PASSPORT VERIFICATION

USER MANUAL FOR DISTRICT NODAL (DYPS)

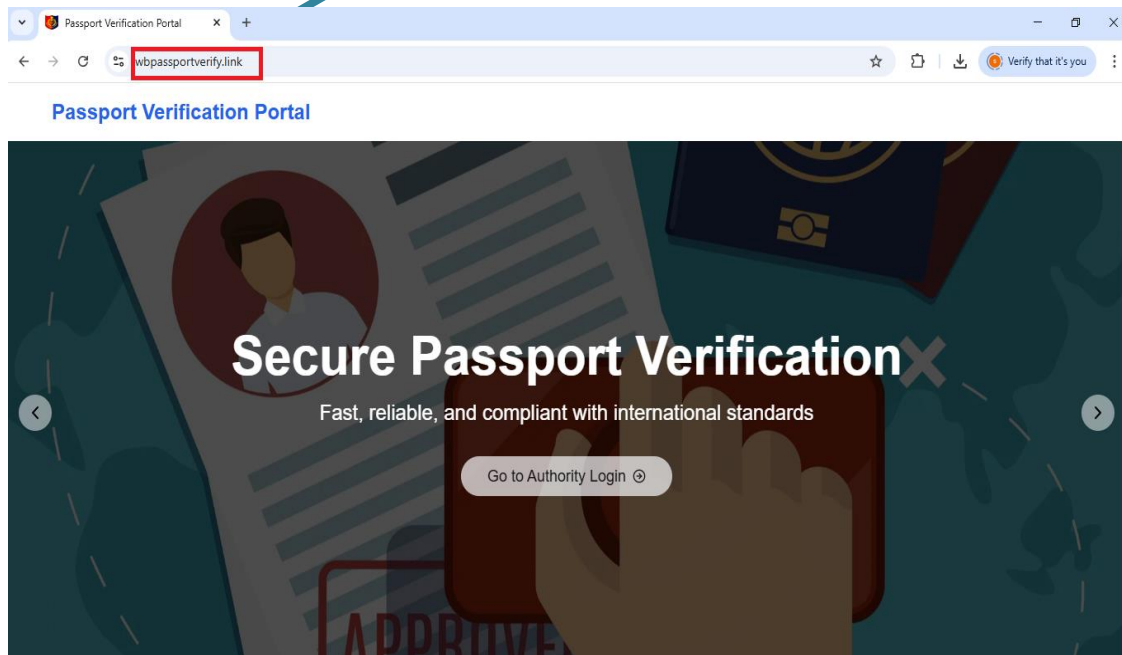## Table of Contents:-

- **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:
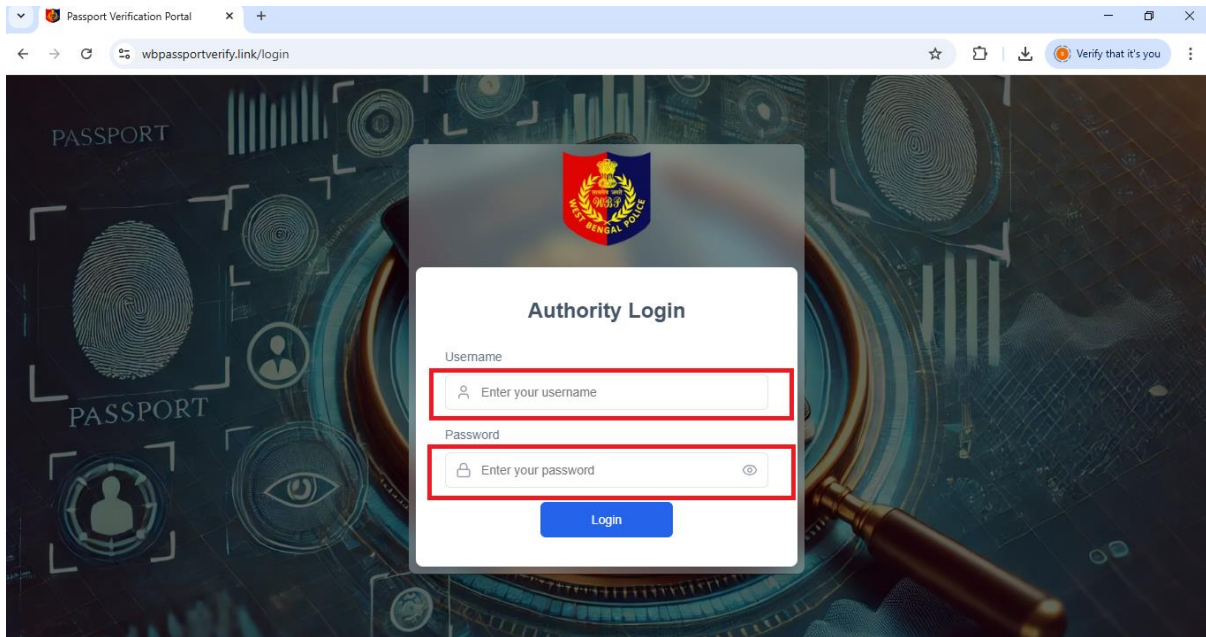

