



**PASSPORT VERIFICATION**  
**USER MANUAL FOR DISTRICT NODAL**  
**(DYPS)**

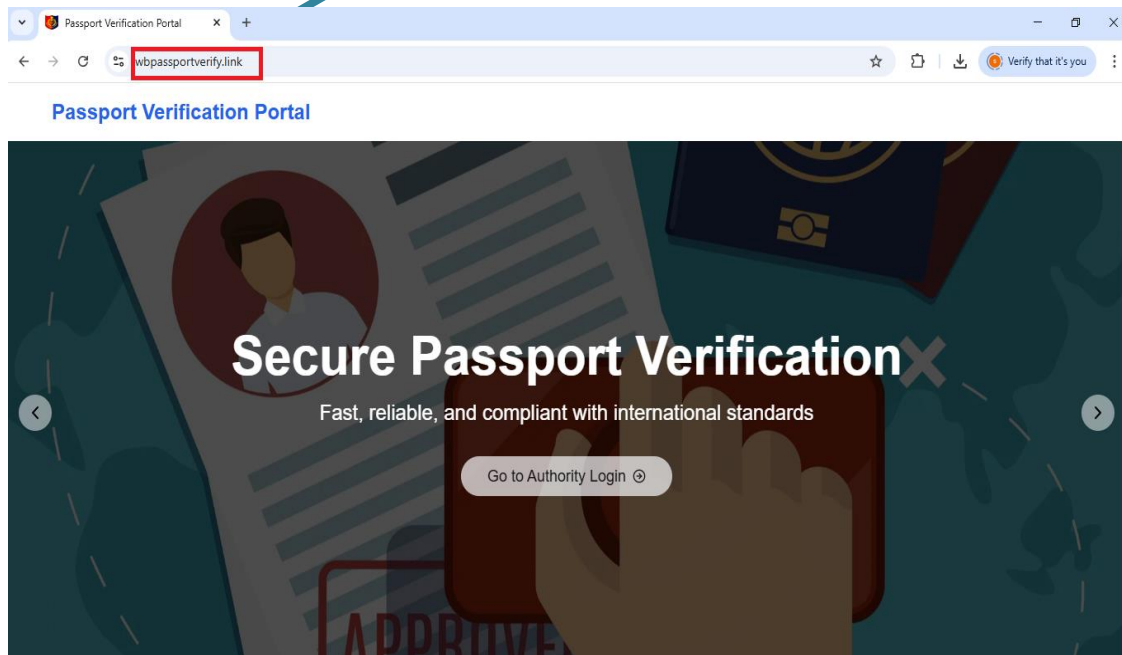
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- **Landing Page**: This is the Landing page of the “Passport Verification” Web Portal.

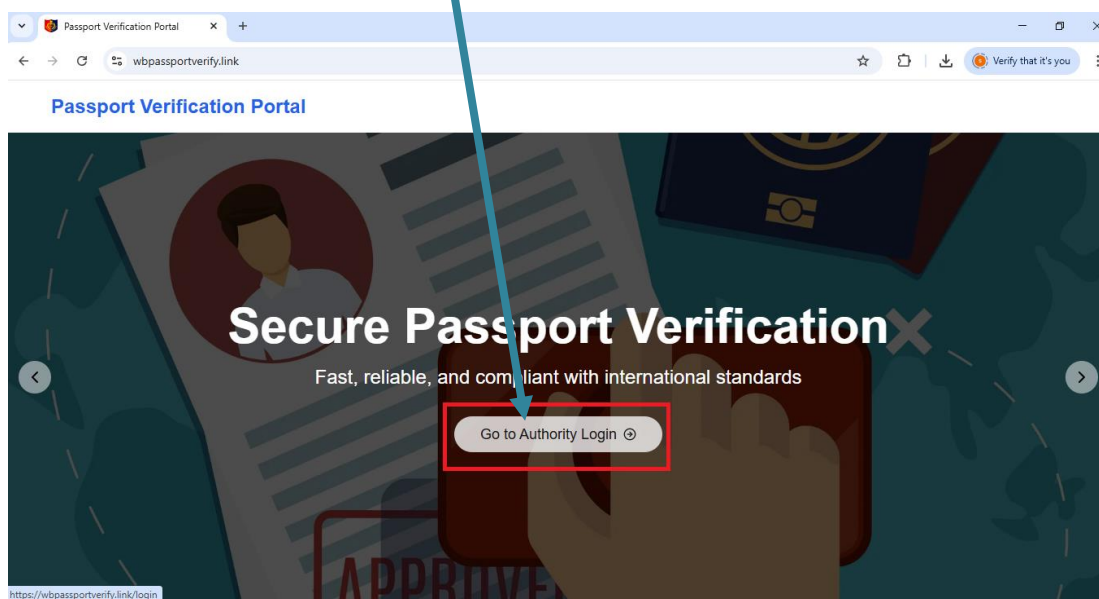
## STEP:1

At first type in Google URL: <https://wbpassportverify.link/> page open given below:



