

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 'EO'
- 5. Press Submit button displayed below the User Role



Passport Seva at Indian Embassies and Consulates

Consular, Passport & Visa Division

Ministry of External Affairs, Government of India

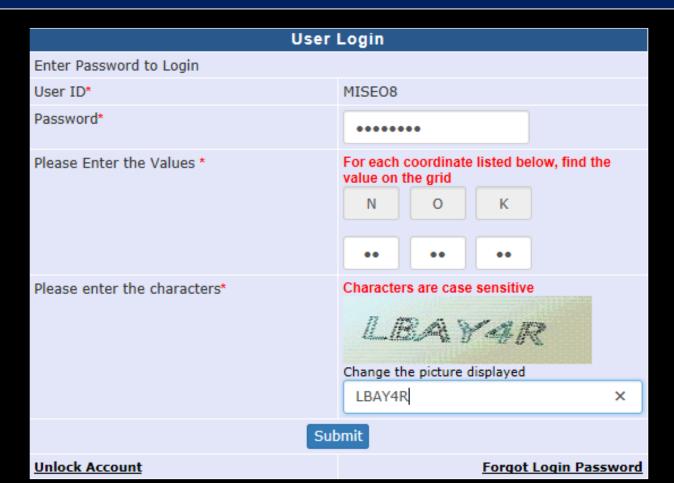


HELP

	User Login					
Enter the details to Login						
Fields m	arked with asterisk(*) are mandatory.					
R	User ID*	MISEO8				
	Submi	t				
User Role						
Please Select Role						
	User Role*	EO	~			
	OSCI NOIC		•			
	Submi	t				

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



Process Enrolment Worklist

- 1. Click on the Link 'Process Enrolment Worklist' displayed in the Vertical Menu
- 2. Select the record to be displayed, Claim and open in Work on Mode

Filter By Service Type: ALL ○ FRESH ○ REISSUE 3 items found, displaying all items.1 SELECT ARN / FILE NUMBER SERVICE TYPE APPLICANT NAME SCHEME TYPE \bigcirc FRESH NORMAL 18-2097490781 ABHISHEK SINGH 0 18-2097490791 ABHISHEK SINGH FRESH NORMAL 18-2097490795 ABHISHEK SINGH REISSUE NORMAL

Claim

Print OSP Letter

CLAIMED WORKLIST

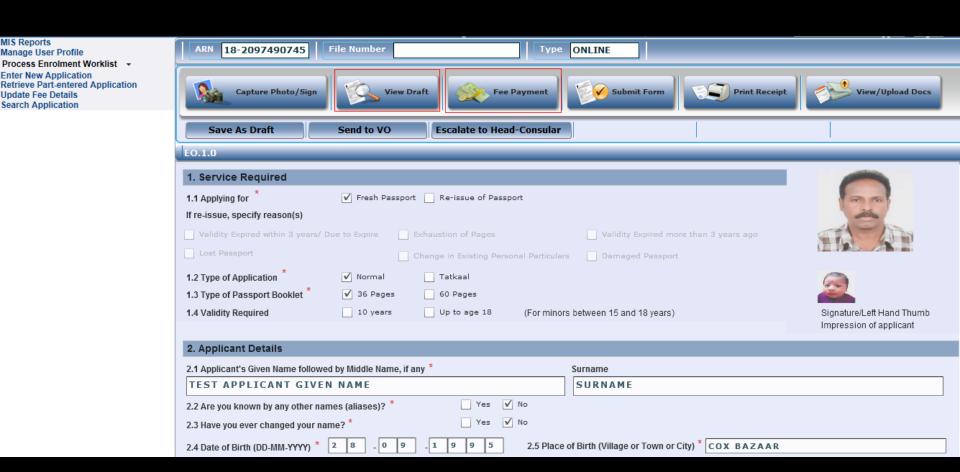
POOLED WORKLIST

9 items found, displaying 6 to 9.[First/Prev] 1, 2 [Next/Last] SELECT ARN / FILE NUMBER APPLICANT NAME SERVICE TYPE **SCHEME TYPE** 18-2097490691 FRESH NORMAL CHANDAN SUMAN CHANDAN FRESH NORMAL \circ 18-2097490711 NORMAL 18-2097490745 TEST APPLICANT GIVEN NAME SURNAME FRESH 0 FRESH TATKAAL 18-2097490747 FDGDFGFDG DFGDFGF

Work On Unclaim

Refresh Print OSP Letter

 Click on the 'Fee Payment' button after viewing the Photo/Image and general details in the form, and pressing the 'View Draft' button



