

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

(Version 1.1, October 2019)

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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 accessible through it's respective menu tab.



APPLICATION FORM FOR PROTECTED AREA PERMIT TO VISIT TIBETAN SETTLEMENTS

PERSONAL DETAIL OCCUPATION PERMANENT ADDRESS REFERENCE DETAILS PASSPORT DETAIL VISITING DETAIL ACCOMPANYING TRAVEL PREVIOUS VISITING FINAL SUBMIT

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

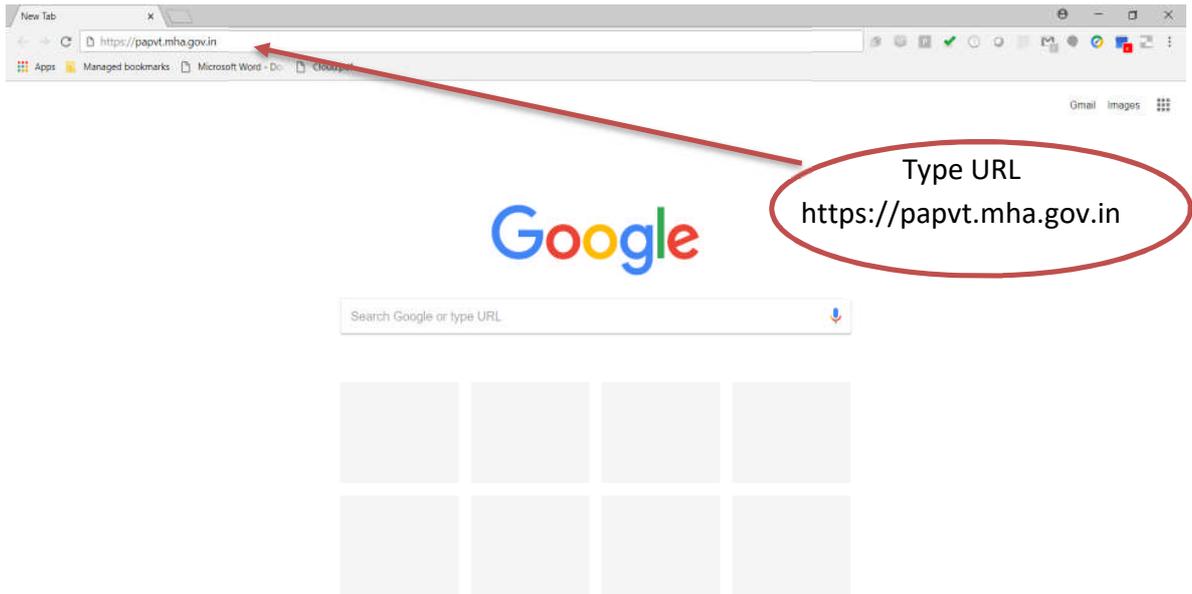


3. Each data field marked with red asterisk (*) is mandatory to fill.
4. **Modify** button is given on each screen under respective menu tab in the application form. To save the changes in the form under respective menu tab, user will click on Modify button .

