

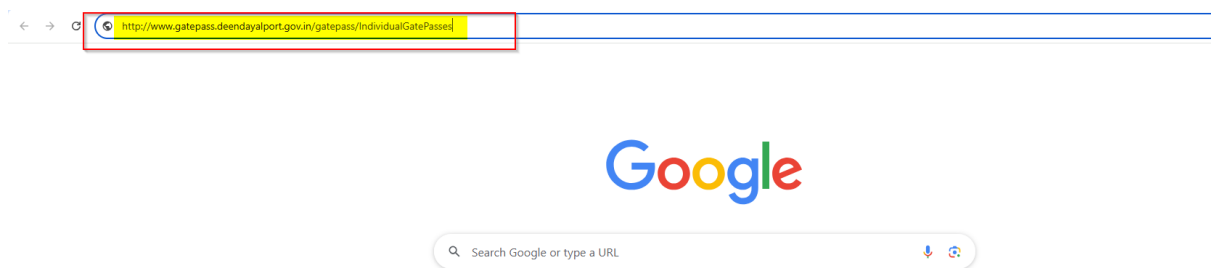
# Gatepass application User Guide

Follow the steps below to easily generate a Gatepass using the Gatepass Application.

## Step 1: Access the Application:

Open your web browser and visit the following link:

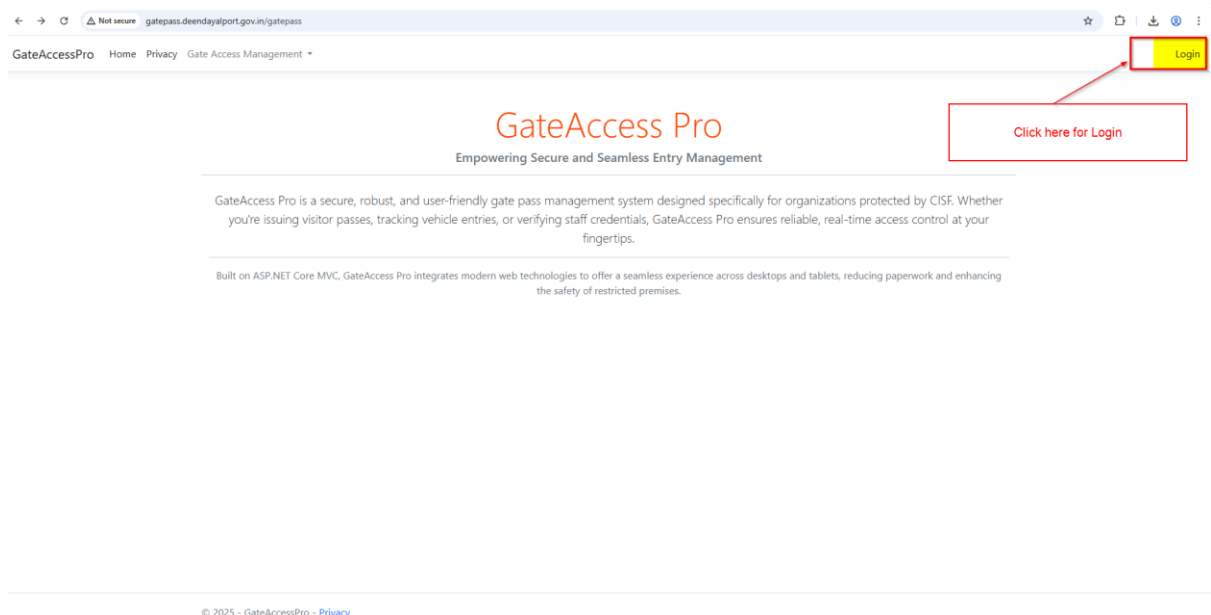
Link : <http://www.gatepass.deendayalport.gov.in/gatepass>

