

State Bank of India
Dhaka

Introduction of 'E-token' system for submitting visa applications to travel to India by Bangladesh nationals at Indian Visa Application Centre (IVAC), Gulshan and Motijheel w.e.f November 15, 2009

As part of our efforts to streamline the process of submission of visa applications by citizens of Bangladesh, State Bank of India, Dhaka announces introduction of digital 'E-token' system for Bangladeshi Passport holders applying for visa at Indian Visa Application Centres (IVAC) at **Gulshan, Dhaka** and **Motijheel, Dhaka** with effect from **November 15, 2009**.

2. Procedure for visa application will be as given below:

- Bangladesh Passport holders wishing to apply for visa to travel to India must visit website www.ivacbd.com and log on to 'E-Token system'. The service will be available w.e.f from **0800 hrs on November 11, 2009**.
- Applicant must fill up all mandatory fields as indicated therein.
- Applicant will be required to choose a date for submission of visa application from available dates shown in the field, and the place of submission i.e. IVAC, Gulshan or IVAC, Motijheel. Only one registration will be allowed for available dates.
- Applicant will need to take a printout of 'E- token' in **A4 size paper**.
- Applicant should go to IVAC Gulshan or IVAC Motijheel, as indicated in E- token, on the date for which the token has been issued along with (i) the print out of 'E-token' (ii) duly filled in visa application, and (iii) all necessary documents. **Visa applications are accepted at IVAC Gulshan from 0800 hrs to 1200 hrs, and at IVAC Motijheel from 0800 hrs to 1100 hrs.**
- 'E- Token' will not be valid beyond the date for which it has been issued.
- One member of a family is permitted to submit visa applications on behalf of other family members, subject to a maximum of five visa applications per day and subject to production of proof of relationship. For this purpose, family constitutes spouse, children and parents.

- Emergency medical cases will require valid 'E-token' but may seek priority at medical emergency counter at IVAC, Gulshan(Contact : Manager(Admn), IVAC, Gulshan, Dhaka(Tel.no. 02-8833632/9893006)
- Visa applications of Hon'ble Members of Parliament and Judiciary; Chairman/ CEO/ Managing Director of established companies and members of their families; and persons above 70 years of age can be submitted through authorised representative carrying valid 'E-token'.
- In the event of the date for which e-tokens have been issued becomes a non- working day for any reasons, such e- tokens will be admitted on the next working day.
- It may be noted that all Bangladesh Passport holders wishing to submit their Indian visa application forms at IVAC, Gulshan and IVAC, Motijheel will be required to carry valid 'E-token' from November 15, 2009.

3. State Bank of India would appreciate co-operation of all concerned for successful implementation of E-token system at IVAC. Any queries regarding e-token may be addressed to Manager (Administration), Indian Visa Application Centre, House No.12, Road No. 137, Gulshan-1, Dhaka (Tel.no. 02-8833632/ 9893006/ Fax.no.02-9863229:E-mail:info@ivacbd.com)
