PASSPORT VERIFICATION

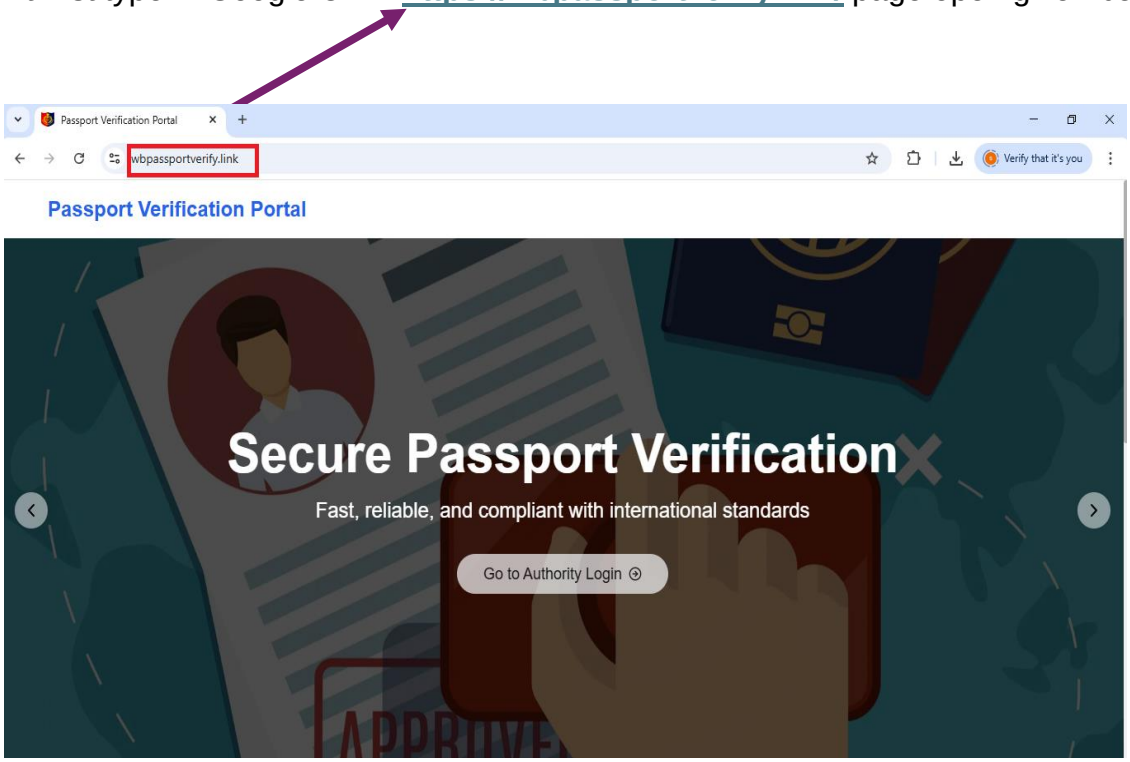
USER MANUAL FOR SPECIAL ENQUIRY OFFICER [SEO]

WEB PORTAL

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

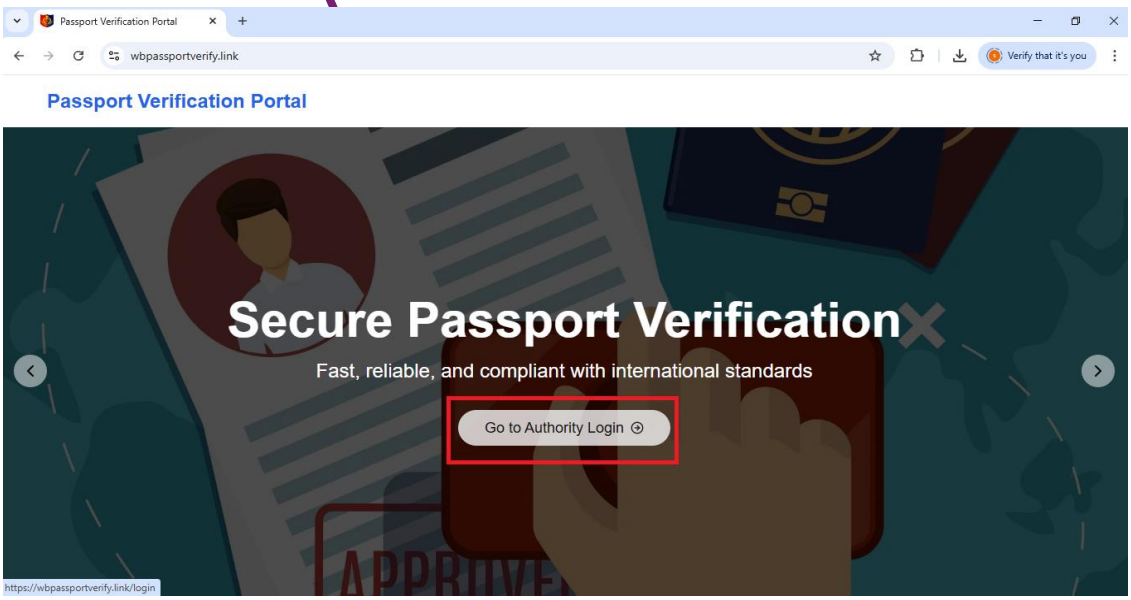
STEP:1

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



STEP: 2

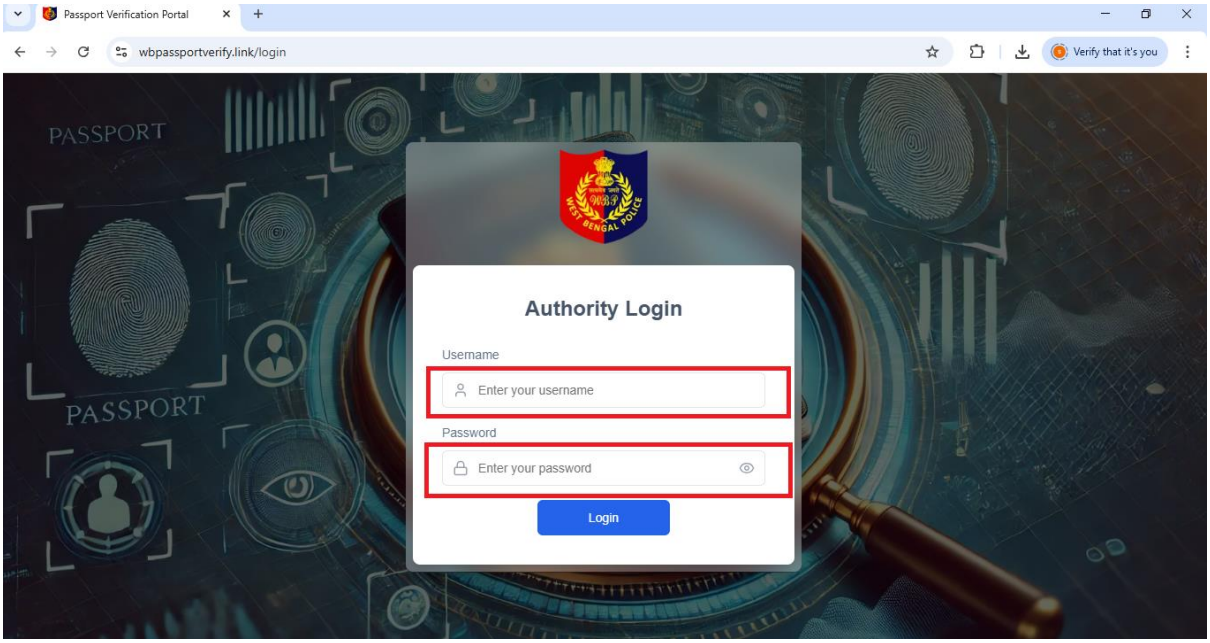
Then Click on **“Go to Authority Login”.**



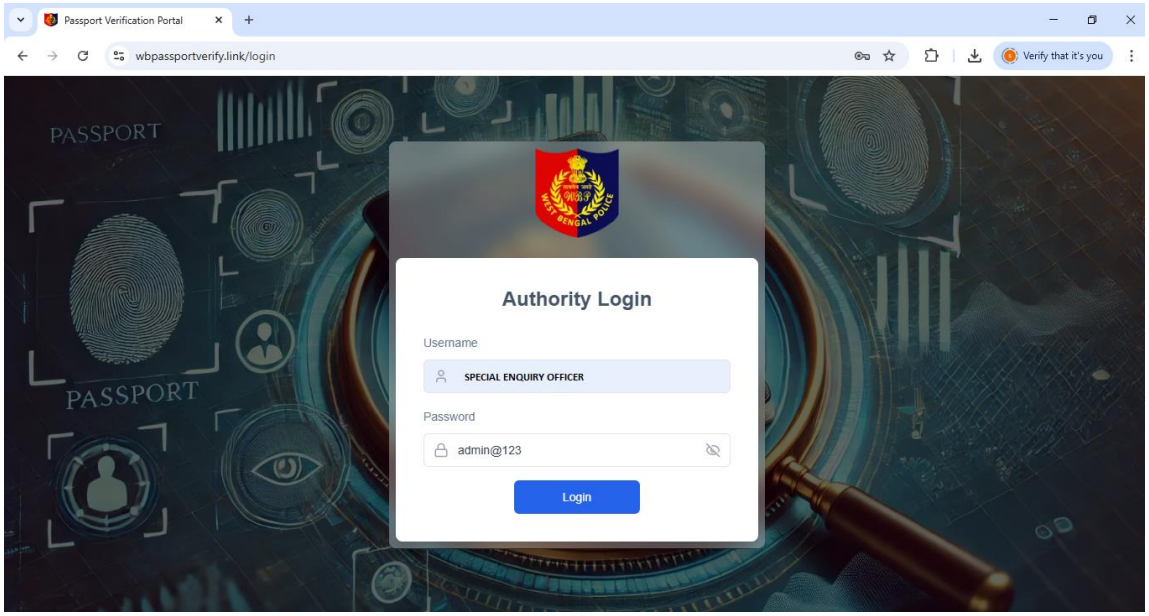
- **Login Page**

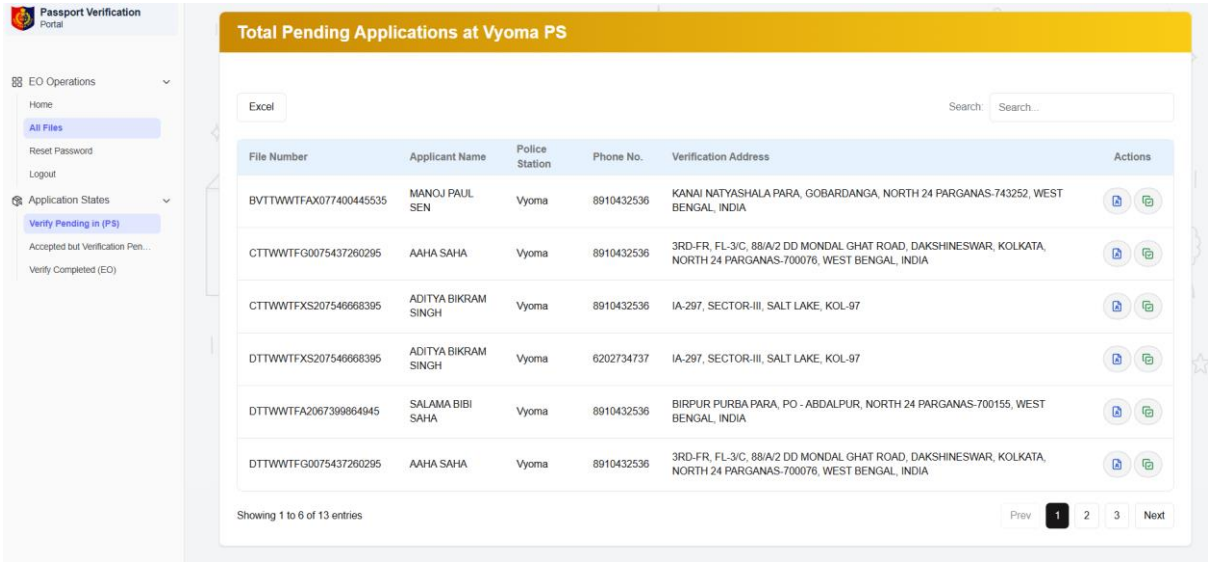
STEP: 3

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 (EO/DIO).