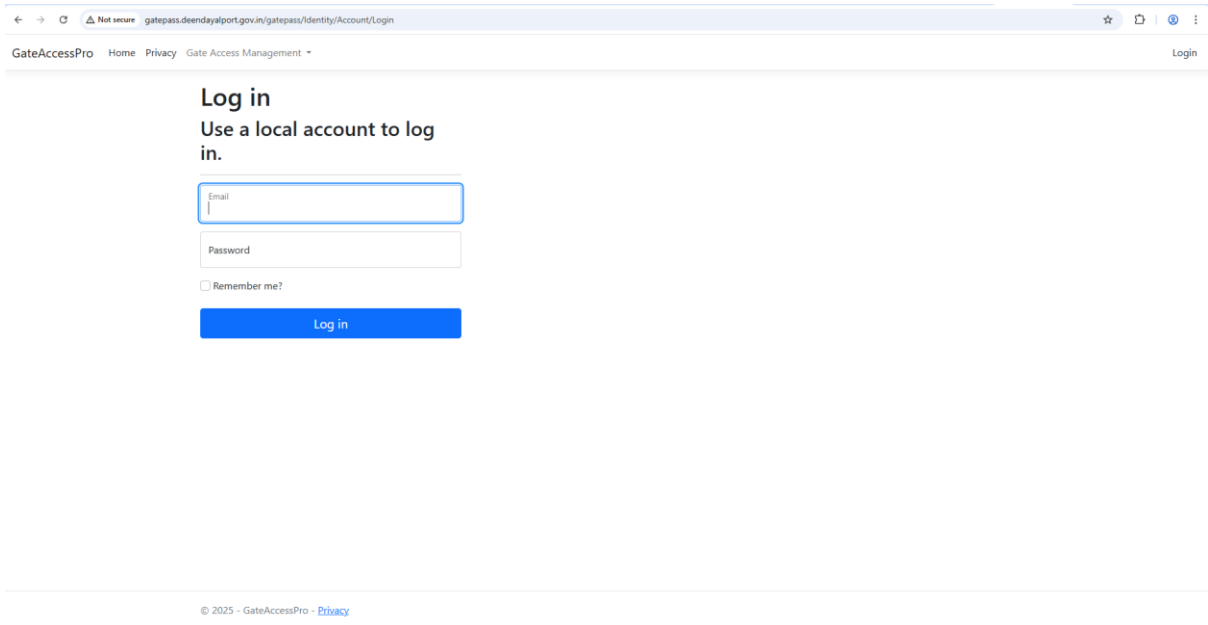


## Step 2 : Open the Login Page

The application's main page will appear as shown.

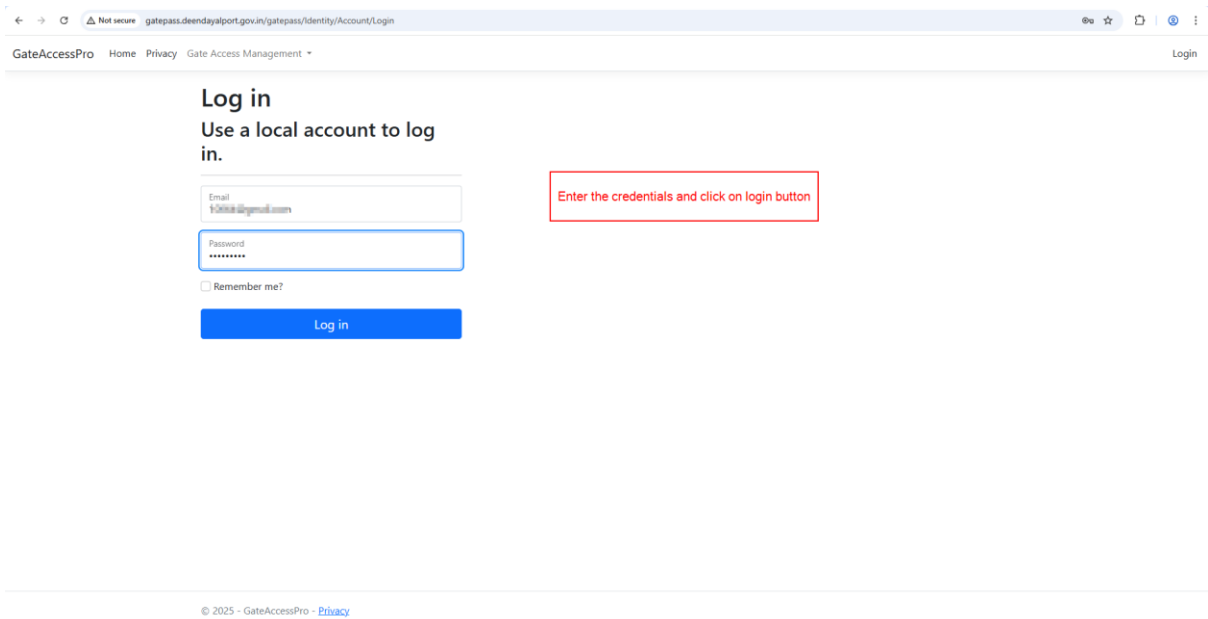
Click on the Login button to proceed.