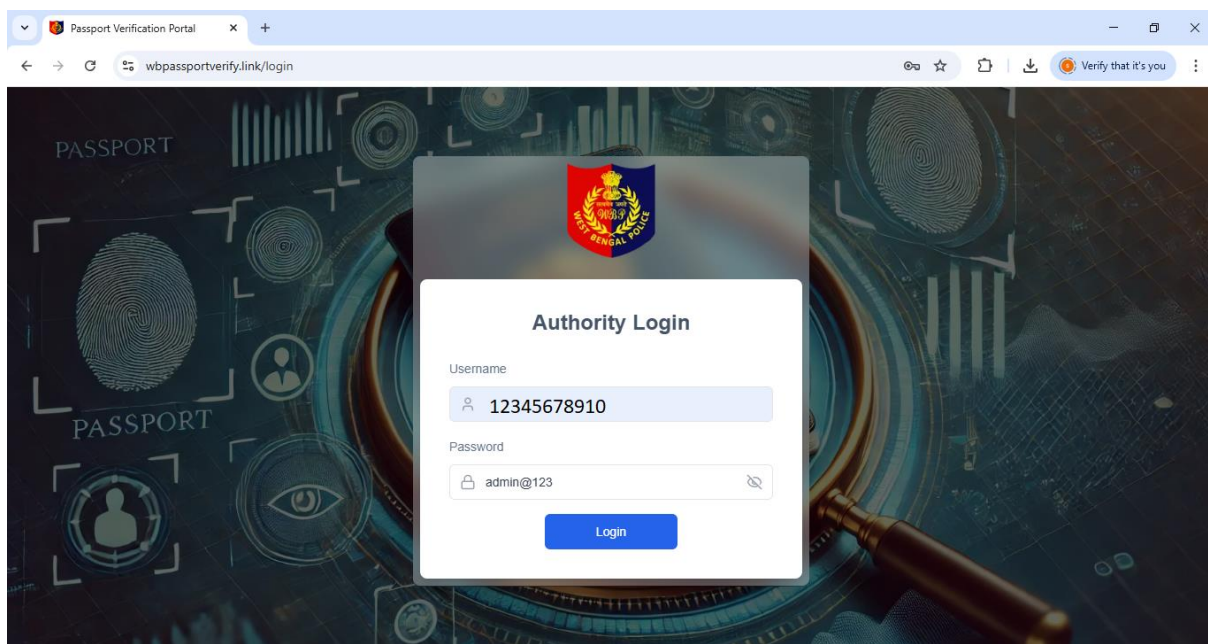**STEP: 2**

Then Click on **"Go to Authority Login".**
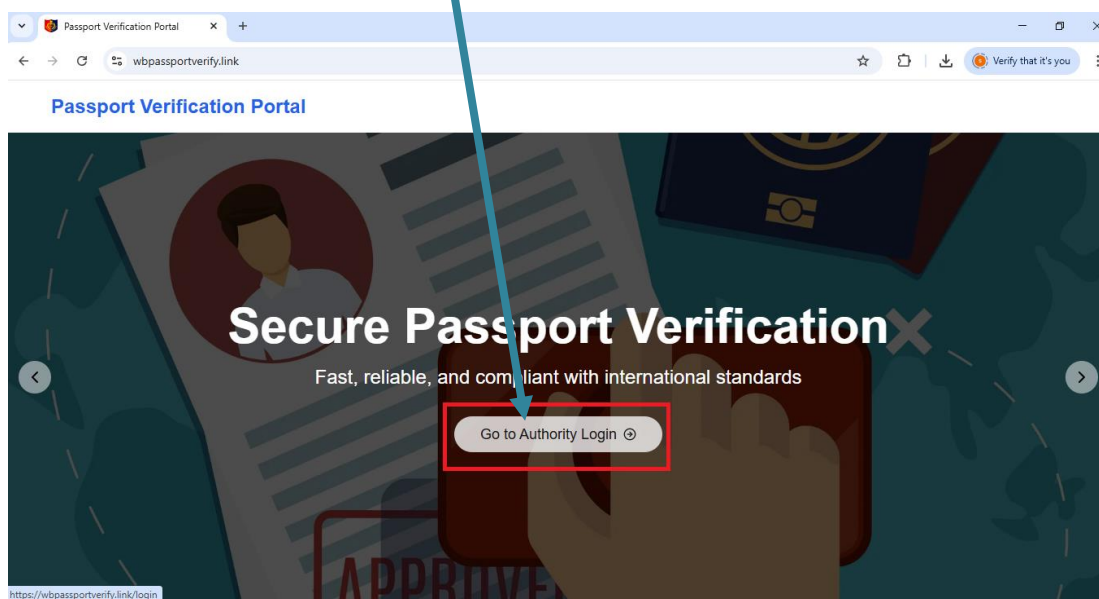
- ## **Login Page**

