

**Reminder-1**  
**MOST IMMEDIATE**

No. 25016/115/2010-Imm  
Government of India  
Ministry of Home Affairs  
Foreigners Division  
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NDCC II BUILDING, Jaisingh Road,  
New Delhi, dated, 18<sup>th</sup> January .2013

**The Chief Secretary**  
(All state Governments/UT Admin)

**Subject: Implementation of Centralised FRO (C- FRO), C- FORM and S- FORM Modules under IVFRT Scheme.**

Sir,

I am to refer to this Ministry's letter No.25022/115/2010-Imm dated 15.10.2012 (copy enclosed) and earlier correspondence on the subject regarding implementation of the Centralized software for facilitating the foreigners to fill the online applications for Registration and Visa Extension/ Conversion etc. and to say that the new software module has already been implemented in 11 FROs and 1 FRRO (Gurgaon, Faridabad, Chandigarh, Haridwar, Shimla, Kashmir, Karwar, Aizwal, Itanagar, Ramnagara, Mohali and FRRO Delhi) and is under stabilisation. Further S-FORM and C-FORM modules have also been implemented at some locations.

2. IVFRT is a Mission Mode Project (MMP) under national e-governance plan (NeGP) and the desired outcomes can be achieved only if movement of every foreigner at each Hotel through C-FORM, Educational Institution through S-FORM and FRO through C-FRO is recorded electronically. The implementation of above mentioned Software modules will improve foreigners' registration and tracking in India, besides significantly streamlining delivery of services like visa Registration, Extension and Conversion, etc

3. It is proposed to extend the new C-FRO, C-FORM & S-FORM modules to FROs in all State Capitals/UTs and other FROs having large presence of foreigners, by 31.03.2013. All other FROs across the country will be covered by 30.09.2013.

4. The progress of the Project was reviewed by Union Home Secretary recently and he desired that all the FRROs, FROs at the State/UT Headquarters and FROs having large transactions should have appropriate physical facilities and amenities like good waiting room, comfortable chairs, proper sitting space, arrangement for toilets etc. Home Secretary has desired that in these offices, the process of registration and transaction with Government officers should be recorded by installation of CCTV cameras with provision of storing the recording for at least 60 days. He further desired that the requisite manpower is also to be provided in these offices.

5. In view of the above, this Ministry had requested that instructions may be issued to concerned officers to make following arrangements at the respective FRO office located in your State/UT Capital by 31.12.2012:

- i) Provision of two (2) computers, two (2) printer cum Scanners, two (2) Web Cameras and Internet facilities with adequate computer literate staff.
- ii) Provision of suitable office accommodation for the front end office with availability of sufficient number of seats for the visitors.
- iii) Provision of telephone and fax machine.
- iv) Provision of adequate furniture i.e. tables & chairs for the FRO offices with adequate seating arrangement for foreigners.
- v) Provision of power supply with adequate generator/UPS for power back-up for un-interrupted provision of services.
- vi) Adequate power connections for provision of lighting and other amenities.
- vii) Adequate manpower to deal with the visitors and the foreigners.

6. Moreover, following actions are also required for operationalising C-FRO, C-FORM and S-FORM Modules:-

- i) VPN tokens may be taken from NIC to access the system for one officer from the State Home Department or Directorate General of Police and two (2) officers for each district (not below the rank of Sub Inspector). The application form for VPN token is available on MHA website. Kindly arrange to send the duly filled form along with the self attested ID proof of the applicant (s) to this office at the earliest.
- ii) An e-mail ID of NIC domain for each FRO may be taken. Those FROs who don't have any existing NIC domain e-mail ID, may be requested to take the same from the NIC District Information Officer (DIO) concerned and intimate the same to this ministry. Those FROs who already have NIC domain e-mail ID, are not required to take fresh e-mail ID.

7. It is also requested that efforts may be made to use existing hardware as far as possible. However, if the concerned NIC officer advises for procurement of new hardware, the same may be procured duly following the codal formalities. The amount incurred in procurement of hardware and other infrastructure facilities for implementation will be reimbursed by this office as per the MHA reimbursement policy (Copy enclosed).

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8. Our Project management Group is in touch with concerned officers of the state Govt./UT for making preparatory arrangements for implementation of the C-FRO, C-FORM and S-FORM modules. It is requested that efforts may be made to provide requisite facilities at all the FROs and a line in confirmation may be sent to this Ministry at e-mail id [jsf@nic.in](mailto:jsf@nic.in) or [dsmmp-mha@nic.in](mailto:dsmmp-mha@nic.in).

9. Any Queries / issues in this regard may be intimated to PMG at e-mail id; [sunit.dwivedi@nic.in](mailto:sunit.dwivedi@nic.in) or [nic-ivfrt@nic.in](mailto:nic-ivfrt@nic.in). The list containing Names and contact details of the State coordinators of NIC is enclosed for your convenience.

10. It is requested that the State Home Department be advised to coordinate necessary action and a status report be submitted to this Ministry.

Yours faithfully,

  
(V. Vumlungang)

Joint Secretary (Foreigners)  
Phone: 011-2343 8034

List of Enclosures

- i) Ministry of Home Affairs letter No.25022/115/2010-Imm dated 15.10.2012.
- ii) Ministry of Home Affairs letter No.20022/06/2005-Imm dated 12.05.2011.
- iii) List of State Coordinators of NIC with Contact details.

Copy to:-

1. The Principal Secretary (Home) of all State Govts/ UTs.
2. DGPs/Police Commissioners of all States/UT Administrations.
3. Dr. B.N Shetty, DDG, NIC, CGO Complex, New Delhi:  
Kindly request NIC state coordinators to get in touch with the concerned officers of State/UT Government for early implementation. Requisite Hardware may be provided wherever required, in consultation with BOI.
4. Shri P K Bhardwaj, Joint Director (I), BOI, Sector-1, R K Puram, New Delhi:  
With a request to coordinate action for the FRROs.