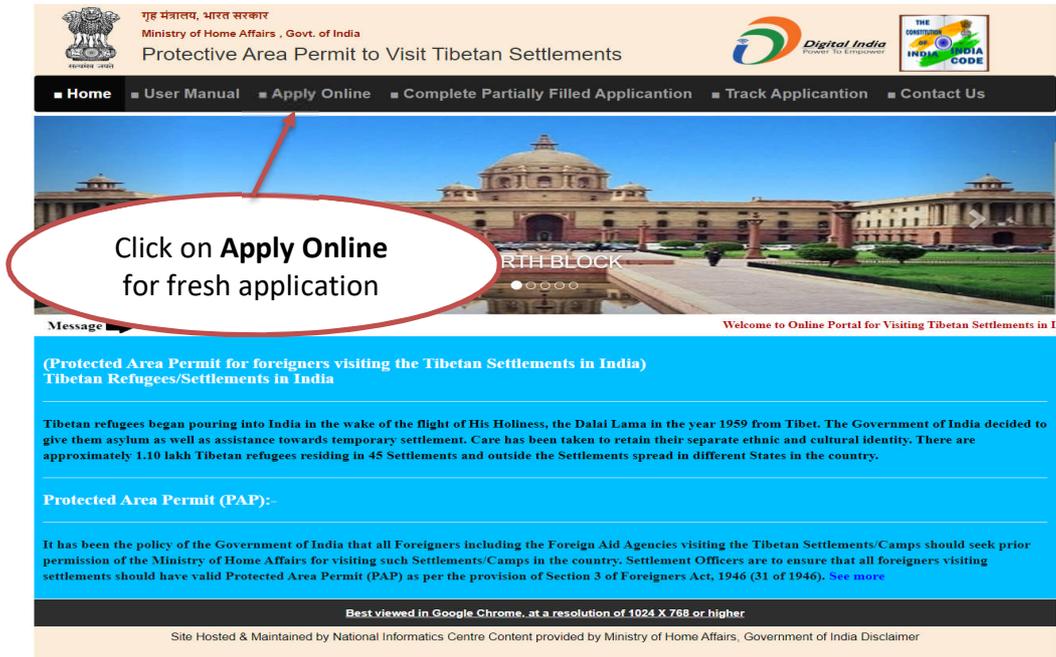


3 Getting Started

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.



3. Then, the following Home page of “PAPVT “website will open.



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.

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.

3.

APPLICANT PERSONAL DETAIL SAVED SUCCESSFULLY. PLEASE NOTE DOWN THE TEMPORARY APPLICATION ID : 5219552019141110VMB FOR FUTURE REFERENCE.

PERSONAL DETAIL OCCUPATION PERMANENT ADDRESS REFERENCE DETAILS FINAL SUBMIT

APPLICANT PERSONAL DETAIL SAVED SUCCESSFULLY. PLEASE NOTE DOWN THE TEMPORARY APPLICATION ID : 5219552019141110VMB FOR FUTURE REFERENCE.

PERSONAL DETAIL TEMPORARY APPLICATION ID : 5219552019141110VMB

APPLICANT NAME: DEEPAK FATHER NAME: MOHAN

HAVE YOU EVER CHANGED YOUR NAME? IF YES, CLICK THE BOX AND GIVE DETAIL.

SEX/GENDER: Male DOB: 19/11/1972 COUNTRY OF BIRTH: St. Lucia BIRTHTOWN/CITY: a/c

RELIGION: HINDU PRESENT NATIONALITY: Nepal

PAST NATIONALITY IF DIFFERENT

Please note down Temporary Application ID to complete partially filled application

PROTECTED AREA PERMIT TO VISIT TIBETAN SETTLEMENTS

PERSONAL DETAIL OCCUPATION PERMANENT ADDRESS REFERENCE DETAILS PASSPORT DETAIL VISITING DETAIL ACCOMPANYING TRAVEL PREVIOUS VISITING FINAL SUBMIT

PLEASE NOTE DOWN THE TEMPORARY APPLICATION ID : 11301420191609WSJ76 YOUR INFORMATION WILL BE SAVED IF YOU CLICK SAVE BUTTON. IF YOU EXIT WITHOUT CLICKING ON SAVE BUTTON THEN YOUR INFORMATION WILL BE LOST.

APPLICANT PERSONAL DETAIL SAVED SUCCESSFULLY.

PERSONAL DETAIL TEMPORARY APPLICATION ID : 11301420191609WSJ76

APPLICANT NAME: JOHN SMITH HONORIFICS: MR FATHER NAME: PETER JOHN

HAVE YOU EVER CHANGED YOUR NAME? IF YES, CLICK THE BOX AND GIVE DETAIL.

SEX/GENDER: Male DOB: 04/05/1999 COUNTRY OF BIRTH: Bangladesh BIRTHTOWN/CITY: Dhaka

RELIGION: CHRISTIAN PRESENT NATIONALITY: Bangladesh

PAST NATIONALITY IF DIFFERENT

CLICK HERE FOR SELECT

Modify

User can also modify record if he has entered wrong data. Enter the correct information and click on **Modify** button in above screen.

User can go to the next screen by clicking on **next button icon** given on each screen or he can also go directly on any screen by clicking on the relevant menu item link.

