# **User Guide**

# For

# Protected Area Permit for Foreigners Visiting the Tibetan Settlements in India (Public Portal)



# National Informatics Centre

Ministry of Electronics and Information Technology, New Delhi

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## **1** Introduction

In order to streamline and facilitate the processing of Protected Area Permit (PAP), Ministry of Home Affairs has launched the online facilities of seeking applications for PAP(Protected Area Permit) from the foreigners intending to visit Tibetan Settlements/Camps in India and also issuing of permits online to such foreigners if otherwise not rejected.

All foreigners intending to visit Tibetan Settlements/Camps in India may therefore apply online for PAP by logging in this Ministry's website https://papvt.mha.gov.in/

Applications found incomplete shall be summarily rejected and no correspondence/reply shall be given. There is a provision to save the details partially (in case user/officer need to leave in between), but once the form is submitted finally, there is no provision to modify the details in the form.

## 2 General Instructions for User

1. Online application form is organized in various section. Each section is accessable through it's respective menu tab.



2. Next and previous buttons are given on each screen to navigate next and previous screen.



- 3. Each data field marked with red asterisk (\*) is mandatory to fill.
- 4. **Modify** button is given on each screen under respective menu tab in the application form. To save the changes in the form under respective menu tab, user will click on Modify button .



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## 3 Getting Started

- 1. Click on the web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) available on your computer.
- 2. On the address bar please type https://papvt.mha.gov.in and then press "ENTER" key from your keyboard.

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	Google	https://papvt.mha.gov.in
	Search Google or type URL	٩

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4. Click on **Apply Online** link in the menu that will direct you on the online application Form.

## 4 Apply Online

After clicking on **Apply Online** menu item link in previous screen, application form will be displayed on the following screen.

OCCUPATION PERMANENT ADDRESS	REFERENCE DETAILS PASSPORT DE	TAIL VISITING DETAIL ACC	COMPANYING TRAVEL PREVIOUS	VISITING FINAL	LEMIT	
PERSONAL DETAIL						
* APPLICANT NAME		HONORITICS		• FATHER NAME		
		-Select Honoritics				
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10						
AND GIVE DETAIL     SEX/GENDER    Select	* DDB		• COUNTRY OF BURTH -Select-		* BIRTHTOWN/CITY	
III AND GIVE DETAIL • EXISTINGER Select- • Religion	* D08		Country of Birth     -Select-     Present nationality	•	* BIRTHTOWN/CITY	
AND GIVE DETAIL • SEX-GENDER Select • RELIGION Select Religion	*DDE		Country of Birth     -Select-     Present nationality     -Select-		* BIRTHTOWR/CITY	•
III AND GIVE DETAIL • IEX/GENDER - Select- • RELIGION - Select Religion- PAST NATIONALITY IF DIFFERENT	*D08	v	<ul> <li>courter of bieth</li> <li>Select-</li> <li>present nationality</li> <li>Select-</li> </ul>		* 88171470WALCITY	•

- **1.** Applicant/user is requested to note down temporary application ID for future reference.
- 2. Fill personal details, name changes details, Past nationality if Different in the form and then click on **Save** button.

PLEASE ENTER YOUR CHANGED NAME		lunit		
* SEX/GENDER	* DOB	COUNTRY OF BIRTH	* BIRTHTOWN/CITY	
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ST NATIONALITY IF DIFFERENT				-
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ASE SELECT PAST NATIONALITY	PLEASE ENTER PAST NA	IONALITY DATE	PLEASE ENTER REASON FOR CHANGE NATIONALITY	
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	• cos • 04/05/1999	COUNTY OF BIETH     Bangladesh     PRESENT NATIONALITY	• Bathflowscory Dhaka
- SECURINGS		* Bangladesh	
AND GIVE DT: * 250/STNGT Main * 855100 CHRISTIA PAST NATI CLICK HERE FO CLICK HERE FO 250057	NALITY IF DIFFERENT		
User can also mo	nulty if different dify record if he has entru	ered wrong data. Enter the	e correct information and

# **5** Occupation Detail

Click on **Occupation** menu item, the following screen will be displayed.

