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CS/02/2016



**GOVERNMENT OF JAMMU AND KASHMIR,
GENERAL ADMINISTRATION DEPARTMENT.**
(Administration Section),
Civil Secretariat, Jammu.

O.M. NO. GAD(Adm)17/2016-I
Dated: 04 - 02-2016

Subject: Grant of political clearances by the Ministry of External Affairs for visits abroad by using the e-political clearance system.

The undersigned is directed to forward a copy of the communication, No. AA/551/2/2015, dated 5th January, 2016, alongwith its enclosures, received from the Ministry of External Affairs, (Coordination Division), regarding the captioned subject, to the Financial Commissioner/Principal Secretary/ Commissioner/ Secretary to the Government _____ Department for information and further necessary action.

4.2.XVI
(Inteeaz Kacho),
Under Secretary to the Government.

SS
AS
SV
**Financial Commissioner/
Principal Secretary/
Commissioner/ Secretary to the Government,
Department**

CS/02
Copy alongwith above referred communication for similar necessary action to the:-

1. Divisional Commissioner, Jammu/Kashmir.
2. All Heads of the Department.
3. All Deputy Commissioners.
4. All Managing Directors of PSUs.

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Ministry of External Affairs
(Coordination Division)
Room No. 64, South Block
New Delhi.



No. AA/551/2/2016

Dated : 5th January 2016

Dear Resident Commissioner,

Kind Attention is invited to grant of Political Clearances by this Ministry for visits abroad by Ministers, Parliamentarians, Legislators and all officials of the Central/State/UT Governments and PSUs. The Ministry has launched an e-Political Clearance system to enable eligible applicants to apply for political clearances online. In this connection please find enclosed a communication issued by the Foreign Secretary to all the Secretaries and Chief Secretaries which is self explanatory. It will be appreciated if the same could kindly be circulated to the concerned officials through your good offices.

Best Regards and Wishes for Happy New Year.

Yours Sincerely,

Mahinder K Khurana

(Mahinder K Khurana)
Director(Coordination)
Tel : 23014754
23017223

Encls. As above.

To :

- 1. All Resident Commissioners of all State/UTs.

C.S.
C/Secy, GAD

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19/1

AS (Adm)
to circulate

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5/2/16
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विदेश सचिव
FOREIGN SECRETARY



विदेश मंत्रालय, नई दिल्ली-110011
MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI-110011
Phone : 2301 2318 Fax : 2301 6701
E-mail : dirfs@mea.gov.in

D.O No.22121/FS/15

December 31, 2015

Dear Secretary / Chief Secretary,

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 clearance of 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.

3. In order to promote the use of this online portal, I request you to kindly encourage all Departments/Organisations/Institutions/Divisions 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.

With warm greetings for the New Year and wishing you the very best for 2016!

Yours sincerely,


(Dr. S Jaishankar)

Encl. As above

To:

1. All Secretaries of Government of India
2. Chief Secretaries of all States/UTs

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Enclosure - 1

Ministry of External Affairs

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epolclearance.gov.in

Overview

The internet portal <http://epolclearance.gov.in> has been launched by the Ministry of External Affairs to facilitate online applications for grant of political clearances for visits abroad to the concerned countries. The system is designed to automatically generate acknowledgments 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 applicant directly by email.

Salient features

- Portal is available 24x7 and can be accessed over the internet;
- System automatically identifies and forwards online applications directly to the concerned Division(s) within MEA cutting down on time taken in transit;
- Single application form for individual visits or for delegations;
- ~~Facility for online applications for 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, with 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 Passports 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, Jawaharlal Nehru Bhavan
23-D Janpath, New Delhi 110011
Email: [jnbsupport\[at\]mea\[dot\]gov\[dot\]in](mailto:jnbsupport[at]mea[dot]gov[dot]in)
[epolclearance\[at\]mea\[dot\]gov\[dot\]in](mailto:epolclearance[at]mea[dot]gov[dot]in)
Tel. : +91 11 4901 8371

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