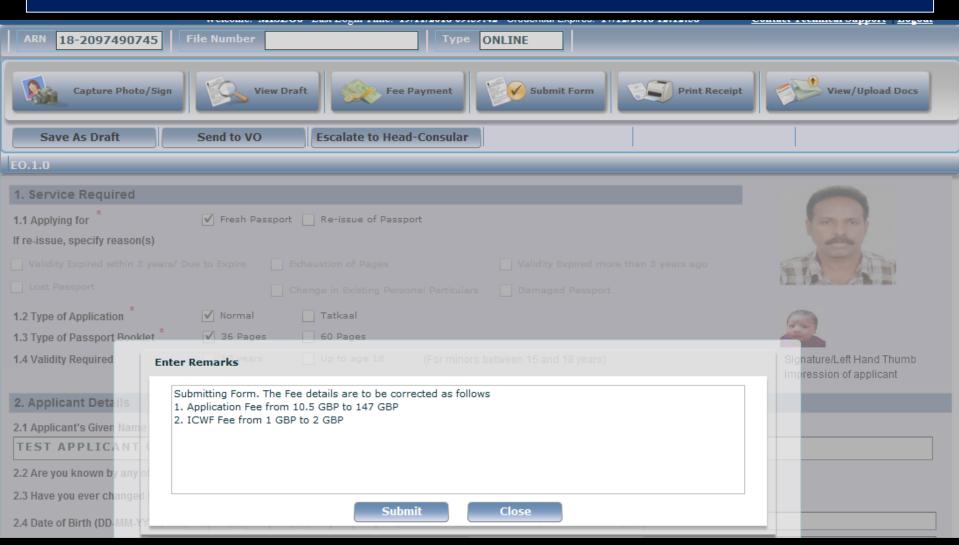
1. Validate the Fee Details Captured/Uploaded for the File, and press Close button.

Note:

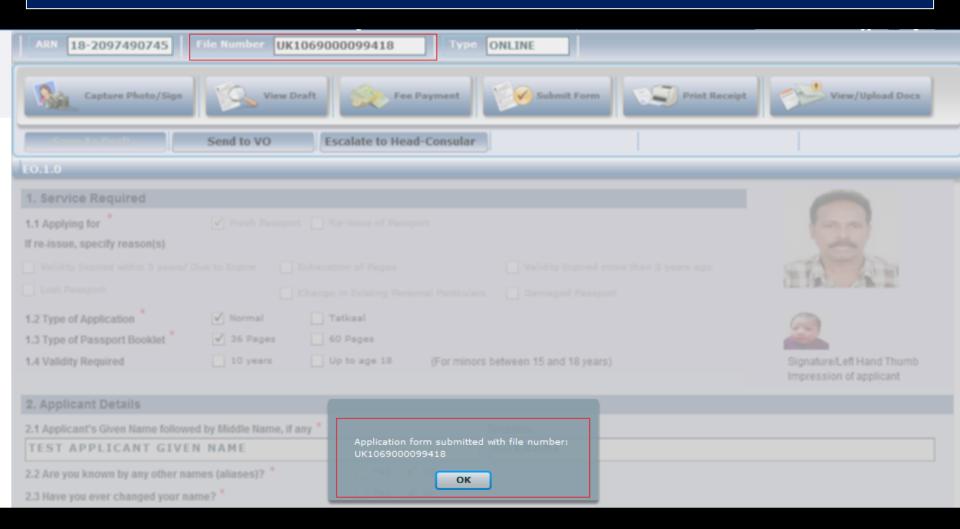
- A. In case any correction in fee amounts is required that can be done through 'Update Fee Details' link after generation of File Number for the ARN by clicking the 'Submit Form' button in the current ('Process Enrolment Worklist') screen
- B. Do not enter any payment details (in the displayed check-boxes) and submit **unless** you are actually collecting that from the applicant at Mission

ARN 18-2097490745 File Number	Туре	ONLINE	
Gratis Case:			
Previous Payment Details Payment Type	Amount Paid (GBP)	Date of Last Payment	Demand Draft No./Receipt No.
FEE	10.50	15/11/2018	USW766619152122
ICWF	1.00	15/11/2018	USW766619152122
Payment Details			
Enter amount to be paid (GBP)			
ICWF (GBP)			
		Submit Close	