CUPATION PERMANENT ADDRESS REFERICE DETAILS PASSPORT DET	TAIL VISITING DETAIL ACCOMPANYING TRAVEL PREVIOUS VISITING FINALSUBMIT
APPLICANT OCCUPATION DETAIL	TEMPORARY APPLICATION ID : 11301420191609WSGJ
* APPLICANT OCCUPATION	
-Select-	×
APPLICANT EXPLOYER	APPLICANT SIMPLOYER COUNTRY
	-Select-
*ADAGE ENTER EXHLOYER COMPANY OF DRUMINEATION	* APPLICANT EMPLOYER ADDRESS WITH LAND MARK
PLEASE ENTER EMPLOYER CITY	PLEASE ENTER EMPLOYER ADDRESS LAND MARK
Save	4 )
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## 6 Permanent Address

Click on "Permanent Address" link in the menu or click on "Next" button in the previous screen, the following screen will be displayed.

-									
APPLICANT P	ERMANENT AD	DRESS							TEMPORARY APPLICATION ID : 11301420191609WSGJ76
-Select-	ATT REPORTS COORT	2							
APPLICANT PERMA	NENT ADDRESS WITH LI	AND MARK				CODE			
• APPLICANT EMAIL	D					APPLICANT CON	TACT NO WITH	COUNTRY CODE	¢
ADDRESS IN IN	DIA IF ANY								
E) CLICK HERE FOR SEL	кст								
STATE			MAILIN	ADDRESS WITH LANC	MARK			PINCO	008
-Selicit-			*						

Enter applicant permanent address details and address in india if any, in the above screen and click on **Save** button.

	TEMPORARY APPLICATION ID : 11301420191609WSGJ7
APPLICANT PERMANENT ADDRESS COUNTRY  Based selects	APPLICANT PERMANENT ADDRESS CITV/TOWN
	Le sure
APPLICANT PERMANENT ADDRESS WITH LOND MARK      LSI Chowse	234001
Testillem	880214556788
ADDRESS IN INDIA IF ANY	
Modify	Click here to move on next screen

### 7 Reference Details

Click on "**REFERENCE DETAILS**" link in the menu or click on "Next" button in the previous screen, the following screen will be displayed.

APPLICANT REFERENCE DETAIL OF APPLICANT CO	RY AND INDIA TEMPORARY APPLICATION ID : 0403982019
REFERENCE IN APPLICANT COUNTRY	
*APPLICANT REFERENCE COUNTRY	
Select	
APPLICANT REFERENCE PERSON NAME	+ APPLICANT REFERENCE PERSON ADDRESS WITH LAND MARK
*ZIP CODE	*CONTACT NUMBER
REFERENCE IN INDIA	
+APPLICANT REFERENCE PERSON NAME	*APPLICANT REFERENCE PERSON ADDRESS WITH LAND MARK
*PIN CODE	*CONTACT NUMBER

User will provide the following information in above screen

- a) Reference in applicant country
- b) Reference in India

Click on Save button after filling data in their respective data fields

DNAL DETAIL	OCCUPATION PERMANENT ADDRESS INFERNCE DETAILS PASSPORT DETAIL VISITING DETAIL ACC	OMPANYING TRAVEL PREVIOUS VISITING THAL SUBMIT
	APPLICANT REFERENCE RECORD ADDED	
	APPLICANT REFERENCE DETAIL OF APPLICANT COUNTRY AND INDIA	TEMPORARY APPLICATION ID : 11301420191609WSGJ76
	REFERENCE IN APPLICANT COUNTRY	
	*APPLICANT REFERENCE COUNTRY	
	Bangladesh	
	* APPLICANT REPRESENCE PERION NAME	* APPLICANT REPERENCE PERSON ADDRESS WITH LAND MARK
	Dheeraj verma	453, Sector 4 , Dhaka
	*DP CODE	*CONTACT NUMBER
	234002	8603323233
	REFERENCE IN INDIA	
	*APPLICANT REPERENCE PERSON NAME	*APPLICANT REPRETACE PERSON ADDRESS WITH LAND MARK
	Rahul Verma	343,Uttam Negar, Delhi
	*PIN CODE	*CONTACT NUMBER
	111001	9187878778787
	Modify	
/papvt.mha.gc	w.in/PAPVL.page4.aspx	
		Click here to move on
		next screen
		D 10
		- Page 10

### 8 Passport Detail

Click on "**ADDRESS DETAIL"** link in the menu or click on "Next" button in the previous screen, the following screen will be displayed.