## STEP: 2

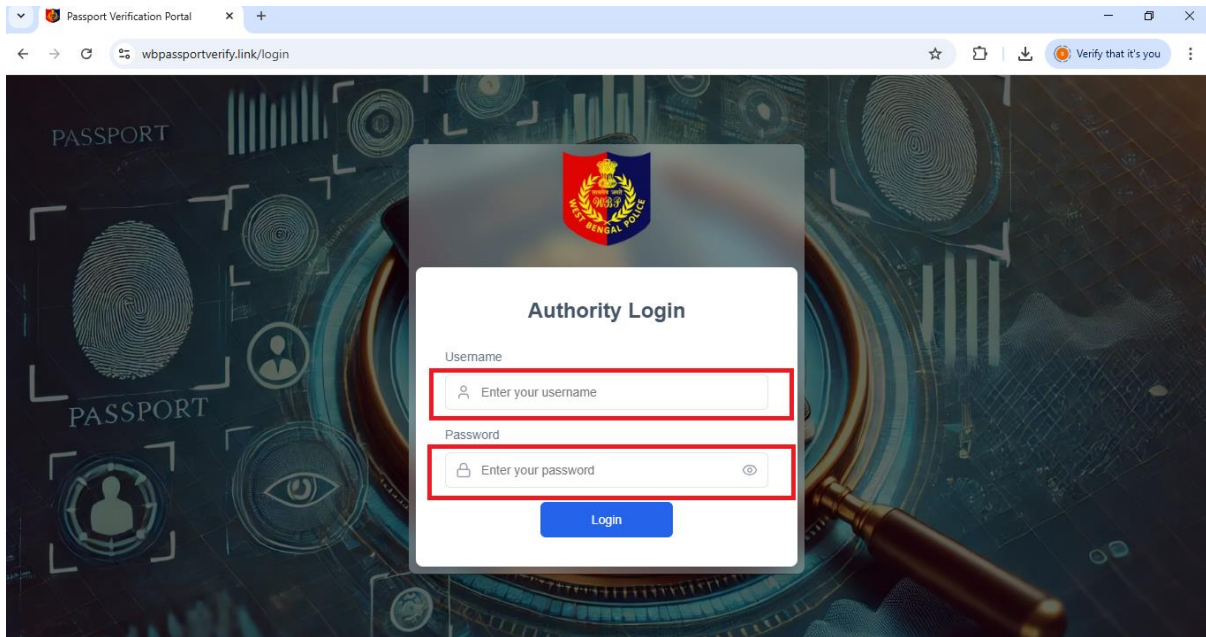
Then Click on “Go to Authority Login”.