SAMPLE IMAGE:





Passport Verification Portal, titled **"Application(s) Accepted but Verification Pending (EO)"**. It appears to be used by the **Enquiry Officer (EO)** to track and manage applications that have been accepted but are still awaiting verification.

Key Elements of the Page:

Header

- **Title**: "Application(s) Accepted but Verification Pending (EO)" (green banner)
- **Date Filters**:
    - Start Date and End Date (for filtering applications by date)
    - **Export Excel** button (to download the data)

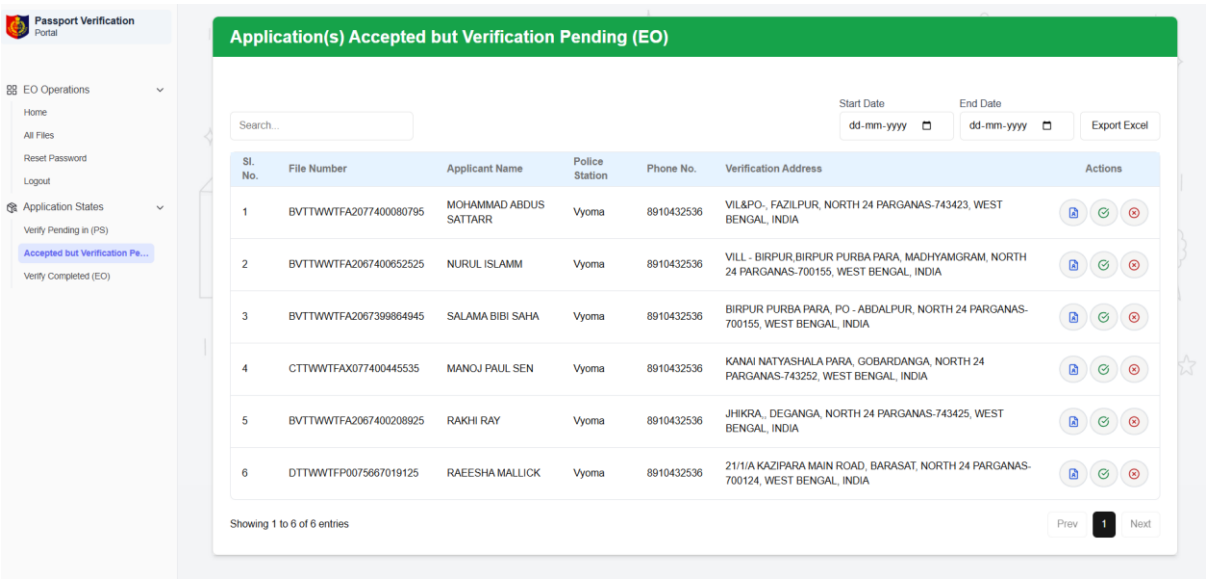
Table Columns

1. **Sl. No.** – Serial number of the entry (1 to 6 shown).
2. **File Number** – Unique identifier for the application (e.g., BVTTVWTFXA2077400080795).
3. **Applicant Name** – Name of the applicant (e.g., MOHAMMAD ABDUS SATTARR).
4. **Police Station** – All entries are associated with **Behala PS**
5. **Phone No.** – All applicants appear to have the same phone number (8910432536).
6. **Verification Address** – Location for address verification (detailed for each).
7. **Actions** – Icons likely representing:
    - Eye icon (view details),
    - Checkmark icon (mark as verified),
    - Cross icon (mark as not verified or reject),

- Star icon (possibly mark as priority or flagged).

Sidebar (Left Panel)

- **Passport Verification Portal** header and logo.
- **EO Operations**:
  - Home
  - All Files
  - Reset Password
  - Logout
- **Application States**:
  - Verify Pending (in PS)
  - **Accepted but Verification Pending** (highlighted)
  - Verify Completed (EO)

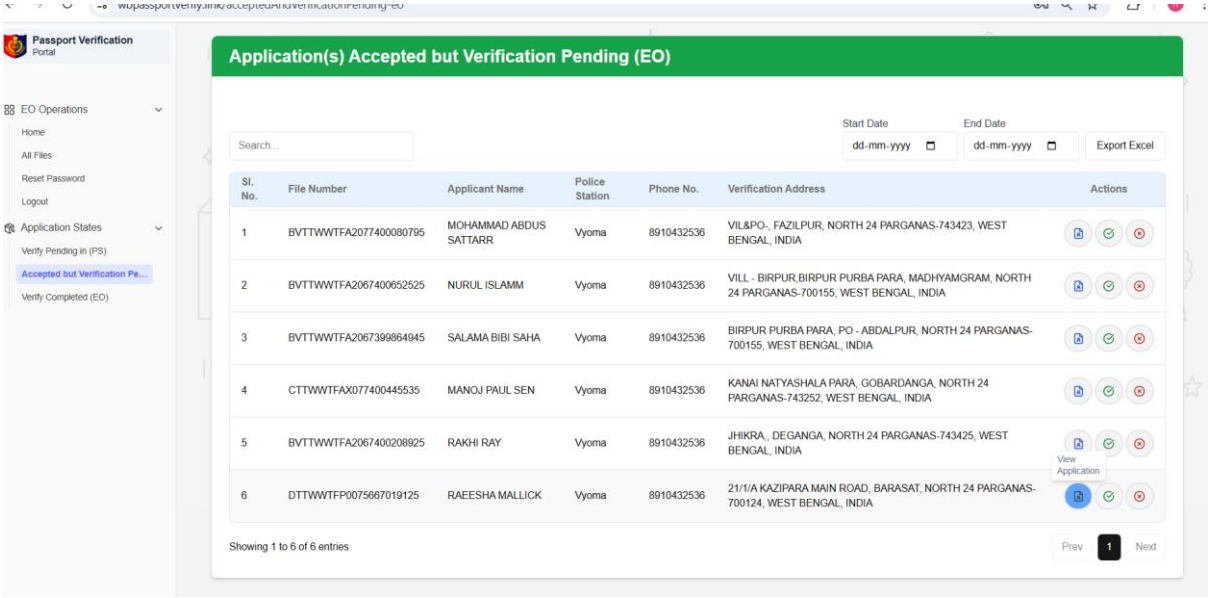


EO Operations

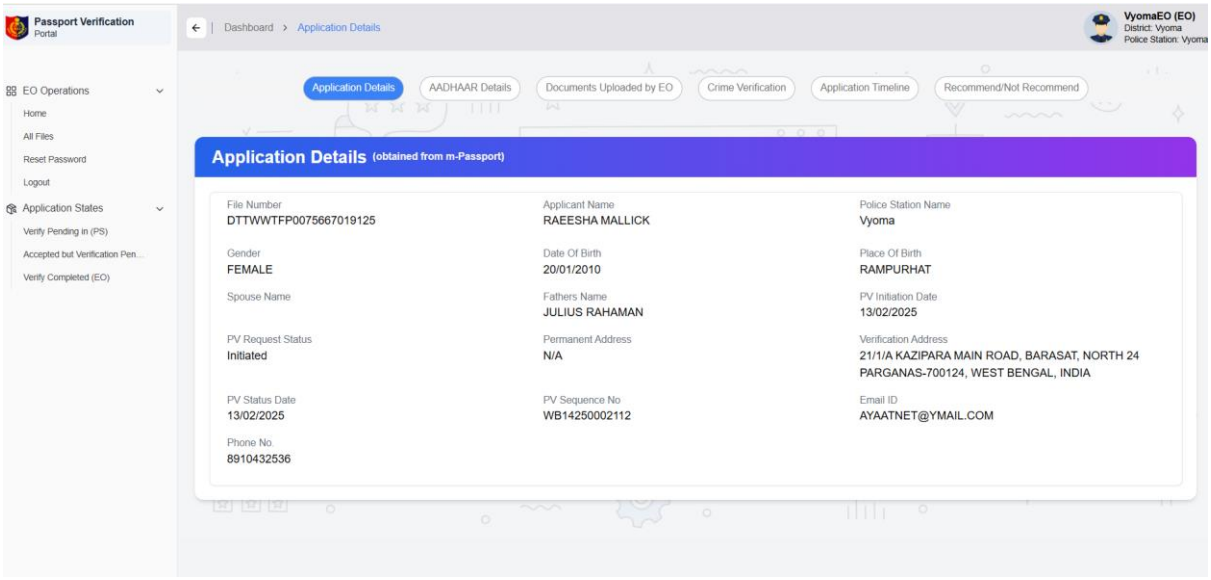
- Home
- All Files
- Reset Password
- Logout