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DETAIL OCCUPATION PERMANENT ADDRESS REFERINCE DET	ALLS PASSPORT DETAIL VISITING DETAIL ACCOMPANYING TRAVEL	REVIOUS VISITING FINAL SUBMIT
APPLICANT PASSPORT DETAIL		TEMPORARY APPLICATION ID : 64035820191510J7XQ
PASSPORT DETAIL		
APPLICANT PASSPORT NUMBER	* APPLICANT PASSPORT ISSUED BY COUNTRY	• APPLICANT PASSPORT ISSUED AT
	Select	•
· APPLICANT PASSPORT VALID UPTO	APPLICANT PASSPORT SCANED COPY IN POF FORMAT	APPLICANT PASSPORT SIZE PHOTO IN JPG PORMAT
	Choose File No file chosen	Choose File No file chosen
NO FILEI DELOADED		
DETAIL OF VISA FOR INDIA IF ANY OBTAINED		
LIL CLICK HEBS FOR SELECT		
VISA NUMBER	YISA ISSUED BY COUNTRY	115A TYPE
	- chemicka	•
VISA VALID UPTO	VISA ISI	AT ALL

User will provide passport and visa related information in the above screen. User will also need to upload following documents in above screen.

- a) Applicant Passport scanned copy in PDF format
- b) Applicant passport size photo in JPG format

	AL RECORD ADDED									
APPLICANT PASSPOR	TDETAIL							темроки	ARY APPLICATION ID	: 04035820191510j7xQ8
PASSPORT DETAIL										
- HUSPORT DETAIL										
* APPLICANT PAISPORT NUMBER		• APPLICAN	T PASSPORT ISSUED BY	COUNTRY			· APPLICANT P	ASSPORT OSSUED AT		
G70009		Banglad	desh				•			
* APPLICANT #ASSPORT VALIB UPT	4						Cli	ck her	e to viev	W
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5.NO 1	DOCUMENT PACIFICAT PHOTO					NEW NEW		0	elette Rutte	
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S.NO i betail of visa for india	IF ANY OBTAINED							•	1.477 1.477	
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## 9 Visiting Details

Click on "**VISITING DETAILS**" link in the menu or click on "Next" button in the previous screen, the following screen will be displayed.

		PLICATIO	N FORM	<b>A FOR</b>	TS					# CLOSE	
SONAL DETAIL OCCUPATION	PERMANENT ADDRESS	REFERINCE DETAILS	PASSPORT DETAIL	VISITING DETAIL	ACCOMPANY	ING TRAVEL	PREVIOUS VISITING	FINAL SUBMIT			
CETTI EMENI			APPLICATION								
APPLICAN	IT VISITING DETAIL	A EXIST FOR THIS A	APPEICATION					TEMPORARY A	PPLICATION I	D : 040358201915	510J7XQ88
• STATE					• 117	DEMENT					
						namling Tibet:	in Settlement P.O. Cr	odamcar.19/10/	Teb Ladakh		
Jämmu k	ashmir				-724	marining moves	an and an an an an an	againan - i serio	Terrate Providence in		
Jammu H	ashmir					narrang risea		oguman roero	Lett cardant		

Select state and settlement in above screen and click on Add Settlement button to Save record