5 Occupation Detail

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

The screenshot shows the 'APPLICATION FORM FOR PROTECTED AREA PERMIT TO VISIT TIBETAN SETTLEMENTS' with the 'OCCUPATION' tab selected. The form includes the following fields:

- APPLICANT OCCUPATION: A dropdown menu with '-Select-' selected.
- APPLICANT EMPLOYER: A text input field with a red error message 'PLEASE ENTER EMPLOYER COMPANY OR ORGANISATION'.
- APPLICANT EMPLOYER CITY: A text input field with a red error message 'PLEASE ENTER EMPLOYER CITY'.
- APPLICANT EMPLOYER COUNTRY: A dropdown menu with '-Select-' selected.
- APPLICANT EMPLOYER ADDRESS WITH LAND MARK: A text input field with a red error message 'PLEASE ENTER EMPLOYER ADDRESS LAND MARK'.

A green 'Save' button is circled in red at the bottom left of the form. A 'CLOSE' button is visible in the top right corner.

Fill all the data fields in above screen and click on **Save** button.

The screenshot shows the same form after successful saving. The fields are now populated with the following data:

- APPLICANT OCCUPATION: Social Worker
- APPLICANT EMPLOYER: Social Welfare NGO
- APPLICANT EMPLOYER CITY: Dhaka
- APPLICANT EMPLOYER COUNTRY: Bangladesh
- APPLICANT EMPLOYER ADDRESS WITH LAND MARK: 345, Phase-1, Dhaka, Bangladesh

A green 'Modify' button is visible at the bottom left. A red box highlights the message 'APPLICANT OCCUPATION DETAIL SAVED SUCCESSFULLY.' at the top. A red circle and arrow point to the navigation arrows at the bottom right with the text 'Click here to move on next screen'.

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.

PERSONAL DETAIL OCCUPATION PERMANENT ADDRESS REFERENCE DETAILS PASSPORT DETAIL VISITING DETAIL ACCOMPANYING TRAVEL PREVIOUS VISITING FINAL SUBMIT

APPLICANT PERMANENT ADDRESS TEMPORARY APPLICATION ID : 11301420191609WSGJ76

• APPLICANT PERMANENT ADDRESS COUNTRY
--Select--

• APPLICANT PERMANENT ADDRESS WITH LAND MARK

• APPLICANT EMAIL ID

• APPLICANT PERMANENT ADDRESS CITY/TOWN

• ZIP CODE

• APPLICANT CONTACT NO WITH COUNTRY CODE

ADDRESS IN INDIA IF ANY

CLICK HERE FOR SELECT

STATE MAILING ADDRESS WITH LAND MARK PIN CODE

Save

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

PERSONAL DETAIL OCCUPATION PERMANENT ADDRESS REFERENCE DETAILS PASSPORT DETAIL VISITING DETAIL ACCOMPANYING TRAVEL PREVIOUS VISITING FINAL SUBMIT

APPLICANT PERMANENT ADDRESS RECORD ADDED SUCCESSFULLY TEMPORARY APPLICATION ID : 11301420191609WSGJ76

• APPLICANT PERMANENT ADDRESS COUNTRY
Bangladesh

• APPLICANT PERMANENT ADDRESS WITH LAND MARK
Lal Chowk

• APPLICANT EMAIL ID
Test@gmail.com

• APPLICANT PERMANENT ADDRESS CITY/TOWN
Dhaka

• ZIP CODE
234001

• APPLICANT CONTACT NO WITH COUNTRY CODE
880234556788

ADDRESS IN INDIA IF ANY

CLICK HERE FOR SELECT

STATE MAILING ADDRESS WITH LAND MARK PIN CODE

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.

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

Click here to move on next screen

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.