Application States

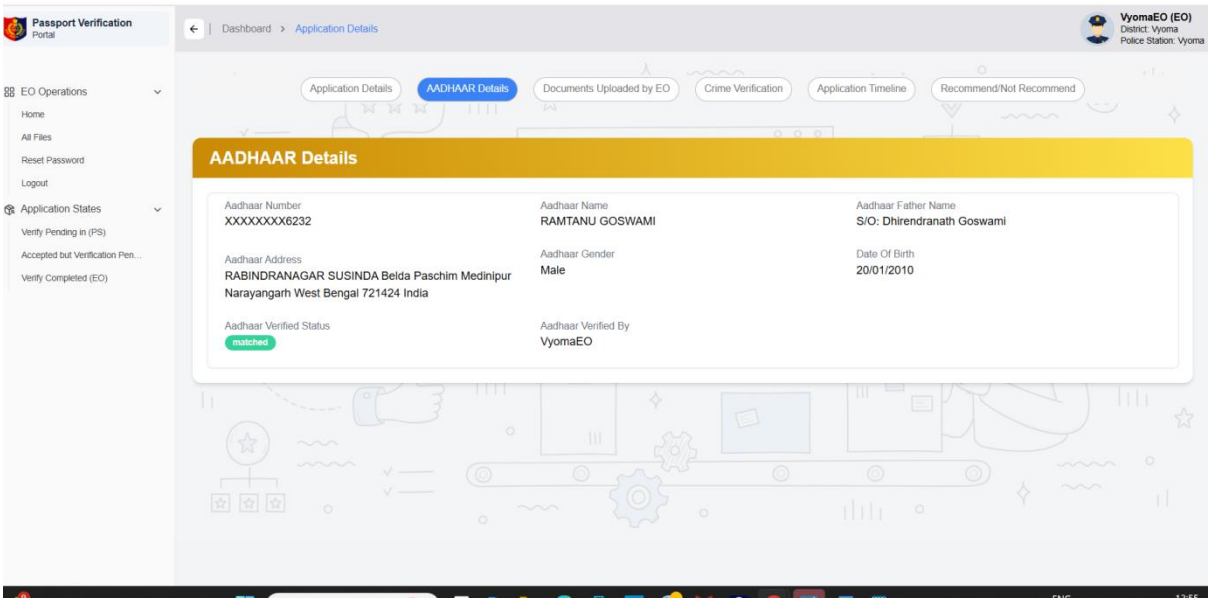
- Verify Pending (in PS)
- **Accepted but Verification Pending (currently selected)**
- Verify Completed (EO)