1. Submit Form after specifying due remarks related to need for correction in the fee amounts

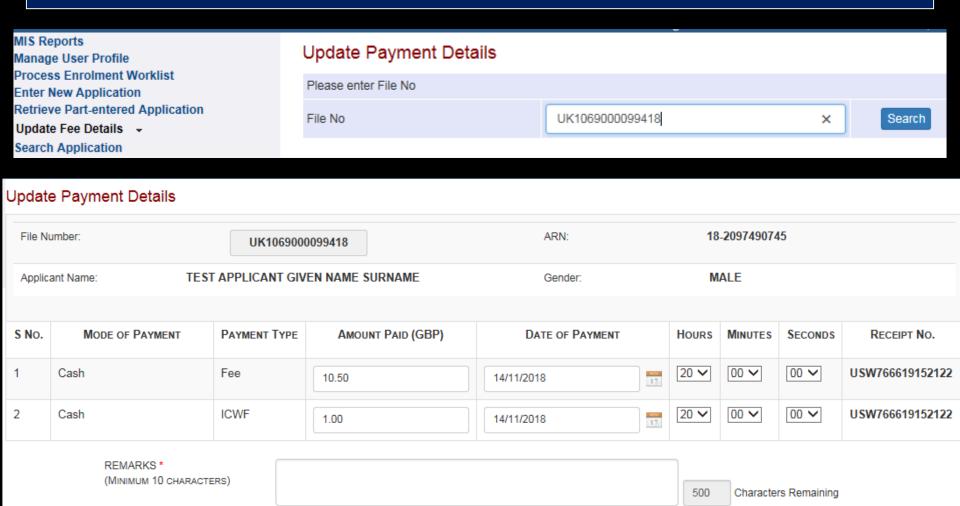


1. Copy the File Number generated after submitting the form. This will be required for making the corrections in the Fee details (amount and/or date) using the Update Fee Details link



Update Fee Details screen

- 1. Click on Update Fee Details link
- 2. Enter File Number and press Search button
- 3. Existing Payment Records are displayed in the screen

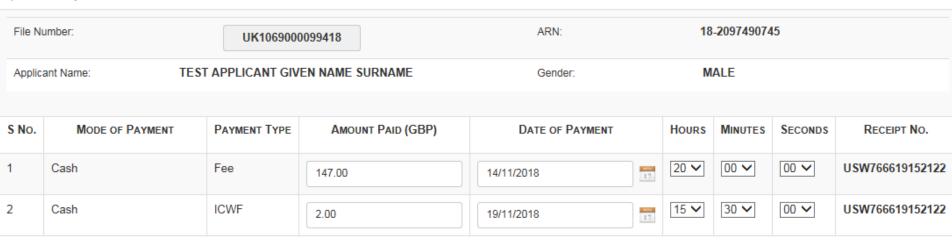


SUBMIT

Update Fee Details screen (Continued...)

- 1. Make required corrections in fee amount (and date, if required)
- 2. Enter due remarks justifying the need for corrections
- 3. Press Submit button to save the changes in the payment details captured in the system

Update Payment Details



REMARKS *
(MINIMUM 10 CHARACTERS)

Payment Amounts corrected to 147.00 GBP Regular Fee from 10.50 GBP and 2.00 GBP ICWF Fee from 1.00 GBP . Payment Date Corrected for ICWF Fee from 14-Nov-18 to 19-Nov-18 1530 UK Time

SUBMIT

319 Characte

Characters Remaining

Update Fee Details screen (Continued...)

Payment Details Updated succesfully

- 1. Make required corrections in fee amount (and date, if required)
- 2. Enter due remarks justifying the need for corrections
- 3. Press Submit button to save the changes in the payment details captured in the system. Success message will be displayed now.

Update Payment Details File Number: ARN: 18-2097490745 UK1069000099418 TEST APPLICANT GIVEN NAME SURNAME Applicant Name: Gender: MALE S No. MODE OF PAYMENT PAYMENT TYPE AMOUNT PAID (GBP) DATE OF PAYMENT Hours MINUTES SECONDS RECEIPT NO. Cash Fee 20 🗸 00 🗸 00 🗸 USW766619152122 147.00 14/11/2018 **ICWF** 30 🗸 00 🗸 USW766619152122 Cash 15 🗸 2.00 19/11/2018 REMARKS * Payment Amounts corrected to 147.00 GBP Regular Fee from 10.50 GBP and (MINIMUM 10 CHARACTERS) 2.00 GBP ICWF Fee from 1.00 GBP . Payment Date Corrected for ICWF Fee from 14-Nov-18 to 19-Nov-18 1530 UK Time 319 Characters Remaining SUBMIT Update Payment Details

Process Enrolment Worklist

POOLED WORKLIST

- 1. Go back to Process Enrolment Worklist after submitting the changes in Fee details
- 2. Search the application in the worklist and open in Work on mode

