


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

## **Quick Guide – Search Application 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
5. Press Submit button displayed below the User Role


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="MissionHead"/> ▼
<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><tbody><tr><td>N</td><td>D</td><td>H</td></tr><tr><td>..</td><td>..</td><td>..</td></tr></tbody></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>							
<a href="#">Unlock Login Password</a>	<a href="#">Forgot Login Password</a>						

## Search Application Screen

1. Click on the Link 'Search Application' displayed in the Vertical Menu
2. Enter File Number or Passport Number to fetch corresponding application details (*details can be fetched for applications of any Indian Mission/Post abroad or of an RPO in India*)
3. Press Search button

Review Escalations

MIS Reports

Manage User Profile

Print Passport

**Search Application** ▾

Update Print Queue

Change Address/Initiate PV Request

Approve Overload Printing Transfer

Change Delivery Mode

Change Applicant Details

Stop/Resume Passport Processing

### Search Applicant Details

Application Type	<input checked="" type="radio"/> Passport Application	<input type="radio"/> Cancelled Passport
	<input type="radio"/> PCC/Background Verification for GEP Application	<input type="radio"/> Additional Services
File No.	<input type="text" value="UK2074111423418"/>	Passport No. <input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Reset"/>

[Search Claimed Task](#)



This sub-link is visible only to MissionHead role users (Head - Consular)

## Search Application Screen *(continued..)*

### 1. General Details about the application are displayed on top

#### General Details

File Number	UK2074111423418	Photo	
Service Type	REISSUE		
If Reissue, reason(s)	CHANGE IN EXISTING PERSONAL PARTICULARS, VALIDITY EXPIRED WITHIN 3 YEARS/DUE TO EXPIRE		
Details (if change in personal particulars)	SPOUSE NAME		
Scheme Type	NORMAL		
Application Submission Date	27/09/2018		
File Submitted At	United Kingdom - London	Date of Birth	24/07/1978
Applicant name	GURWINDER SINGH WALIA		
Application Status	Granting Initiated	Place of Birth	MANSAWAL, PUNJAB
Father's Name	HARJINDER SINGH WALIA	Mother's Name	MANPREET KAUR
Spouse's Name	SONIA KAUR	Contact Number	
Other Address	B58C, SOMERSET APARTMENTS,NORWYCH, PIN - NR1 1BD, LONDON, UK	Passport Printable Address	B 58 C, NAVKUNJ APARTMENTS, PATPARGANJ, EAST DELHI -110092, DELHI, INDIA
Mobile Number	919212110087	Email Id	gurwinder.walia78@gmail.com
VC Status		NOC/IC/PI Status	
Index Status	Clear	Index Check Review Remarks	ok
PAC/Policy Status	Clear	PAC/Policy Check Review Remarks	ok
Index Remarks	<a href="#">Edit Index Remarks</a>	Employment Type	PRIVATE

## Search Application Screen (continued..)

### 1. Payment, Passport and Police Verification details are displayed below the General Details

#### Payment Details

Fee Submitted	GBP 11.0	Penalty Submitted	GBP 0
Penalty Pending	GBP 0	ICWF Fee	GBP 10.0

#### Passport Details

Passport Number		Place Of Issue	
Date Of Issue		Date Of Expiry	
Passport Status		Dispatch Status	
Valid For Country	All	Dispatch Date	
Approved Passport Validity		Emigration Check Required	

[Cancelled Passport/Booklets Details](#)

[Passport Details Preview](#)

[View Previous/Subsequent/Linked Passport Application\(s\)](#)

#### PV Details

PV Mode	NOT YET FINALIZED	PVR Status	NA
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[Back](#)

[View Attachment](#)

[View History](#)

[View Application Form](#)

# Viewing Application Processing History

## Viewing Application Processing History

1. Click on the View History button to see the major application processing activities displayed in chronological order

### PV Details

PV Mode	NOT YET FINALIZED	PVR Status	NA
<a href="#">Back</a>	<a href="#">View Attachment</a>	<a href="#">View History</a>	<a href="#">View Application Form</a>

### General Details

File No.	UK2074111423418	Applicant Name	GURWINDER SINGH WALIA
Passport Number		Fathers Name	HARJINDER SINGH WALIA
Application status	Granting Initiated		

### Application Status Change History

4 items found, displaying all items.1

DATE & TIME	ACTION TAKEN	STATUS CHANGED BY	APPLICATION STATUS	ROLE
27/09/2018 13:09:17	Sent To GO	TRNVO001 / TRAINING VO	Granting Initiated	VO
27/09/2018 13:09:17	Clear	TRNVO001 / TRAINING VO	Verified	VO
27/09/2018 13:03:31	Sent To VO	TRNEO001 / TRAINING EO	Verification Initiated	EO
27/09/2018 13:02:14	Application Form Submitted	TRNEO001 / TRAINING EO	Submitted	EO

[View Pending WorkLists](#)[Back](#)



# Viewing Attachment and Remarks

## Viewing Attachment and Remarks

1. Click on the View Attachment button to see the documents and remarks
2. Click on View Processing Remarks link to see all remarks entered for the application
3. Click on Enter Additional Remarks link to add remarks that would be reflected under View Processing Remarks link

### PV Details

PV Mode	NOT YET FINALIZED	PVR Status	NA
<a href="#">Back</a>	<a href="#">View Attachment</a>	<a href="#">View History</a>	<a href="#">View Application Form</a>