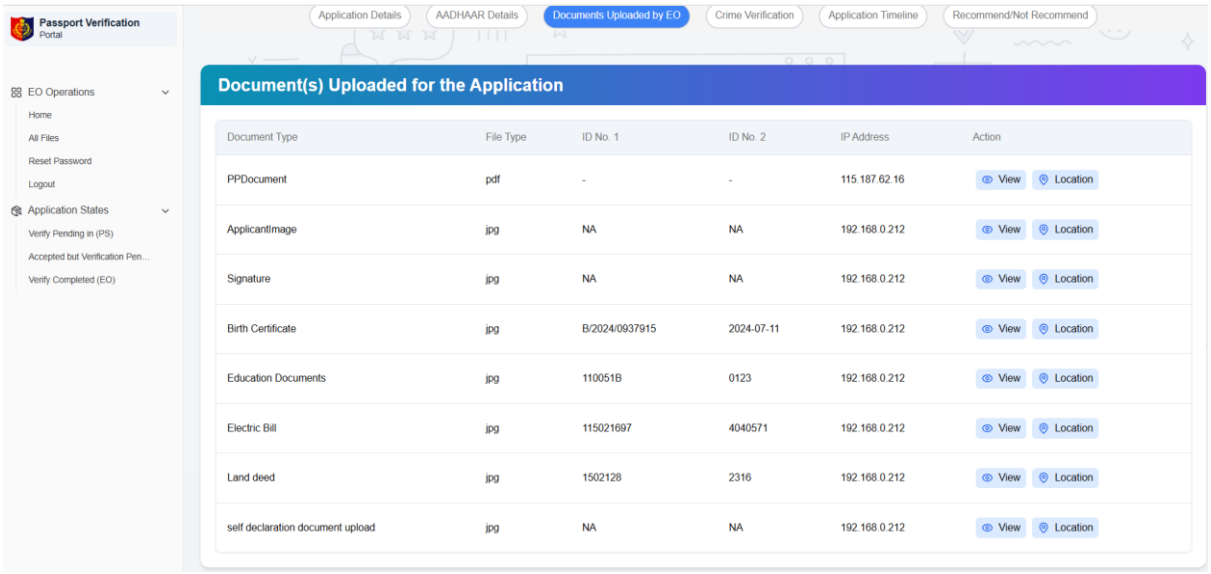
View Applicationdetails



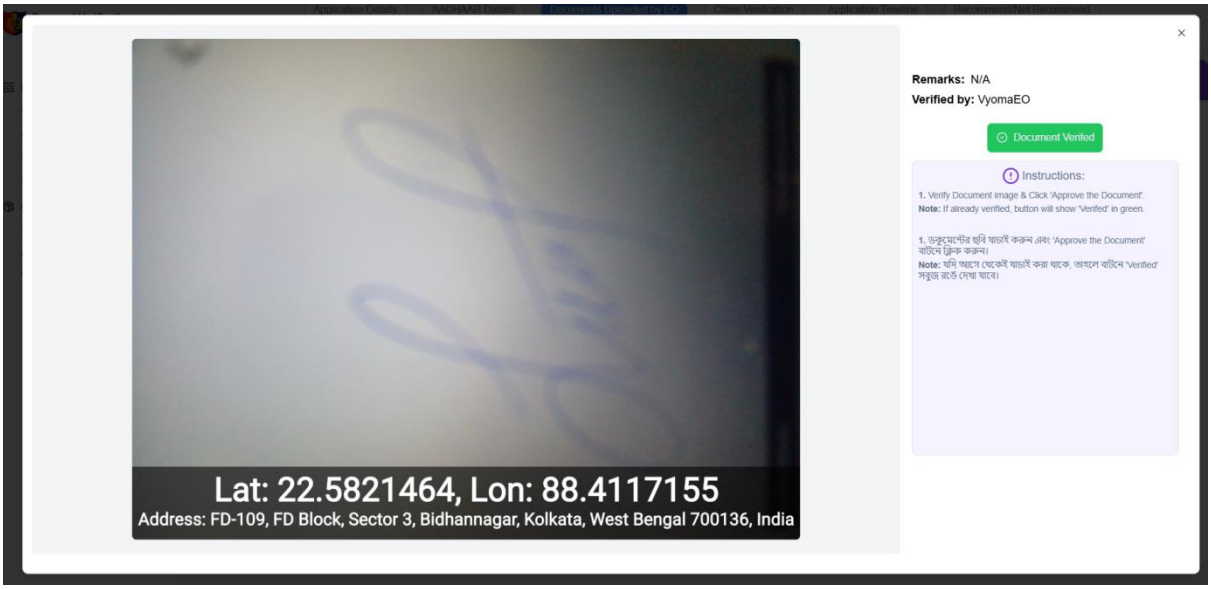
View AADHAAR details



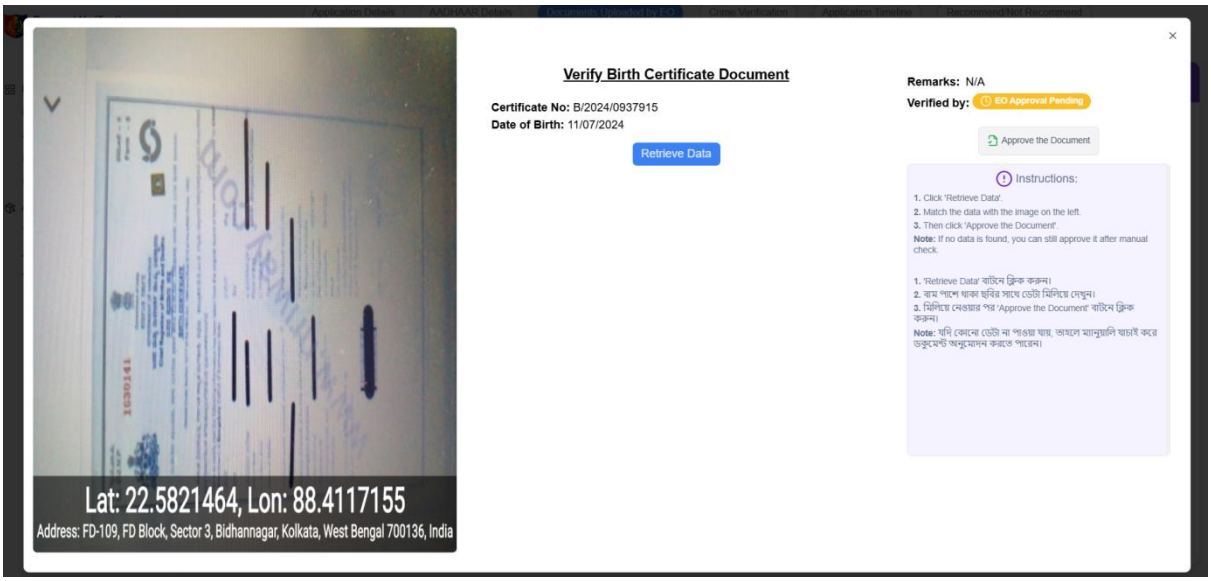
View Documents uploaded by EO



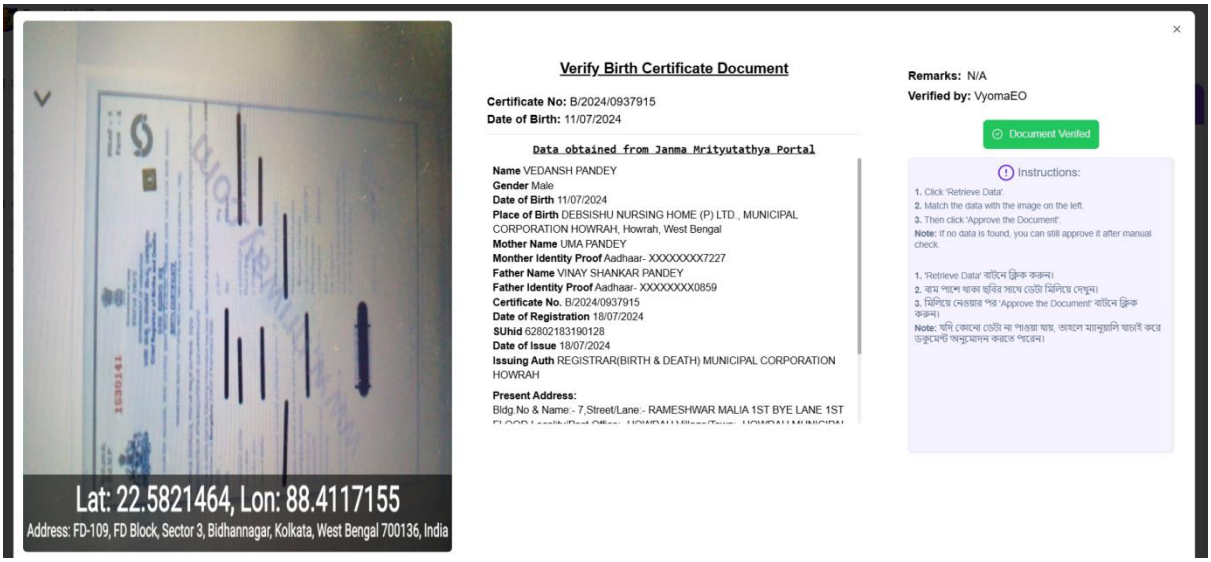
View Signature and Approved



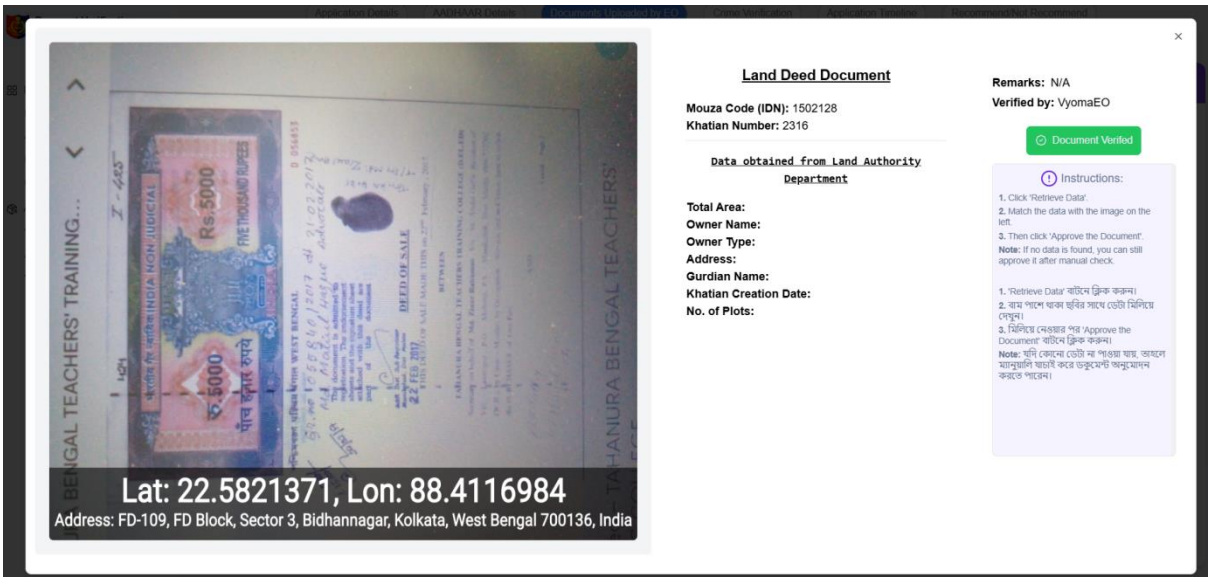
View Birth Certificate and Retrieve data



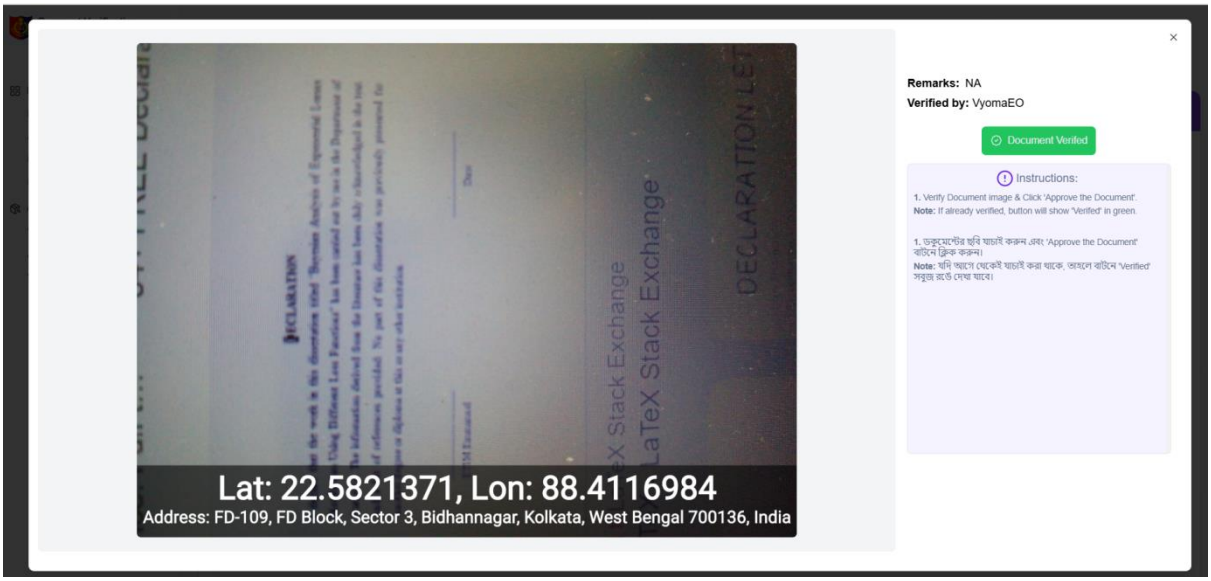
After that approved Documents



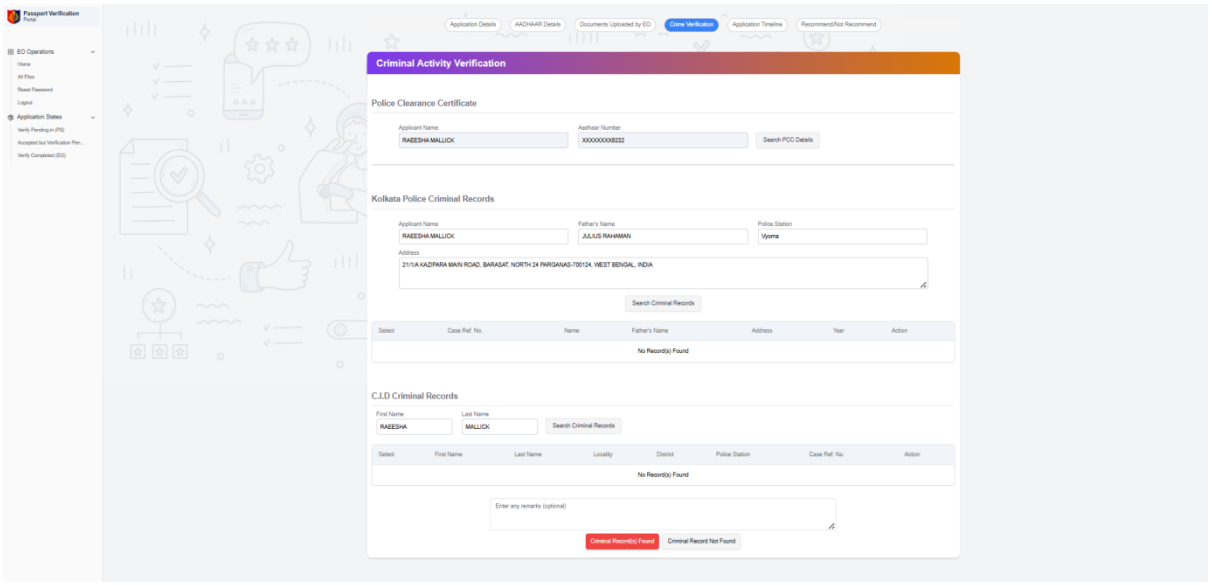
Land deed documents view and retrieve data after that Approved document



