



**Personnel Department
Government of Goa
Secretariat, Porvorim - Goa 403521**

File No: 19/11/2002-PER

Dated: 08/02/2016

OFFICE MEMORANDUM

Letter vide D.O. No.2211/PS/FS/15 dated 31/12/2015 transcribed below received from Government of India, Ministry of External Affairs, New Delhi, alongwith letter vide No.AA/551/2/2016 dated 05/01/2016 Government of India, Ministry of External Affairs, (Coordination Division), New Delhi, is forwarded for information and strict compliance.

1. O.S.D /P.S. to Chief Minister/ Ministers / Speaker.
2. All Secretaries to Government.
3. All Head of Departments/Corporation/Autonomous Bodies /Offices in the Secretariat.

**(Surendra F. Naik)
Under Secretary (Personnel-II)**

F. No. 22121/FS/15
Government of India
Ministry of External Affairs

New Delhi - 110 001
Dated: 31/12/2015

Subject: Grant of political clearances for visits abroad by Ministers, Parliamentarians, Legislators and all officials of the Central/State/UT Governments and PSUs.

As you are aware, the Ministry of External Affairs is the nodal Ministry for processing and grant of political clearances for visits abroad by Ministers Parliamentarians, Legislators and all officials of the Central/State/UT Governments and PSUs.

2. To speed up & streamline the processing of applications for political clearances for visits abroad, the Ministry is launching an e-Political Clearance System on a pilot basis on 1st January, 2016 to enable eligible applicants to apply for political clearances online. This portal epolclearance.gov.in can be used for seeking political clearances from the MEA for all outgoing visits that require such clearance. This is an initiative under the ambit of the Digital India program to improve delivery of services by the Ministry and is hosted on the GI Cloud with the support of NIC.

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3. In order to promote the use of this online portal, I request you to kindly encourage all Departments/Organizations/Institutions/Division under your charge to begin using this portal for submitting applications for political clearance to the MEA. On successful completion of this pilot phase, we envisage making online applications mandatory. An overview of this portal with salient features is attached for your kind reference.

Yours sincerely,

Sd/-

(Dr. S Jaishankar)

Overview

The internet portal <http://epolclearance.gov.in> has been launched by the Ministry of External Affairs to facilitate online application for grant of political clearances for visits abroad by the constituents at various levels in Central and State Governments in India. The system is designed to automatically generate acknowledgements for online applications along with a unique reference number for easy tracking. Upon completion of processing of applications, the system immediately generates MEA's political clearance in PDF format and forwards it to the applicants directly by email.

Salient features

- Portal is available 24 x 7 and can be accessed over the internet;
- System automatically identifies and forwards online applications directly to the concerned Divisions(s) within MEA cutting down on time taken in transit;
- Single applications form for individual visit or for delegations;
- Online form also applicable for visits to multiple countries;
- Facility to upload supporting documents;
- Features OTP verification through SMS for user registration;
- Applications can be submitted by the visitor or on behalf of visitor (s) by nodal officer;
- Facility to check status of application online;
- Easy to use website, to the drop-down menus;
- Automatic generation of political clearance upon completion of processing, which is forwarded directly to the applicant, copy sent to CPV Division, MEA to facilitate the issue of Diplomatic/Official Passport and visa notes;
- Outcome reports can be submitted online once the visit is completed;

Description of process flow

After a one-time registration on the portal, either the visitor or the nodal officer of the concerned Department in Central/State/UT Governments, PSUs can submit online applications for political clearances. The interface is simple and user-friendly and allows uploading of scanned supporting documents. Status of applications can be checked online using the unique reference number generated at the time of application. Copies of the political clearance generated by the portal are also sent to CPV Division, MEA to facilitate the issue of Diplomatic/Official Passports and visa notes. Once the visit is completed, the portal offers the facility for uploading outcome reports.

Support - Any queries on using this system may please be directed to:

MEA e-polclearance Support Team

1025 A Wing Jawarlal Nehru Bhavan.

23-D Janpath, New Delhi 110 011

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