The screenshot displays the 'APPLICANT PASSPORT DETAIL' form. At the top, a navigation bar includes links for PERSONAL DETAIL, OCCUPATION, PERMANENT ADDRESS, REFERENCE DETAILS, **PASSPORT DETAIL**, VISITING DETAIL, ACCOMPANYING, TRAVEL, PREVIOUS VISITING, and FINAL SUBMIT. The form header shows 'APPLICANT PASSPORT DETAIL' and 'TEMPORARY APPLICATION ID : 0403582019151077XQ8B'. Below the header, there is a 'PASSPORT DETAIL' section with a placeholder for a passport image. The form contains several input fields: 'APPLICANT PASSPORT NUMBER', 'APPLICANT PASSPORT ISSUED BY COUNTRY' (a dropdown menu), 'APPLICANT PASSPORT ISSUED AT', 'APPLICANT PASSPORT VALID UPTO', 'APPLICANT PASSPORT SCANNED COPY IN PDF FORMAT' (with a 'Choose File' button and 'No file chosen' text), and 'APPLICANT PASSPORT SIZE PHOTO IN JPG FORMAT' (with a 'Choose File' button and 'No file chosen' text). Below these fields, it states 'NO FILES UPLOADED:'. The next section is 'DETAIL OF VISA FOR INDIA IF ANY OBTAINED', which includes a 'CLICK HERE FOR SELECT' link and fields for 'VISA NUMBER', 'VISA ISSUED BY COUNTRY', 'VISA TYPE', 'VISA VALID UPTO', and 'VISA ISSUED AT'. A small URL '10.25.200.20/papvt/PAPVT_page5.aspx' is visible at the bottom left of the form area.

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

APPLICANT PASSPORT DETAIL RECORD ADDED

APPLICANT PASSPORT DETAIL

TEMPORARY APPLICATION ID : 04035820191510J7XQ8B

PASSPORT DETAIL

APPLICANT PASSPORT NUMBER: GT0009

APPLICANT PASSPORT ISSUED BY COUNTRY: Bangladesh

APPLICANT PASSPORT ISSUED AT: [Date]

APPLICANT PASSPORT VALID UPTO: 06/02/2020

S.NO	DOCUMENT	VIEW	DELETE
1	PASSPORT	VIEW	DELETE
2	PHOTO	VIEW	DELETE

DETAIL OF VISA FOR INDIA IF ANY OBTAINED

VISA NUMBER: V000003

VISA ISSUED BY COUNTRY: Bangladesh

VISA TYPE: Tourist

VISA VALID UPTO: 06/02/2020

VISA ISSUED AT: Dhaka

Modify

Click here to view uploaded document

Click here to move on next screen

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.

APPLICATION FORM FOR PROTECTED AREA PERMIT TO VISIT TIBETAN SETTLEMENTS

APPLICANT VISITING DETAIL

TEMPORARY APPLICATION ID : 04035820191510J7XQ8B

STATE: Jammu Kashmir

SETTLEMENT: Sonamling Tibetan Settlement ,P.O. Choglamsar-194104 ,Leh Ladakh

Add Settlement

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

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APPLICANT VISITING DETAIL TEMPORARY APPLICATION ID : 04035820191510J7XQ8B

STATE: Sikkim SETTLEMENT: Tibetan Settlement, Rumtek

Add Settlement

SR. NO	STATE	SETTLEMENT	DELETE
1	SIKKIM	TIBETAN SETTLEMENT, RUMTEK	Delete
2	JAMMU KASHMIR	SONAMLING TIBETAN SETTLEMENT, P.O. CHOGLAMSAR-194104, LEH, LADAKH	Delete

ENTER VISITING DETAILS

ROUTE INTENDED TO BE FOLLOWED: _____ PURPOSE TO VISIT: _____

LIKELY DATE OF VISIT: _____ LIKELY DURATION OF VISIT FROM: _____ LIKELY DURATION OF VISIT TO: _____

Save

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

APPLICANT VISITING DETAIL TEMPORARY APPLICATION ID : 04035820191510J7XQ8B

STATE: Maharashtra SETTLEMENT: Tibetan Settlement, Gothangaon, Bhandara

Add Settlement

SR. NO	STATE	SETTLEMENT	DELETE
1	MAHARASHTRA	TIBETAN SETTLEMENT, GOTHANGAON, BHANDARA	Delete
2	JAMMU KASHMIR	SONAMLING TIBETAN SETTLEMENT, P.O. CHOGLAMSAR-194104, LEH, LADAKH	Delete

ENTER VISITING DETAILS

ROUTE INTENDED TO BE FOLLOWED: Delhi to Leh PURPOSE TO VISIT: Attend Abi Sheka Teachings Dharma

LIKELY DATE OF VISIT: 05/12/2019 LIKELY DURATION OF VISIT FROM: 05/11/2019 LIKELY DURATION OF VISIT TO: 10/12/2019

Modify

Click here to move on next screen

10 Accompanying

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

APPLICANT ACCOMPANYING PERSON DETAIL

TEMPORARY APPLICATION ID : 04035820191510J7XQ8B

ACCOMPANYING PERSON NAME

ACCOMPANYING PERSON COUNTRY

ACCOMPANYING ADDRESS LAND MARK

ACCOMPANYING PERSON CITY

Add

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.