Decoration documents approved



View Crime details



Police clearness Certificate

i) Search PCC Details

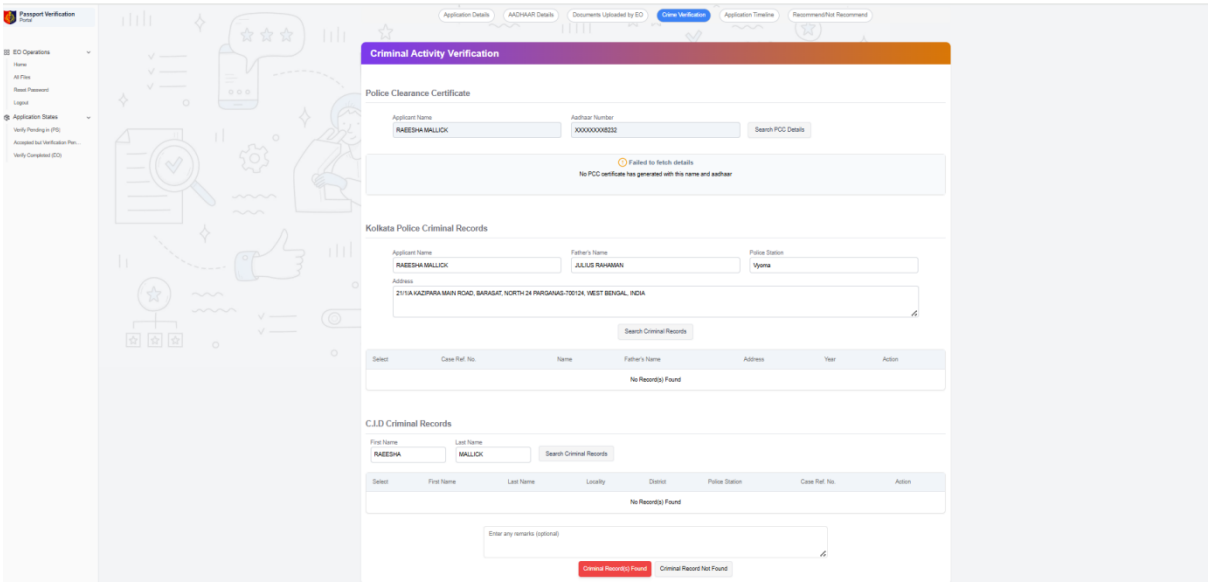
Kolkata police criminal Records

ii) Search criminal records

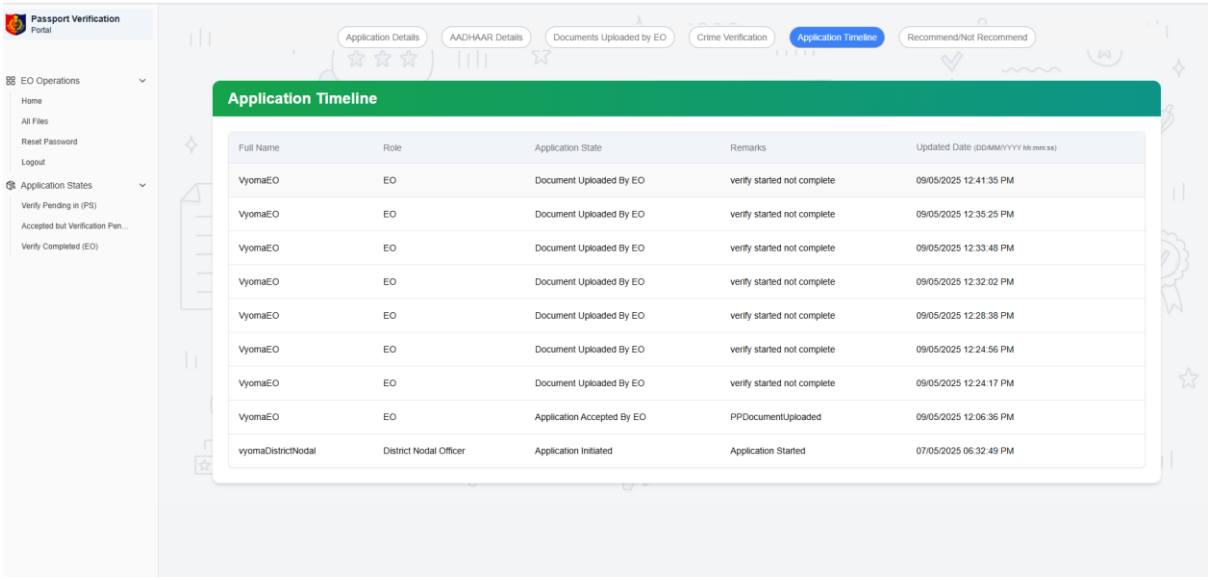
CID criminal records

i) Search criminal records

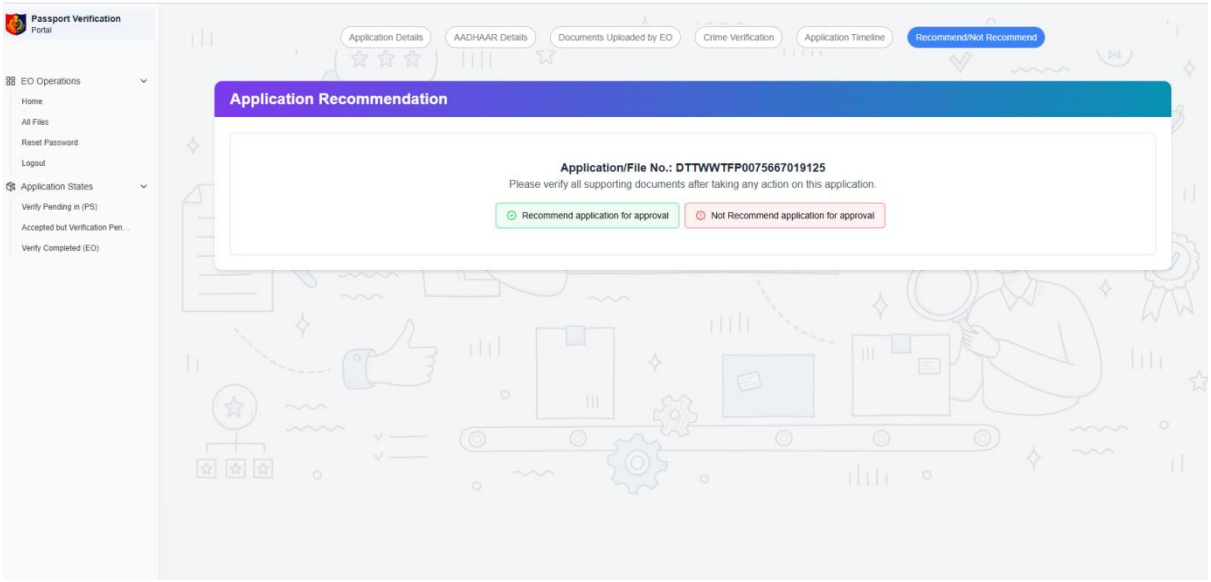
At least select criminal records do not found or criminal records found



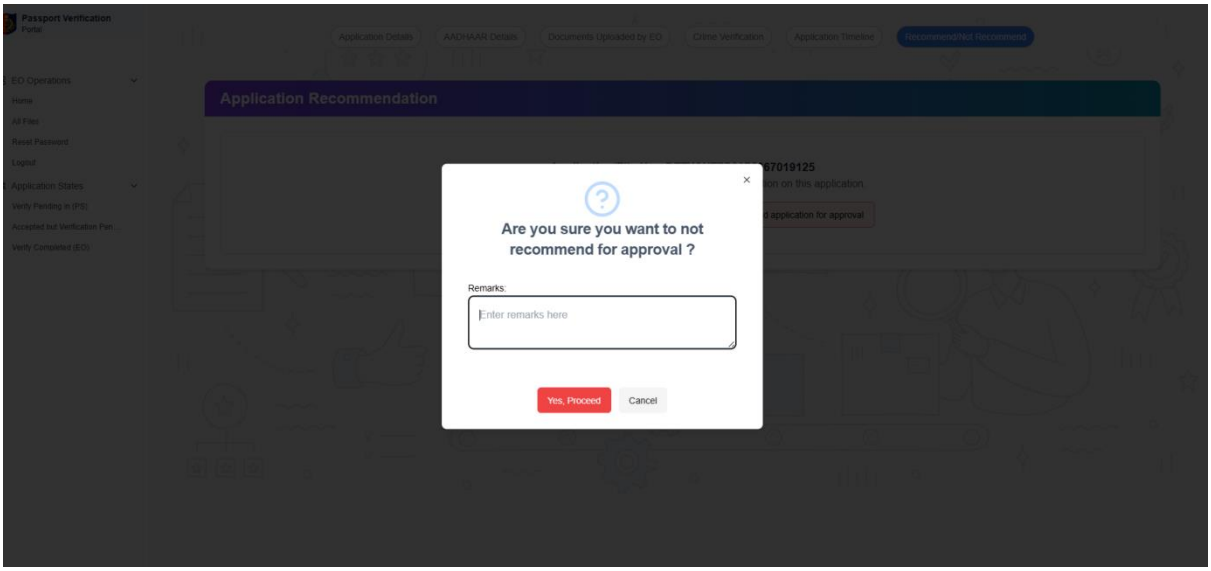
View all Application Timelines date and Time wise



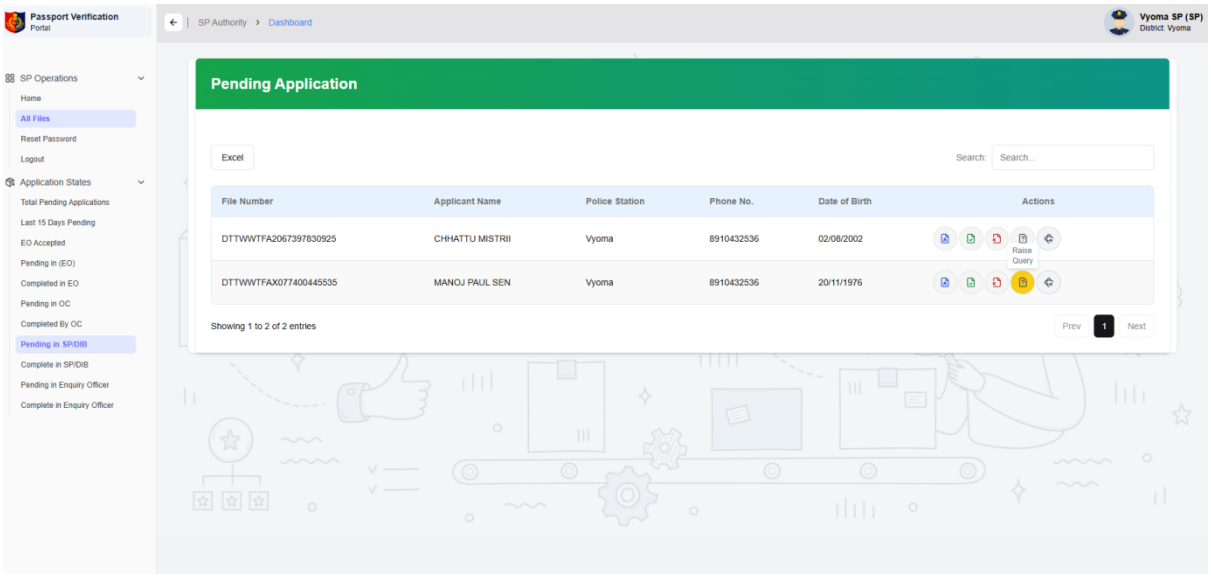
Finally select Recommend or Not Recommend



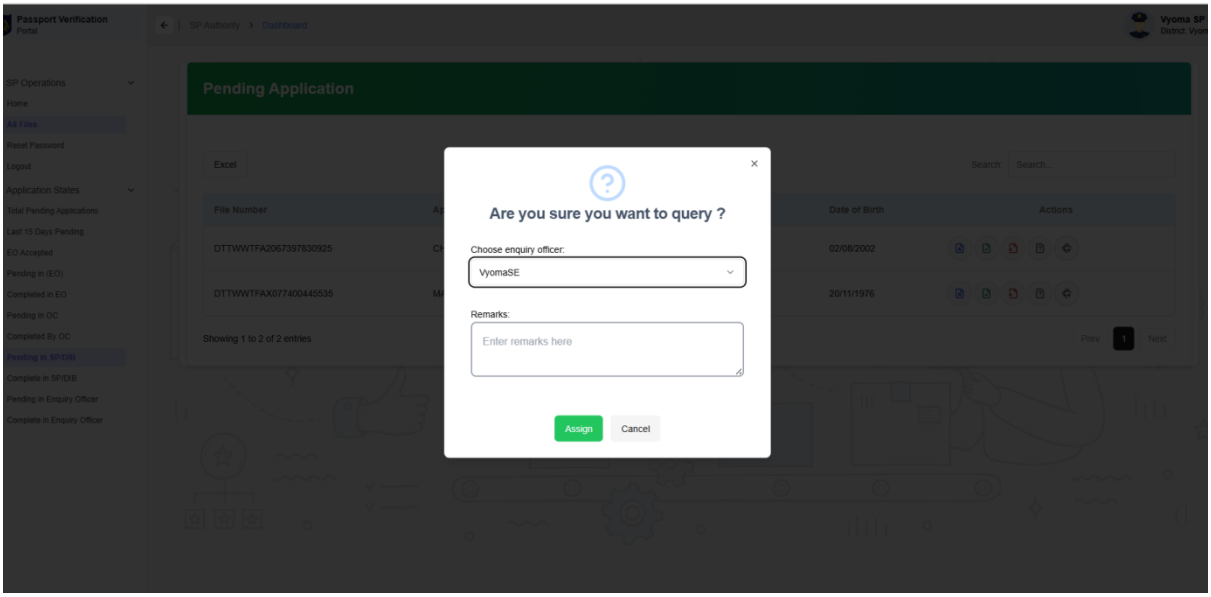
If select Not Recommendso please write remarks