APPLICANT VISITIN	NG DETAIL			TEMPORARY APPLICATION ID : 040358201	91510J7XQ88
• STATE			• SETTLEMENT		
Sikkim		٠	Tibetan Settlement, Rumtek		•
Add Settlement					
SR. NO	STATE	SETTLEMENT		DELETE	
1	SINGM	TIBETAN SETTLEMENT/RUMTER		Delete	5
2	JAMMU KASHMIR	SONAMLING TIBETAN SETTLEMENT, P.O.	CHOGLAMSAR-194104 JEH LADAKH	Delete	
ENTER VISITING DET	AILS				
ROUTE INTENDED TO BE F6	OLLOWED		PURPOSE TO VISIT		
· LIKELY DATE OF VISIT		· LIKELY DURATION OF VISIT FROM	• LINE	LY DURATION OF VISIT TO	
-					

Enter visiting place details i.e Route Intended to be followed, purpose to visit, date of visit, likely duration of visit (From, To).

सरफोम जयते.

Maharashtra		•	Tibetan Settlement , Gothangaon , Bhandara	
Add Settlement				
SR. NO	STATE	SETTLEMENT		DELETE
(I)	MAHARASHTRA	TIBETAN SETTLEMENT, GOTHÁNGAON	I, BHANDARA	Delete
2	JAWWO KAZHMIRI	SONAMLING TIBETAN SETTLEMENT, P.	D, CHOQLAMSAR-194104 (LEH CADAKH	Delete
ENTER VISITING DETAILS				
POUTE INTENDED TO BE FOLLOW	(ED		PURPOSE TO VISIT	k hara ta m
Delhi to Leh			Attend ABI Sheka Teachings Dharma	k nere to m
· LIKELY DATE OF VISIT		LIKELY DURATION OF VISIT FROM	· LIKELY DURATION OF VISIT TO	next scree
05/12/2019		05/11/2019	10/12/2019	

## **10 Accompanying**

सरपनेत्र जप्तर्

Click on "**ACCOMPANYING**" link in the menu or click on "Next" button in the previous screen, the following screen will be displayed.

		सायमेव जयते							
PERSONAL DETAIL	OCCUPATION	PERMANENT ADDRESS	REFERNCE DETAILS	PASSPORT DETAIL	VISITING DETAIL	ACCOMPANYING	TRAVEL	PREVIOUS VISITING	FINAL SUBMIT
	The second second second								
	APPLICAN	IT ACCOMPANYING	S PERSON DETAI	L					TEMPORARY APPLICATION ID : 04035820191510J7XQ88
	ACCOMPANY	ING PERSON NAME				ACCOMPA	NYING PERSO	ON COUNTRY	
						Sele	ct		*
	ACCOMPANY	ING ADDRESS LAND MARK				ACCOMP	NYING PERSC	ON CITY	
	-								
	Add								4 >

Enter the details of applicant accompanying person in above screen and then click on **Add** button. User can also add details of more than one accompanying person.

	PERSONAL DETAIL	OCCUPATION	PERMANENT ADDRESS	REFERINCE DETAILS	PASSPORT DETAIL	VISITING DETAIL	ACCOMPANYING	TRAVEL	PREVIOUS VISITING	FINAL SUBMIT	
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ACCOMPANYING PERSON NAM	ε		ACCOMPANYING PERSO	N COUNTRY	
			-Select-		۲
ACCOMPANYING ADDRESS LAN	ID MARK		ACCOMPANYING PERSO	N CITY	
Add					4 F
SR. NO	NAME	COUNTRY	CITY	LANDMARK	EDIT
1	SAM	BANGLADESH	DHAKA	LAL CHOWK	EDIT

Click on **EDIT** button to modify the details of accompanying person.

### **11 Travel**

Click on "TRAVEL" link in the menu or click on "Next" button in the previous screen, the following screen will be displayed. Here user will enter the details about his arrangements for travel and accommodation.

	000 01701	HOW HON		DACCODOT DOTAN		10001010100	TOUT	DOD ADLIS LISTING	
SONAL DETAIL	OCCUPATION	PERMANENT ADDRESS	REFERINCE DETAILS	PASSPORT DETAIL	VISITING DETAIL	ACCOMPANYI	G TRAVEL	PREVIOUS VISITING	FINAL SUBMIT
	Lines of the second second								
	APPLICAN	IT ARRANGEMENTS	FOR TRAVEL A	ND ACCOMMO	DATION				TEMPORARY APPLICATION ID : 04035820191510J7XQ88
	* ARRANGENI	INT FOR TRAVEL				* ACC	DMMODATION C	уту	
	-Select T	raveled By				•			
	<ul> <li>ACCOMMOD</li> </ul>	ATION ADDRESS WITH LAND A	ARK			* 210	ODE		
	Save								4 F

Select **Traveled by** option from the drop-down list and fill other details like accommodation city, address and zip code.