APPLICANT ACCOMPANYING DETAIL RECORD ADDED

APPLICANT ACCOMPANYING PERSON DETAIL

TEMPORARY APPLICATION ID : 04035820191510J7XQ8B

ACCOMPANYING PERSON NAME

ACCOMPANYING PERSON COUNTRY

ACCOMPANYING ADDRESS LAND MARK

ACCOMPANYING PERSON CITY

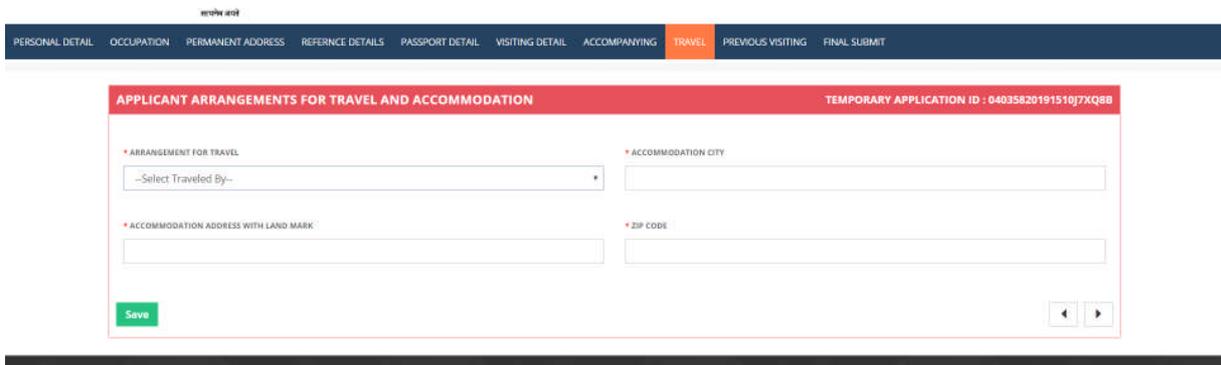
Add

SR. NO	NAME	COUNTRY	CITY	LANDMARK	EDIT
1	SAM	BANGLADESH	DHAKA	LAL CHOWK	EDIT

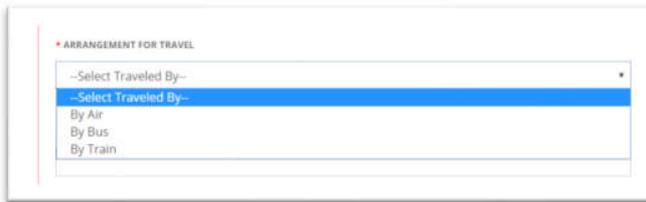
Click on **EDIT** button to modify the details of accompanying person.

11 Travel

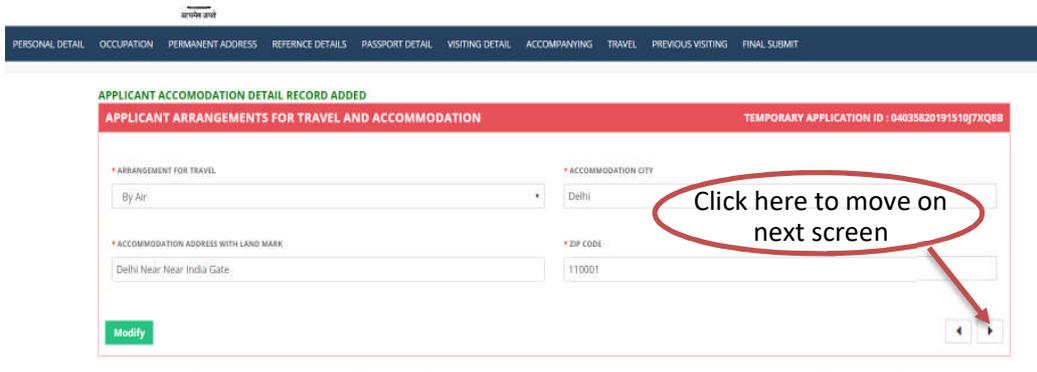
Click on "TRAVEL" link in the menu or click on "Next" button in the previous screen, the following screen will be displayed. Here user will enter the details about his arrangements for travel and accommodation.