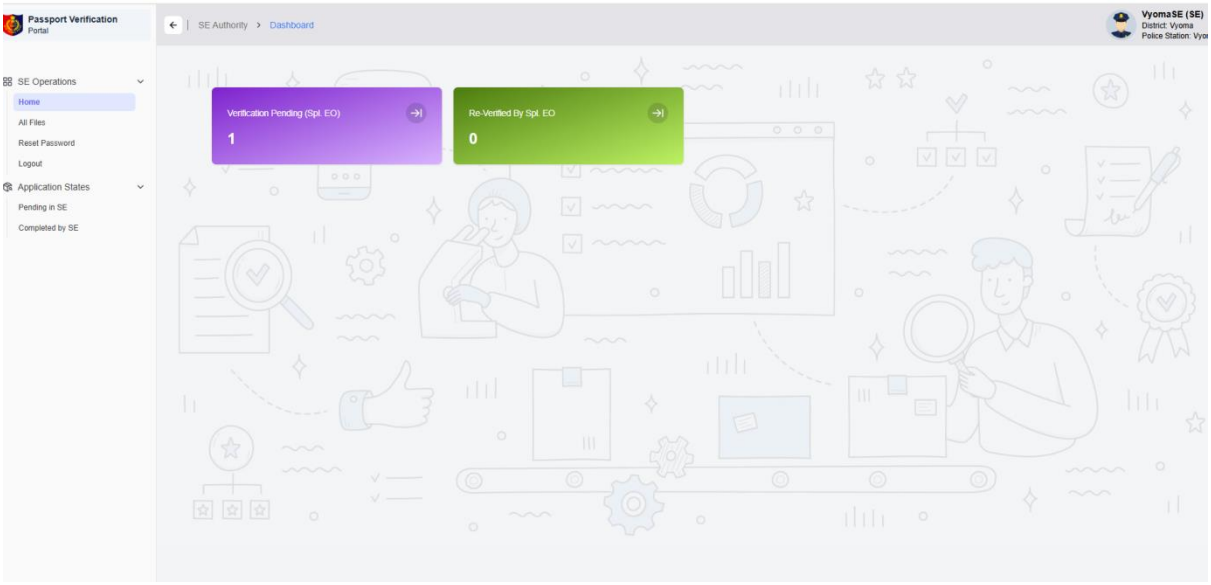
Now SP sir login and after that select pending in SP/DIB next select Raise query



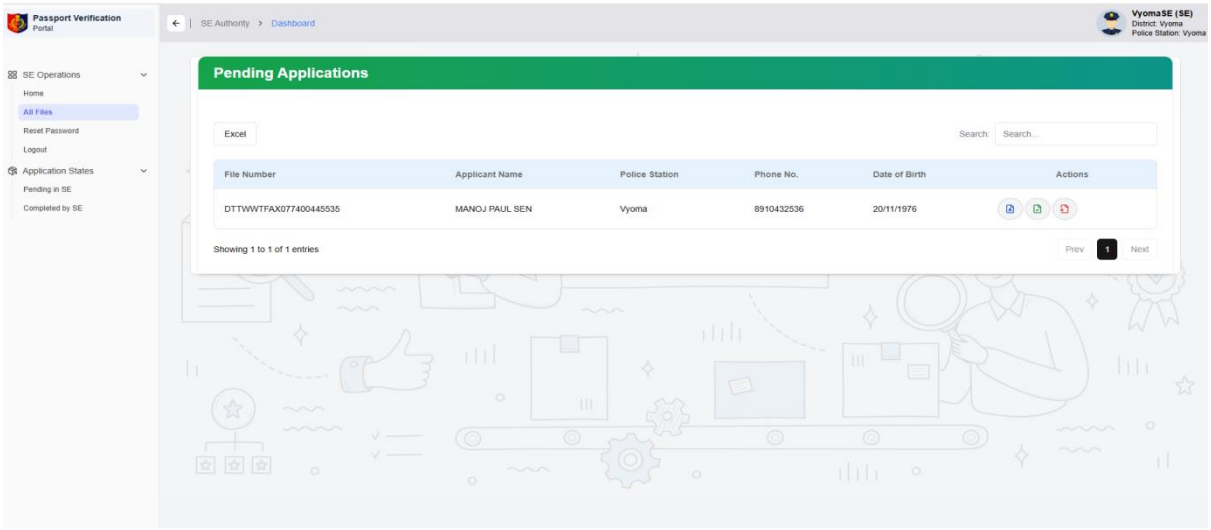
Here Choose Enquiry Officer and Press Assign



Now login EO Sir and show this dashboard



After that select recommended

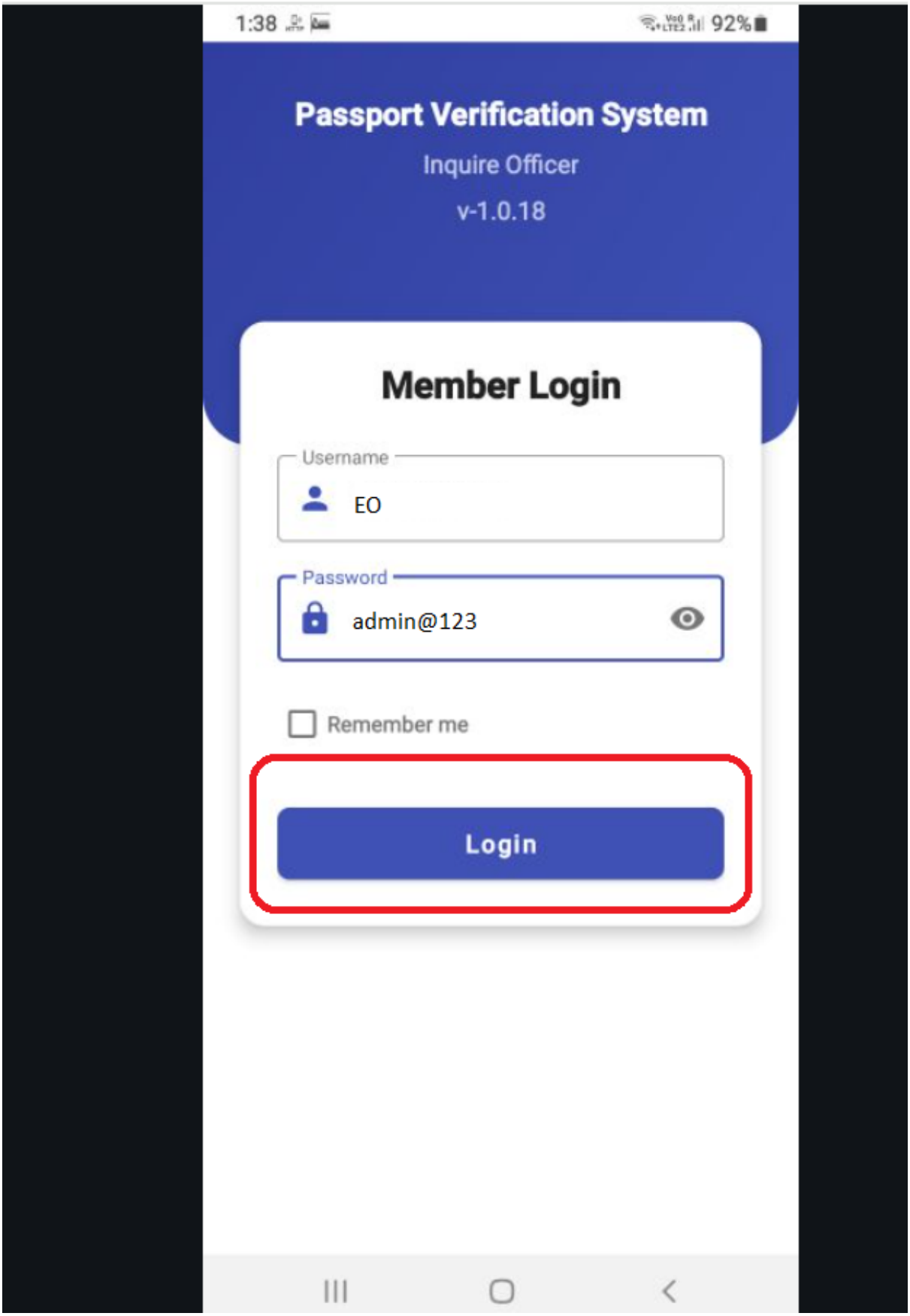


Password Reset:

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

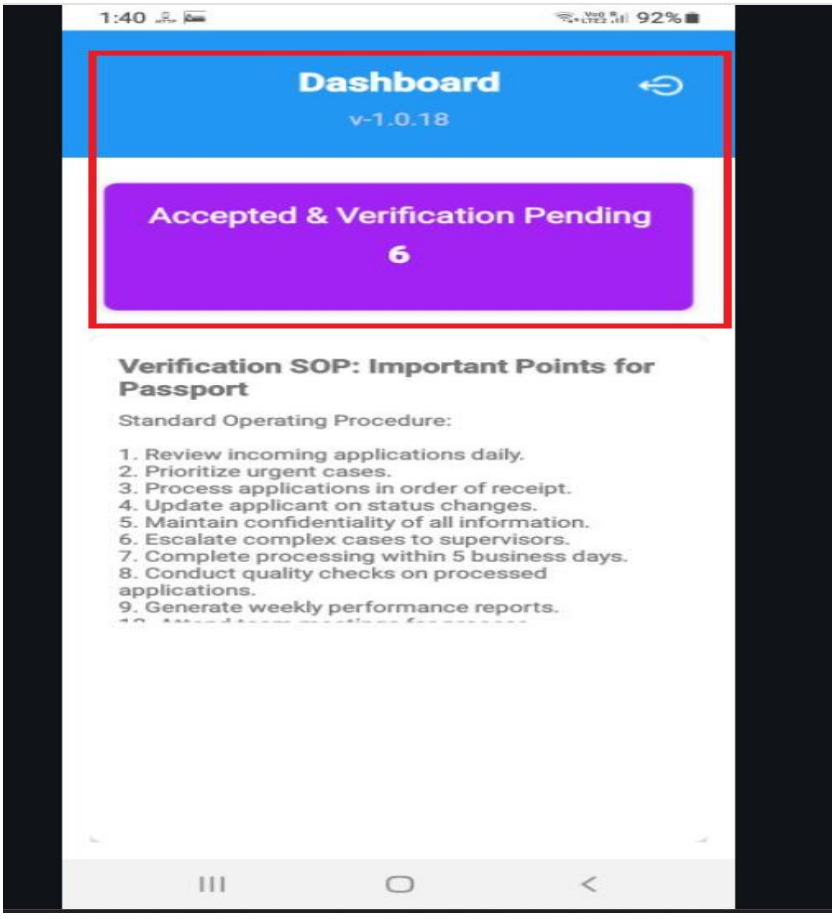
To reset a password, simply click on the “Password Reset” button. Enter your then type Old Password then type new Password and re-enter it in the Confirm New Password field. Finally click on the “Reset Password” button. Your new Password will be updated successfully, following the system guidelines.