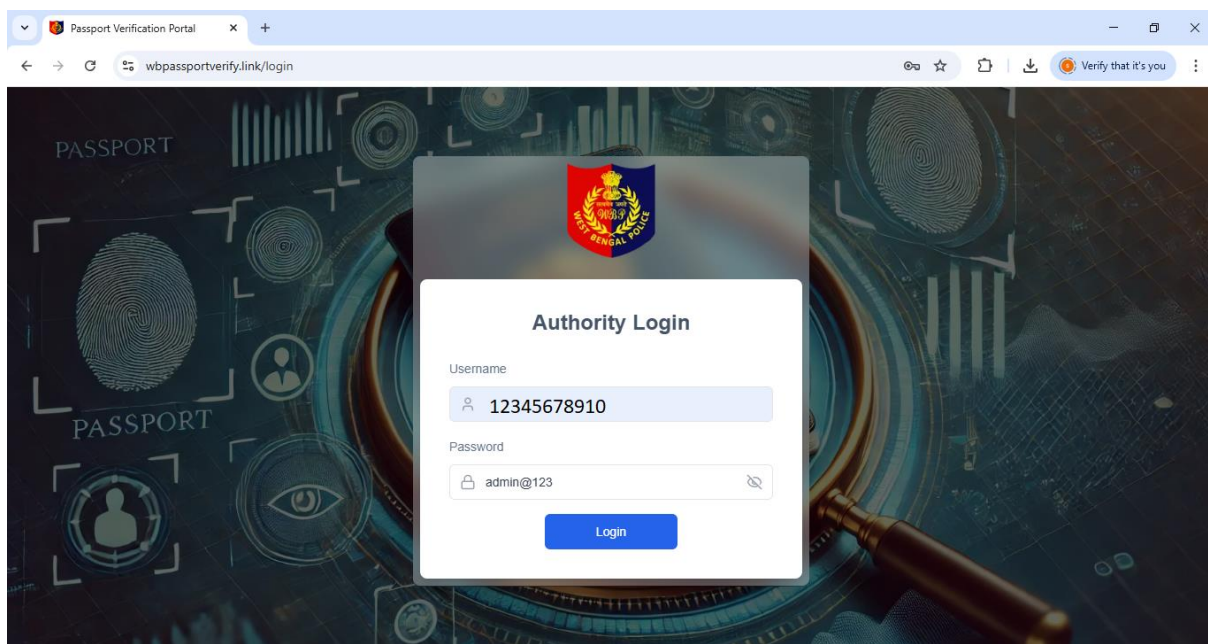
- **Login Page**

### STEP: 3

After Clicking on “Go to Authority Login” the “Authority Login” page will appear. This is the Login page, where authorized users can login their Username and Password (a sample image is provided below). Upon successful login, the user will be redirected to dashboard.