Select Traveled By	
-Select Traveled By-	
By Air	
By Bus	
By Train	

Click on **Save** button.

APPLICAN	T ARRANGEMENT	S FOR TRAVEL A	ATION				TEMPORARY APPLICATI	ON ID : 04035820191510J7XQ88	
* ARRANGEMER	IT FOR TRAVEL			• ACCOMMO	DATION OTY				
By Air				• Delhi	- (	Cli	ck here to n	nove on	
* ACCOMMODA	TION ADDRESS WITH LAND	MARK		ZIP CODE			next scre	en	
Delhi Near	Near India Gate			110001					
Modify									
				Dag					

## **12 Previous Visiting**

Click on "**PREVIOUS VISITING**" link in the menu or click on "Next" button in the previous screen, the following screen will be displayed.

	279/c							
AIL OCCUPATIO	N PERMANENT ADDRESS	REFERNCE DETAILS	PASSPORT DETAIL	VISITING DETAIL	ACCOMPANYING	TRAVEL	PREVIOUS VISITING	FINAL SUBMIT
APPLICA	NT PREVIOUS VISITIN	IG DETAIL OF INI	AIG			TE	MPORARY APPLICA	ATION ID : 04035820191510J7XQ
YOUR E	RLIER PERMIT NUMBER.	IF YOU HAVE OBTAI	NED ANY.					
-								
0	0							
715	0							
*HAS/HA	VE HE/SHE/THEY PREVIO	USLY VISITED ANY R	ESTRICTED/PROTE	ECTED AREA IN IN	IDIA OR BHUTAN	?		
0	0							
YES	10							
*HAS AN	EALIER REQUEST FOR P	ERMIT BEEN REFUSE	D ? IF SO PLEASE	FURNISHED DETA	IL			
•	0							
VES	.0							
Save								

Provide your input for each question by clicking on "YES" or "NO" radio button. In case user click on "Yes", he needs to fill all associated data fields as shown in below screen.

*YOUR EARLIER PERMIT NUMBER.IF YOU HAVE OBTAINED ANY.	
Provide previous de when clicked on "Ye	etails es"
	* VISITED DATE
PLEASE ENTER YOUR EARLIER PEMIT NUMBER	PLEASE ENTER DATE FROM VISTED
* VISITED DURATION FROM	◆ VISITED DURATION TO
PLEASE ENTER DURATION FROM VISITED	PLEASE ENTER DURATION TO VISITED

Provide	previous details	
when cli	cked on "Yes"	
LACES VISITED		
LEASE ENTER PLACES VISTED	PLEASE ENTER DATES FROM TO BE VISTED	
VISITED DURATION FROM	* VISITED DURATION TO	
LEASE ENTER DURATION FROM TO BE VISTED	PLEASE ENTER DURATION TO BE VISTED	
LEASE ENTER DURATION FROM TO BE VISTED	PLEASE ENTER DURATION TO BE VISTED	

Provide previous deta when clicked on "Yes"	ils
AATE OF REFUSED	* DETAILS OF REFUSED
PLEASE ENTER DATES TO BE REFUSED	PLEASE ENTER DETAIL OF REFUSED

## **13 Final Submit**

Click on "**Final Submit**" link in the menu or click on "Next" button in the previous screen, the following screen will be displayed.

