0749/19/HRD.

GOVERNMENT OF KERALA

No.J1/349/2018/HEDN

Higher Education(J)Department
11/01/2019,Thiruvananthapuram

From
    Principal Secretary to Government

u/18.1.19
18 JAN 2019

To
1. Head of the Departments
2. Registrars of all Universities

Sir,

Sub: Higher Education - Implementation of SOAFT software - Instructions forwarded - Reg.

Ref: G.O(Rt.) No. 2283/2018/HEDN dated 20.12.2018.

As per G.O referred above,Government have sanctioned the operationalisation of SOAFT (System for Online Application for Foreign Travel) Software for obtaining permission from Government for foreign travel of faculties under Higher Education Department. In continuation of the G.O read above, I am to forward herewith the instructions for filing online applications through SOAFT.

Yours Faithfully,
MAYADEVI. P.G
UNDER SECRETARY
For Principal Secretary to Government.

Approved for Issue,

Section Officer.

<u>ഇണ്ടാസ് നമ്പർ. ഇഎ1/16251/2018/എച്ച്.ആർ.ഡി</u>   തീയതി: 29.01.2019

1. പകർപ്പ് എല്ലാ സ്ഥാപന മേധാവികൾക്കും തുടർനടപടികൾക്കായി (അദ്ധ്യാപകരുടെ അറിവിനായി
   – നോട്ടീസ് ബോർഡിൽ പതിക്കേണ്ടതാണ്)
2. അഡീഷണൽ ഡയറക്ടർ
3. ഡെപ്യൂട്ടി ഡയറക്ടർ
4. ഇഎ3/ഇഎ2 സെക്ഷൻ/സീനിയർ സൂപ്രണ്ട് (എസ്റ്റാബ്ലിഷ്മെന്റ് സെക്ഷൻ)
5. കരുതൽ ഫയൽ
6. ഓഫീസ് പകർപ്പ്

ഒപ്പ്
ഡയറക്ടർ

അംഗീകാരത്തോടെ

അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ

HIGHER EDUCATION DEPARTMENT, GOVT. OF KERALA

SOAFT: System for Online Application For Foreign Travel

www.soaft.kerala.gov.in

The **SOAFT:-** System for Online Application for Foreign Travel is a web application developed for processing application for foreign travel of faculties under different institutes of Higher Education Department, Government of Kerala.

Instructions

Please read the instructions carefully before you start filling the online application form.

1. Faculties of Government/ Govt.Aided/ Government Controlled Self Financing Colleges under Higher Education Department should apply directly to Government along with the Principal's recommendation.

2. Faculties in the Departments under the control of Universities should apply directly to Government along with recommendations of the Registrars concerned.

3. Principals of all Colleges should apply directly to Government along with recommendation from the Head of Departments.

4. The Head of Departments should apply directly to Government along with the required documents .

5. Those faculties who are on deputation should apply directly to Government along with recommendations from the concerned Head of Institution on foreign service and by the Head of parent Department.

6. Applications should be submitted online with all relevant documents **at least 15 days before the proposed travel.**

7. Applicant should submit the abstract of the paper to be presented if any, in the other document section.

8. Applicant should obtain the **mandatory clearance from the Ministry of Exter al Affairs and Ministry of Home Affairs as the case may be before the travel.**

9. The applicant should upload Photo, Signature, scanned copy of NOC from the Head of the Institutions, scanned copy of Passport, scanned copy of Brochure and invitation of the programme and any other relevant document along with the application.

10. The scanned image of the Photograph of the applicant should be in .jpeg/.png format, 150W X 200H pixel dimension and within the size limit of 30kb.

11. The Signature of Applicant should be in .jpeg/.png format, 150W X 150H pixel dimension and within the size limit of 30kb.

12. The NOC from Head of the Institution, copy of Passport, Brochure and invitation of the programme, any other documents should be in .pdf format and Maximum file size is 2 MB.

13. Applicant should verify the e-mail ID and mobile numbers automatically populating in the application are correct. If found incorrect, please update the correct details in the profile or in the application.

14. After submitting the application successfully, the applicant will receive a confirmation message (SMS). The application status will be available in the application status menu. The status of the application may also be informed the applicant through SMS.

15. The submitted application after processing will lead to a Government Order and Government orders so issued can be downloaded.

16. Once the journey is completed, the applicant should furnish a tour report on the visit through SOAFT.

NOTE: - Users shall be responsible for the activities carried out on their client systems, using the accounts assigned to them. Any security incident, noticed or identified by a user must immediately be brought to the notice of the Computer Engineer, IT Division, IHRD Thiruvananthapuram, Mobile: 9447272171, E-mail: ngskumar@ihrd.ac.in.