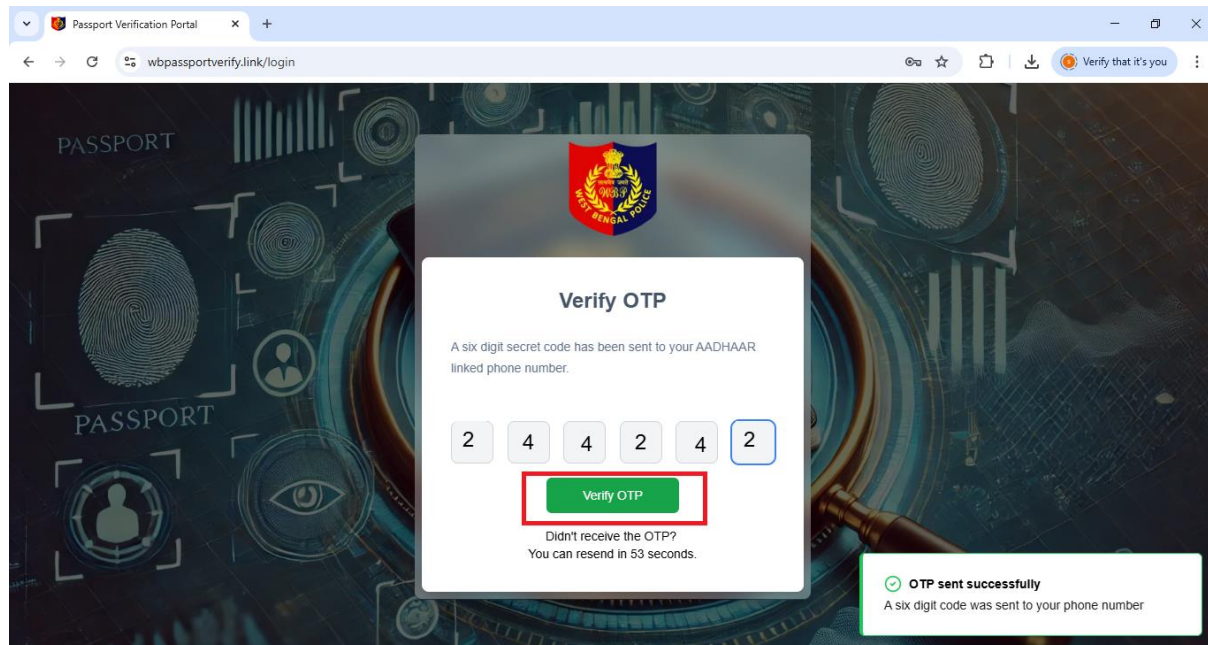


### SAMPLE IMAGE:



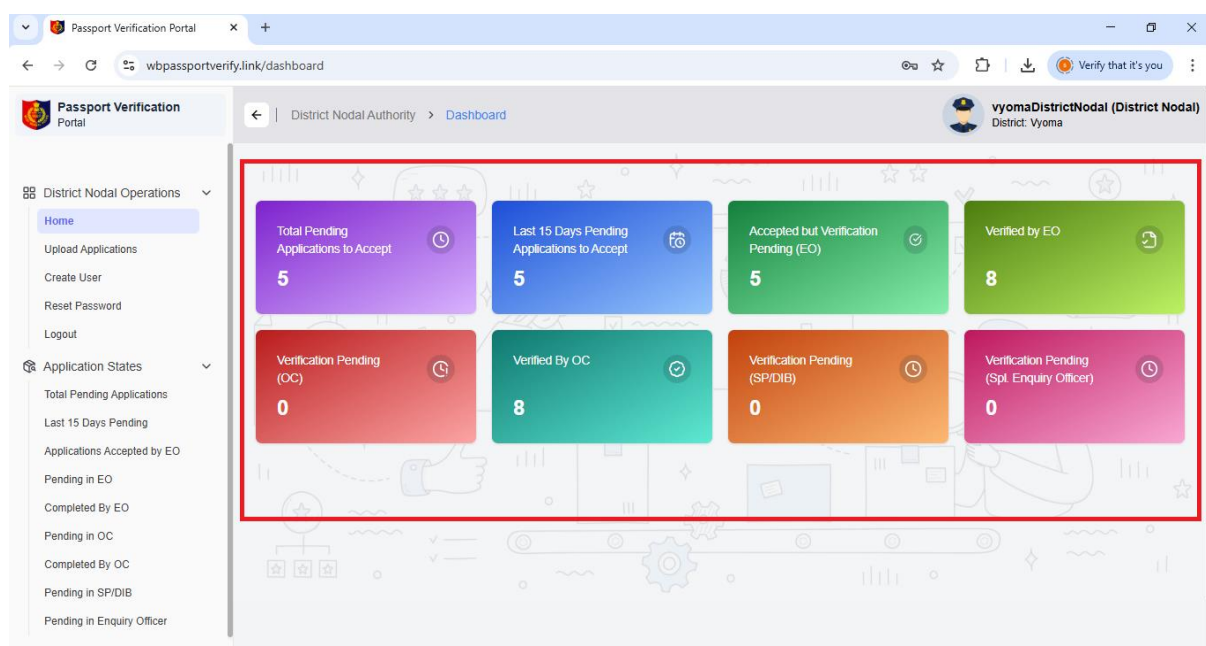
## STEP: 4

After entering your District Nodal Username and password, a six digit secret code will be sent to your Aadhar linked phone number. After enter the six digit secret code to verify the OTP. Upon successful verification, the dashboard for authorized users will be displayed.



## Dashboard For District Nodal:

## STEP: 5





The image above shows the dashboard of “District Nodal” system. The dashboard displays key information given below:

- Total Pending Applications to Accept;
- Last 15 Days Pending Applications to Accept;
- Accepted but Verification Pending (EO);
- Verified by EO;
- Verification Pending (OC);
- Verified by OC;
- Verification Pending (SP/DIB);
- Verified by SP/DIB;
- Verification Pending (Special Enquiry Officer);
- Verified by Special Enquiry Officer.

This dashboard helps monitor and oversee passport verification tasks at the district level.

The sidebar is consists of features that are exclusively available to the District Nodal Officer.

## STEP: 6

### Upload Application:

At first from M-passport seva portal you have to download excel sheet. Then upload excel in sample excel file format.

Passport Verification Portal

wbpassportverify.link/upload

Verify that it's you

Passport Verification Portal

District Nodal Authority > Dashboard > Upload Applications

vyomaDistrictNodal (District Nodal)  
District: Vyoma

**Upload Excel File**

Choose file No file chosen

Import Excel Upload Excel Reset

**Instruction:** The format of the Excel file must match exactly that of the sample Excel file given below.

[Download Sample Excel File](#)

Excel

Search: Search...

PV Sequence No.	File Number	Applicant Name	Police Station	Phone No.	Date of Birth	Actions
No records. Please upload a file						

This option allows the District Nodal Officer to upload an excel file containing applicant data. The data from the uploaded file can be imported and extracted and the entries will be reflected on this page.