Login EO sir

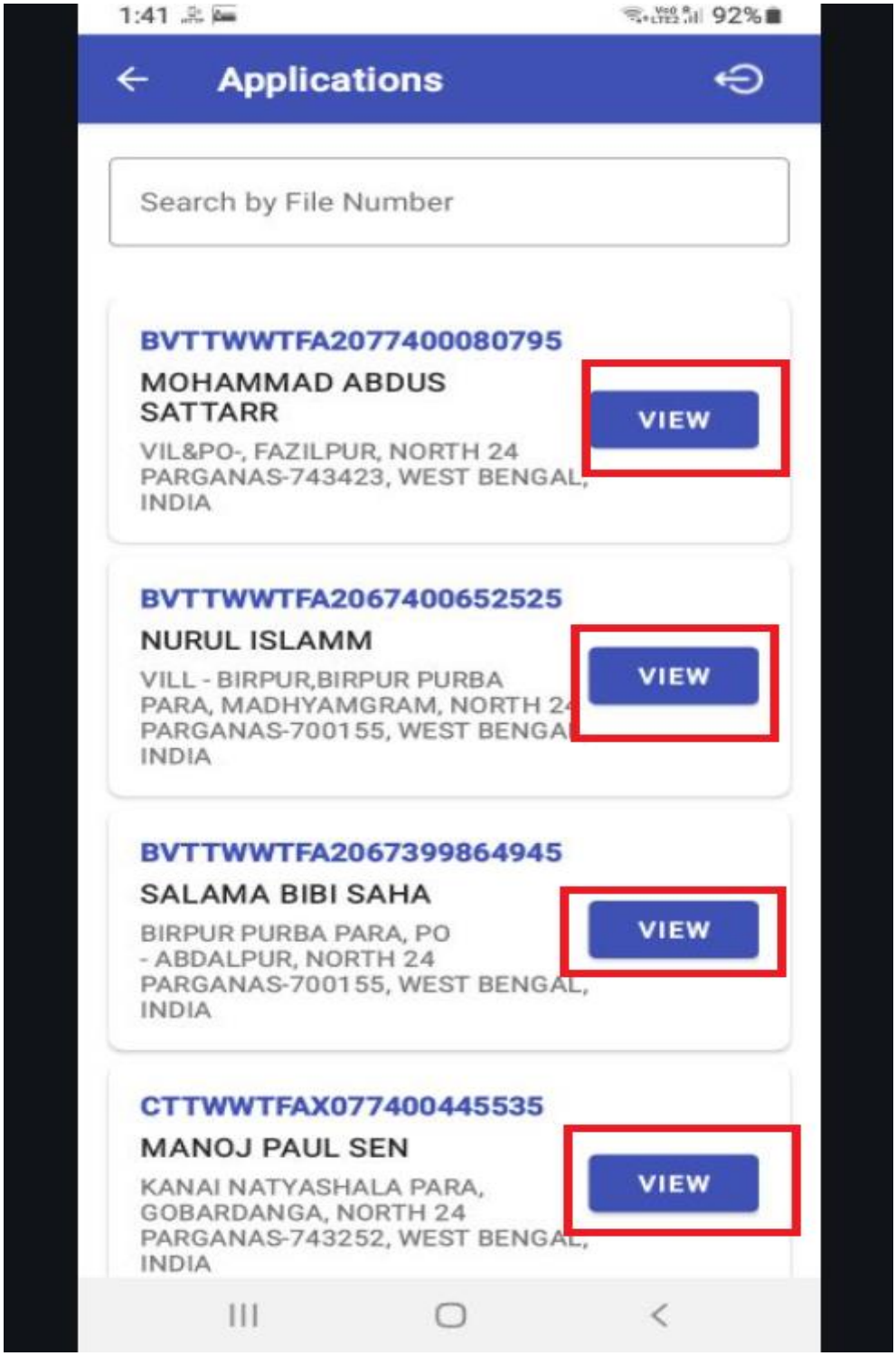

1:38
92%
Passport Verification System
Inquire Officer
v-1.0.18
Member Login
Username
EO
Password
admin@123
Remember me
Login