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



Click on **Save** button.



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.

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.

***HAS/HAVE HE/SHE/THEY PREVIOUSLY VISITED ANY RESTRICTED/PROTECTED AREA IN INDIA OR BHUTAN ?**

YES NO

Provide previous details when clicked on "Yes"

***PLACES VISITED**
PLEASE ENTER PLACES VISITED

***VISITED DATE**
PLEASE ENTER DATES FROM TO BE VISITED

***VISITED DURATION FROM**
PLEASE ENTER DURATION FROM TO BE VISITED

***VISITED DURATION TO**
PLEASE ENTER DURATION TO BE VISITED

***HAS ANY EALIER REQUEST FOR PERMIT BEEN REFUSED ? IF SO PLEASE FURNISHED DETAIL**

YES NO

Provide previous details when clicked on "Yes"

*** DATE OF REFUSED**
PLEASE ENTER DATES TO BE REFUSED

*** DETAILS OF 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.

 **APPLICATION FORM FOR**
PROTECTED AREA PERMIT TO VISIT TIBETAN SETTLEMENTS

[CLOSE](#)

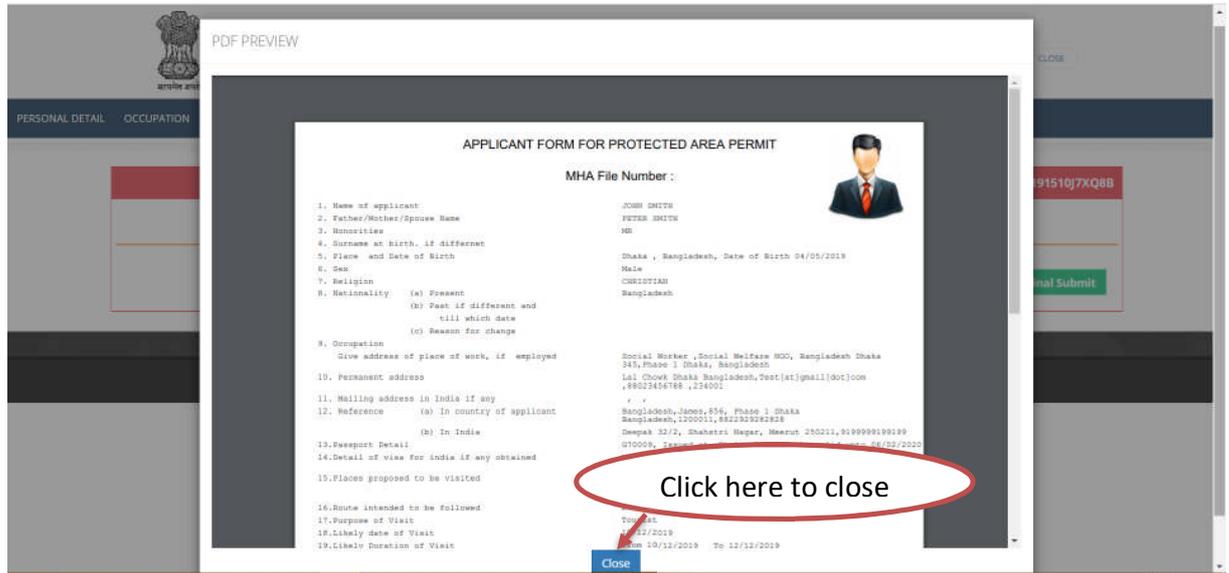
PERSONAL DETAIL OCCUPATION PERMANENT ADDRESS REFERENCE DETAILS PASSPORT DETAIL VISITING DETAIL ACCOMPANYING TRAVEL PREVIOUS VISITING **FINAL SUBMIT**