**Passport Verification Portal**

vyomaDistrictNodal (District Nodal)  
District: Vyoma

District Nodal Authority > Dashboard > Upload Applications

### Upload Excel File

Choose file: 1. Passport excel dt 07.05.2025.xls

[Import Excel](#) [Upload Excel](#) [Reset](#)

[Check all file details and press the upload button to proceed.](#)

**Instruction:** The format of the Excel file must match exactly that of the sample Excel file given below.

[Download Sample Excel File](#)

Excel

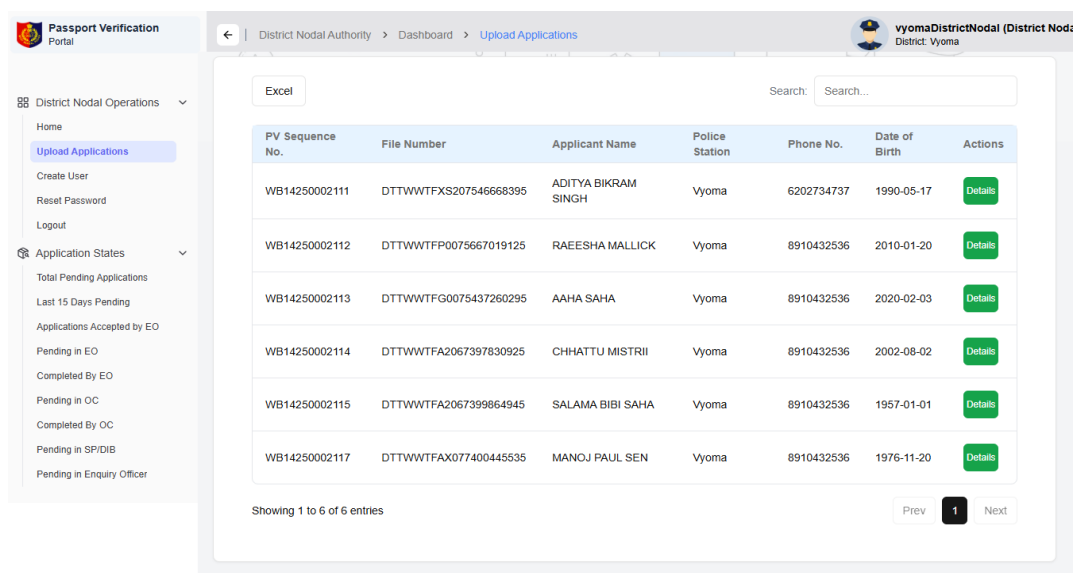
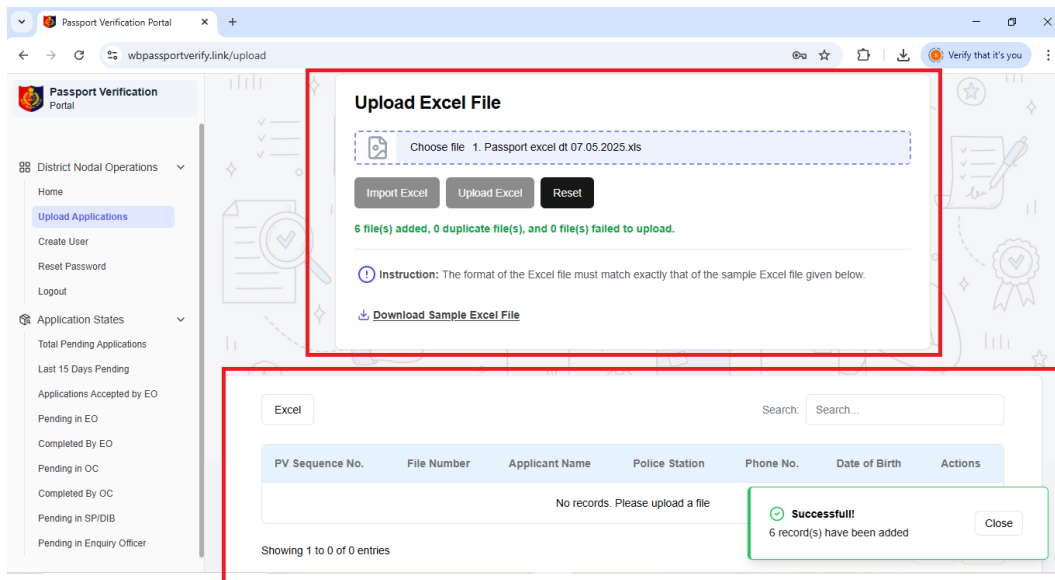
Search: Search...