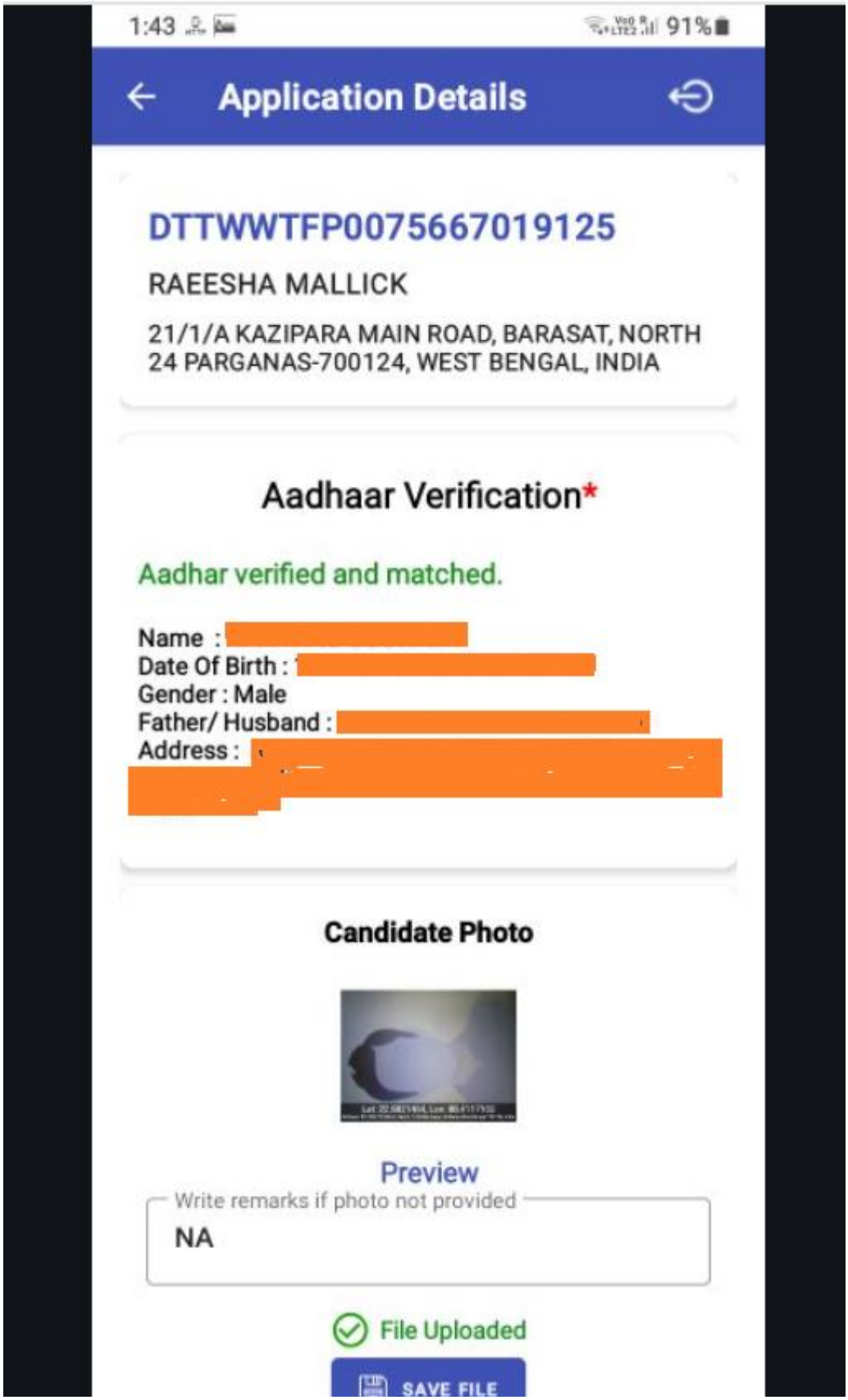
Verify OTP

Show Dashboard



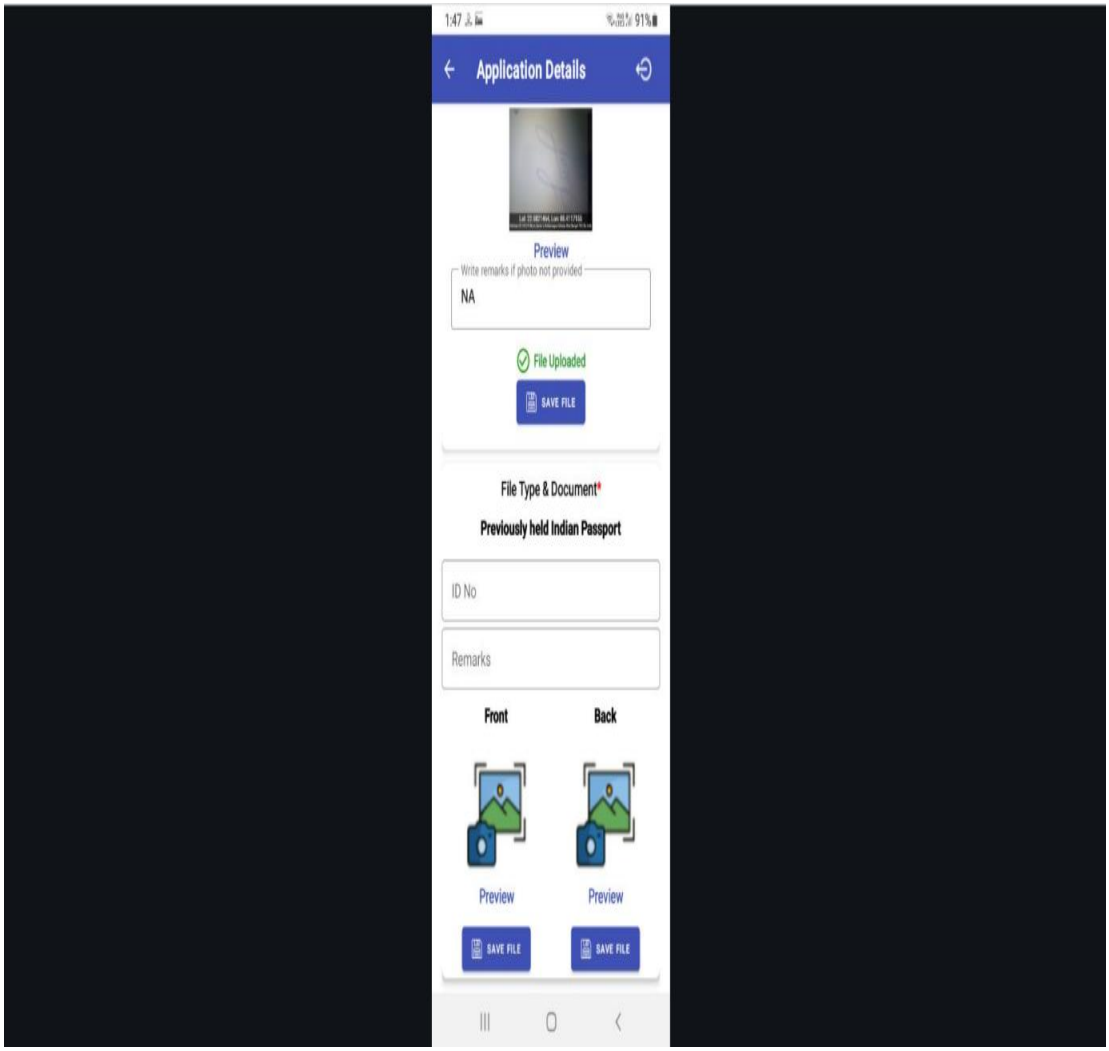
View all the documents select view

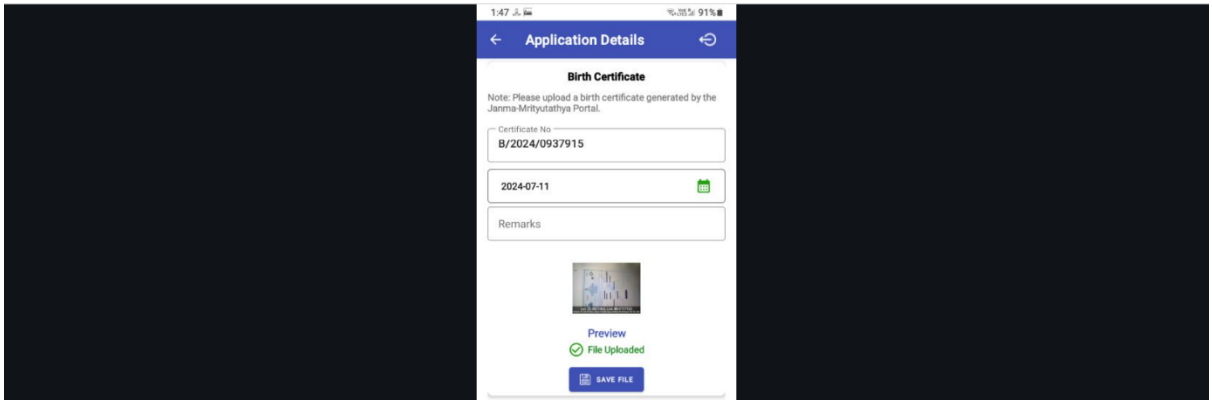

1:41
92%
Applications
Search by File Number
BVTTWWTFA2077400080795
MOHAMMAD ABDUS SATTARR
VIL&PO-, FAZILPUR, NORTH 24 PARGANAS-743423, WEST BENGAL, INDIA
VIEW
BVTTWWTFA2067400652525
NURUL ISLAMM
VILL - BIRPUR,BIRPUR PURBA PARA, MADHYAMGRAM, NORTH 24 PARGANAS-700155, WEST BENGAL, INDIA
VIEW
BVTTWWTFA2067399864945
SALAMA BIBI SAHA
BIRPUR PURBA PARA, PO - ABDALPUR, NORTH 24 PARGANAS-700155, WEST BENGAL, INDIA
VIEW
CTTWWTFAX077400445535
MANOJ PAUL SEN
KANAI NATYASHALA PARA, GOBARDANGA, NORTH 24 PARGANAS-743252, WEST BENGAL, INDIA
VIEW

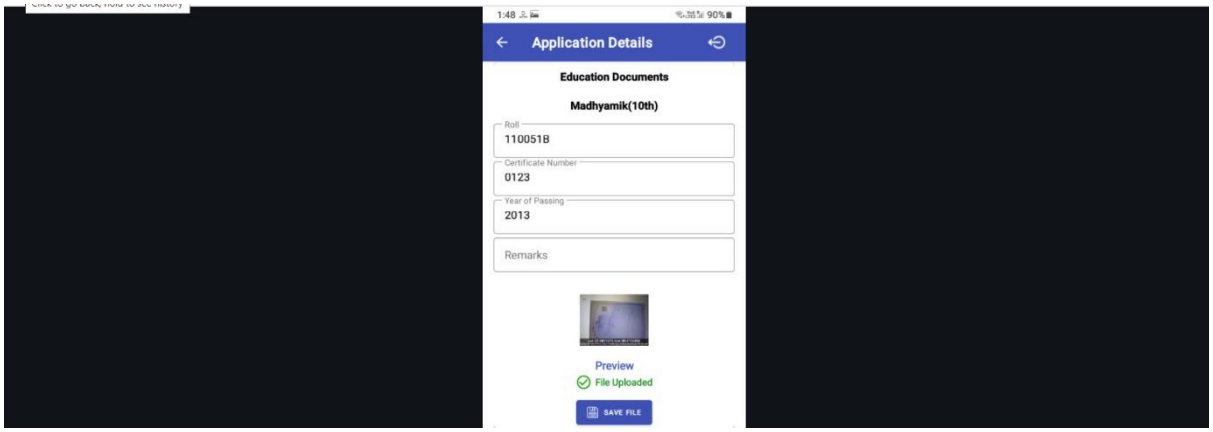


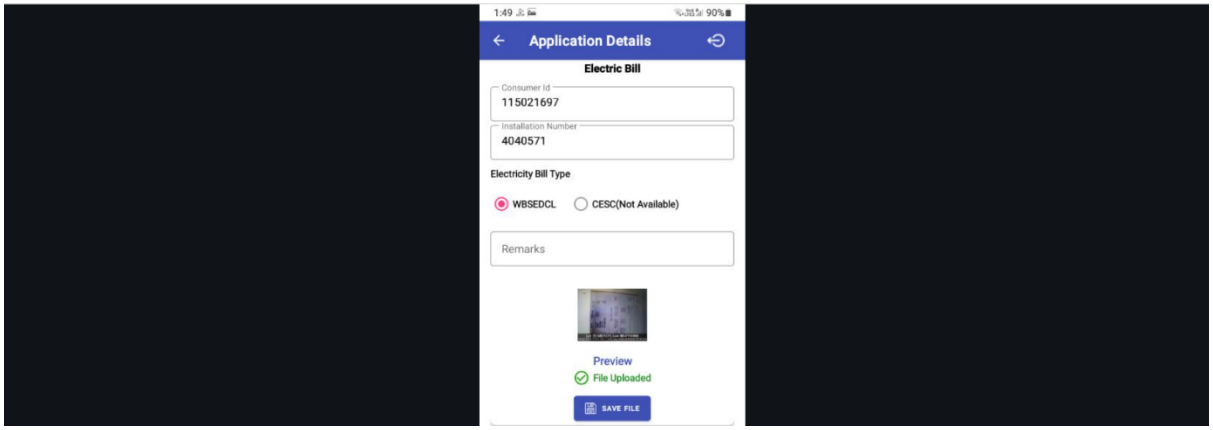
Given AADHHAAR number and verify by otp Number

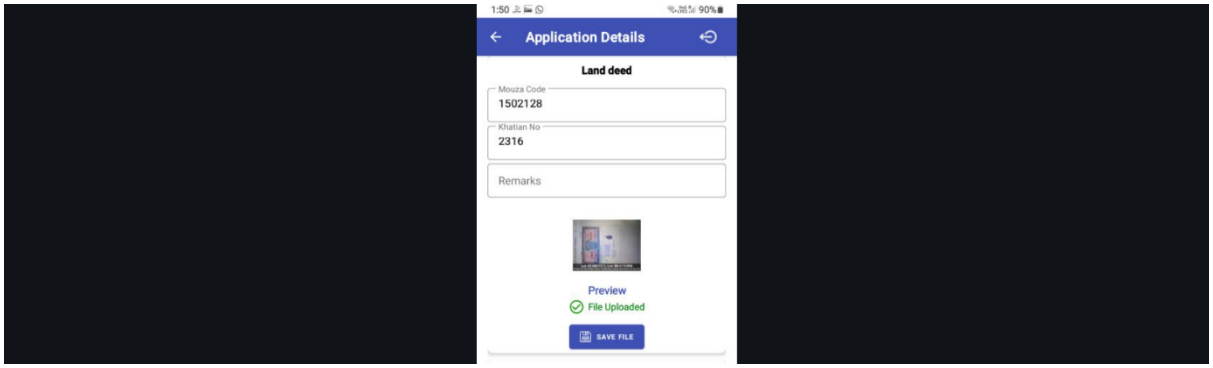
Capture images and documents and select save file.

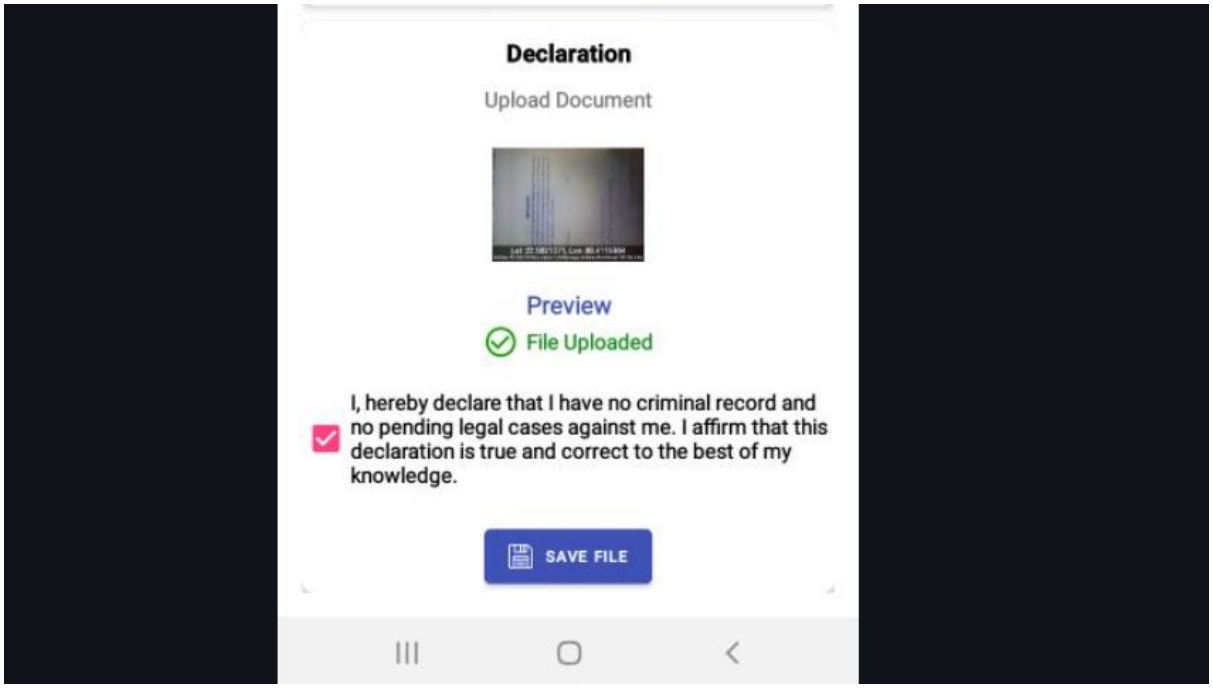

1:47
Application Details
Preview
Write remarks if photo not provided
NA
File Uploaded
SAVE FILE
File Type & Document*
Previously held Indian Passport
ID No
Remarks
Front
Back
Preview
Preview
SAVE FILE
SAVE FILE


1:47
Application Details
Birth Certificate
Note: Please upload a birth certificate generated by the Janma-Mrityutathya Portal.
Certificate No
B/2024/0937915
2024-07-11
Remarks
Preview
File Uploaded
SAVE FILE


1:48
90%
Application Details
Education Documents
Madhyamik(10th)
Roll
110051B
Certificate Number
0123
Year of Passing
2013
Remarks
Preview
File Uploaded
SAVE FILE


1:49
90%
Application Details
Electric Bill
Consumer Id
115021697
Installation Number
4040571
Electricity Bill Type
WBSEDCL
CESC(Not Available)
Remarks
Preview
File Uploaded
SAVE FILE


1:50
90%
Application Details
Land deed
Mouza Code
1502128
Khatian No
2316
Remarks
Preview
File Uploaded
SAVE FILE



Last capture declaration image and select checked box and save file.