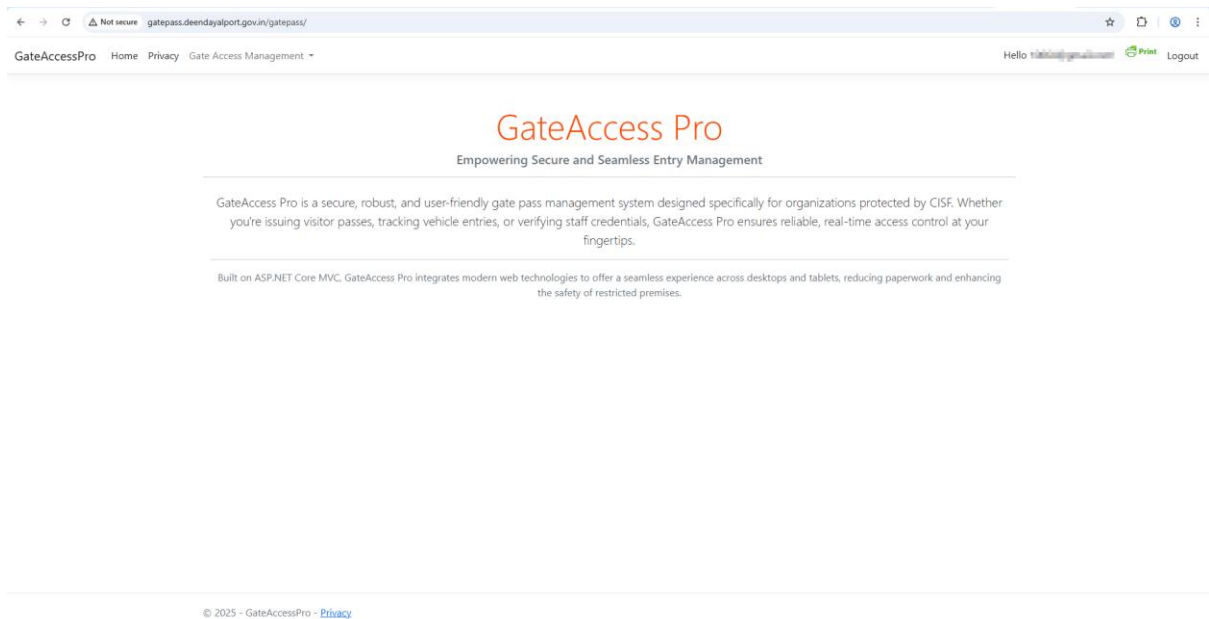


### Step 3: Log In with Your Credentials.

Enter your username and password on the login screen.



After successful login, the system will display the application dashboard.

