuf Ahmad / MISQC10

PO Name / Code

Birmingham / UK1

Passport Number\*

Next

[List of Passports Pending for Quality Check](#)

The Quality check has been rejected for the booklet K2123524 for application UK1079000058818. The Booklet Number K2123524 has been added to the Cancellation List.



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

**Email : [global.psp@tcs.com](mailto:global.psp@tcs.com)**

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

**Mobile : +91-730-351-9595**

**Thank You**

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