		APPLICA PROTECTED AREA	TION FORM F	<b>OR</b> TLEMENTS					N CLOSE	
PERSONAL DETAIL	OCCUPATION	PERMANENT ADDRESS	REFERNCE DETAILS PASSPORT DET	VIL VISITING DETAIL	ACCOMPANYING	TRAVEL PREVIC	DUS VISITING FIN	IAL SUBMIT		
			Click he application	re to previ on form be submissio	iew filled efore fina n	ТЕМРО	RARY APPLICATI	ON ID : 04035	820191510j7XQ8B ore Final Submit	
	2			<b>b</b> . 1. 2		1		2		
			I	Page 17 –						

After clicking on "Preview Before Final Submit" button, user will have application preview in PDF format on his/her screen .

2	PDF PREVIEW	C1056
मागपित ज्यां		
PERSONAL DETAIL OCCUPATION		
	APPLICANT FORM FOR PROTECTED AREA PERMIT	
	MHA File Number :	91510/7X088
	1, Manw of applicant JOHN DATE	Resources and a
	2. Tather/Mother/Spouse Hame Putter INITS	
	3. Renarities 565	
	<ul> <li>Surrage at Birth 12 Birth</li> <li>Daka , Baceletsh, Date of Birth 04/05/2018</li> </ul>	
	E. Sex Nale	
	Y. Beligion CORIOTIAN	inal Submit
	B. Nationality (a) Present Bangladesh	
	(b) Fast if different and	
	till which date	
	3. Generation	
	Give address of place of work, if employed Social Morker, Social Melfare HCO, Rangladesh Chaka 345, Phage 1 Chaka, Sampladesh	
	10. Permanent address Lal Chook Dbaka hangladesh, Pet[at]gmall[dot]com	
	11. Mailing address in India if any , ,	
	12. Weference (a) In country of applicant Bangladesh,Jaees,856, Phase 1 Dukka Bangladesh,Icooli,42270322828	
	(h) In India Daepak 32/2, Shahstri Hapar, Masrut 250211,919990199199	
	13. Faseport Fetail G70009, Istory CE/03/2020	
	14.Detail DE Vias FOF 1501a IF any Oftainen	
	15.Places gropped to be visited Click here to close	
	16.Route intended to be followed	
	17.Purpose of Visit Tourist	
	19.Likely date of Visit	
	19.Likely Duration of Visit	
	Close	-

user will verify all information filled in application and proceed for Final Submit.

			APP PROTE	PLICATIO CTED AREA PERM	ON FOR	M FOR	NTS				× CLOSE
PERSONAL DETAIL	OCCUPATION	PERMANENT A	ADDRESS	REFERNCE DETAILS	PASSPORT DETAIL	VISITING DETAIL	ACCOMPANYING	TRAVEL	PREVIOUS VISITING	FINAL SUBMIT	Click for final submit
						51.7				Pre	view Before Final Submit Final Submit
						– Page	18 —				

	Public User Guide for PAPVT Online System
14 Print Application	
After final submission of application in the previous	s screen, an acknowledgment will be
displayed on the user screen.	
APPLICATION FORM FOR PROTECTED AREA PERMIT TO VISIT TIBETAN SETTLEMENTS	* CLOSE
PERSONAL DETAIL OCCUPATION PERMANENT ADDRESS REFERICE DETAILS PASSPORT DETAIL VISITING DETAIL ACCO	Click to view and take final print online submitted application
	I Emilia Succession State Sta
YOUR APPLICATION HAS BEEN SUCESSFULLY SUBMITTED TO MINISTRY OF HOME AFFAIRS. NO N	IEED TO SEND ANY HARD COPY TO MINISTRY OF HOME AFFAIRS.
	Final Print

There is no need to send any physical/hard copy of application to ministry of Home Affairs.



## **15 Complete Your Partially Filled Application**

User may leave a partially filled online application form at any time and may complete it later. But once the form is finally submitted, there is no provision to modify the details in the form.

User can retrieve partially filled application by clicking on "**Complete Partially fill the application**" menu link given on home page. A window will be pop up on the screen asking Temporary Application ID and Captcha code. User will enter the above details and proceed to complete and final submit of online application.



## **16 Track Application**

User can track application by clicking on "Track Application" menu item link given on home page.



Enter Application ID, Date of Birth and Captcha Code in above screen and then click on **Track Application** button.



Following application status will be displayed on the screen.