PV Sequence No.	File Number	Applicant Name	Police Station	Phone No.	Date of Birth	Actions
WB14250002111	DTTWWTFXS207546668395	ADITYA BIKRAM SINGH	Vyoma	6202734737	1990-05-17	<a href="#">Details</a>
WB14250002112	DTTWWTFP0075667019125	RAEESHA MALLICK	Vyoma	8910432536	2010-01-20	<a href="#">Details</a>
WB14250002113	DTTWWTFG0075437260295	AAHA SAHA	Vyoma	8910432536	2020-02-03	<a href="#">Details</a>
WB14250002114	DTTWWTFA2067397830925	CHHATTU MISTRIL	Vyoma	8910432536	2002-08-02	<a href="#">Details</a>
WB14250002115	DTTWWTFA2067399864945	SALAMA BIBI SAHA	Vyoma	8910432536	1957-01-01	<a href="#">Details</a>
WB14250002117	DTTWWTFAX077400445535	MANOJ PAUL SEN	Vyoma	8910432536	1976-11-20	<a href="#">Details</a>

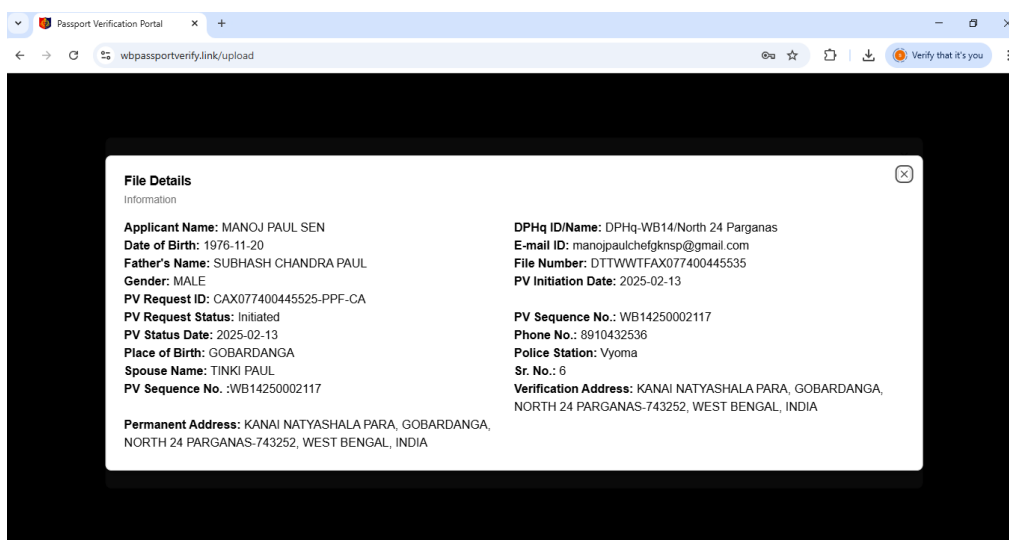
Showing 1 to 6 of 6 entries

Prev 1 Next

First choose the excel file and click on the “Import Excel” button. Upon successful import, a success notification will appear at the bottom right corner of the screen. Then, scroll down to view the imported data- six rows of the applicant details, as present in the excel sheet, will be displayed on the page above. After that click on Upload Excel button the data successfully upload. This confirms that the data has been uploaded and reflect successfully.



By clicking the Green button labelled “Details”, a model will open displaying the details of the selected user:





## STEP: 7

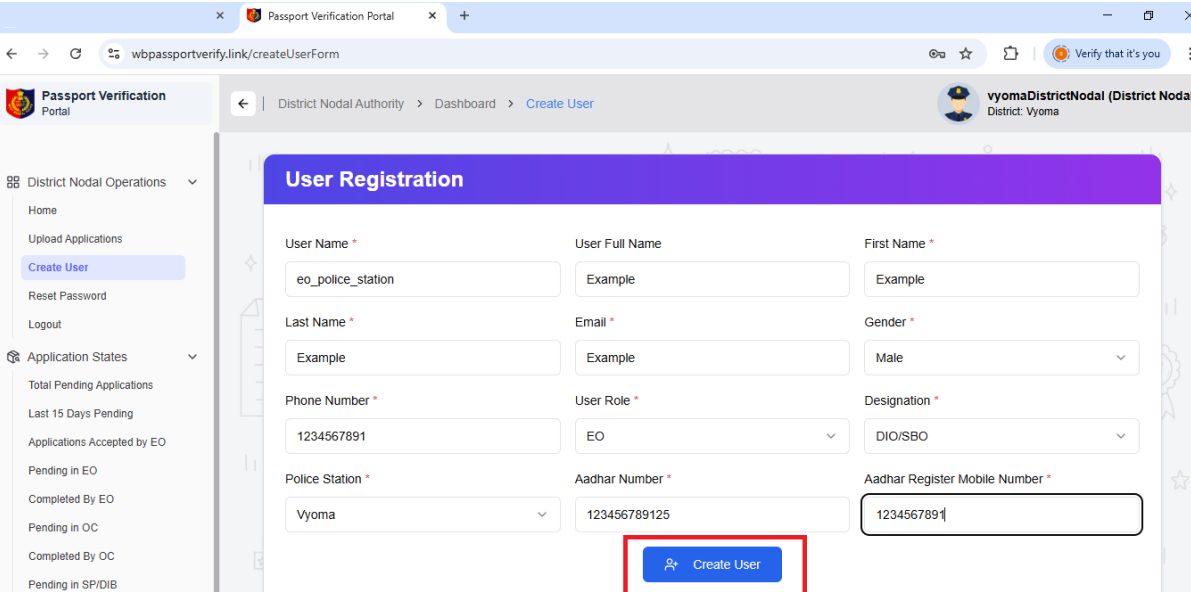
### Creating User:

