

TC-I 551/04/2023
Government of India
Ministry of External Affairs
DPA-II Division
* * *

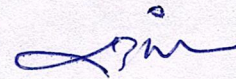
Jawaharlal Nehru Bhawan,
New Delhi
11 August 2023

OFFICE MEMORANDUM

Subject: Introduction of Registration-on-Arrival Module (ROAM) in ITEC

An alternate process of registration and data-capturing of ITEC trainees called the Registration-On-Arrival-Module (ROAM) is being made available for select courses on ITEC portal. The objective of the ROAM facility is to reduce data entry burden at the Mission end, while still capturing relevant ITEC data.

2. ROAM facility will be available on certain, pre-selected courses only. Initially it is being made available for selected single-country customized ITEC courses, where complete list of participants are made available by a referring/nominating ministry.
3. To initiate the process, Mission has to share the simplified application form (including the format for medical examination, undertaking and nomination) to the nominating ministry/nodal point for circulation to potential participants. Individual applicants may then submit completed applications via email to Mission and the nominating ministry.
4. After receipt of appropriate nomination letter/order from host government, Mission may carry out the mandatory checks manually and thereafter generate a consolidated list of approved candidates. This list, along with the corresponding individual forms may then be forwarded by email to the institute. Thereafter Mission can go ahead with finalizing travel itinerary, booking tickets and issuing visa.
5. Upon arrival at Institute in India, it shall be the responsibility of the Institute to do the necessary data entry for each individual participant on the ITEC portal and complete their registrations on the ITEC portal. Individual candidate sanction orders will be issued thereafter. Institute may submit the joining report to MEA immediately thereafter using these sanctions.



(arindam bhattacharyya)
Director

To :

CDAC Noida for implementation on the ITEC portal
NCGG, Mussoorie
HCI Dhaka

SO(ITEC-I): for implementation Capacity Building Programmes(67 and 68 CBP), scheduled to be started from 21st August and 22nd August 2023.