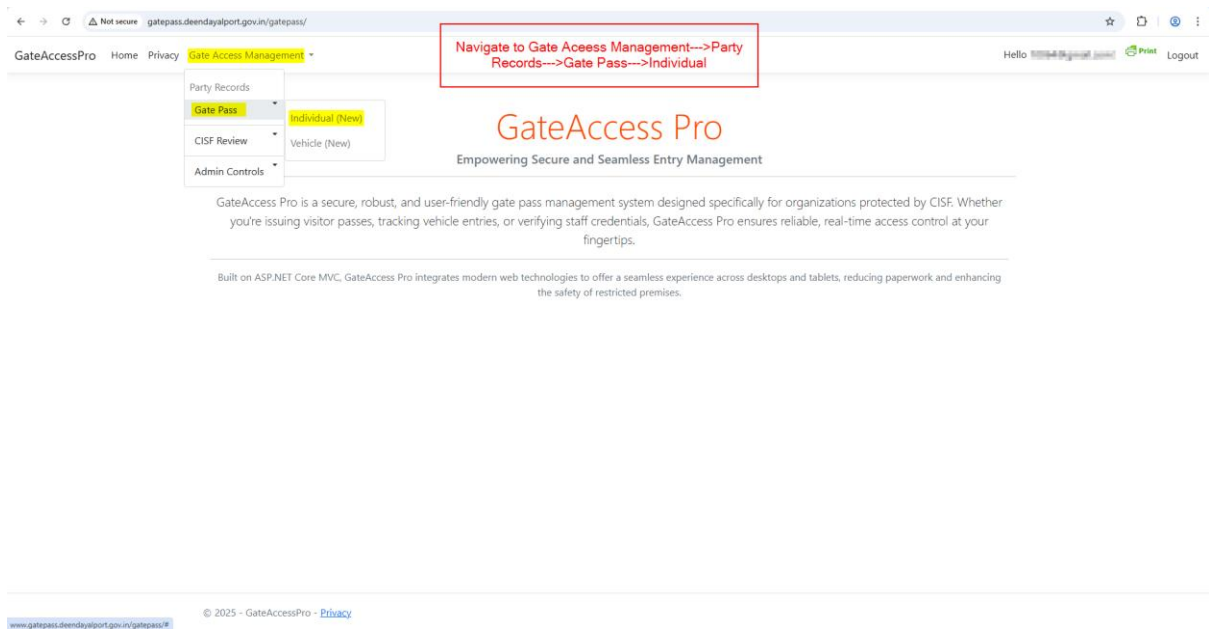


#### Step 4: Navigate to Gatepass Generation

To create a new Gatepass, go to:

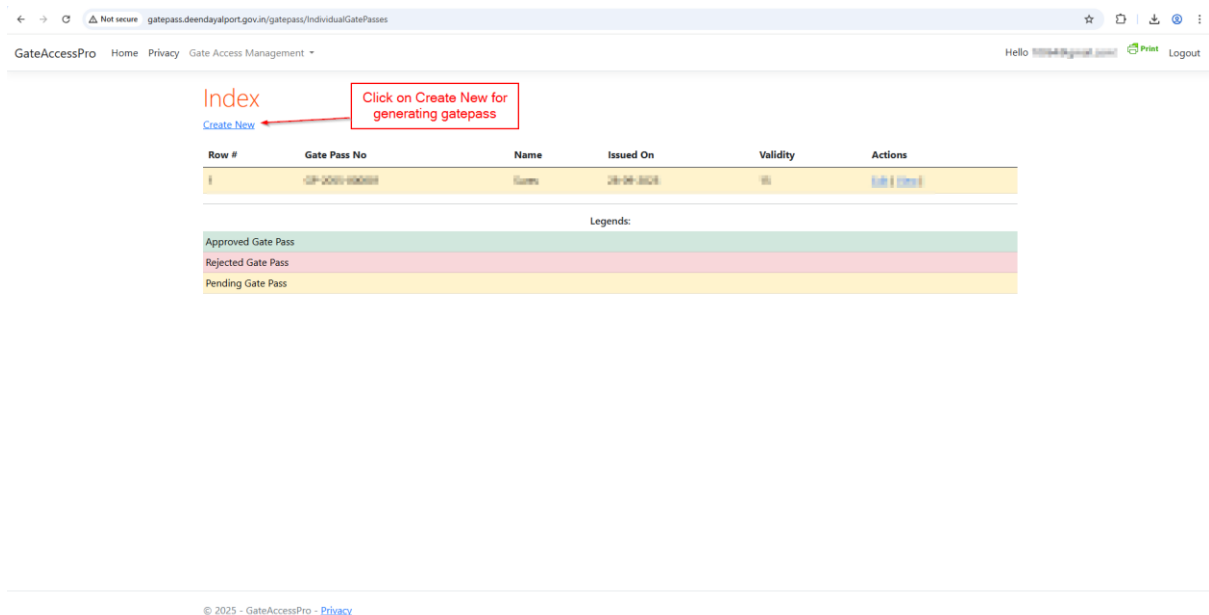
**Gate Access Management → Gate Pass → Individual**

This path will take you to the Individual Gatepass section.



## Step 5 : Create a New Gatepass

Click the Create New button to start generating a Gatepass.