The District Nodal Officer has the authority to create a new user within the system. To initiate this process, click on the “Create User” button. This action will open the User Registration screen.

Fields marked with red asterisk [\*] are mandatory and must be filled in accurately. These may include details such as the User’s name, user first name, user’s last name, email id, gender, mobile number, user role, designation, Police Station, Aadhar Number and Aadhar related mobile number within the system.

After completing all required fields, click on the “Create User” button. The system will then generate a unique User ID and complete the registration process.

**[Note: Ensure Aadhar Number and Aadhar related mobile number information entered is correct before submission, as this will be used for authentication purposes.]**



The screenshot shows the 'User Registration' form in the Passport Verification Portal. The form is titled 'User Registration' in a purple header. It contains several input fields, each marked with a red asterisk (\*) to indicate they are mandatory. The fields are arranged in a grid-like structure. At the bottom of the form, there is a blue button labeled 'Create User' with a user icon, which is highlighted by a red rectangular box. The left sidebar shows the 'Create User' option under 'District Nodal Operations'. The top navigation bar includes the portal name and the user's role, 'vyomaDistrictNodal (District Nodal)'.

Field	Value
User Name *	eo_police_station
User Full Name	Example
First Name *	Example
Last Name *	Example
Email *	Example
Gender *	Male
Phone Number *	1234567891
User Role *	EO
Designation *	DIO/SBO
Police Station *	Vyoma
Aadhar Number *	123456789125
Aadhar Register Mobile Number *	1234567891

After clicking on “Create User”, please scroll down the page. You will see “All Authority User List” section. This section displays a list of all users that have been created in the system.

If the newly create user’s details appear in this list, it confirms that the user has been successfully registered.

The screenshot shows the 'All Authority User List' section of the Passport Verification Portal. The sidebar on the left contains navigation options: District Nodal Operations (Home, Upload Applications, Create User, Reset Password, Logout) and Application States (Total Pending Applications, Last 15 Days Pending, Applications Accepted by EO, Pending in EO, Completed By EO, Pending in OC, Completed By OC, Pending in SP/DIB, Pending in Enquiry Officer). The main content area displays a table of users with the following columns: User Name, Full Name, District Name, Police Station, Designation, User Role, and Actions. The table lists five users, each with a 'Deactivate' button. The page also features a search bar, download buttons (Excel, PDF, Print), and pagination controls.