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.
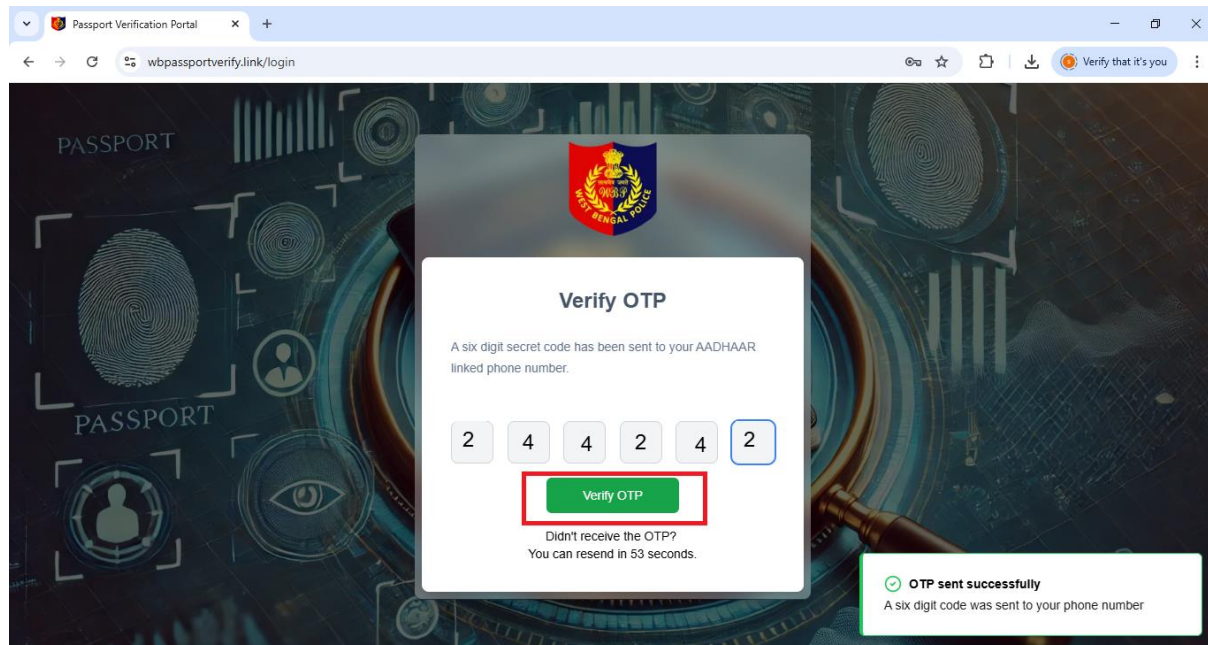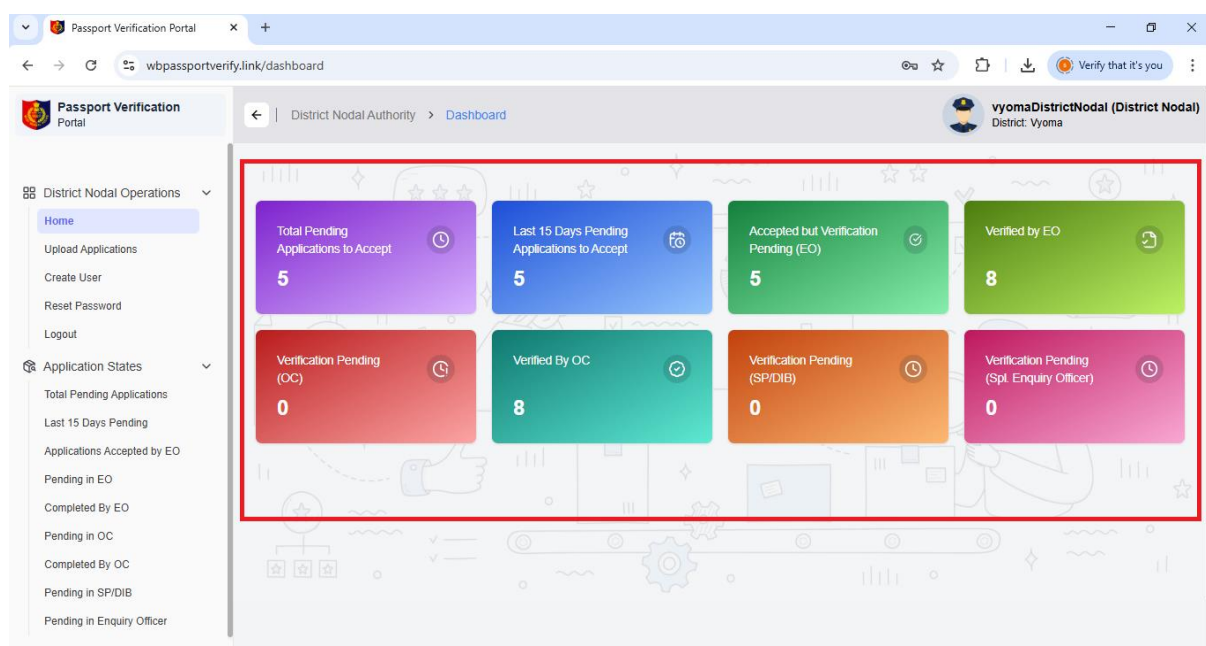