Filter By Servi	ce Type: ♠ALL ○ FR	ESH O REISSUE		
3 items found,	displaying all items.1		050,005,7005	COURTE TYPE
SELECT	ARN / FILE NUMB	ER APPLICANT NAME	SERVICE TYPE	SCHEME TYPE
0	18-2097490781	ABHISHEK SINGH	FRESH	NORMAL
0	18-2097490791	ABHISHEK SINGH	FRESH	NORMAL
0	18-2097490795	ABHISHEK SINGH	REISSUE	NORMAL
9 items found, 0	VORKLIST displaying 6 to 9.[First/Prev] 1, 2 [Next/L ARN / FILE NUMBER	ast]	SERVICE TYPE	SCHEME TYPE
SELECT	ARN / FILE NUMBER	APPLICANT NAME	SERVICE TIPE	SCHEME TIPE
0	18-2097490691	CHANDAN SUMAN	CHANDAN SUMAN FRESH	
0	18-2097490711	CHANDAN	FRESH	NORMAL
•	18-2097490745	TEST APPLICANT GIVEN NAME SURNAME	FRESH	NORMAL
0	18-2097490747	FDGDFGFDG DFGDFGF	FDGDFGFDG DFGDFGF FRESH	

Unclaim

Print OSP Letter

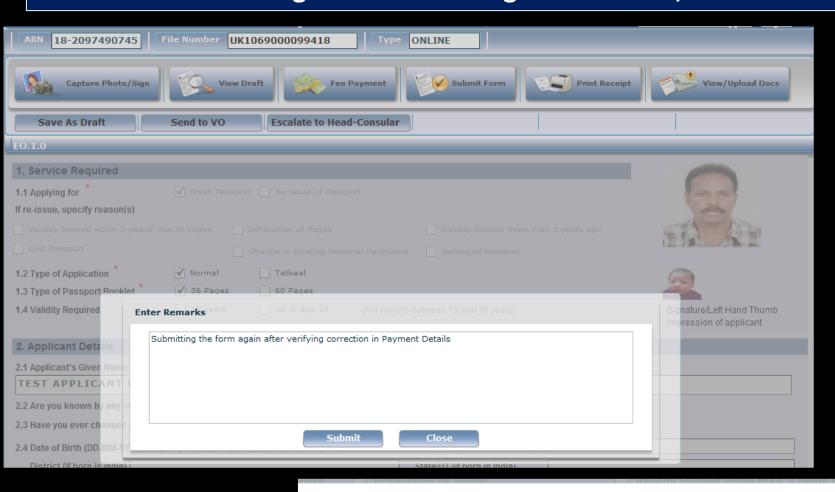
Work On

Refresh

1. Review the corrections made in the Payment Details by clicking the Fee Payment button

IIS Reports Ils Reports Ils Reports Ils Reports Process Enrolment Worklist Inter New Application Itetrieve Part-entered Application Ipdate Fee Details Ils Reports	ARN 18-2097490745 File Number	UK1069000099418 Type	ONLINE	
	Previous Payment Details Payment Type	Amount Paid (GBP)	Date of Last Payment	Demand Draft No./Receipt No.
	FEE	147.00	15/11/2018	USW766619152122
	ICWF	2.00	19/11/2018	USW766619152122
	Payment Details Enter amount to be paid (GBP) ICWF (GBP)	Submit Close		
		Total Amount Received:	GBP 149.00	

1. Submit the form again after entering due remarks, and Send to VO



Application 18-2097490745/UK1069000099418 sent to Verification Officer.

OK

Search Application screen

1. All remarks entered by EO can be checked in Search Application → View Attachment → View Processing Remarks screen

Application Remarks

File Number		UK1069000099418		port Number		Application Status	Verification Initiated
Sr. No.	Date & Time	User ID	User Name	User Role	Scenario	Remarks	
1	19/11/2018 11:21:53	MISEO8	CHANDAN KUMAF	EO EO	Application Submitted	_	ee details are to be corrected Fee from 10.5 GBP to 147 1 GBP to 2 GBP
2	19/11/2018 11:26:24	MISEO8	CHANDAN KUMAF	EO EO	Payment Data Correction by EO	Payment Amounts corrected to 147.00 GBP Regular Fee from 10.50 GBP and 2.00 GBP ICWF Fee from 1.00 GBP . Payment Date Corrected for ICWF Fee from 14-Nov-18 to 19-Nov-18 1530 UK Time	
3	19/11/2018 11:35:15	MISEO8	CHANDAN KUMAF	EO EO	Application Submitted	Submitting the form aga Payment Details	in after verifying correction in

Close

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