### General Details

File Number	UK2064111423618	Passport Number		Application Status	Print Initiated
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### List of Attachments

3 items found, displaying all items.1

Date of Upload	Uploaded/Reviewed By	List of Attachments
09/10/2018 07:49:19	TRNMH001	<a href="#">Official Reason / Remarks For Data Modification</a>
09/10/2018 07:49:21	TRNMH001	<a href="#">LSI Token</a>
09/10/2018 07:50:57	TRNMH001	<a href="#">Aadhaar Card</a>

Click to open attachments

<a href="#">View Processing Remarks</a>	<input type="checkbox"/> <a href="#">Enter Additional Remarks</a>	Select this option to enter additional remarks that would be reflected in the "View Processing Remarks" link
<a href="#">View Applicant Submitted Documents</a>	<a href="#">Back</a>	

## Viewing Attachment and Remarks (continued..)

[View Processing Remarks](#)

☐ Enter Additional Remarks

Click to see all  
Remarks

[View Applicant Submitted Documents](#)

[Back](#)



Remarks - Internet Explorer

### Application Remarks

File Number	UK2064111423618	Passport Number		Application Status		Print Initiated	
Sr. No.	Date & Time	User ID	User Name	User Role	Scenario	Remarks	
1	01/10/2018 05:13:04	TRNEO001	TRAINING EO	EO	Application Submitted	Application submitted to VO	
2	01/10/2018 05:14:51	TRNVO001	TRAINING VO	VO	Sent to GO by VO	Physical documents verified. To be scanned and uploaded in the system	
3	01/10/2018 05:16:18	TRNGO001	TRAINING GO	GO	GO Index Check	Index Check Results are OK	
4	01/10/2018 05:16:28	TRNGO001	TRAINING GO	GO	PAC Check	PAC Check Results are OK	

[View Processing Remarks](#)

☒ Enter Additional Remarks

Additional  
Remarks\*

These are additional Remarks for the application|

[Submit](#)

[View Applicant Submitted Documents](#)

[Back](#)

# Viewing Application Form

# Viewing Application Form

## 1. Click on the View Application Form button to view the application form details

### PV Details

PV Mode	NOT YET FINALIZED	PVR Status	NA
Back	View Attachment	View History	View Application Form



**HIGH COMMISSION OF INDIA**  
**INDIA HOUSE, ALDWYCH, LONDON WC2B 4NA, UNITED KINGDOM**  
**00-44-20-78368484**  
**<https://www.hcilondon.in/>**



18-2040000116

#### SERVICE REQUIRED

Application Reference Number	18-2040000116
File Number	UK2074111423418
Applying For	REISSUE
If Re-issue, specify reason(s)	VALIDITY EXPIRED WITHIN 3 YEARS/DUE TO EXPIRE. , CHANGE IN EXISTING PERSONAL PARTICULARS
If change in existing personal particulars, specify	SPOUSE NAME
If other, specify	
Type of Application	NORMAL
Type of Passport Booklet	NORMAL

#### APPLICANT DETAILS

Applicant's Name	GURWINDER SINGH WALIA
Date of Birth (DD/MM/YYYY)	24/07/1978
Place of Birth (Village/Town/City)	MANSAWAL
District	MANSAL
State/UT	PUNJAB
Country	INDIA
Gender	MALE
Marital Status	MARRIED
Citizenship of India by	BIRTH
PAN	ACKPV6661P
Voter Id	YRL1234008
Employment Type	PRIVATE
Is either of your parent (in case of minor)/spouse, a government servant?	N
Educational Qualification	GRADUATE AND ABOVE
Are you eligible for Non-ECR category?	N
Visible Distinguishing Mark	MOLE ABOVE RIGHT EYEBROW
Aadhaar Number	646593540590

#### FAMILY DETAILS

Father's Name	HARJINDER SINGH WALIA
Mother's Name	MANPREET KAUR
Spouse's Name	SONIA KAUR

#### PASSPORT PRINTABLE ADDRESS DETAILS

To be printed on passport	B 58 C, NAVKUNJ APARTMENTS, PATPARGANJ, MANDAWALI, EAST DELHI, DELHI
PIN	110092

# **Viewing Claimed Work-items** *(feature only available to MissionHead role Users)*

## Viewing Claimed Work-items

1. Click on the Link 'Search Application' displayed in the Vertical Menu
2. Click on the Search Claimed Task hyperlink displayed at bottom
3. Enter File Number and press Search button to view the work-items
4. To un claim a work-item, select the same and press Unclaim button

### Search Applicant Details

Application Type	<input checked="" type="radio"/> Passport Application	<input type="radio"/> Cancelled Passport
	<input type="radio"/> PCC/Background Verification for GEP Application	<input type="radio"/> Additional Services
File No.	<input type="text"/>	Passport No. <input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Reset"/>

[Search Claimed Task](#)

### Search Claimed Task

File Number	<input type="text" value="UK2074111423418"/>	<input type="button" value="x"/>
<input type="button" value="Search"/>		

### Search Results

One item found.1

Select	File No	Task Name	User Role	Owner
<input type="radio"/>	UK2074111423418	Grant Application	GO	TRNGO001
<input type="button" value="Unclaim"/>				

**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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