SAMPLE IMAGE:

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.

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 a d the entries will be reflected on this page.


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.
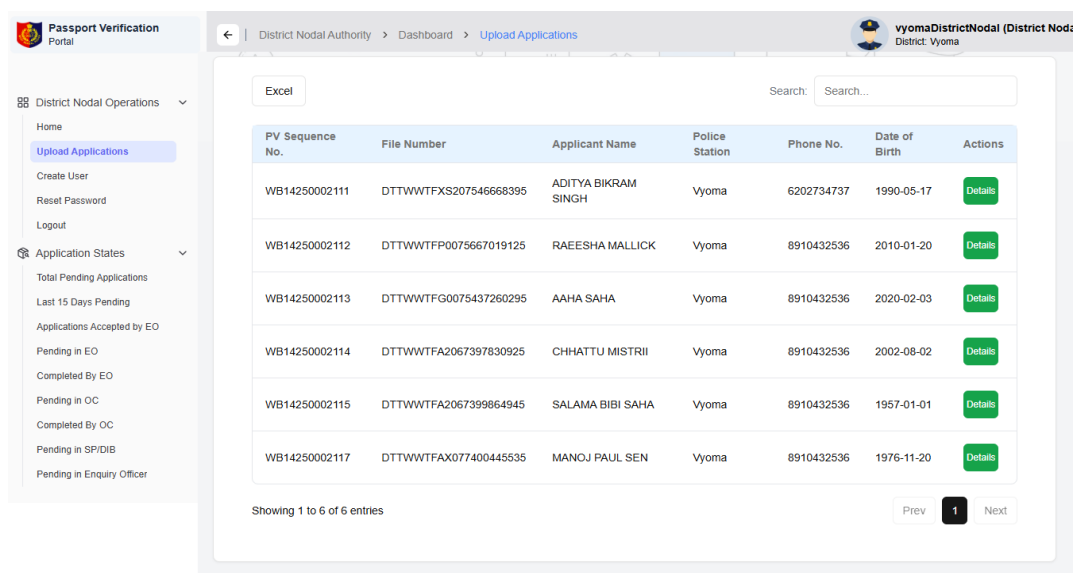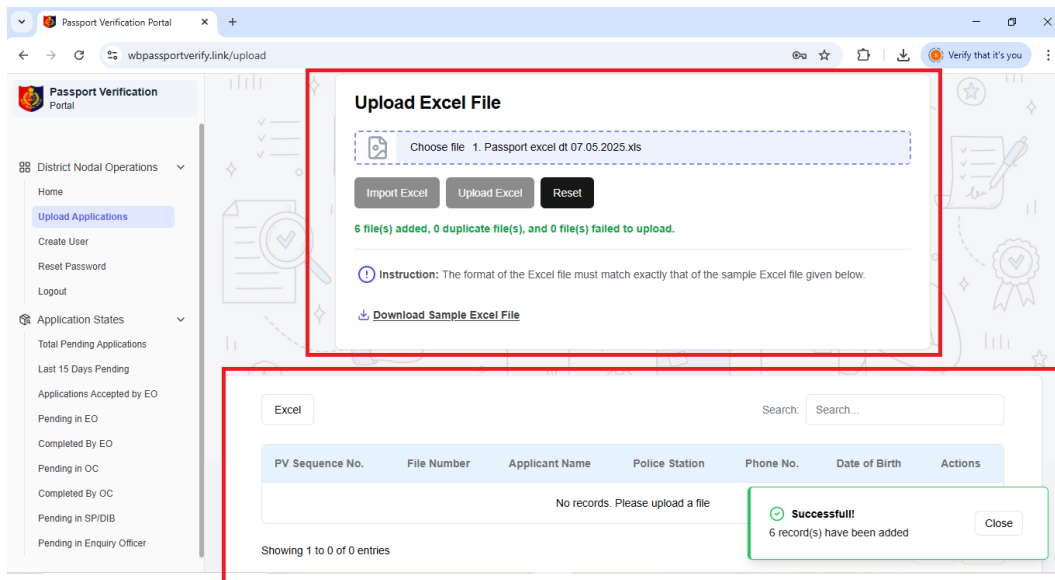
By clicking the Green button labelled "Details", a model will open displaying the details of the selected user:
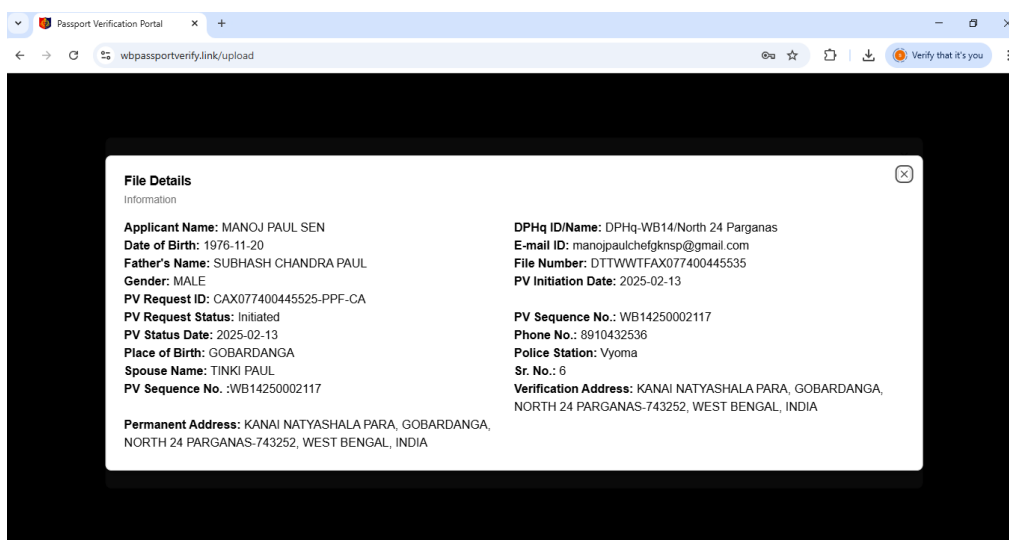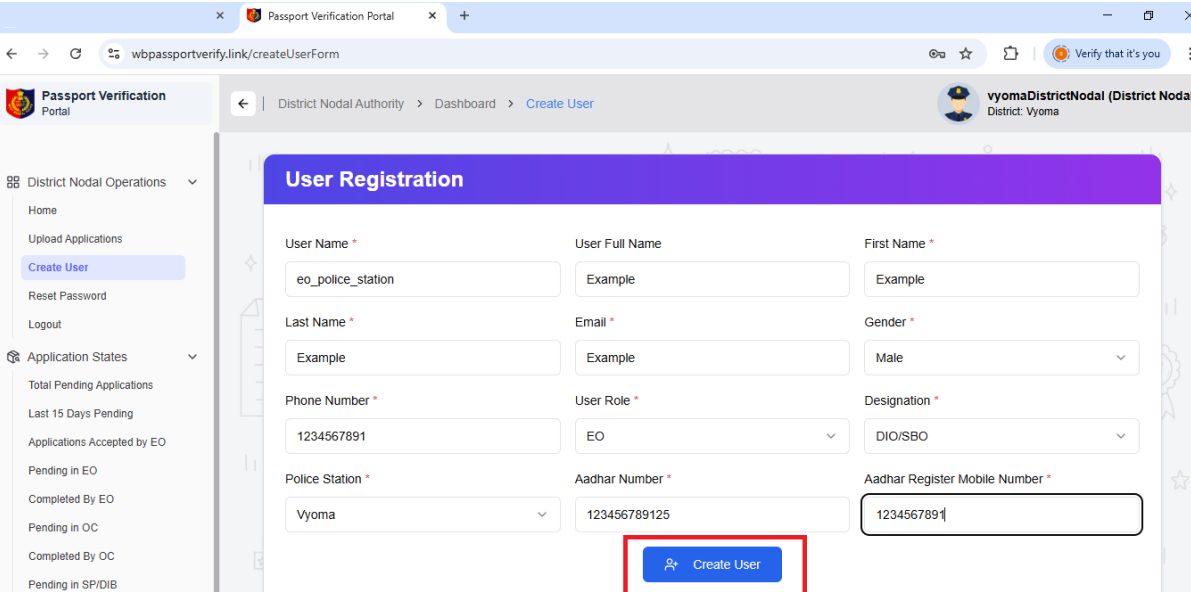
STEP: 7