GateAccessPro Home Privacy Gate Access Management Hello [User Name] Print Logout

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[Create New](#)

Click on Create New for generating gatepass

Row #	Gate Pass No	Name	Issued On	Validity	Actions
1	01-001-0001	Ganes	20-01-2024	01	<a href="#">Edit</a> <a href="#">Delete</a>

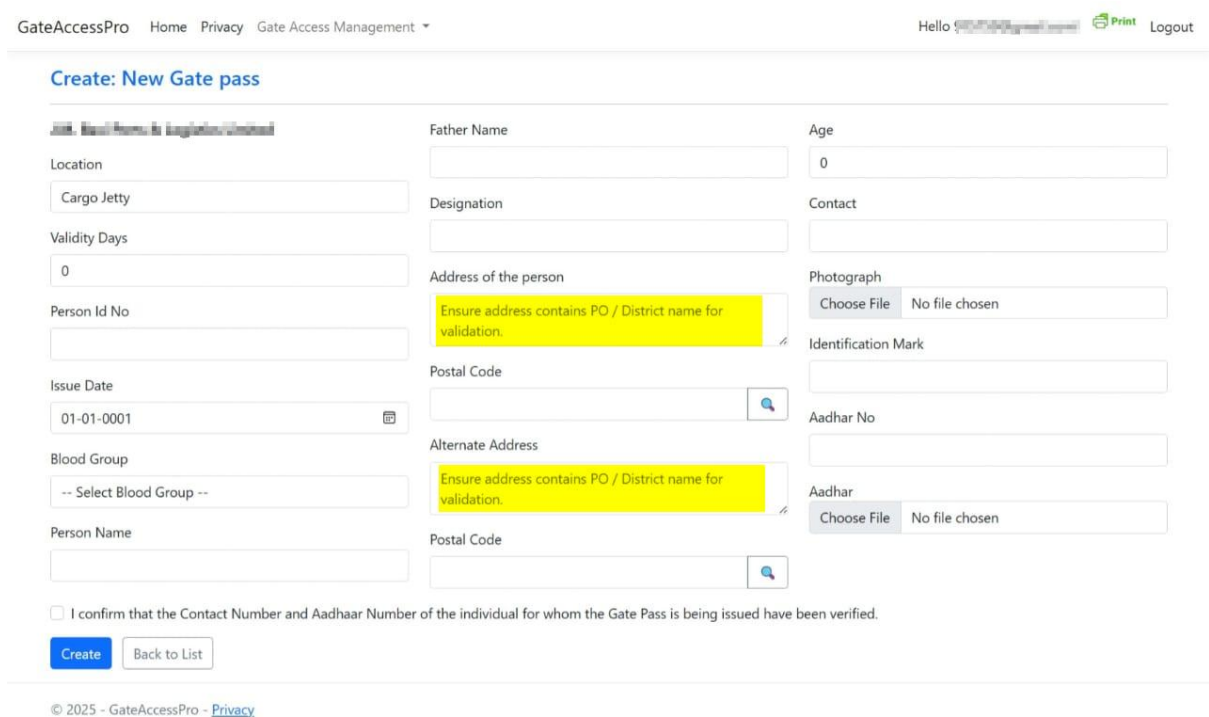
Legends:

- Approved Gate Pass
- Rejected Gate Pass
- Pending Gate Pass

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**Note:** Please ensure that all mandatory fields are filled in accurately.

Upload all required supporting documents before submitting.



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### Create: New Gate pass

**Location**  
Cargo Jetty

**Validity Days**  
0

**Person Id No**  
[Input Field]

**Issue Date**  
01-01-0001

**Blood Group**  
-- Select Blood Group --

**Person Name**  
[Input Field]

**Father Name**  
[Input Field]

**Designation**  
[Input Field]

**Address of the person**  
Ensure address contains PO / District name for validation.

**Postal Code**  
[Input Field]

**Alternate Address**  
Ensure address contains PO / District name for validation.

**Postal Code**  
[Input Field]

**Age**  
0

**Contact**  
[Input Field]

**Photograph**  
Choose File No file chosen

**Identification Mark**  
[Input Field]

**Aadhar No**  
[Input Field]

**Aadhar**  
Choose File No file chosen

I confirm that the Contact Number and Aadhaar Number of the individual for whom the Gate Pass is being issued have been verified.

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**Note:** User has to carefully enter the City, Pincode, and District name in "Address of the person" field.