TEMPORARY APPLICATION ID : 04035820191510J7XQ8B

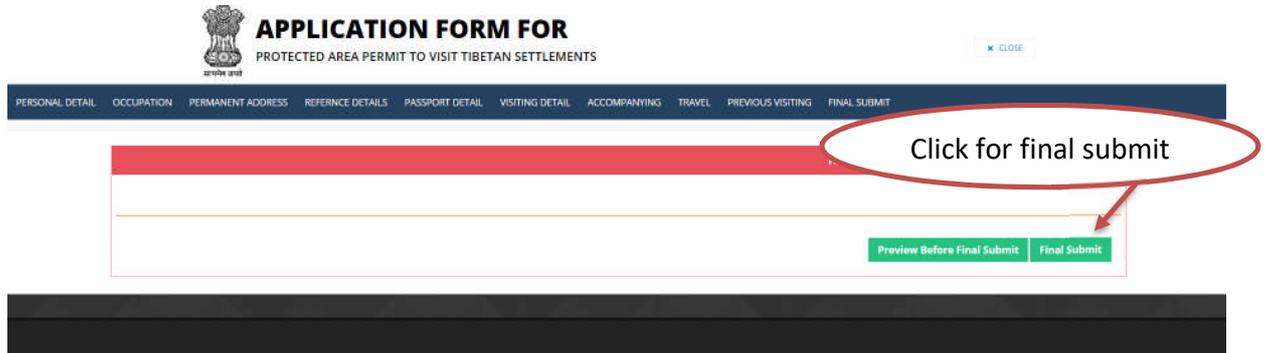
Click here to preview filled application form before final submission

[Preview Before Final Submit](#)

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



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



14 Print Application

After final submission of application in the previous screen, an acknowledgment will be displayed on the user screen.

APPLICATION FORM FOR PROTECTED AREA PERMIT TO VISIT TIBETAN SETTLEMENTS

PERSONAL DETAIL OCCUPATION PERMANENT ADDRESS REFERENCE DETAILS PASSPORT DETAIL VISITING DETAIL ACCOMPANYING TRAVEL

YOUR APPLICATION HAS BEEN SUCCESSFULLY SUBMITTED TO MINISTRY OF HOME AFFAIRS. NO NEED TO SEND ANY HARD COPY TO MINISTRY OF HOME AFFAIRS.