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.]

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.

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.
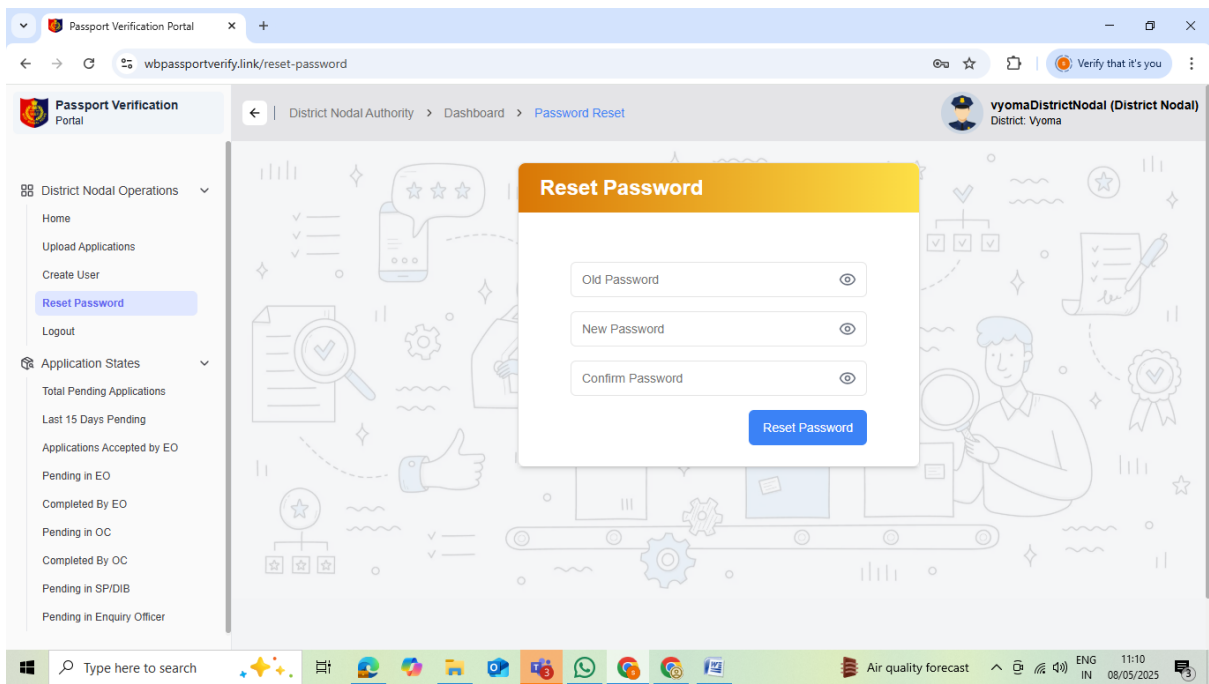
STEP: 9

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.