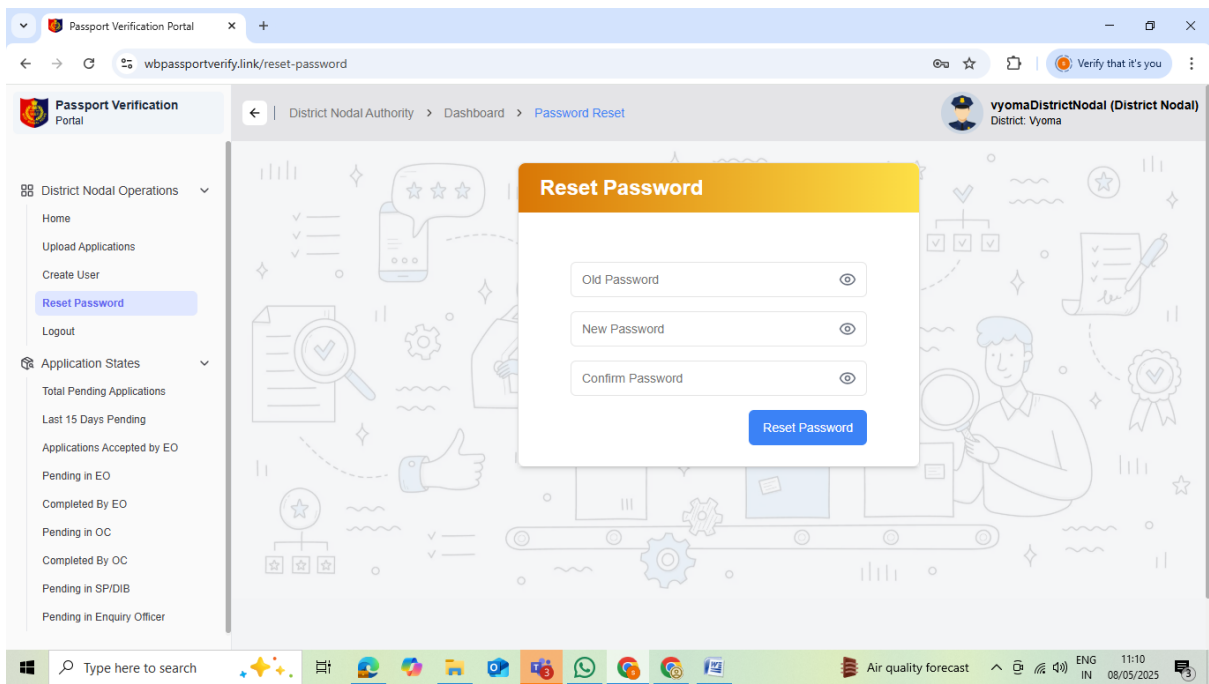
User Name	Full Name	District Name	Police Station	Designation	User Role	Actions
8589243539	VyomaEO	Vyoma	Vyoma	DIO/SBO	EO	Deactivate
9333082428	VyomaOC	Vyoma	Vyoma	OC/IC	OC	Deactivate
9432154397	VyomaSE	Vyoma	Vyoma	SP/DCP	SE	Deactivate
6297454629	Vyoma SP	Vyoma	N/A	SP/DCP	SP	Deactivate
9810256409	eofd2	Vyoma	FD	DIO/SBO	EO	Deactivate

## STEP: 8

### Password Reset:

In the district Nodal Officer portal, a “Password reset” option is also available. This feature allows the District Nodal Officer to reset the password for your user login.

To reset a password, simply click on the “Password Reset” button. Enter your then type Old Password then type new Password and re-enter it in the Confirm New Password field. Finally click on the “Reset Password” button. Your new Password will be updated successfully, following the system guidelines.



## STEP: 9

### Revoke:

The district Nodal Officer has the authority to “Revoke” pending work assigned to an EO/DIO that EO/DIO Officer in specific situation. This is applicable when an EO/DIO Officer is transferred to another Police Station, on leave, undergoing training, etc.

In such cases, the concerned EO/DIO must inform the District Nodal Officer about the pending tasks. Upon receiving this information, the District Nodal Officer can use the “Revoke” option to withdraw the pending work from the current EO/DIO.









**Passport Verification Portal**

District Nodal Authority > Dashboard > Applications Accepted by EO

vyomaDistrictNodal (District Nodal)  
District: Vyoma

### Total Applications Accepted by EO

Search... Start Date dd/mm/yyyy End Date dd/mm/yyyy Export Excel

Sl. No.	File Number	Applicant Name	Police Station	Phone No.	Verification Address	Actions
1	BVTTWWTFA2067399864945	SALAMA BIBI SAHA	Vyoma	8910432536	BIRPUR PURBA PARA, PO - ABDALPUR, NORTH 24 PARGANAS-700155, WEST BENGAL, INDIA	 
2	BVTTWWTFA2067400652525	NURUL ISLAMM	Vyoma	8910432536	VILL - BIRPUR, BIRPUR PURBA PARA, MADHYAMGRAM, NORTH 24 PARGANAS-700155, WEST BENGAL, INDIA	 
3	BVTTWWTFA2077400080795	MOHAMMAD ABDUS SATTARR	Vyoma	8910432536	VIL&PO-, FAZILPUR, NORTH 24 PARGANAS-743423, WEST BENGAL, INDIA	 
4	CTTWWTFAX077400445535	MANOJ PAUL SEN	Vyoma	8910432536	KANAI NATYASHALA PARA, GOBARDANGA, NORTH 24 PARGANAS-743252, WEST BENGAL, INDIA	 

Showing 1 to 4 of 4 entries Prev 1 Next