Final Print

Click to view and take final print online submitted application

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

PDF PREVIEW

APPLICATION FORM FOR PROTECTED AREA PERMIT

Application ID : 2019000028

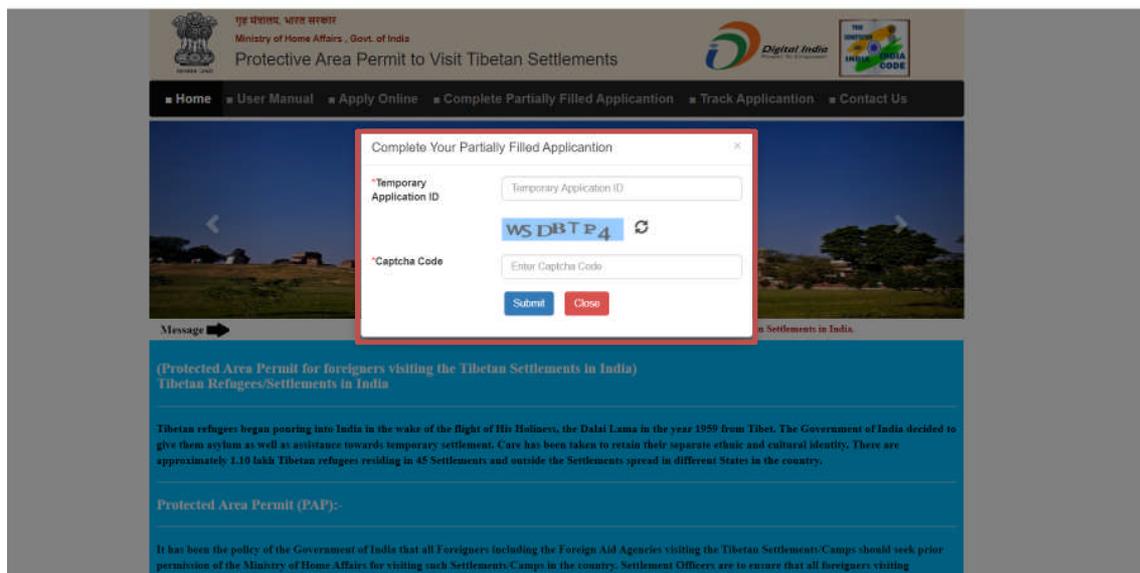
1. Name of applicant	SUZUKI HIROMI
2. Father/Mother/Spouse Name	SUZUKI CHIHARU
3. Honorifics	MR
4. Surname at birth. If different	
5. Place and Date of Birth	Kanagawa , Japan, Date of Birth 28/05/1996
6. Sex	Male
7. Religion	OTHERS
8. Nationality	Japan
(a) Present	
(b) Past if different and till which date	
(c) Reason for change	
9. Occupation	Engineer ,SYSTEM CONSULTANT CO LTD, Japan Tokyo 2-14-6, KINSHI, SUMIDA, TOKYO 1300013
Give address of place of work, if employed	
10. Permanent address	D-1003 Chiba hinode, urayasu Japan,suzuki-hiromi[at]ksc[dot]co[dot]jp ,08050346675 ,2790013
11. Mailing address in India if any	
12. Reference	(a) In country of applicant Japan,SUZUKI CHIHARU,D-1003, 3 hinode, urayasu Chiba,279013,08050346675 (b) In India Alexander C Varkey SPC17, RESIDC HANDTOOL LAYOUT, ANTHARASANABALLI 57114, 984279167
13. Passport Detail	TS2476982, Issued at Chiba, Japan, valid upto 23/01/2029
14. Detail of visa for India if any obtained	NO
15. Places proposed to be visited	Lungsung Sandupling Tibetan Settlement,P.O. Bylakuppe-571104, Mysore,Karnataka
16. Route intended to be followed	Tumkur Mysore Bylakuppe
17. Purpose of Visit	Tourism
18. Likely date of Visit	20/06/2019
19. Likely Duration of Visit	From 20/06/2019 To 20/06/2019

Close

15 Complete Your Partially Filled Application

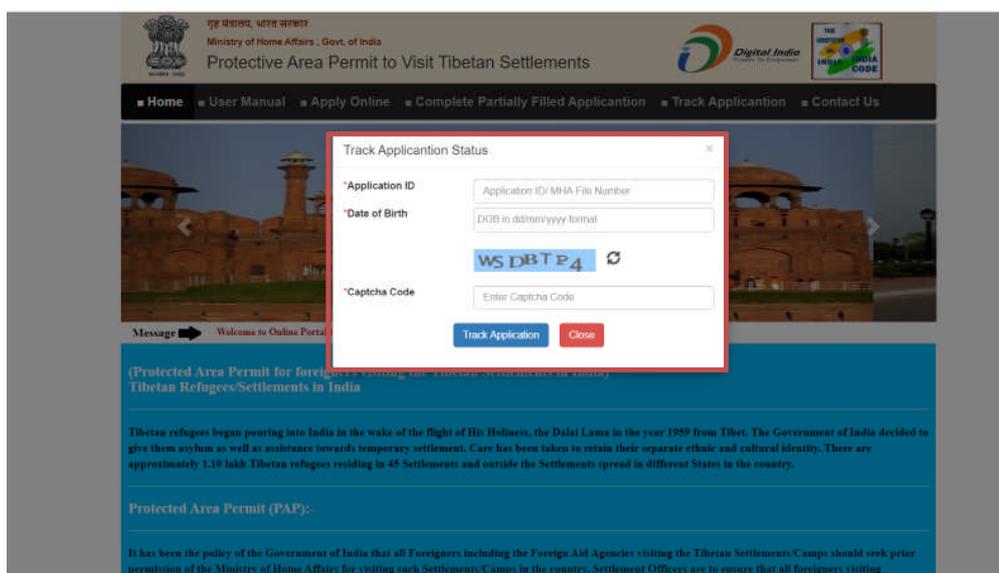
User may leave a partially filled online application form at any time and may complete it later. But once the form is finally submitted, there is no provision to modify the details in the form.

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.

